

INTRODUCING THE MUSIC SCHOOL'S NEW REGISTRATION SYSTEM!

The Music School of Delaware is proud to announce the launch of our new registration system, accessible through the Programs section of our website. You'll be able to:

View and register for Music School programs quickly and easily
Manage your student or family account for the coming year at any time!

AN OVERVIEW OF THE DESKTOP INTERFACE

Click on **Programs** in the top menu of our website to access it. You can also visit by clicking on **Faculty**.

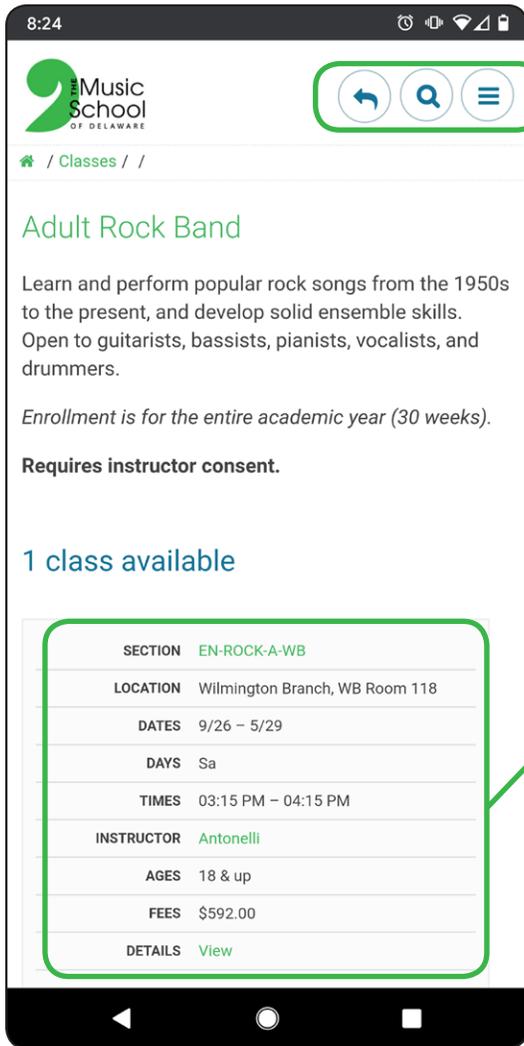
On the **Programs** page you'll have access to your account **login**, and the **shopping cart**.

The screenshot shows the Music School of Delaware website's Programs page. At the top, the navigation menu includes HOME, PROGRAMS (highlighted), FACULTY, ALUMNI, GIVING, CONTACT US, LOGIN, and MY CART. 0. Below the navigation is a banner for 'Programs' with the text 'Lessons, classes & ensembles for all ages'. A search bar is located on the right side of the page. On the left, there is a side menu with 'CLASSES' and 'PRIVATE LESSONS' sections. The main content area displays 'Adult Programs' and 'Adult Rock Band' with details such as location, dates, times, instructor, and fees. A 'REGISTER NOW' button is present for the 'EN-ROCK-A-WB' class.

All programs are available in the **side menu**.

Class details are found beneath the course description and show when and where the class is held and who is teaching it. Click the **Register Now** button to register for a class!

AN OVERVIEW OF THE MOBILE INTERFACE



Access the **menu** at the top right, as well as the integrated **Search**. The menu and search bar will overlay your screen.

Class details are found beneath the course description. There might be multiple classes, each with a different **day and/or time - swipe left and right** to view them. If a course is only for one semester, you'll see 'Fall' or 'Spring' under **Section**.

