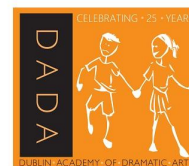


Dublin Academy of Dramatic Arts



Easy Payments Plus (EPP)

Dublin Academy of Dramatic Arts (DADA) now uses Easy Payments Plus for all class bookings and payments. To book a class, you must have an EPP account.

There is one account per family, children are added to the family's account. **One parent or guardian is the account holder.** Additional contact details for a second parent can be added, but please note the contact details of the account holder will be our primary point of contact for sending general notifications from the system about classes, terms, show information etc.

The first time you use EPP from DADA's website.

Click on the  **easy payments plus** button on the "Enrol" webpage.



myeasypay

To make a payment to Dublin Academy of Dramatic Arts please login to your Easy Payments Plus account.
If you do not have an Easy Payments Plus account select No and register your details.

Do you have a myeasypay account?
 Yes No

E-Mail
Enter Email Address

Password
Enter Password

Login

[Change Password](#) | [Forgotten Password](#)

If you have an EPP account

Many parents will already have an EPP account with another school or club. You must activate your account with DADA.

Select **Yes** as indicated with the red box.

Enter your account email address and password.

Then complete details to activate your DADA account.



myeasypay

To make a payment to Dublin Academy of Dramatic Arts please login to your Easy Payments Plus account.
If you do not have an Easy Payments Plus account select No and register your details.

Do you have a myeasypay account?
 Yes No

First name

Surname

E-Mail

Create a new password

Verify you are not a Robot
 I'm not a robot

Check this box to agree to the terms and conditions of Easy Payments Plus

Register

New to EPP - create an account

If this is your first time using EPP.

Select **No** as indicated with the red box.

Complete all details to create an account.

Passwords must be at least 8 characters long and contain at a minimum of 2 letters (1 uppercase & 1 lowercase) a number and a special character e.g. Swimming*50

Registration details for the person making the payment to Dublin Academy of Dramatic Arts

First name
Sample

Surname
Sample

Address
Sample 1
Sample 2
Address Line 3

County/State
Dublin

Country
Ireland

Mobile (Country Code (+353) - Mobile Provider(87) - (1234567))
Ireland 87 1234567

EMail
sample@sample.ie

Male/Female
M

Tick to receive SMS notifications from Dublin Academy of Dramatic Arts

Tick to receive email notifications from Dublin Academy of Dramatic Arts

Please Read Our Terms & Conditions and Data Privacy Policy then tick here to Agree

Cancel Register

Complete all registration details and be sure to tick the 3 boxes indicated in red.

DADA will usually contact you via email, but on occasion we may need to text you. If you do not tick these boxes we will not be able to include you in our communications with parents.

You need to agree to the Terms and Conditions in order to register.

Please complete the following additional fields

Name: Sample Sample

Optional 2nd Parent / Guardian - EMAIL

Optional 2nd Parent / Guardian - MOBILE

Update Answer(s) * denotes mandatory field

Two optional fields can be completed if you want to include a 2nd parent/guardian email and/or mobile

That completes the parent account registration.



Dublin Academy of Dramatic Arts

Select Type: STUDENT and add all of your children details separately

Add New Names

Select type
Please select...

Firstname	Surname	Male/Female	Type	
Sample	Sample	M	Parent/Guardian	Delete

Proceed to Item List

Register each child to your account

Select STUDENT from the dropdown list



Dublin Academy of Dramatic Arts

Select Type: STUDENT and add all of your children details separately

Add New Names

Select type
Student

First Name
|

Surname

Date of Birth
Day Month Year

Male/Female
Gender

Please list any medical conditions, allergies or anything we should be aware of, if nothing of note please enter N/A

Cancel Add

Firstname	Surname	Male/Female	Type	
Sample	Sample	M	Parent/Guardian	Delete

Proceed to Item List

Include everything DADA should be aware of about your child **OR** N/A if nothing of note.



Dublin Academy of Dramatic Arts

View Bill Value of bill so far Pay Bill

Use the search facility or select from the dropdown list to find class options to book.

Search for an item... Please select ...

- * All
- Ballet
- Hip Hop
- Musical Theatre
- Speech & Drama
- Youth Theatre

How to book a class for your child

You can select *All to see all bookable classes, or you can narrow down your choice by selecting the class type e.g Speech & Drama to see just those classes.



Dublin Academy of Dramatic Arts

View Bill Value of bill so far Pay Bill

Use the search facility or select from the dropdown list to find class options to book.

