

# NEMPAC ASAP User Guide for Registered Families

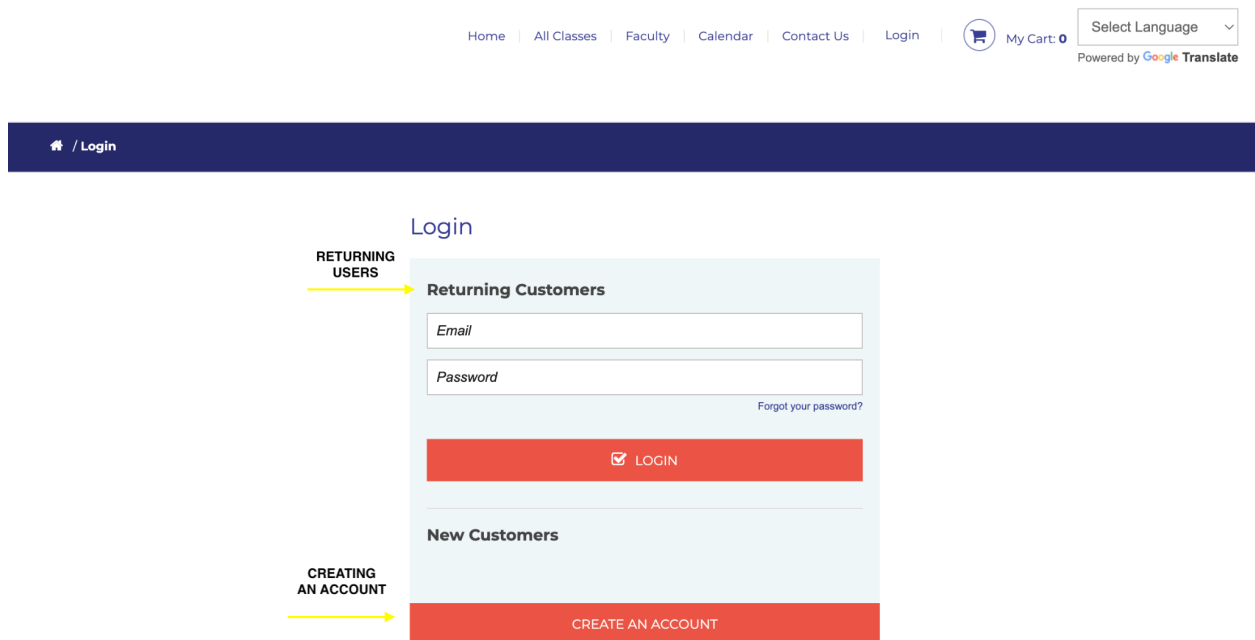
Here at NEMPAC, we use ASAP for registration. This is where all families must create an account in order to enroll in classes and private lessons.

## CREATING AN ACCOUNT:

If you do not have an account, please create one [here](#).

## ACCESSING YOUR ACCOUNT:

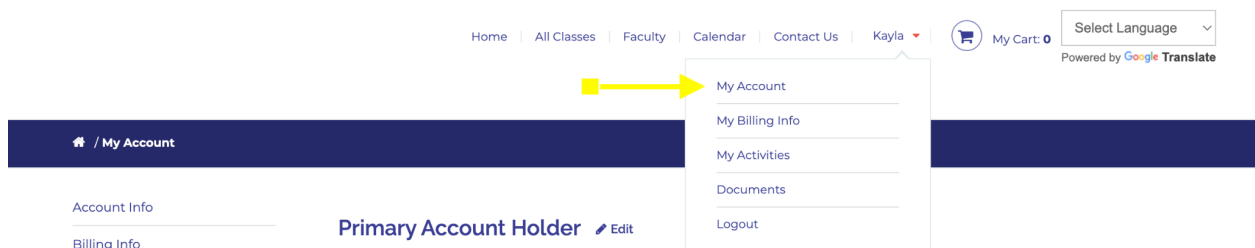
Please login with your username and password [here](#).



