

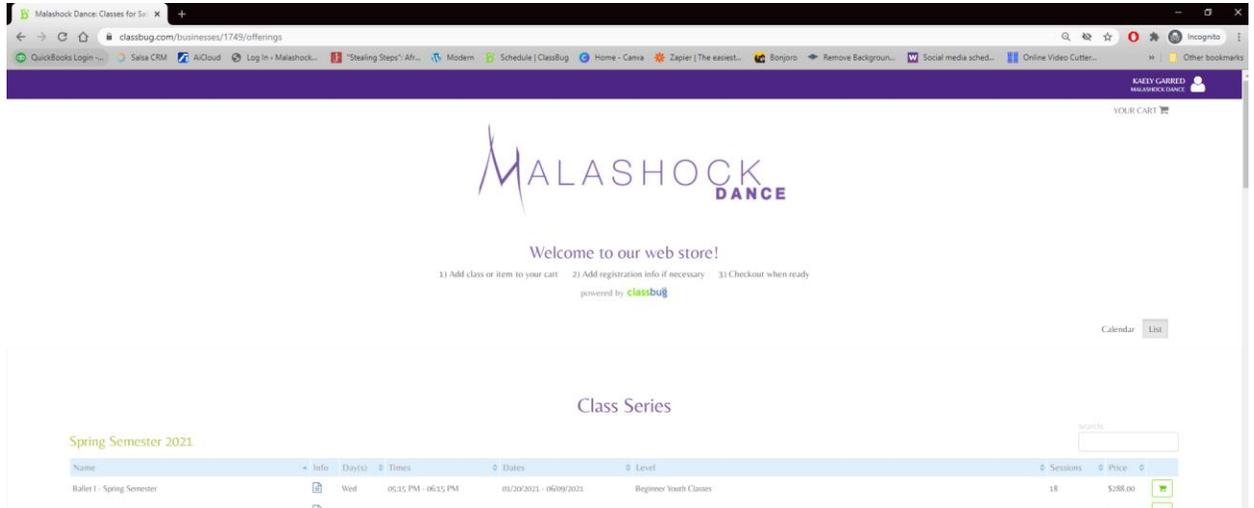


How-Tos for Virtual Classes

1. How to buy single classes or a class card
2. How to register with an existing class card
3. How to add a donation to your purchase
4. How to get help

How to buy single classes or a class card

Go to classbug.com/businesses/1749 in an internet browser.



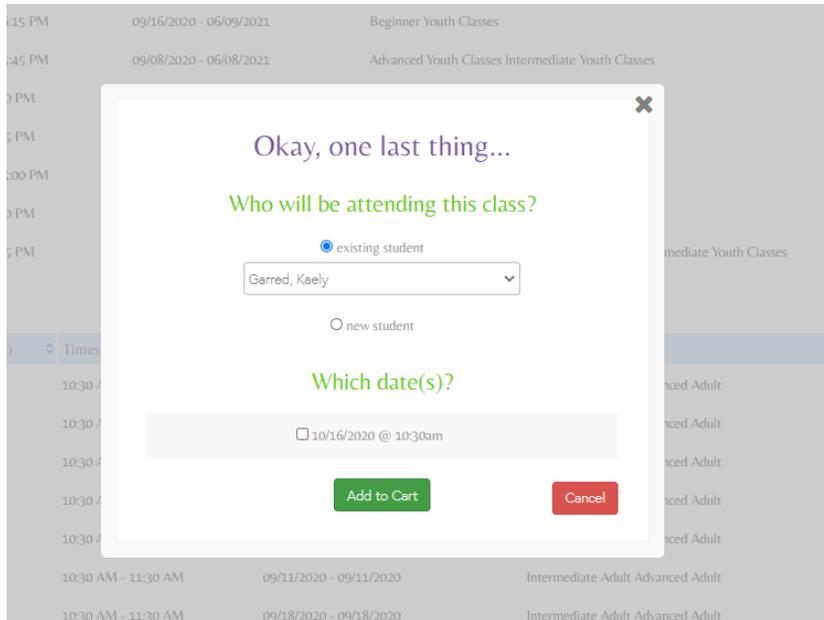
Scroll down to the "Adult Technique" section.

The screenshot shows the "Adult Technique" section. A table lists various classes with columns for Name, Info, Day(s), Times, Dates, Level, Sessions, and Price. Each row has a green cart icon in the Price column.

