



## How to Register via E-mail (New Families/Students)

You will need to find the appropriate Class Code for the classes to which you would like to register. You can **find the Class Code** using one of the class lists provided on the website.

If you are not sure which class your child belongs in, you can always contact the studio at 819-684-9480 or 819-772-0008, or e-mail us at [reception@studiodanielle.com](mailto:reception@studiodanielle.com)

We require a bit more information from you if you have never registered with us before. Here's an example (you can copy/paste if you want):

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E-mail to: [reception@studiodanielle.com](mailto:reception@studiodanielle.com)

Subject: Registration Request

Hi, we would like to register for classes:

**Contact(s)** – please provide at least one contact

Name	Relationship	E-mail	Phone	Address
Jane Smith	Mother	<a href="mailto:jane@email.com">jane@email.com</a>	819 123-1234	1234 Main road, Gatineau J1J 1J1
John Smith	Father	<a href="mailto:john@email.com">john@email.com</a>	819 234-2345	Same

**Student(s)**

Full Name	Gender	Birth Date	Allergy/Medical info
Julie Smith	F	2012-05-04	Nut allergy
Steven Doe	M	2014-09-01	

**Classes**

Student	Class Code	Session	Winter Recital	Spring Recital
Julie	AH-03	Full Year	Yes	Yes
Julie	AB-05	Session 1	Yes	
Steven	AH-01	Full Year	Yes	

Thank you.

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Once we receive your e-mail, we will action it and contact you to confirm your registration request and coordinate payment (in person or telephone).