

# Online Registration Instructions

*If using a mobile device, see page 3.*



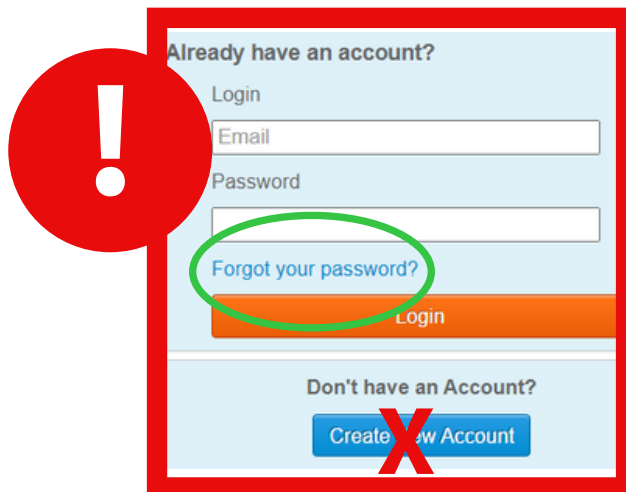
1. Visit the [Login/Registration Intro Page](#):
  - Click Courses on menu bar
  - Enter the instrument or class name in the search box
  - Or hover over Courses menu to browse by Category

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.



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

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

- **IMPORTANT!!!** Select **Schedule Now by Preferred Instructor** and click **Next**.



## Enroll in Voice Lessons - Apple Valley

Required fields are marked \*

Who are you enrolling? ^

Participant \* Test Customer

Lesson type: Individual lessons

Do you want to schedule the lessons now or later? \* ^

Later

Schedule now by preferred instructors

**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 (use +/- or 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 Apply

Check Out

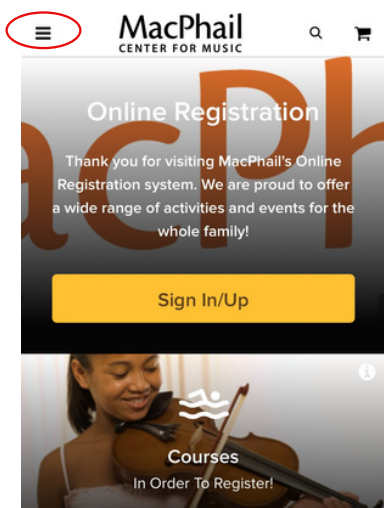


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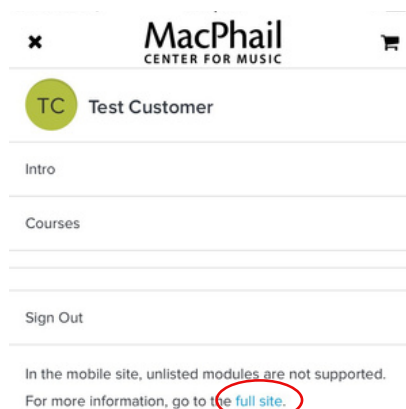
# Online Registration Instructions

## 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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