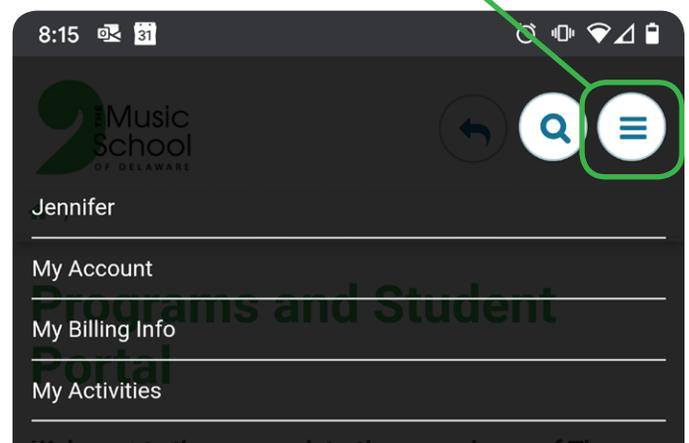
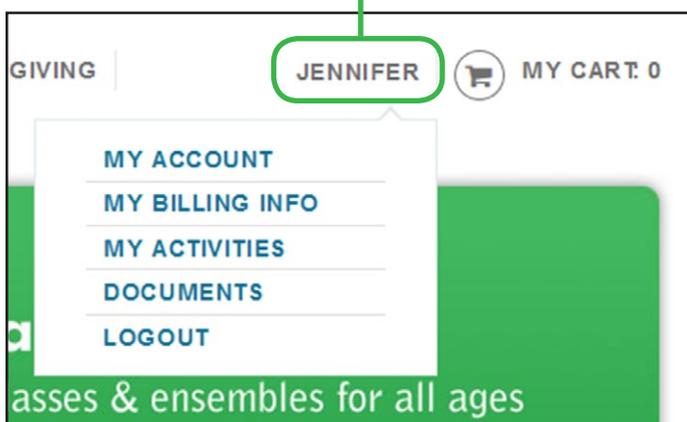
Click the name of the **instructor** to see their bio, and other lessons/classes they teach!

To access the class schedule, click **View**, then **Scheduled Dates**.

The **Register Now** button is available at the bottom of this list - click it to add this class to your shopping cart!

EASY ACCESS TO ACCOUNT INFORMATION ON BOTH

Once your account is created, access it by clicking your name next to the cart icon on the desktop interface, or by clicking the menu button at top right on the mobile interface. **My Account** lets you add new/edit contact info or add new family members. **My Billing Info** lets you see stored payment methods and current/past invoices. **Documents** lets you upload documents and view the policy documents you reviewed and approved at registration.



WE'VE MADE REGISTRATION EASIER AS WELL

R AGES FEES DETAILS

18 & up \$648.00 [View](#)

REGISTER NOW

If you haven't created an account, starting a **Private Lesson Inquiry**, clicking **Register Now** for class registration, or **Login** starts the process. You'll be prompted to login, or **Create An Account**.

First, please tell us if you are:

- enrolling in a class yourself (select "I am registering myself").
- a parent/guardian registering a child or children (select "I am a parent registering my child")

Which describes you best? *

I am a parent registering my child

Step One: Create Your Account

Enter Your Name and Contact Information

Parent/Legal Guardian First Name *

Parent/Legal Guardian Last Name *

Primary phone *

[Select]

Please login to your account to add this class to your cart.

Login

Returning Customers

Email

Password

[Forgot your password?](#)

LOGIN

New Customers

CREATE AN ACCOUNT

When you **Create An Account**, it asks if you are registering a child, or registering yourself. It will then ask for contact/login info.

Create Your Login Info

Email *

Enter a password *

Re-enter password *

Child's First Name *

[+ ADD ANOTHER CHILD](#)

* Required fields

If you're a parent, it will prompt you for the first name of your child. To add another, click **ADD ANOTHER CHILD**. You'll then fill out full details (including last names) for each child you've entered here.

Registrants

Choose who you are enrolling

Testy, Jennifer

Testy, Jane

Boberson, Arthur

Testy, Ben

Boberson, Bob

[+ ADD NEW FAMILY MEMBER](#)

[CANCEL](#) [CONTINUE](#)

Once you've created your account, registering is as simple as **selecting a name** and continuing onto payment (or submitting your Private Lesson inquiry). Future registrations will jump directly to this option!

