

Energym Class Enrollment Process



- **Monthly Enrollment Process**
- **BRAND NEW Customer Portal and Web Access**

Monthly Enrollment

Energym Gymnastics class registration is a **Continuous Monthly Enrollment** system. This gives people the opportunity to make **smaller payments, eliminate the hassle of registering for long sessions, and ensure your child never loses their current spot in class.** We are a year round program with no long-term commitments.

- Enroll at any time
- Continuous Monthly Enrollment until you let us know
- Payments will automatically be charged to your credit card on file the 20th of every month for the following month's tuition.
- **To Un-enroll**, you just need to submit a Drop Request via the Customer Portal no later than the 19th of the month. If your Drop Request comes in after the 19th, you are charged and enrolled in the next month.



Getting Signed up on the NEW Customer Portal

Get logged in to our **BRAND NEW** Portal to view/edit :



- **Family Information • Student Information & Enrollments • Payment Information •**
- **Invoice/Charge History • Request / Register for Classes and Special Events •**
- **Get Current Announcements**

- **Current Energym Families**
 - Click on **Customer Portal Button** located on the HomePage of the Energym Website at www.energymgymnastics.com.
 - Log in with the current email address you have on file with Energym. (If you do not remember what it is, please give us a call and we can assist you)
 - Now you can use the filters to view and/or request to register for classes online by clicking on the Bookings button and follow the prompts. **NOTE:** You are NOT officially registered in the class until it is accepted by our office, at which time your will be notified via email within 24 hours that you are now registered in that class.
- **Brand New to Energym? Let's Create an Account :**
 - Click on the **Customer Portal Button** located on the HomePage of the Energym Website at www.energymgymnastics.com.
 - "Click to Begin" and then Click "Create an Account".
 - You will then follow the prompts to add your Family and Student information. You will also be asked to acknowledge three of our Waivers and Permission Documents regarding Billing Authorization, Rules / Terms and Conditions, and Waivers regarding Acknowledgement of Risk, Photo/Video Waivers, Waiver of Liability and Medical Authorization.
 - Now you can use the filters to view and/or request to register for classes online by clicking on the Bookings button and follow the prompts. **NOTE:** You are NOT officially registered in the class until it is accepted by our office, at which time your will be notified via email within 24 hours that you are now registered in that class.

Year Round Calendar

Our Year Round Calendar shows a Full Year's Perspective (Sept'19 - Aug'20) of Class Closings, Holidays, and the Direct Debit Schedule. Our Calendar Year is based on 48 weeks with 12 months averaging 4 weeks each. This allows for Holidays, Breaks in December, May and August. We do not charge more for 'long' months nor less for 'short' months.

Make-Up Policy

At Energym, your Monthly tuition pays for a class spot regardless of your attendance. As a courtesy, we offer **Unlimited Make-ups** during the time you are enrolled, only when doing so does not jeopardize the safety or integrity of the class. Hence, make-up procedures vary from class to class, depending on safety concerns, space, equipment, and teaching ratios. Energym has the right to refuse a make-up if we feel it will affect safety or lessen the experience of those children who have registered for and paid for that class. In this case, we will offer you a Free Open Gym Pass. Contact the office to schedule your make-up. All make-ups must be made-up within the Month of the absence and must be scheduled at least 24 hours in advance. If you schedule a make-up, and you fail to attend that class without calling to cancel your make-up 24 hours in advance, you forfeit the right to a make-up for that class.

Note: There will be some classes that do not have make-up options due to limited class offerings. In this case, we will offer you a Free Open Gym Pass.