Name	Info	Day(s)	Times	Dates	Level	Sessions	Price
Int/Adv Contemporary Modern 10-16-2020		Fri	10:30 AM - 11:30 AM	10/16/2020 - 10/16/2020	Intermediate Adult Advanced Adult	1	\$10.00
Int/Adv Contemporary Modern 10-2-2020		Fri	10:30 AM - 11:30 AM	10/02/2020 - 10/02/2020	Intermediate Adult Advanced Adult	1	\$10.00
Int/Adv Contemporary Modern 10-23-2020		Fri	10:30 AM - 11:30 AM	10/23/2020 - 10/23/2020	Intermediate Adult Advanced Adult	1	\$10.00
Int/Adv Contemporary Modern 10-30-2020		Fri	10:30 AM - 11:30 AM	10/30/2020 - 10/30/2020	Intermediate Adult Advanced Adult	1	\$10.00
Int/Adv Contemporary Modern 10-9-2020		Fri	10:30 AM - 11:30 AM	10/09/2020 - 10/09/2020	Intermediate Adult Advanced Adult	1	\$10.00
Int/Adv Contemporary Modern 9-11-2020		Fri	10:30 AM - 11:30 AM	09/11/2020 - 09/11/2020	Intermediate Adult Advanced Adult	1	\$10.00
Int/Adv Contemporary Modern 9-18-2020		Fri	10:30 AM - 11:30 AM	09/18/2020 - 09/18/2020	Intermediate Adult Advanced Adult	1	\$10.00
Int/Adv Contemporary Modern 9-25-2020		Fri	10:30 AM - 11:30 AM	09/25/2020 - 09/25/2020	Intermediate Adult Advanced Adult	1	\$10.00
Int/Adv Contemporary Modern 9-4-2020		Fri	10:30 AM - 11:30 AM	09/04/2020 - 09/04/2020	Intermediate Adult Advanced Adult	1	\$10.00
Intermediate Modern 10-14-2020		Wed	7:00 PM - 8:00 PM	10/14/2020 - 10/14/2020	Intermediate Adult	1	\$10.00
Intermediate Modern 10-21-2020		Wed	7:00 PM - 8:00 PM	10/21/2020 - 10/21/2020	Intermediate Adult	1	\$10.00
Intermediate Modern 10-28-2020		Wed	7:00 PM - 8:00 PM	10/28/2020 - 10/28/2020	Intermediate Adult	1	\$10.00
Intermediate Modern 10-7-2020		Wed	7:00 PM - 8:00 PM	10/07/2020 - 10/07/2020	Intermediate Adult	1	\$10.00
Intermediate Modern 9-16-2020		Wed	7:00 PM - 8:00 PM	09/16/2020 - 09/16/2020	Intermediate Adult	1	\$10.00
Intermediate Modern 9-2-2020		Wed	7:00 PM - 8:00 PM	09/02/2020 - 09/02/2020	Intermediate Adult	1	\$10.00
Intermediate Modern 9-23-2020		Wed	7:00 PM - 8:00 PM	09/23/2020 - 09/23/2020	Intermediate Adult	1	\$10.00
Intermediate Modern 9-30-2020		Wed	7:00 PM - 8:00 PM	09/30/2020 - 09/30/2020	Intermediate Adult	1	\$10.00
Intermediate Modern 9-9-2020		Wed	7:00 PM - 8:00 PM	09/09/2020 - 09/09/2020	Intermediate Adult	1	\$10.00
Open Level Modern 10-13-2020		Tue	7:00 PM - 8:00 PM	10/13/2020 - 10/13/2020	Beginner Adult Intermediate Adult Advanced Adult	1	\$10.00

Select the class you'd like to attend and click on the green cart icon to the right.

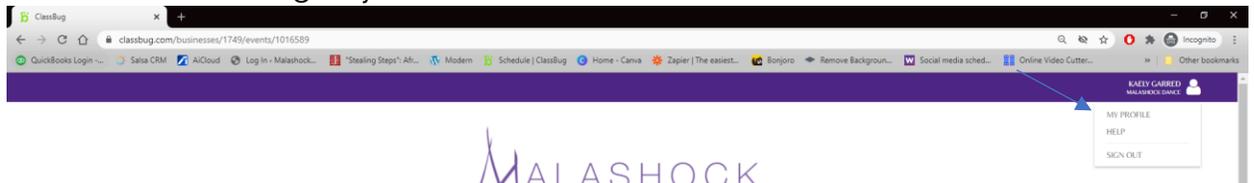
Classbug will ask you who is attending the class. You can select yourself or another dancer from the drop-down menu or add a new dancer to your family profile by selecting new dancer and filling in the required information.



