

Online Registration Instructions



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

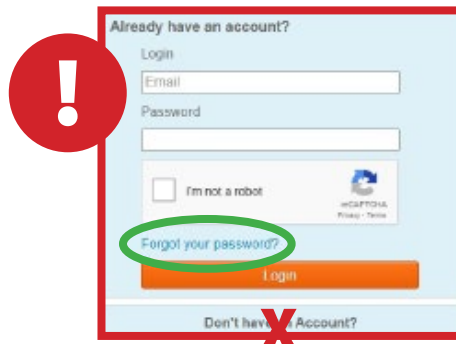
- Assuming this is the correct course, click **Enroll Now**



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