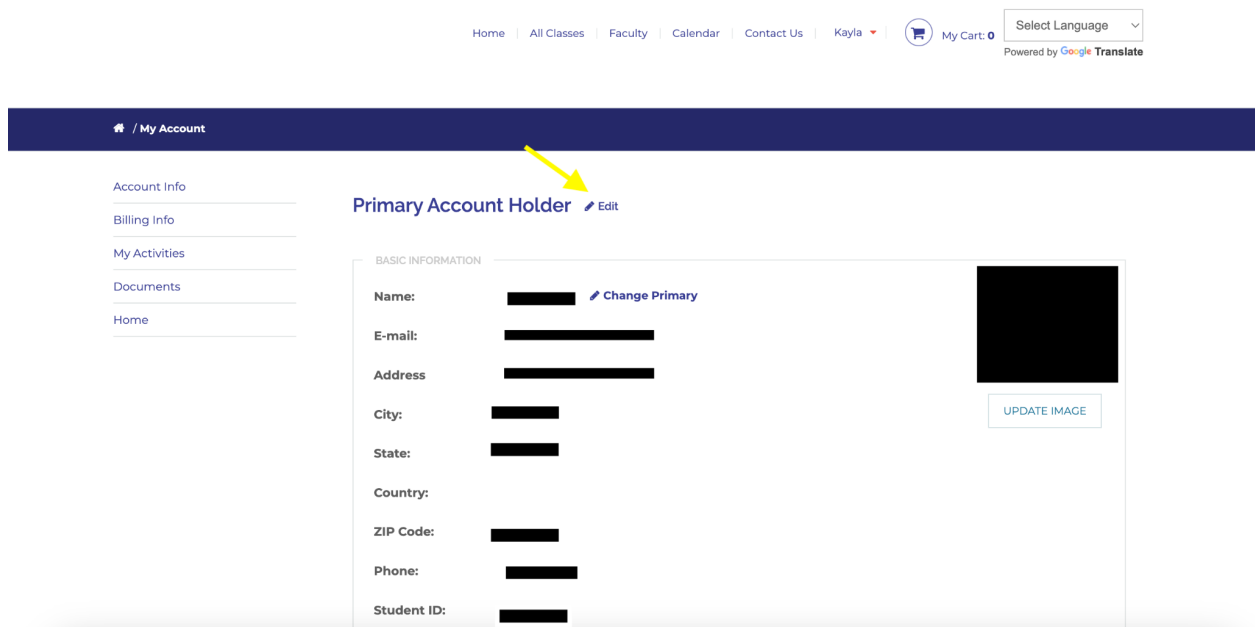
## UPDATING YOUR CONTACT INFORMATION:

For billing and contact, it is important to have your most up to date contact information on file. By logging into your account, you can edit this at any time. To update, follow the steps below:

1. Once logged in, click on your name in the top right corner.
2. From the drop down menu, click on "My Account."



### 3. Click on the “Edit” button next to “Primary Account Holder.”

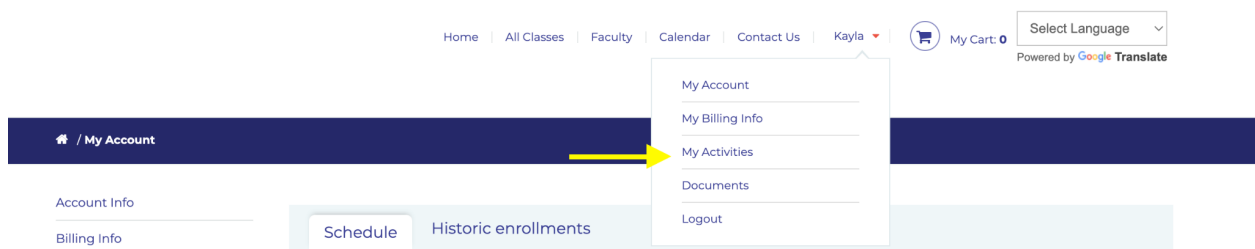


4. From here, you can update all information. Under your “Account” you can also edit “Emergency Contacts” or add additional family members. All information that is starred is required, but please note that it is for internal use only. Please make sure to click “Save” at the bottom of the page to collect all your information.

#### ACCESSING YOUR SCHEDULE:

Your ASAP account houses your current and past activity enrollments and your active schedule.

1. To view this, please click on your name and then in the drop down menu, select “Activities.”



2. On the left, you can view your “Schedule.” This will show you all your current and past enrollments. “Calendar” will show your active calendar. You can view this by the day, week or month.

- Account Info
- Billing Info
- My Activities
  - > Schedule ←
  - > Calendar
- Documents
- Home

Schedule | Historic enrollments

- Account Info
- Billing Info
- My Activities
  - > Schedule
  - > Calendar ←
- Documents
- Home

### Calendar

TODAY ◀ ▶ 📅 05/26/2023 DAY WEEK MONTH AGENDA

|         |          |
|---------|----------|
|         | Fri 5/26 |
| all day |          |
|         |          |
|         |          |
|         |          |

### BILLING INFORMATION AND PAYMENTS:

Through ASAP, you are able to add saved cards, view and download invoices and make payments.