Select the date and click add to cart.

Once you check out, you will receive a receipt in your email that will contain the link to join class.

You can also access the join link by clicking on your name in the top right corner and selecting "My Profile."



MALASHOCK

The join link will be in the section labelled "Future Classes Attending"

Family Account

Kaely Garred

Family members: [Redacted]

customer at: Malashock Dance

payment methods:

- + Add a Bank Account
- Credit Card is on File
- + Gift Cards/Store Credit

TRANSACTIONS

Date	Type	Description	Amount	Action
05/20/2020	PURCHASE	Open Level Modern for Kaely Garred Sun, 7:00 pm - 8:00 pm from 05/26/2020 - 05/26/2020 Zoom Join URL: https://us02web.zoom.us/j/84281173371	\$5.00	more
02/14/2020	PURCHASE	Manual Discount:	-\$5.00	more
TOTAL:			\$5.00	

FUTURE CLASSES ATTENDING

- Adv Contemporary Modern 9-4-2020 on 09/04/2020 @ 10:30AM garred, kaely
[Join Zoom Meeting](#)

PREVIOUS CLASSES

- Ballet I on 05/04/2020 @ 03:00PM
- Ballet I on 04/27/2020 @ 03:00PM

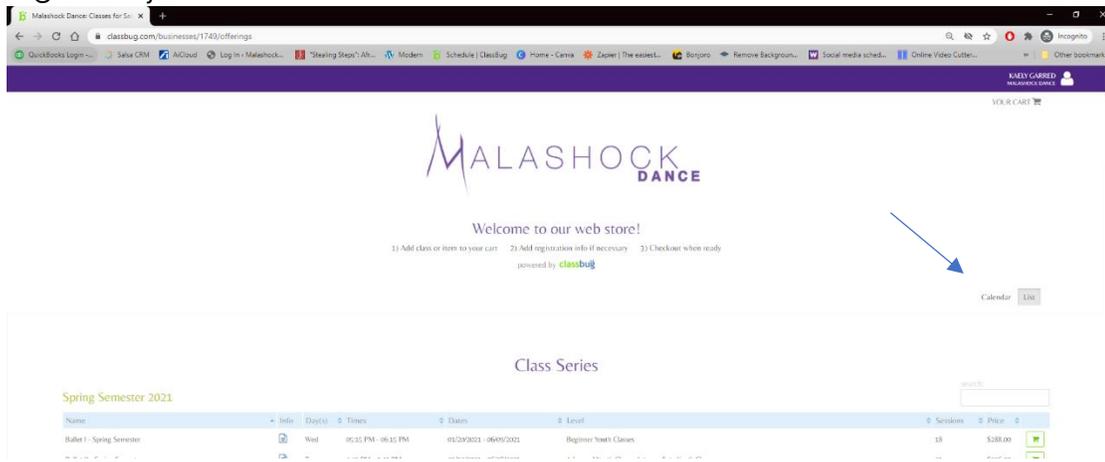
This process can be used to purchase class cards by selecting the desired class card quantity and selecting add to cart

Class Packs

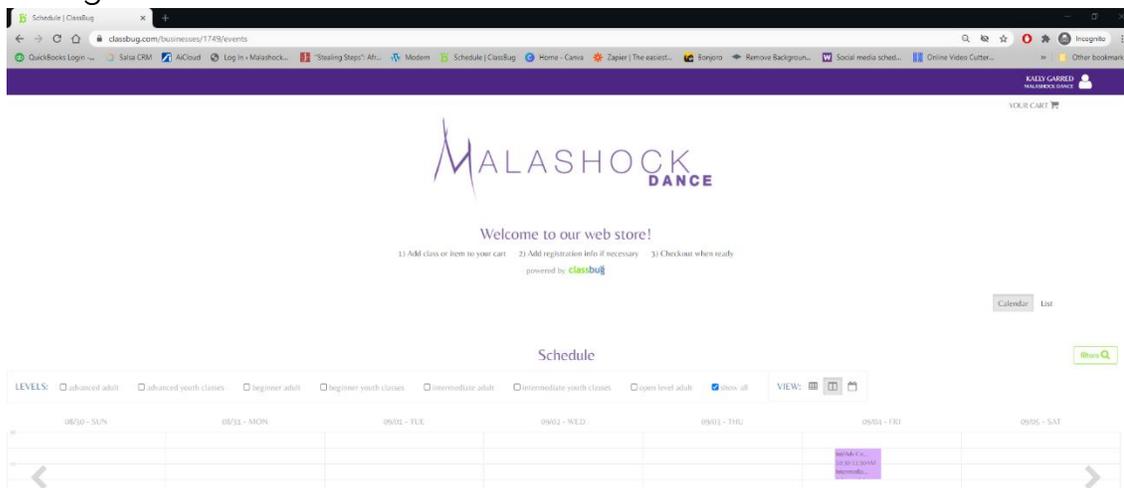
8 CLASS PACK (ADULT CLASSES ONLY) 8 classes, expires never \$96.00 	4 CLASS PACK (ADULT CLASSES ONLY) 4 classes, expires never \$52.00 	12 CLASS PACK (ADULT CLASSES ONLY) 12 classes, expires never \$126.00 
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How to register with an existing class card