Search for an item... * All

Use the Add to Bill Button to Select an Item for Payment

Code	Item	Description	Cost€		
1	Tuesday 15:45 - 16:30 Speech & Drama for 3 to 6 years	Autumn 2025 (15 weeks) Location - Rathgar Junior School	150.00	Add to Bill	
2	Tuesday 16:30 - 18:00 Speech & Drama for 7 to 13 years (incl. 1st year students)	Autumn 2025 (15 weeks) Location - Rathgar Junior School	245.00	Add to Bill	
3	Wednesday 15:00 - 16:00 Speech & Drama for RJS STUDENTS in FORMS 3 to 6 ONLY	Autumn 2025 (15 weeks) Location - Rathgar Junior School	150.00	Add to Bill	
4	Wednesday 16:00 - 17:00 Musical Theatre for 10 to 13 years (incl. 1st year students)	Autumn 2025 (15 weeks) Location - Rathgar Junior School	180.00	Add to Bill	
5	Wednesday 17:00 - 18:30 Advanced Musical Theatre for 2nd to 6th year students	Autumn 2025 (15 weeks) Location - Rathgar Junior School Minimum 3 years previous Dance/MT experience required	260.00	Add to Bill	
6	Thursday 13:00 - 14:00 Speech & Drama for RJS STUDENTS in KGA and KGB ONLY	Autumn 2025 (15 weeks) Location - Rathgar Junior School	150.00	Add to Bill	

The display may look a little different when viewed on a computer versus a phone or tablet.

To book a class you “Add it to bill” by selecting the pink button for the class you want.

If a class is full, when you try to book it both you and DADA will be informed that you are on the waiting list.

Scroll to see more options, this is just a small selection of classes available. If the class you planned to book is not on the list, it means it is not available to book. This can be because the waiting list is full or the class is cancelled.



Dublin Academy of Dramatic Arts

View Bill Value of bill so far Pay Bill

Tuesday 16:30 - 18:00 Speech & Drama for 7 to 13 years (incl. 1st year students)

Select the name of the person in relation to

Name
Junior Sample

If not listed use the Add New Name button

When you have selected the class to book, you must link that class to a student. This can be one you already registered, or you can add a new student at this stage to be linked with this class.

In this example I want to add Junior to the Tuesday 4:30pm Speech & Drama class for 7 to 13 years.

Make sure the student is the right age for the class!

If in doubt, contact info@dada.ie before completing your booking.

DADA THE DUBLIN ACADEMY OF DRAMATIC ARTS

Dublin Academy of Dramatic Arts

View Bill Value of bill so far: €0 Pay Bill

- Tuesday 16:30 - 18:00
Speech & Drama for 7 to 13 years (incl. 1st year students)

Total Amount € 245.00

Instalment Amount € 122.50

Item Name
Tuesday 16:30 - 18:00 Speech & Drama for 7 to 13 years (incl. 1st year students)

Frequency
Every 2 Months

Start Date
12/07/2025

Number of Instalments
2

Pay Total Pay Instalments Cancel

Pay in full or by instalments

When you have selected a class you will be presented with the option to pay in full or by instalment.

In this example you can pay the term in full when booking - €245 or by 2 equal payments, the first one will be taken the day after booking and the next 2 months later - €122.50

DADA THE DUBLIN ACADEMY OF DRAMATIC ARTS

Dublin Academy of Dramatic Arts

Return to Value of bill so far: €0 Pay Bill

Selected items awaiting payment

Details of payment(s)

Fee Name	Name	Quantity	Total Cost€	Recurring	Frequency	Instalment Amount	
Tuesday 16:30 - 18:00 Speech & Drama for 7 to 13 years (incl. 1st year students)	Junior Sample	1	245.00	Yes	2 Months	122.50	Remove

Add more items Proceed to Payment

This displays your bill, having chosen to pay by instalments.

You can choose to

- cancel/remove item from bill
- proceed to payment
- add more items i.e. more classes for this child or another child

Adding more classes or children

In this slide a different class was selected from the item list, this time Ballet on Saturdays at 9:15am for 3 to 4 years.

This is not for *Junior* but for another child. As their name is not displayed we need to register them by selecting the button "Add Name".

DADA THE DUBLIN ACADEMY OF DRAMATIC ARTS

Dublin Academy of Dramatic Arts

View Bill Value of bill so far: €135.00 Pay Bill

Saturday 09:15 - 10:00 Ballet for 3 to 4 years

Select the name of the person in relation to

Name
Junior Sample Select

If not listed use the Add New Name button

Cancel Add Name



Dublin Academy of Dramatic Arts

View Bill Value of bill so far €135.00 Pay Bill

Selected items awaiting payment

Details of payment(s)						
Fee Name	Quantity	Total Cost€	Recurring	Frequency	Instalment Amount	
Tuesday 16.30 - 18.00 Speech & Drama for 7 to 13 years (incl. 1st year students)	Junior Sample 1	245.00	Yes	2 Months	122.50	Remove
Saturday 09.15 - 10.00 Ballet for 3 to 4 years	Sally Sample 1	135.00	No	Single Payment	Discount applied to cost - 10% 135.00	Remove

Add more items Proceed to Payment

Display showing payment options

Junior's fee being paid by instalments.

