

New Registration System Information

Crescendo Academy of Music is implementing a new registration system, for all of our programs. Every family will need to create an account online in order to register for private lessons and/or group classes this fall. The new system will allow you to see your schedule of upcoming lessons/classes, pay your invoice, and more. Our plan is to have everyone moved over to the new portal by September or before they begin instruction in the fall.

To set up your account, go to <https://go.asapconnected.com/?org=5630> or scan the QR code on this page

- For **group classes:**

- Select a Class to register for by selecting a link on the left side of the page
- Select the day/time of the class, and click the *Register Now* button
- Follow the prompts to complete your account and class enrollment

- For **private lessons:**

- Select *Private Lessons* on the left side of the page
- Select a *Lesson type* from the drop-down list
- Select a *Lesson Package*
 - § This will tell us how many lessons you plan to attend. If you are enrolling for the school year/ongoing lessons, please **select *Semester or School Year*** for the package
 - § You will be able to set up a monthly payment plan later on
- Select a *Duration:* 30, 45, or 60-minute lessons are available
- Click *Add to Shopcart*
- You will then be prompted to either create an account or log in to your existing account to complete the process.
 - § **Important:** As part of your registration form, there are questions asking who your current teacher(s) is and what instrument(s) you would like to study. Please be sure to complete these lines, as it will help the office route you to the correct instructor for scheduling
- Follow the steps to complete your registration and check out

A minimum deposit of \$30 is required to reserve your time slot. Payments for lessons must be made at or before your first scheduled appointment. If you have a credit on your account as of August 31, your credit balance will be transferred to your new account.

All past due balances must be paid in full before you will be scheduled for lessons for the 22-23 school year. Students receiving financial aid will have their scholarships applied after they register.



We understand that this is a new process for everyone and ask for patience while everything is put in place. Please set up your accounts as soon as possible so we work out any kinks. Our office staff is available at 269-345-6664 or information@crescendoacademy.com to help with any questions during regular office hours of Monday – Friday, 10 am – 6 pm, or other days/times by appointment.