

Winter Open Enrollment!

Everything you need to know about Winter 2025-2026 Enrollment!

Enrollment day is quickly approaching! Mark your calendar for Monday, November 3rd at 10:00 am. [CLICK HERE](#) to see a full class offering with fees included. Please see some helpful information listed below to help ensure a smooth registration process. We know this is a lot of information but the more info you have the easier the registration process becomes. Please keep in mind that we have already had Priority Enrollment for currently enrolled and waitlisted Fall families. Some classes have already filled to capacity. Waitlists for full classes still remain very short. We encourage you to enroll in any open class and add your child to as many waitlists as you would like.

General Information:

- All registrations take place online through our Customer Portal. [CLICK HERE](#) to be directed to the Customer Portal.
- If you currently have an outstanding balance on your account, you will not be allowed to enroll for Winter. To check if you have a balance due, please log in and click on "My Account", open balances will be shown in the Payments area. Please process payment immediately.
- For a smoother registration process, we also suggest you add a credit or debit card to your account ahead of time. This can also be done in the "My Account" Section of Customer Portal.
- A once per school year \$20.00 registration fee will be charged to any student that was not enrolled in Fall.
- Both the class tuition and registration fees are due in FULL at the time of completing your transaction.
- If you will be travelling internationally on 11/3, you will not have access to our website (www.spotlightgym.com) however, you WILL be able to access the Customer Portal directly and enroll for a class. Please [CLICK HERE](#) for a PDF version of the class schedule and fees so you can view it abroad prior to the enrollment date.

Instructions for Enrollment:

- Classes will not appear in the Customer Portal until Monday 11/3 @ 10:00 am. On this date and time, you can log in and select "Register Now". There will be a lot of traffic to the Customer Portal. You may receive a message about the traffic. If you receive this message, please **DO NOT** refresh your page. It is holding your place in line. It will refresh you automatically when it is your turn to enroll.

- Please follow the on-screen prompts to select your child and your desired class. If you are enrolling two children for the same class day and time, please select both children before continuing.
- Be sure to add your desired class to your cart and complete your transaction on the checkout screen. You will be prompted to make payment to complete the transaction. If your payment information is not given and the transaction is not completed, your child's class will not be held once you leave the Customer Portal.
- If you are enrolling more than one child in different classes, you may add one class to your cart then click "Add Enrollments" to add your second child's class. Your classes will be reserved for 15 minutes to complete the transaction using a debit or credit card.
- Once you have completed your transaction, we kindly ask that you log out of your account and close your window in your browser to alleviate traffic to the website.

Policies:

- Each family is asked to sign off on policies in our Customer Portal. Once signed, you can download or print a copy by selecting "Families Policies" under "More" on the Customer Portal main screen. There have been no new policies or changes made since Fall Session.
- The policies you have signed can also be found on our website. Please [CLICK HERE](#) to be directed to the Policies Page of our website.
- Many of your questions about class times and general rules and procedures can be answered here.

Staff:

- Our mission at Spotlight is to create a fun, engaging and safe learning environment for all students. Our experienced staff deliver on this mission day in and day out.
- Please take some time to get to know each of our coaches!
- [CLICK HERE](#) to be directed to our staff page to read a little about each staff member!

