

# **Online Registration Instructions**



- Visit the <u>Login/Registration Intro Page:</u>
  - 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



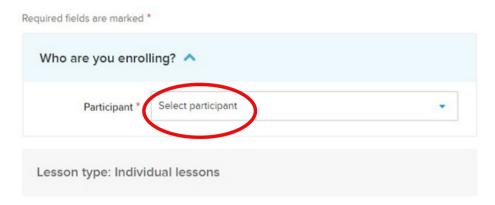




# **Online Registration Instructions**

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

## Enroll in Voice Lessons - Apple Valley



## 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**

