

# Online Registration Instructions

*If using a mobile device, see page 3.*



## 1 Visit the [Login/Registration Intro Page](#)

- Click Courses on menu bar, then enter the instrument or class name in the search box.
- Or hover over Courses menu to browse by Category.

## 2 Search Results

- For Suzuki results – each instrument/site listed once
- For Music Therapy results – there are unique courses for each site.
- For Individual Lessons, course results are listed for each site – there is a **More** button to show specific instruments.



## 3 When you find your desired course, click **Enroll Now** – this will take you to course description/details page

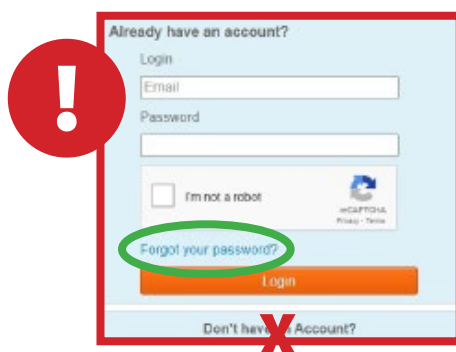
- Assuming this is the correct course, click **Enroll Now**



## 4 If you have not already logged in, you will be redirected to Login page

- Login is email address
- If you cannot remember your password, or if you have not used the online customer registration site previously,

**PLEASE DO NOT CREATE A NEW ACCOUNT** – click **Forgot your password** and follow prompts to create a new password.



## 5 Select Participant – or create new family member – then click **Continue**.



## 6 "Pre-Book" Lessons

- Select your teacher
- Select the number of lessons and lesson length indicated on the re-registration tuition statement
- Click **Submit** to save the lesson details;



**CLICK SUBMIT TO SAVE BEFORE CLICKING CONTINUE.**

- The page will reload as the lesson bookings are saved. **Then click Continue.**



## 7 Fees Calculation and Payment Plan page

- Select Payment Plan Option – choose payment in full or one of the available payment plans, then click **Continue**.

## 8 Shopping Cart page

- To add more classes or lessons for you or another student, you can click **Intro** on the menu bar to return to home page and Search; or click **Courses** on the menu bar to browse by course category.
- If there are no other activities to add to the registration, click **Check Out**.



## 9 Enter Payment

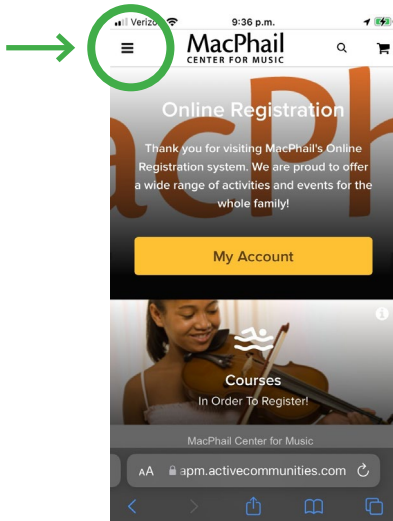
## 10 Confirmation & Printable Receipt

For assistance, contact Student Services  
612-321-0100 or [services.student@macphail.org](mailto:services.student@macphail.org)

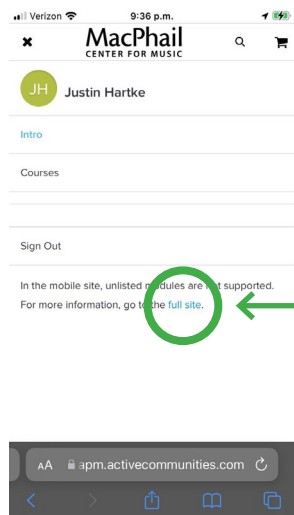
# Online Registration Instructions

## Mobile

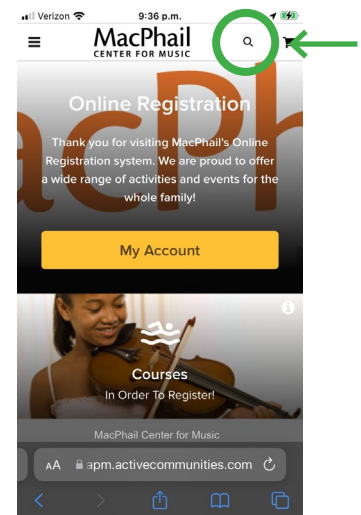
- 1 Visit the [Login/Registration Intro Page](#)**  
Click the menu icon in top left corner



- 2 Switch to Full Site**  
Click the hyperlink to switch to full site



- 3 Search**  
Click the search icon in the top right



Return to page 1 and complete steps 2-10.