1. To view your billing information, click on your name in the top right corner.
2. From the drop down menu, click on “My Billing Info.”

Home | All Classes | Faculty | Calendar | Contact Us | Kayla ▾ | My Cart: 0 | Select Language ▾ | Powered by Google Translate

🏠 / My Account

- My Account
- My Billing Info ←
- My Activities

3. On this page, you can click “Add New” to save a payment method to your account. For invoices on payment plans, it is important to make sure that your card is up to date. If you get a new card or your card expires, please update it here.

🏠 / My Account

Account Info  
Billing Info  
My Activities  
Documents  
Home

### Saved Cards / EChecks

[+ ADD NEW](#)

| Number  | Type   | Exp Date |           |            |      |        |        |           |            |  |  |  |  |  |
|---|--------|----------|-----------|------------|------|--------|--------|-----------|------------|--|--|--|--|--|
| <p>My Invoices   Account Statement   Tax Deductible   Future Payments Due</p> <p>From: 2/26/2023   To: 5/26/2023</p> <table border="1"> <thead> <tr> <th>Date</th> <th>Amount</th> <th>Status</th> <th>InvoiceID</th> <th>Amount Due</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> |        |          |           |            | Date | Amount | Status | InvoiceID | Amount Due |  |  |  |  |  |
| Date  | Amount | Status   | InvoiceID | Amount Due |      |        |        |           |            |  |  |  |  |  |
|   |        |          |           |            |      |        |        |           |            |  |  |  |  |  |

4. Invoices will show up under “My Invoices.” Unpaid invoices will show up here if there are outstanding balances. To pay, click on the InvoiceID. From there, you will be prompted to “Pay Now.” Once payment has been processed, you will receive an emailed receipt to the primary contact email on file.

**ENROLLING IN A CLASS:**

Once logging into your account, you will see the ASAP Registration Home Page. You can view all available classes on the left side under “View All” or select the category you wish to view (Ex: Adult Classes).

Home   All Classes   Faculty   Calendar   Contact Us   Login   My Cart: 0   Select Language

Powered by Google Translate

🏠 /   Search for classes

- Classes
- > View All
- > Adult Classes
- > Dance and Movement
- > Early Childhood
- > Group Music Instruction
- > Music Classes and Ensembles
- > Music Theatre
- > Summer Programs
- Private Music Instruction
- Donate

## Welcome to NEMPAC's Online Registration!

**Mark your calendars: Fall Class Registration opens on June 15th at 10am!**

Please direct all group class inquiries to Kayla at [Info@nempacboston.org](mailto:Info@nempacboston.org).

If you have any questions about Private music lesson availability, please email Mary-Alexandra at [monstad@nempacboston.org](mailto:monstad@nempacboston.org).

\*Please read our withdrawal and refund policies carefully, as they have changed. See [here](#).

**TO ENROLL IN A CLASS,** click on a course group to the left, or click A to Z Index to see all of our courses at once.

When you've found the course you want, click the Register Now! link next to the time and date that you want to attend the course. Clicking Register Now! will put the course in your shopping cart. Then click Continue Shopping to select another course, or click Checkout to pay your registration fees.

1. Select the class that you want to enroll in. I am using “Adult Ukulele I” as my choice.

Classes

- > View All
- > **Adult Classes**
  - Adult Music Production
  - Adult Ukulele
- > Dance and Movement
- > Early Childhood
- > Group Music Instruction
- > Music Classes and Ensembles
- > Music Theatre
- > Summer Programs
- Private Music Instruction
- Donate


Filter by:

Instructors Locations Departments Day Time Age Grade

Clear All

## Adult Ukulele

### Adult Ukulele I



Have you ever wanted to try an instrument but didn't have the time? The ukulele is a great starter instrument! It's easier and quicker to learn than the guitar, is affordable to purchase, and many songs can easily adapt to the ukulele! In this fun, group social hour, adults will focus on playing basic chords, strumming the ukulele, and playing songs together. This is a great opportunity to learn with others to develop your basic ukulele and musicianship skills!