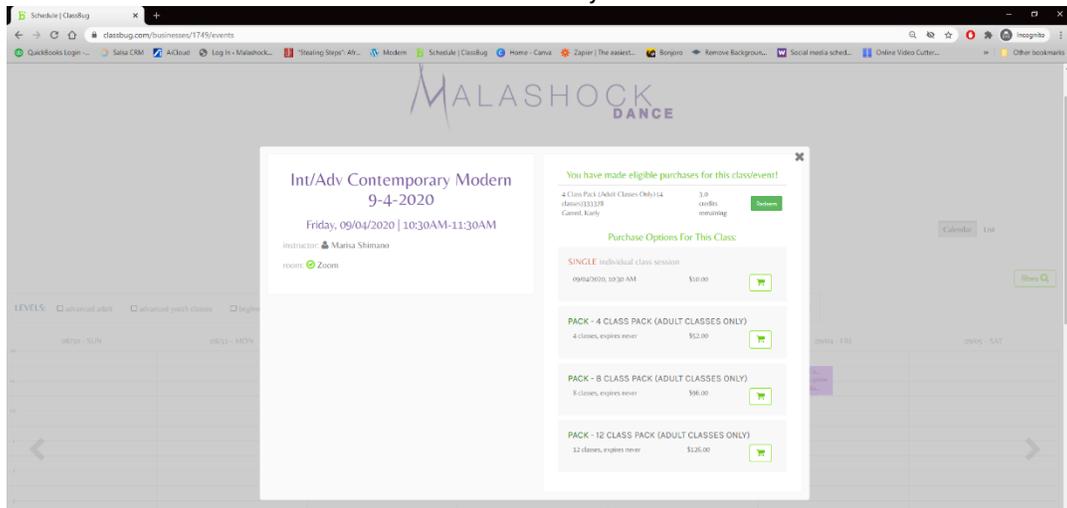
Go to classbug.com/businesses/1749 in an internet browser.
Sign into your account.



Change the view to "Calendar"

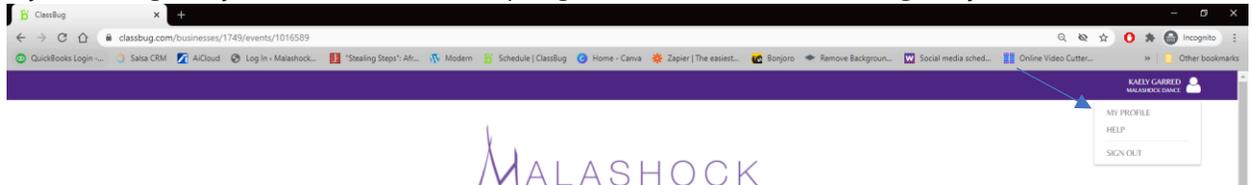


Click on the class on the schedule that you'd like to attend.

