Online Registration Instructions

1. Visit the Login/Registration Intro Page:
   - Click Courses on menu bar
   - Enter the instrument or class name in the search box
   - Or hover over Courses menu to browse by Category

2. Search Results:
   - For Individual Lessons, course results are listed for each site – click the MORE button to show specific instruments
   - For Suzuki results – each instrument/site listed once
   - For Music Therapy results – there are unique courses for each site.

3. When you find your desired 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

For assistance, contact Student Services
612-321-0100 or services.student@macphail.org
Online Registration Instructions

5. Select Participant – Select existing family member or create new family member

![Select Participant](Select participant)

Enroll in Voice Lessons - Apple Valley

Required fields are marked *

Who are you enrolling? ▲

- Participant * Select participant

Lesson type: Individual lessons

6. Add your lessons as scheduled with your teacher

- Find your teacher in the list (scroll down or use search bar)
- Select lesson length (dropdown)
- Enter # of Lessons (simply type the number)
- Tuition will automatically update
- Click Add to Cart

7. Shopping Cart

- Review Payment Plan options – NOTE that payment plan is selected by default, uncheck the box to pay in full.
- Review and approve waiver
- 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 and follow prompts to complete payment.

Shopping Cart

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1. **Switch to Full Site**  
   From ANY page, click Menu lines in top left corner

2. **At bottom of page, click the blue hyperlink for “full site”**

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*Return to page 1 and complete steps 1 - 7*