

# Online Registration Instructions



## 1 Visit the [Login/Registration Intro Page](#)

- Enter instrument/course name in the Search box
  - » For Suzuki, search “Suzuki [instrument]”
  - » For Guitar, search “[instrument] lesson”
- Or use Courses menu at top to search by Instrument Category

## 2 Search Results

- For Suzuki results – each instrument/site listed once
- For Music Therapy results – there are unique courses for each site.
- For Individual Lessons, course results are listed for each site – there is a **More** button to show specific instruments.

NOTE: **All students should register for their regular site**; there is an online option for students who have been taking exclusively online lessons all along.



## 3 When you find your desired course, click **Add to Cart** – this will take you to course description/details page

- Assuming this is the correct course, click **Add to my Cart**



## 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

I'm not a robot

reCAPTCHA

Forgot your password?

Login

Don't have an account?

## 5 Select Participant – or create new family member – then click **Continue**.



## 6 "Pre-Book" Lessons

- Select your teacher
- Select the number of lessons and lesson length indicated on the re-registration tuition statement
- Click **Submit** to save the lesson details;



**← CLICK SUBMIT TO SAVE BEFORE CLICKING CONTINUE.**

- The page will reload as the lesson bookings are saved. **Then click Continue.**



## 7 Fees Calculation and Payment Plan page

- Select Payment Plan Option – choose payment in full or one of the available payment plans, then click **Continue**.

## 8 Shopping Cart page

- 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**.



## 9 Enter Payment

## 10 Confirmation & Printable Receipt

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