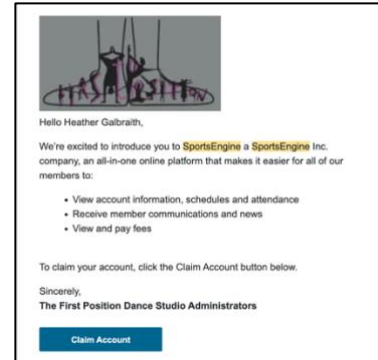


FPDS Online Information Through GoMotion

We are excited to switch over to a new studio management system called GoMotion. This software allows you to access your account information 24/7, update your family and dancer information, make online payments, and an easy-to-use app for your phone. It allows us to post information to a private social feed for just our studio members to view, and other options which makes communication with our dance families much easier. Follow the instructions below to set up, view, and manage your account.

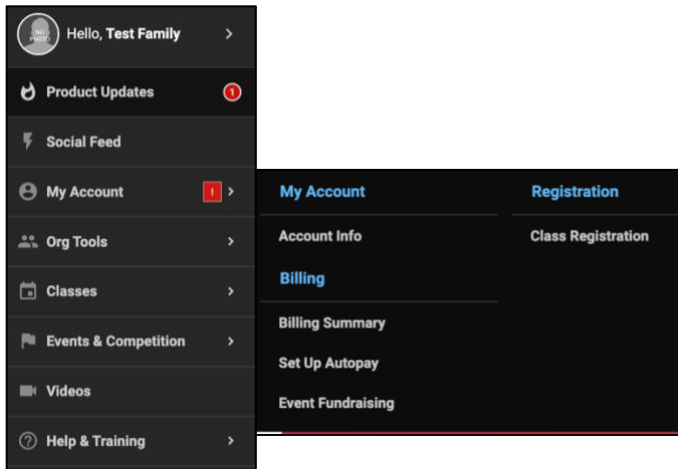
Account Access:

When you enroll in a class, you will receive an email from 'SportsEngine' similar to the one pictured (right). Please check your spam if you do not see it in your inbox. Click the *Claim Account* button and follow the instructions to set up your account.



To Access Your Account on a Computer:

Log into your account by visiting <https://www.gomotionapp.com/team/pafpd/page/home> and clicking *Sign In* at the top of the page.

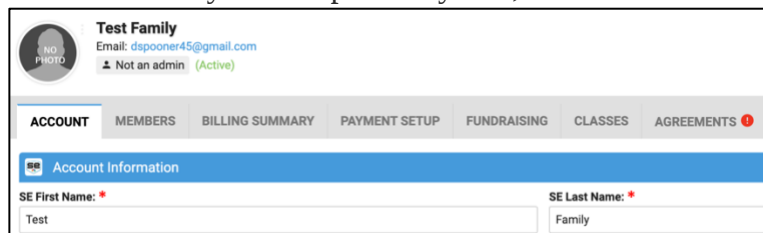


Use the navigation panel (left) on the left side of your screen to access the site content. Clicking on *Social Feed* will take you to updates that have been posted on the studio's social media site. This is a private feed linked solely to our GoMotion account; no one outside of FPDS will be able to view or access this information.

To view and update your account and billing information, click on *My Account* (left) and then *Account Info* in the navigation pane.

A series of tabs (right) will open giving you access to:

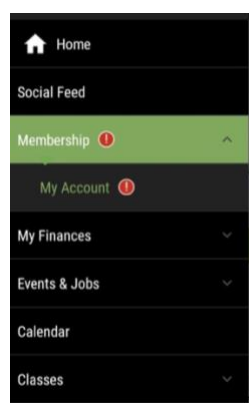
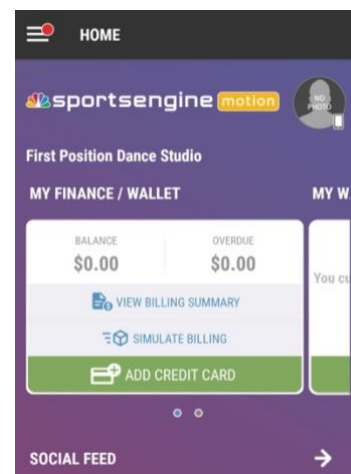
- *Account*—your family's account information which you can update anytime;
- *Members*—each of your dancers' information;
- *Billing Summary*—a breakdown of all of the charges and payments on your account;
- *Payment Setup*—set-up your online payment options;
- *Fundraising*—upcoming fundraising opportunities;
- *Classes*—all of your dancers' class enrollment;
- *Agreements*—access to our online waivers and agreements; Please remember, you must agree to the mandatory waivers before your dancer can attend classes!



To Access Your Account on the GoMotion App:

The Sports Engine Team Management mobile app is available for iOS and Android devices and can be downloaded from Google Play and the Apple App Store.

Once downloaded, open the app and login with your email address and password. When you log in, you will see the home screen (right) that displays any outstanding balances on your account, quick access to our Social Feed, as well as information on what classes your dancers have coming up and their attendance information for the season.



Clicking on the ☰ icon will open a dropdown menu (left) where you can click *Membership* and then *My Account* to access a subset of the same menu options available on the web version of the platform:

- *Profile*—your family's account information which you can update anytime;
- *Members*—each of your dancers; information and their class enrollment;
- *Classes*—all of the classes your dancers are enrolled in,
- *Agreements*—access to our online liability, medical, tuition, and photo agreements; Please remember, you must agree to the mandatory waivers before your dancer can attend class!

Access to your billing information can be found under the *My Finances* tab (right) where further dropdown menus will allow you to update your online payment method (*Wallet*), or view your account balance, and make online payments (*Billing Summary*).

