Tap Happy Registration Instructions:

Welcome to your handy guide to registering in a Tap Happy class! Once you have created your account, keep your login information handy so you can log in and check your account information or enroll in more classes at your convenience!

   a. Click ‘Create an account’

2. Enter email address and click ‘Next’
3. Create a New Account and click ‘Save’

4. You are now ready to register for a class! Here is what you will see:
5. You will receive a ‘New account confirmation’ email to the email you provided during the registration process.

   ![](image)

   New account confirmation

   Thanks for creating an account at Top Happy.

   You can access your account using the information provided below.

   User Name: testRenee

6. Click on ‘Pick a Class’ and you will see the dialogue box below. Select the following:
   a. Semester
   b. Location
   c. Class Type

   ![Pick a class]

   d. Your chosen class will appear as shown below. Click in the far-left box and then click on ‘Choose Selected Class(es)’ button to move to the next page.
After selecting your class, it will be listed in the ‘Registrants’ section. At this point, you have the following options:

a. Add another class (either giving you two classes per week the same term; or the same class continuing through two terms)
b. Clear (or remove) the class you just selected
c. Pick a Second Choice class (This only applies if your 1st choice class is full, to automatically give you an alternative class.)
d. Add another registrant. (This is only for Tap Buddy or Family payment plans.)
8. Click on ‘Continue with Registration’. At this screen, you will need to click on the drop down arrow and select the ‘1st Class – 8 Week Term’ or the ‘1st Class – 4 Week Term’, as appropriate, option. Upon selection you will see the price of the class populate.

9. If you have selected a second class, then in the box describing your second class, again click on the drop down arrow. This time, select ‘2nd Class/Registrant’, as this is your second class. OR, if you are using the Tap Buddy or Family payment plan, when you go to the box describing the class of the second registrant, again go to the drop down arrow and select ‘2nd Class/Registrant’, as this is your second registrant.

10. Click ‘Continue with Checkout’ to proceed. (Note: if your account information is incomplete, you will not be able to proceed until you follow the prompt at the top of the page to complete that.)
11. Please review your order, and Select a Payment Plan.
12. Read the Tap Happy Liability Waiver and Acknowledgement of Risk form and put a checkmark in the box.
13. You will have several options to choose from:
   i. ‘Pay Now’ (You can pay by using your Paypal account or your credit card within Paypal).
   ii. ‘Pay Later’ (Payment has to be received prior to the first class).
   iii. ‘Back’ (takes you to the previous page)
   iv. ‘Cancel Registration’ (cancels class(es) you selected and allows you to start the process over if you’ve made a mistake).
14. Let us know where you heard about Tap Happy.

15. At this point you will be taken to the Paypal.com site to securely complete your payment, using either your own Paypal account or your credit card. You will receive a Paypal confirmation receipt to the email address you provided at the beginning of the registration process.
Congratulations! You have now completed your Tap Happy account and have registered for a class!

Please keep a record of your password, and next time you can simply log in, and sign up for your next term!

Note: If you make a mistake you can always click on ‘Cancel Registration’ and you will be taken to the page below to restart the process.

Please contact support at taphappy@dancepath.com or 832-995-9004 if you need assistance.