

Online Registration Instructions

If using a mobile device, see page 3.



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.

Fall Individual Lessons - Apple Valley More (1) ^

Voice Lessons - Apple Valley Enroll Now

#20269 / Age 12 and up

N/A

September 6, 2022 to January 28, 2023



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



Already have an account?

Login

Email

Password

Forgot your password?

Login

Don't have an Account?

Create New Account

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

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



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

Test Customer TC 1 item, \$847.30 in total.

Voice Lessons - Apple Valley - 20269 \$847.30

COURSE

Number of lessons booked: 17

Use Payment Plan FY23 Fall - SPLIT pay...

50% due with registration, 50% auto-charge on October 15

Due date	Amount due
OCT 15, 2022	\$411.15

Total \$411.15

Order Summary

Subtotal \$832.25

Taxes \$15.05

Deferred to Payment Plan -\$411.15

Due Now \$436.15

Enter coupon code

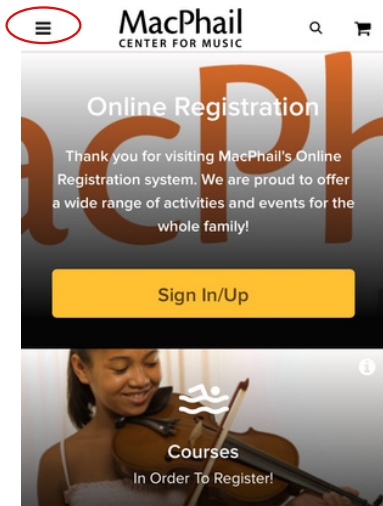


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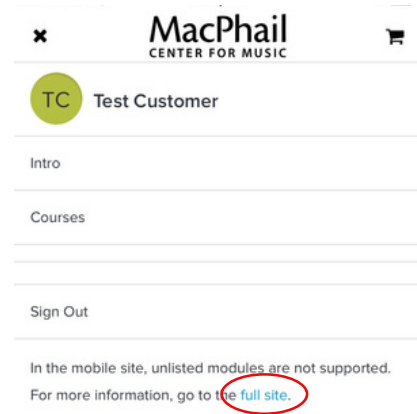
Online Registration Instructions

Mobile

- 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"



Return to page 1 and complete steps 1 - 7

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