Sally's fee is reduced by DADA's 10% sibling discount. In this case they have opted to pay her fee in full.

This shows it is possible, but most families will choose to pay all fees either in full or by instalments.

The options now are to remove these bookings, add more classes or proceed to payment.



Dublin Academy of Dramatic Arts

View Bill Value of bill so far €135.00 Return to

Total Amount of Instalments €245.00

Total Amount to Pay Now €135.00

Credit Card
 Debit Card

MasterCard VISA VISA ELECTRON

Cancel Select

Shows amounts to be paid now, and instalment amount.



Dublin Academy of Dramatic Arts

View Bill Value of bill so far €135.00 Return to

Fee Name	Name	Quantity	Administration Fee€	Total Cost €	Instalment Amt€	Instalments	Frequency	Startdate
Tuesday 16.30 - 18.00 Speech & Drama for 7 to 13 years (incl. 1st year students)	Junior Sample	1	.00	245.00	122.50	2	2 Months	12/07/2025

Total Amount €135.00

Save card details?
Accept Terms and Conditions
 Agree Disagree

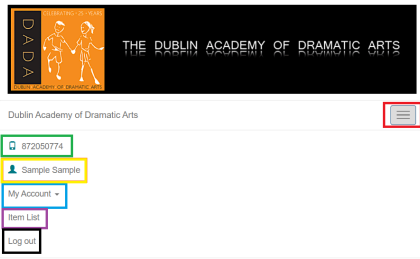
Accept terms and conditions of Dublin Academy of Dramatic Arts

Cancel Proceed

Details of what you are paying for at this time.

You can proceed with payment or cancel.

If the Payment has been successful you will receive an automated receipt to your email address from Easy Payment Plus confirming payment.



Navigating your account

Your display may look a little different depending on what device you are using. This image shows the options to manage your account, colour boxes added to slide for demonstration.

RED box - click on this to display menu items.

GREEN box - this is our contact number - please add a leading zero!

YELLOW box - the name on your account

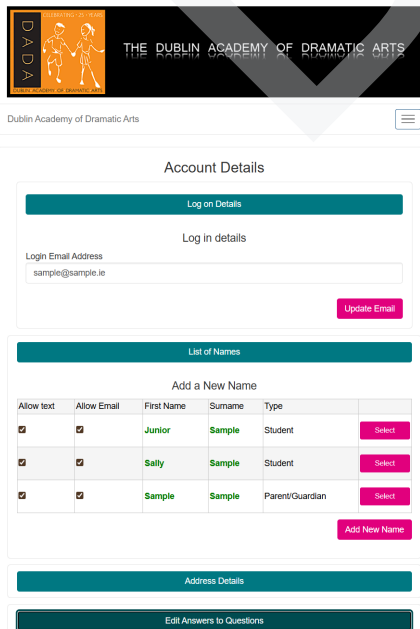
BLUE box - under My Account you can manage your account details, view your payment history, recurring payments and change your password

PURPLE box - display list of classes to book

BLACK box - to sign out of your account



This page is accessed from "My Account", it offers various options to manage the registration details on your account.



This expands the options:

User login on details

List of Names

Access existing Parent and Student details

You can add new Students

Frequently Asked Questions

I can't remember my password

From the sign in screen, enter your email address and then select "Forgotten Password" underneath the "Login" button.

If your email address is registered with Easy Payments Plus you will receive an email with a link allowing you to reset your password.

If you do not receive this email please check your spam folder.

Open the email and click on the link provided

- Make sure you do not have caps lock turned on when inputting your password.

myeasy pay

To make a payment to Dublin Academy of Dramatic Arts please login to your Easy Payments Plus account. If you do not have an Easy Payments Plus account select No and register your details. Do you have a myeasy pay account?

Yes No

E-Mail
Enter Email Address

Password
Enter Password

Login


Change Password **Forgotten Password**

SELECT THIS

I have an existing EPP account with another school/club

You may have an existing Easy Payments Plus account with another school or club. These accounts would be separate to DADA, as such you would still need to activate your Dublin Academy of Dramatic Arts Easy Payments Plus account using the steps outlined in the guide.

I logged in to EPP but I can't see the 'Dublin Academy of Dramatic Arts' option.

When you have an EPP account already, you should activate your DADA account by accessing Easy Payments Plus by clicking  on DADA's "Enrol" web page, Once you have a DADA account you will see it on your list of EPP accounts when you login in.

I can't see the class I wanted to book on the item list

All bookable classes will be displayed on the item list.

A class might not appear on the list because it is fully booked and we are no longer accepting names on our waiting list or the class is cancelled.

I entered my card details correctly, but my payment has been declined

You should contact your bank directly.

I accidentally booked the wrong class

Contact DADA straight away.

Why I might see a charge for €1 charge when I pay by instalments

When you set up an instalment plan, the bank verifies the card validity by taking a €1 charge, this is voided by the bank either immediately or by the next day at the latest.

DADA