For questions on how to purchase an instrument please refer to our instrument rental and purchasing information here.

| SECTION | LOCATION   | DATES     | DAYS | TIMES               | INSTRUCTOR | AGES   | FEES     | DETAILS | OPEN | GRADES |                              |
|---------|--|-----------|------|---------------------|------------|--------|----------|---------|------|--------|------------------------------|
| AU1     | North End Music & Performing Arts Center, Tileston Third Floor Classroom | 4/6 – 6/8 | Th   | 06:45 PM – 07:45 PM | Allen      | 0 & up | \$215.00 | View    | 3    |        | <a href="#">REGISTER NOW</a> |

2. Click “Register Now.” This adds the class to your cart.

Home | All Classes | Faculty | Calendar | Contact Us | Kayla

My Cart: 2

Select Language

Powered by Google Translate

Classes / Adult Ukulele

Search for classes

3. You can continue to add items to your cart before completing your purchase. PLEASE NOTE: You are not officially enrolled in a class until you have completed payment. Adding a class to your cart does not guarantee enrollment.
4. Click on “My Cart” to begin the payment process.
5. Once in your cart, you can view your transaction total and add an optional donation. When ready, click “Continue Checkout.”

|  |                                  |
|--|----------------------------------|
| <b>Adult Ukulele I - AU1</b><br><small>Th from 06:45 PM to 07:45 PM, 4/6/2023 - 6/8/2023<br/>         North End Music &amp; Performing Arts Center, Tileston Third Floor Classroom<br/>         Instructor: Stephen Allen<br/>         Section: AU1</small><br><small>✖ DELETE</small> | <b>Registrant</b><br>Kayla Tomas |
| Subtotal:  |                                  |
| Prorated Discount:   |                                  |
| <b>Total:</b>  |                                  |

**Donation**

Tuition alone does not cover programming costs. Will you consider a gift of \$25, \$50, \$100, or \$250 to support our students? Your donation will help NEMPAC enrich the lives of 1,439 students this year through creative music, theatre, and dance programs!

How would you like to donate? One Time Gift

How much would you like to donate? Select amount

[ADD DONATION](#)

[CONTINUE SHOPPING](#)
➔
[CONTINUE CHECKOUT](#)

- On the right, you will see your purchase total. On the left, you can choose how you would like to pay. Under "Step One" on the left, you can "Select Your Payment Option" which is either to pay in full or set up a payment plan. Selecting a payment plan adds a \$25 fee. In the drop down under "Select Payment Method," you can choose to either pay by card or electronic check.

We ask our registrants paying tuition to please use the payment method ACH / E-Check instead of Credit Card whenever possible. Thank you!

**Payment**

**STEP 1: Select a Payment Option**

Pay in full  
 Payment plan with [redacted] be now, plus 1 payments of [redacted] and one payment of [redacted] [Details](#)  
ⓘ If you choose monthly payments a \$25.00 fee will be added to your bill.

[Select a payment method]

Discount code  [Apply](#)

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Your donation will help NEMPAC enrich the lives of 1,439 students this year through creative music, theatre, and dance programs!

Yes, I want to donate  
 No, I don't want to donate

[PROCESS PAYMENT](#)

**Summary**

|                       |             |
|-----------------------|-------------|
| Registration Fee      | Kayla Tomas |
| Adult Ukulele I - AU1 | Kayla Tomas |
| Subtotal:             |             |
| Prorated Discount:    |             |
| <b>Total:</b>         |             |
| <b>Amount Due:</b>    |             |

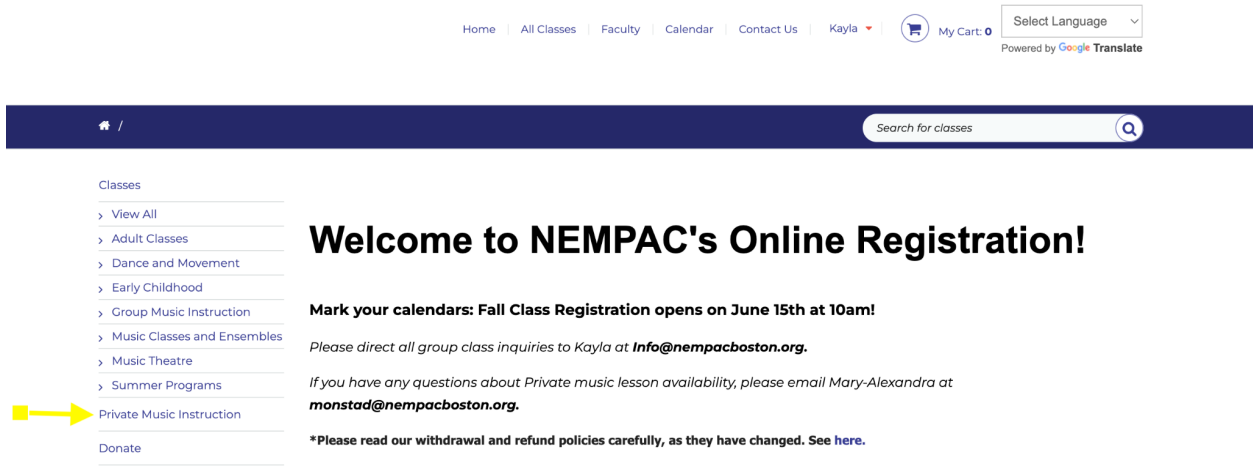
- To complete payment, click "Process Payment." This will send you an emailed receipt, which includes our tax ID. When payment is received, you are enrolled in the selected

