## **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<u>here</u>. **ACCESSING YOUR ACCOUNT:** Please login with your username and password <u>here</u>.

	Home   All Classes   Faculty   Calendar   Contact Us	Login My Cart: 0 Select Language  Powered by Google Translate
🖶 / Login		
RETURNING	_ogin	
USERS	Returning Customers	
	Email	
	Password	
	Forgot your password?	
	New Customers	
CREATING AN ACCOUNT		
$\longrightarrow$	CREATE AN ACCOUNT	

#### **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."

		Home All Classes	Faculty	Calendar   Contact Us   Kayla 🗸	My Cart: 0	Select Language ~ Powered by Google Translate
		•		My Account		
				My Billing Info		
1	Y / My Account			My Activities		
				Documents		
А	Account Info	Primary Account Holder	🖋 Edit	Logout		
E	Billing Info	,,				

3. Click on the "Edit" button next to "Primary Account Holder."

	Home   All Classes   Faculty   Calendar   Contact Us   Kayla •   📻 My Cart: 0 Select Language • Powered by Google Translate
者 / My Account	
Account Info	
Billing Info	Primary Account Holder 🕜 Edit
My Activities	BASIC INFORMATION
Documents	Name: Change Primary
Home	E-mail:
	Address
	City: UPDATE IMAGE
	State:
	Country:
	ZIP Code:
	Phone:
	Student ID:

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 <u>internal use only.</u> 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."

	Home   All Classes   Faculty	Calendar   Contact Us   Kayla •	My Cart: 0 Select Language ~ Powered by Google Translate
		My Billing Info	
A / My Account		My Activities	
Account Info		Documents	
Billing Info	Schedule Historic enrollments	Logout	

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			Schedule	Historic enrollments				
My Activities								
> Schedule	-							
> Calendar								
Documents								
Home								
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count Info	TODAY	<ul> <li></li> <li></li> </ul>	➡ 🛱 05/26/2023	Fri 5/26	DAY	WEEK	MONTH	AGENDA
count Info ling Info Activities Schedule Calendar cuments	Calendar TODAY all day	• )	65/26/2023	Fri 5/26	DAY	WEEK	MONTH	AGENDA

#### **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 Billing Info	
A / My Account	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	Coursel Courses ( FOI					
Billing Info	Saved Cards / ECr	IECKS				ADD NEW
ly Activities	Number	Туре	Exp Da	ate		
ocuments						
ome						
	My Invoices Accou	nt Statement	Tax Deduct	ible Future P	Payments Due	
	From: 2/26/2023				To:	5/26/2023
	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).



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

Classes	Filter by: Clea
> View All	Instructors • Locations • Departments • Day • Time • Age • Grade •
> Adult Classes	
Adult Music Production	Adult I Ikulala
Adult Ukulele	Adult Okulele
> Dance and Movement	
> Early Childhood	
> Group Music Instruction	Adult Ukulele I
> Music Classes and Ensembles	Have you ever wanted to try an instrument but didn't have the time? The ukulala i
> Music Theatre	areat starter instrument! It's easier and quicker to learn than the guitar is affordab
> Summer Programs	to purchase, and many songs can easily adapt to the ukulele! In this fun, group soc
Private Music Instruction	hour, adults will focus on playing basic chords, strumming the ukulele, and playing
Donate	songs together. This is a great opportunity to learn with others to develop your bas
	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 4/6 - Th 06:45 PM - Allen 0 & \$215.00 View 3 Third Floor Classroom 6/8 07:45 PM up

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
	Searc	h for classes	٩

- 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."

Adult Ukulele I - AU1 Th from 06:45 PM to 07:45 PM,4/6/2023 - 6/8/2023 North End Music & Performing Arts Center, Tileston Third Floor Classroom Instructor: Stephen Allen Section: AU1 X DELETE	<b>Registrant</b> Kayla Tomas		_
	Subtotal: Prorated Discount:		
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!	i you like to donate? me Gift ─∽	How much would you like to donate? Select amount	

6. 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	Summary
STEP 1: Select a Payment Option	Registration Fee Kayla Tomas
Payment plan with ue now, plus 1     Payment plan with the payment of the pa	Adult Ukulele I - AU1 Kayla Tomas
If you choose monthly payments a \$25.00 fee will be added to your bill.     This transaction is secured using the SHA-2 and 2048-bit encryption, the	Prorated Discount:
[Select a payment method]	
Discount code	Anount Due.
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!	
○ Yes, I want to donate	

7. 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."



3. 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.

New inquiry	Create I	nquiry.	
		Select student: *	
		[Select]	~
		Instrument Interested In * [Select]	~
		[Select]	~
		Years of Experience 2	~

[Select]			~
If you are new to NEMPAC, h	ow did you hear about us?		
[Select]			~
		4	
	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 <u>info@nempaboston.org</u>.

# **Contact Us**

#### North End Music & Performing Arts Center

50 Tileston Street Boston, MA 02113 (857) 239-9997 http://www.nempacboston.org

#### **Contact:**

Katie Raney, Educational Operations Coordinator (857) 239-9997 info@nempacboston.org