

## Registration Information for New Tech Team Families

If you have not already, please visit the registration page on our website:

<https://www.hstonline.org/registration-tech-only/>

Please review all the information there, particularly:

- [Class chart](#). Note the information on p.2 for New Tech Team
- [2020-2021 Policies Contract](#). You will be asked to agree to all the parts of this document when you register.
- [Key Dates Calendar](#). All New Tech Team students will be working Showcase.

Please read this entire document prior to registering. After you have reviewed all the information in this document, please click the link at the bottom of the webpage to register. This will direct you to TADS. Once on the TADS website:

- Select the 2020-2021 school year.
- When you reach the Sign In page, select the gray “create a new account” button and set up your account with TADS.
- When prompted for an **HST age**, please enter the age your child was on **by Dec. 31, 2021**.

After you set up your account, TADS will email you a welcome letter with directions on how to enroll your child. This email will have links to 2 documents. These are the same documents that you have already looked at from our website.

Please click the link “to enroll on the TADS website” at the bottom of this email. This will bring you to a sign-in page. Please sign in with the account information you have already set up. The system will then walk you through registering your child with HST.

### Important registration notes:

- The 6<sup>th</sup> page is the main page that will allow you to enroll. This is a very busy page. All parts have to be completed.
  - [Policies Contract](#). This asks you to agree to all HST’s policies. You agree to each of the 7 parts of this document separately.
  - [Course Selection](#). After the chart listing the classes available to a students in your child’s age group, please select Tech Team (New). Registration for all other classes is closed.
  - [Minimal Requirements](#). You must agree that your child meets the minimal requirements listed in the blue box.
  - [Prepaid Ticket Questions](#). This is for families who have actors or dancers in our other programs. Please answer ‘No’ or 0 to all of these questions.
- Once you have enrolled your child, you will be brought to the enrollment page. You will see your child’s enrollment in a “pending” status.

- To enroll another child, please click the Admissions Tab. Then click the "Start New Application" button.
- Once we accept your child(ren) on our end (TADS does not allow this piece to be automatic), you will receive another email asking you to set up a payment agreement for your child(ren).

**Important payment notes:**

- When you get to the Agreement page, please double check your bill to make sure that everything is billed correctly. If there is any discrepancy, please contact us before continuing.
- There is a \$30 family registration fee. (TADS will also add \$1 to this fee.) This payment will be charged when you complete your registration.
- TADS gives you the option of selecting a payment plan that is 1, 2, 6, or 10 installments. These payment plans started in June and were split over the course of the whole year. **Since you will be starting in January, please ONLY select a 1 or a 2 payment plan.**
  - If you select a 1 payment plan, the payment will be charged at registration.
  - If you select a 2 payment plan, the first half will be charged at registration. The 2<sup>nd</sup> half will be charged on Feb. 25.
- You can set TADS up to either charge your credit card or make a direct bank withdrawal.
  - If you pay by credit card, TADS will charge you a 3% convenience fee.
  - If you select direct bank withdrawal, TADS will charge a 0.3% fee. This fee will be a minimum of \$1 and a maximum of \$5.
- In order to avoid incurring any additional fees, please use the same method of payment for all children. If a pop-up asks you to select an account, choose the "select existing account" option rather than "create a new account" unless you have a serious reason to do so.

If you have any questions or concerns, please contact:

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