



HOW TO SET UP AN ACCOUNT

- 1) Go to www.cheerville.com.
- 2) Click on Parent Portal.
- 3) Click "Create an Account" in the top right hand corner.
- 4) Type in your email address and follow the security instructions. Make sure you are "opted in" to receive email communication.
- 5) Enter your family's contact information. After reading policies and waivers, click agree to all policies.
- 6) Next, enter the student's name, birthdate, gender then click "Save Student."
- 7) *All-star and school team enrollments, please skip to step #8.*

To enroll in a class (tumbling, flyer, etc.), click "Enroll in Classes" and select the class you are wanting to enroll in, then hit continue.
- 8) You will need to set up your auto pay information. To do this, click "Manage Payment Options" on the left side of the screen and select your form of payment to enter your credit card information. Submit/save your payment information and you're all set!