

## LAT Montreal Dance Registration Instructions

Here are the instructions to register through Amilia (the registration management software)

1. Visit our website at: <http://latmontreal.dance/>
2. Click the 'Register Now' heart (<http://latmontreal.dance/register/>)
3. Choose the program you would like to register for
4. Read the important information and then scroll down to see the activities
5. Click on the activity to begin registration
6. If you have an account with Amilia, log in and proceed to step 8
  
7. If you do not have an Amilia account, click 'Create an account'
  - a. Input your email address
  - b. Confirm your email address
  - c. Create a password to use with Amilia
  - d. Confirm your password
  - e. Confirm and Amilia will send you an email to activate your account
  - f. From your email account, open the confirmation email and click the link. By doing so, your account will be activated.
  - g. Click "Back to Amilia"
  - h. Add an account owner (usually a parent) - note: there can only be one account owner. Additional parents can be added after.
  
8. From here, you will need to add the activity selected to your cart. Choose the member who will be registered. If their name does not appear, click 'add another person'
9. Click checkout
10. Review your order, continue shopping if something needs to be added, otherwise click checkout.
11. Input or review the information for the account owner as well as for any members added.
12. Accept the terms and conditions by checking the box.
13. Click complete my purchase
14. A confirmation page will appear with the information for the activity selected.

**Note: Online payment is not available. Registration will be accepted but payment must be done in studio, please read invoice for payment information and policies.**

For any questions of concerns, please email:  
[LATmontreal.dance@gmail.com](mailto:LATmontreal.dance@gmail.com)

Thank you,

LAT Dance Montreal Team