Children’s and Youth Division Online Registration Instructions

The Joffrey Academy uses an online registration system called Spectrum NG CSI Software. This software makes registering for classes and viewing and updating your account easy and accessible.

If you are a current student or have ever attended a class or audition at the Joffrey Academy of Dance, we have already created a username and password for you; please login and update your information! If you do not know your username or password, please email reception@joffrey.org.

New Students: Please create a guest account with the parent as the main guest account and the student as a sub-guest account.

Registration:

1. Go to: https://online.spectrumng.net/Joffrey and login using the password and user name previously emailed to you.

2. Click on the middle picture that says Class Registration.
3. Click the Select button under the Children’s Division or Youth Division.

4. Under the correct class for your student, click View Programs.
5. This will expand the class time selections. Click **Register** next to the class time in which your student would like to enroll. If a class is full, you will not be allowed to select that class. If you would like to be placed on the waitlist for a class section please call the Reception desk at 312.784.4600.

6. Read the Joffrey Academy Program Registration Waiver and click **Continue**.
7. Select the check box next to your student. If your student is only enrolling in 1 class, then click Continue to Cart.

   If your student will be enrolling in 2 classes (for example 2 sections of Ballet I), click Continue Shopping. To add another class, please repeat steps 2 through 7.

8. Complete the payment information page and click Submit Payment.

An automatic enrollment confirmation email will be sent to the email address on file.

Thank you for registering for classes at The Joffrey Academy of Dance, Official School of The Joffrey Ballet. We are looking forward to seeing you and your student next semester! If you have any questions or trouble registering online, please call, email or stop by the front desk.

Joffrey Academy Reception contact information: 312.784.4600 or reception@joffrey.org.