

Registration Information for Returning Families

You should have received an email from TADS (the company we have contracted with to do our registration). The email should have "HST Cultural Arts, Inc." as the sender. It is an invite to register your child(ren) for HST's 2022-2023 Season.

Before you click the link in that email, please [review these 2 documents](#) that were emailed earlier

1. [2023-24 Class Chart](#). This document has all the important class information like where, when, prerequisites and cost.
2. [2023-24 Tuition and Fees Worksheets](#). This is a set of worksheets to help you calculate your total HST bill – including prepaid tickets. The system will not provide a total price until you have enrolled all your children. At that point, you will not be able to make changes without contacting us. In order to minimize this, we ask that you please fill out this worksheet for your records prior to enrolling. This year, please note the change in payment plans and when payments are due. If you notice any discrepancy between your TADS bill and this worksheet, please contact us.

Sign in to TADS

After you review these documents, please click the link in the TADS email or go to: <https://secure.tads.com/>

Sign-in with the email and password that you used last year.

If you have new student(s) to add

Please complete their registrations **before** you re-enroll your current children. You can do this by clicking the green "Visit" button in the Admissions box on the home page. OR Click the "Admissions" menu tab on the very left.

Then, click the green "Start a New Application" button. The system will then walk you through enrolling your NEW child.

NOTE: Please use the Admission tab **only** to enroll a **new** student. Students enrolled previously are already in the system and may be accessed by clicking the **enrollment tab**. If your child was previously enrolled in HST and is not listed under enrollment, please contact us.

To Re-Enroll your current student(s)

Click the green "Visit" button in the Enrollment box. OR Click the "Enrollment" menu tab on the very left. The students that we are expecting you to re-enroll are listed at the very top under "Fall 2023 - Spring 2024". (If this list is incorrect, please let us know.)

Click on the blue number next to the child you want to enroll first (or click on the blue click here to enroll link next to your child's name). TADS will then step you through enrolling this child. Please see the important registration notes below.

After you complete enrolling this child, you may enroll any others by returning to the enrollment page and clicking on them.

Important registration notes:

The 6th page is the main page that will allow you to enroll. This is a very busy page. But all parts have to be completed.

1. [Policies Contract](#). You will have to read and agree to each of the 7 parts of this document. There is a bubble after each part that you will have to click to confirm "Yes, I read this section".
2. [Course Selection](#). This is where you will select your child's courses. There are a lot of important notes here so please read this section carefully.
 - a. If you select a class that has a prerequisite or required an audition, you will be prompted to acknowledge that your student has met that requirement.
 - b. You must enroll all student in Troupe by May 19. If your child is a new auditioner, please register them for the troupe that is their 1st choice. If they are not assigned to that troupe, we'll switch them.
 - c. You must enroll your Theatricals student by May 26. However, if your Theatricals student has a sibling in troupe, it's best to register them by May 19. (Otherwise, you will have to contact us to make that change.)
 - d. You have until June 30 to register for dance (and get the early bird discount). However, if you are registering for troupe, it's best to get that all taken care of at the same time. (Otherwise, you will have to contact us to make that change.)
 - e. Since dance assessments have not taken place, please register your student for the same class they took this year (unless they are HST 13). We will switch them if they are assessed to move up.
 - f. Students who are HST 13 will be moving to afternoon classes that cost more because they are longer. These students should register for BW Jazz 1 or BW Tap 1. We will move them after assessments if appropriate.
3. [Minimal Requirements](#). You must agree that your child meets the minimal requirements listed in the blue box.
4. [Prepaid Ticket Questions](#). Please answer **ALL** of these questions so that the system can calculate your prepaid tickets correctly. TADS will only assign the fees once.
 - a. If you have multiple children, you must answer each of these questions for each child. Furthermore, the answers should all match. For example, if you have a child in Theatricals and a child in

Junior Troupe, you should mark "Yes" to **both** of those questions under **each** child.

- b. **If your family will have at least one child in Showcase** (Acting, Dance or Choir), you **must answer "Yes" to the 1st prepaid** ticket question for **all of your enrolled students**.
 - c. If you have someone auditioning for a troupe for the first time, click "yes" to the prepaid tickets for the troupe of their 1st choice. We will make the switch later if we need to.
5. Please read and sign the terms and conditions on the Submit Registration page. Also please be aware that once you continue forward, you may not make further changes to your course selections without contacting HST directly.

Signing your Agreement and Setting Up Payment

Once you have enrolled all of your children, you can set up your agreement. This is where you put in your payment info and choose a payment plan.

1. Click on the "Agreements" tab on the left hand side (OR click on the green "Visit" box in the Agreements box in the home page).
 - a. Click on the blue link that says "Click here to set up this agreement". It is to the right of the Fall 2023 – Spring 2024 year.
 - b. If you do not have this link yet, it means that you either told us you were adding a new child or we weren't sure if you were adding a new child.
 - i. Either way, please give us time to create this agreement.
 - ii. You will receive an email from TADS when that agreement is ready.
2. After you sign this agreement, you will be taken to a page that summarizes your charges. Please double check that this is correct (by comparing to what you calculated using the Tuition, Prepaid and Fees Worksheet mentioned above). **If there is a discrepancy**, please contact us before continuing.
3. If everything is correct, scroll down and select a payment plan. You will have the option of selecting a payment plan that splits your tuition over 1, 2, 6, or 10 installments. TADS will charge \$20 for a 1 or 2 payment plan and \$56 for a 6 or 10 payment plan. In addition, depending on the payment method you choose, TADS will add a \$2-\$3 fee to this as described in #4 below. TADS will charge this payment plan fee upon registration.
 - a. In the drop-down box next to your payment plan, make sure that you select the date in the pull-down menu to the right of the plan you choose. There is only one date – the 25th – but TADS requires you to select it prior to moving on.

- b. All payment plans start on May 25. If you register after May 25, you may still select any of these plans but TADS will immediately charge you for previous months' payments.
4. Select a payment method. Please note that payments can only be made by credit card or direct withdrawal from your bank.
 - a. If you pay by credit card, TADS will charge you a 3% processing fee on the entire amount.
 - b. If you pay by direct bank withdrawal, TADS will charge a 0.3% fee per transaction. This fee is a minimum of \$3 and a maximum of \$7 per transaction.
 - c. **PLEASE** double check your credit card or bank account number. TADS will charge fees if they cannot not process a payment on the due date.
5. There is a \$30 registration fee. This year, this fee will be added to the payment plan just like Prepaid tickets.
6. TADS has made improvements to this process. If you wish to use the same account you used last year, you will be able to select that account and not have to re-enter that info.

If you have any questions or concerns, please contact Mena Stell at 410-905-1137 or menamacrina@aol.com