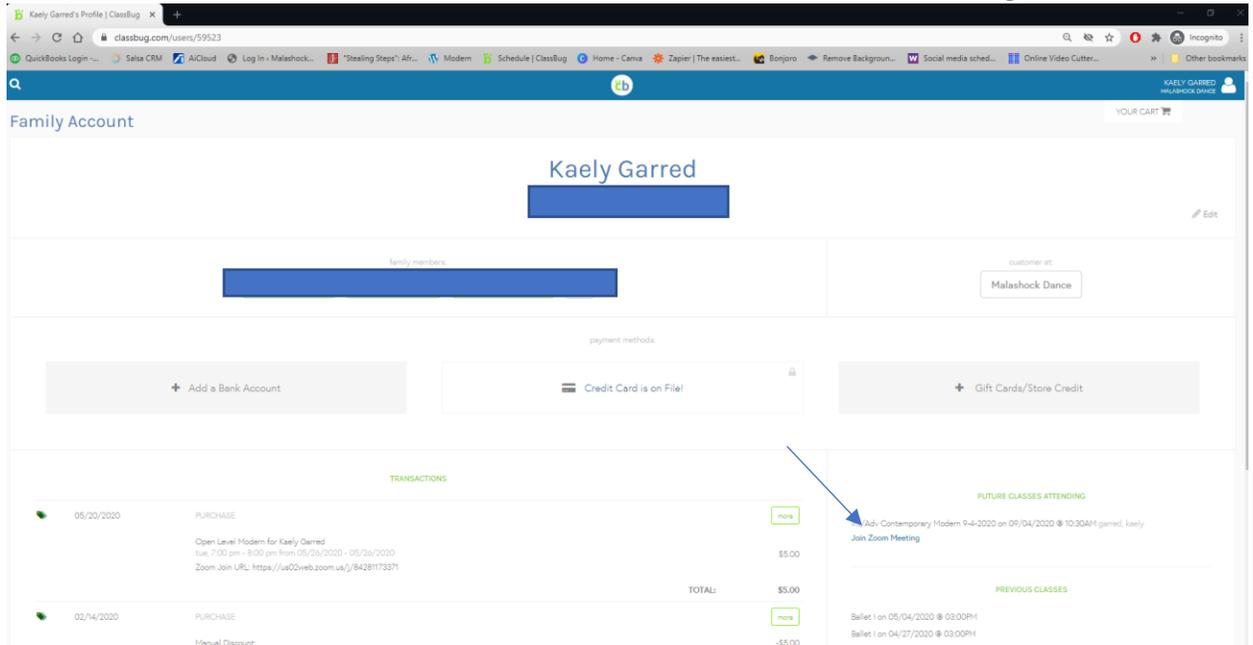


The top option will be the offer to redeem a class credit to sign up for class. Click the green button to redeem a credit.

Once you have redeemed your credit you can access the Join link for class by clicking on your name in the top right corner and selecting "My Profile."



The join link will be in the section labelled "Future Classes Attending"

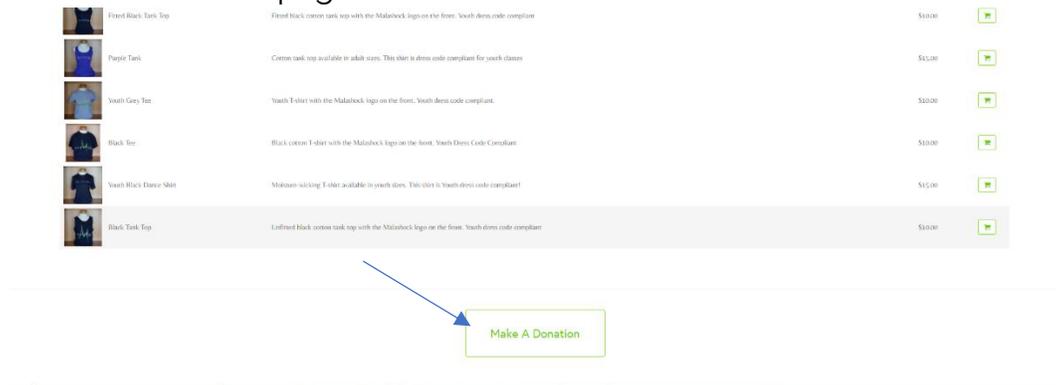


How to add a donation to your purchase

When purchasing single classes or class cards you have the option to add a donation to the price of your tuition.

We strongly recommend a \$5 donation on top of the tuition to help keep our classes running and supporting our teachers, but we understand that times are uncertain and not everyone is in a position to do so.

Once you have added your desired classes to your cart, scroll all the way to the bottom of the page and click "Make a Donation"



Classbug will ask you how much you'd like to donate and then add that amount to your cart.

Continue with the check out process to save your spot in class and help Malashock keep their classes accessible.

Thank you very much!

How to Get Help

If you need assistance with registration or accessing a class please contact our School Operations Manager, Kaely Garred.

She can be reached by call or text at 989-274-4629 between 9am & 7:15pm and by email at Kaely@MalashockDance.org.