

Dear Student(s),

To make your lives easier, your school has signed up to use My School Dance, the only online dance and event management platform! Now you can pay for your dance tickets, sign any forms, and download tickets online from any device.

Here's a few tips to help get you started:

1. To create an account, go to [www.myschooldance.com](http://www.myschooldance.com) and click "Sign Up".  
*(Note: the account must be created under your name, your guest will also need an account)*
2. Find your school. Select state, county and then click the dropdown to select your school.
3. Look for the link to Purchase Tickets under the '[Available Dances](#)' section.
4. After the ticket is purchased, you will be prompted to enter the contact information for all ticket recipients, parents, out of school guests, and their parents *(if applicable)*.
  - a. When entering the contact information for any guests or parents, please be sure to double check the correct email is entered.
  - b. You and your guest cannot use the same email address.
  - c. Your guest will also have to *create an account* and sign off on his/her Student Agreement and provide parent information in the '[Purchased Tickets](#)' section
5. Once all agreements are signed, you will find your ticket in the '[Purchased Tickets](#)' section.

That's it!

If you have any issues, please contact the person in charge of your event. They will be able to answer your questions and help you complete your ticket(s) purchase.

*Happy Dancing,*

*My School Dance*

