

## 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.

Fall Individual Lessons - Apple Valley

More (1) ^

Voice Lessons - Apple Valley

#20269 / Age 12 and up

N/A

September 6, 2022 to January 28, 2023

Enroll Now



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](mailto:services.student@macphail.org)

## Online Registration Instructions

- 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...

25% 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       |
| <b>Due Now</b>           | <b>\$436.15</b> |

Enter coupon code

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