How to register for summer private lessons

1. On your internet browser (Firefox or Chrome works best), navigate to the registration site: https://register.asapconnected.com/default.aspx?org=1185

2. Once you are on the site, click on the A to Z index

3. Click on the P to quickly navigate to the P section of the index.

4. Click on “Private Lessons – Summer Inquiry”

   Playwrights Conference
   Private Lessons - Summer Inquiry

5. Scroll down until you see the section labeled “Classes.” Click on “Register Now!”

Class

<table>
<thead>
<tr>
<th>ADD</th>
<th>SECTION</th>
<th>LOCATION</th>
<th>AGES</th>
<th>GRADES</th>
<th>INSTRUCTOR</th>
<th>DATES</th>
<th>DAYS</th>
<th>TIMES</th>
<th>FEES</th>
<th>DETAILS</th>
<th>OPEN</th>
</tr>
</thead>
<tbody>
<tr>
<td>Register Now!</td>
<td>PL.Inquiry.SUM17</td>
<td>TBD</td>
<td>T8D</td>
<td>TBD</td>
<td>TBD</td>
<td>TBD</td>
<td>TBD</td>
<td>TBD</td>
<td>500.00</td>
<td>View</td>
<td>284</td>
</tr>
</tbody>
</table>
How to register for summer private lessons

6. Click on the “Check out” button

<table>
<thead>
<tr>
<th>Item Name</th>
<th>Registat</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Private Lessons - Summer Inquiry</td>
<td>Primary</td>
<td>$50.00</td>
</tr>
<tr>
<td>TBD TBD</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TBD - TBD</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TBD, TBD</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Subtotal: $50.00  
Total: $50.00

7. This leads you to the LOGIN page where you will need to login to your account. If you have reached this point, you should already have established an account in this system. Please do not create another account if you're unable to login. Contact the office via 513-556-2595 during normal business hours (M-F 8:30am-5pm) and someone can assist you with your login information.
How to register for summer private lessons

8. Depending on what kind of account you have [single adult versus parent with child account(s)], the system may ask you which student(s) you are registering for private lessons. Click each student who you are registering, as prompted.

9. Now you will need to click “Checkout” again. The next page that comes up is the “Terms and Conditions” page. You should read through this, click the check box, and then click “Accept.”

10. The next page is the “Edit My Information” page. Here, you can update information, such as address changes, phone number changes, or update anything that is out of date. Anything with a red asterisk (*) will require an answer in that field. Scroll down and click SAVE to get to the next screen.
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11. You should now be on the inquiry screen where you will have to answer questions that tell us how to register the student for lessons. The more information we know, the better, so we can simply schedule the lessons without having to follow up with you or your instructor. For summer, students are expected to sign up for a minimum of 4 lessons, and typically the maximum is 10, but you should make sure you can fit all 10 lessons into the summer session. We make every attempt to only bill families for the number of lessons they plan to take, and that can actually fit in the summer schedule, since both students and instructors may have off-weeks for summer vacations. It is also important to know where/when you will be meeting because it is one of our top priorities to know where students are in order to comply with campus safety rules.

Once you have completely filled out this form, click “continue.”
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12. Payment screen. You should pay this $50 at the time of registration. Once the student has been signed up for their lessons, we will apply this $50 deposit to the overall cost of the lessons and then email you an invoice for the remainder of the cost. Click “proceed with the payment” to continue.

ORDER SUMMARY

Shopping Cart

<table>
<thead>
<tr>
<th>Sr. No</th>
<th>Item Name</th>
<th>Registrant</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Private Lessons - Summer Inquiry</td>
<td>Test</td>
<td>$50.00</td>
</tr>
<tr>
<td></td>
<td>TBO, TBO</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>TSO, TSO</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>TBO, TSO</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Subtotal:</td>
<td>$50.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Total:</td>
<td>$50.00</td>
<td></td>
</tr>
</tbody>
</table>

ENTER PROMOTIONAL CODE: [Field] Apply to Total

Payment Options:
- With CreditCard

Proceed with the Payment

13. Here is what the payment screen looks like. Once you have completed this step, a CCM Preparatory staff member will review your submission and either register you or follow up with you and/or the instructor if more details are needed.

Please enter your credit card information

- Indicating required information
- Credit Card Type:
- Account Number: [Field]
- Expiration Date: [Field] 05 2017
- Security Code: (View example)
- Name on Card: [Field]

Billing Address of Credit Card

- Street Address 1: [Field]
- Street Address 2: [Field]
- City: [Field]
- State: [Field]
- ZIP Code: [Field]
- Country: [Field]
- Email: [Field]
- Day Phone: [Field]
- Night Phone: [Field]
- Mobile Phone: [Field]

Please enter your credit card information

14. Once the registration is complete, you will receive notification via invoice for the lessons. If you have any questions during this process, please call 513-556-2595 during normal business hours (M-F 8:30-5pm) or send an email to ccmprep@uc.edu.