WE'VE STREAMLINED THE PAYMENT PROCESS

For **Class** registration (as opposed to **Private Lesson** inquiries), when you've selected the student registering, you'll have the option to continue to add more classes, or **View Cart and Checkout**.

Success!

Guitar Class for Adult Beginners (Wilmington) has been added to your cart.

CONTINUE SHOPPING

VIEW CART AND CHECK OUT

Each item in the cart shows the student it applies to. A one-time **Registration Fee** is added for each person registering that covers the entire academic year (September-June).

Be aware that the cart will stay active for 20 minutes.

My Cart

ADD NEW FAMILY MEMBER

Registration Fee	Registrant Jennifer Testy	\$45.00
Guitar Class for Adult Beginners (Wilmington) - CL-GUITR-A-WB <small>Mo from 06:30 PM to 07:30 PM, 9/21/2020 - 5/10/2021 Wilmington Branch, WB Room TBD Instructor: Christopher Braddock Section: CL-GUITR-A-WB</small>	Registrant Jennifer Testy	\$648.00

Subtotal: \$693.00

Total: \$693.00

Suggested item(s)

CONTINUE SHOPPING

CONTINUE CHECKOUT

This total is for the **entire instruction period**. For most classes and ensembles, that's the entire academic year (September to June). You don't have to pay this all at once unless you want the **5% refund incentive**.

When you're ready to pay, click **Continue Checkout** to move to the **Payment** page.

Private Lesson registration works a little differently in the new system. When you click **PRIVATE LESSONS** in the menu, you'll get an overview of our offerings and locations, and be prompted to **Submit Private Lesson Inquiry Form** with your instrument/topic, instructor, location, and day/time choices. No payment is taken for an inquiry, but you will be invoiced based on your payment preference once the registration is finalized.

WITH SIMPLIFIED BILLING FOR EVERYONE

At the payment page, you'll have two options. **Pay in full** and we'll send you a 5% refund on tuition! (Additional material or rental fees will be invoiced to your account and payment due once settled). **Pay a deposit** and you'll pay only \$30 per class to secure your spot, plus any reg fee(s).

Pay in full and receive a 5% refund on tuition within 45 days!
(Registration, material, and rental fees are **exempt** from the discount)

You may also pay a deposit now, and the remainder will be split between monthly payments over the term of your instruction.

Payment

STEP 1: Select a Payment Option

Pay in full

Pay a deposit of \$75.00

[Select a payment method]

Discount code [Apply](#)

PROCESS PAYMENT

Summary

Registration Fee	\$45.00
<i>Jennifer Testy</i>	
Guitar Class for Adult Beginners - CL-GUITR-A-WB	\$648.00
<i>Jennifer Testy</i>	
Subtotal:	\$693.00
Total:	\$693.00
Future-Scheduled Payments:	\$0.00
Amount Due:	\$75.00

Once you choose your payment method, enter details, then click **Process Payment** to submit your registration, **you're done!**

For this **Pay a deposit** example, Future-Scheduled Payments are zero because the payment schedule hasn't been set yet. Once you've paid the deposit, and we've received your registration, the **monthly payment plan** will be generated by the Accounting Associate, and you'll have access to it at any time by clicking the **Invoice** number under **Billing Info**.

My Invoices Account Statement Tax Deductible

From: 4/10/2020 To:

Date	Amount	Status	InvoiceID
07/10/2020 4:32 PM	\$648.00	PYMTPLAN	10518600
06/25/2020 2:29 PM	\$693.00	PYMTPLAN	10460895

Payment Plan Installments:

Payment #	Due Date	Amount
Deposit	Jul 10 2020	\$75.00
1	Sep 15 2020	\$63.67
2	Oct 15 2020	\$63.67
3	Nov 15 2020	\$63.67

In this transitional period, please allow 10 days for your payment plan to be generated. You'll be notified by email as soon as it's been finalized.

If you would like to leave feedback, or if you experience any issues using the new system, please contact Jennifer Marang, Publications and Technology Manager at jmarang@musicsohoolofdelaware.org.