class(es) and can view them in your calendar and current enrollments under “My Activities.”

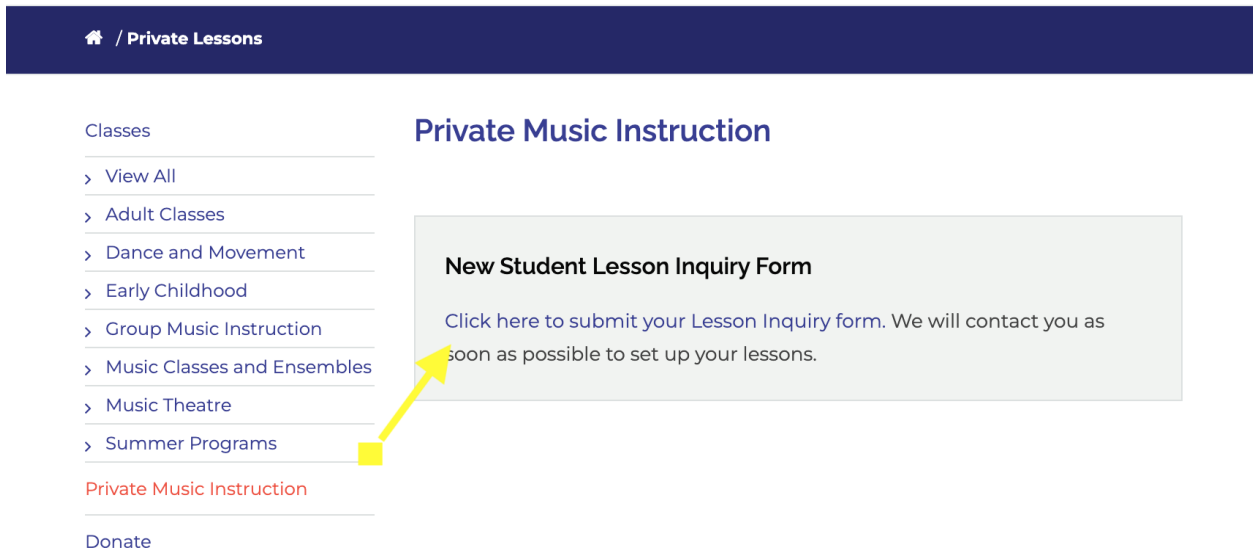
**ENROLLING IN PRIVATE MUSIC INSTRUCTION:**

*Enrollment for Private Music Instruction happens on the back end by the Private Music Instruction Manager. In order to enroll, we need to receive your inquiry. To fill out an inquiry form, follow the steps below:*

1. On the registration homepage, select “Private Music Instruction” on the left.



2. This will prompt you to the inquiry form page. Click “Click here to submit your lesson inquiry form.”



- Fill out all of the required fields and click “Create” at the bottom of the page to submit your inquiry. This will be sent to our Private Music Instruction Manager who will follow up to schedule your trial lesson.

[Home](#) / [Edit Account](#)

[New inquiry](#) **Create Inquiry.**

Select student: \*  
[Select] v

**LESSON INQUIRY**


Instrument Interested In \*  
[Select] v  
[Select] v

Years of Experience ?  
[Select] v

Are you new to NEMPAC programming? \*  
[Select] v

If you are new to NEMPAC, how did you hear about us?  
[Select] v

[CANCEL](#) [CREATE](#)



**ASAP Questions:**

*If you have any questions navigating your account, billing, enrolling in group programming or filling out a private lesson inquiry form, please contact [info@nempaboston.org](mailto:info@nempaboston.org).*



## Contact Us

### **North End Music & Performing Arts Center**

50 Tileston Street

Boston, MA 02113

(857) 239-9997

<http://www.nempacboston.org>

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### **Contact:**

Kayla Tomas, NEMPAC Program Coordinator

(857) 239-9997

[info@nempacboston.org](mailto:info@nempacboston.org)