



PORTSMOUTH
MUSIC AND
ARTS CENTER
973 Abington Street

SPRING Semester 2019 registration begins January 7! The Spring Semester starts January 28 and ends June 15, 2019 (18 weeks). Don't Delay - Register Today!

DIRECTIONS on HOW TO REGISTER for the SPRING 2019 SEMESTER:

- Call us at PMAC at 603-431-4278 to register via phone
- Stop by the PMAC Office and register in person
(Please note - students must pay a \$75 deposit with each registration for the Spring. Thank you!)
- Register ONLINE with our NEW ONLINE Portal! Directions are below.

You are already in our database!

- To create an online account for the first time:
- Go to the login page: <https://public.pmaconline.org/web/myaccount>

pmac

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RETURNING STUDENTS & DONORS

Enter your email to receive a password and access to your existing account information so that you can have full access to register or make a donation online. This applies to any returning student or donor who was enrolled or made a donation prior to August 1, 2018.

Username (Your email Address):

Send

NEW STUDENTS & DONORS

Create Account

Welcome to PMAC! Click here to Set Up your NEW PMAC Account! Register online, make a donation, do it all! This only applies to BRAND NEW students or donors as of August 1, 2018.

LOG IN to your PMAC ACCOUNT

To move forward the next steps, you must have completed one of the two options on the left.

LOG IN TO YOUR ACCOUNT

Username (Email)

Password

Note: Both Username and Password are case sensitive

Log In

Having difficulty logging in? Email katie@pmaconline.org

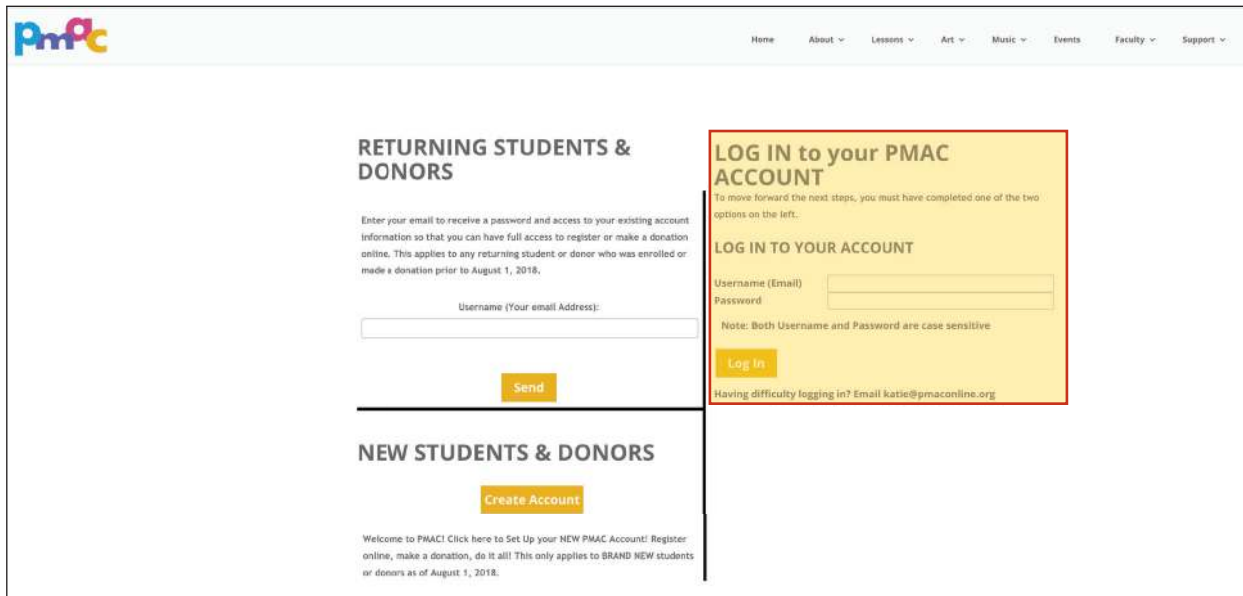
- Go "Returning Students & Donors" box on the left-hand side of the screen.
- Enter your email address in the Username Box. HINT: please enter in the email address that you actively use at PMAC.
- Hit send and a temporary password should be sent your email. This process may take a few minutes, so please be patient.
- Use that temporary password to sign in to the right hand side of the screen.
- Then follow prompts to create a new password.
- Once you are logged in you can register for classes, ensembles and lessons!

To Register for Lessons Online:

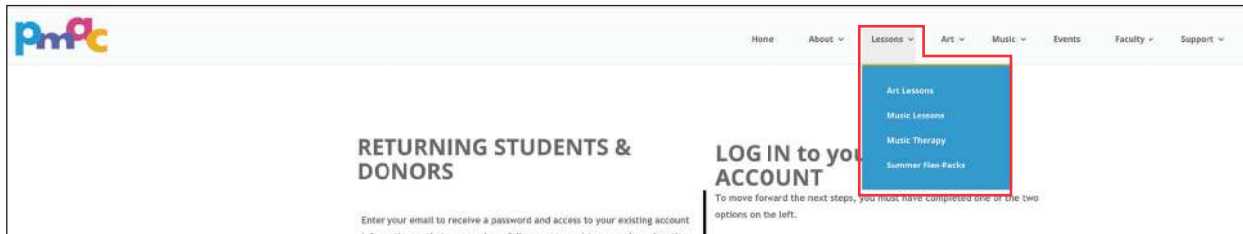
- You must be logged in to your account to register online. Login with your username and password.



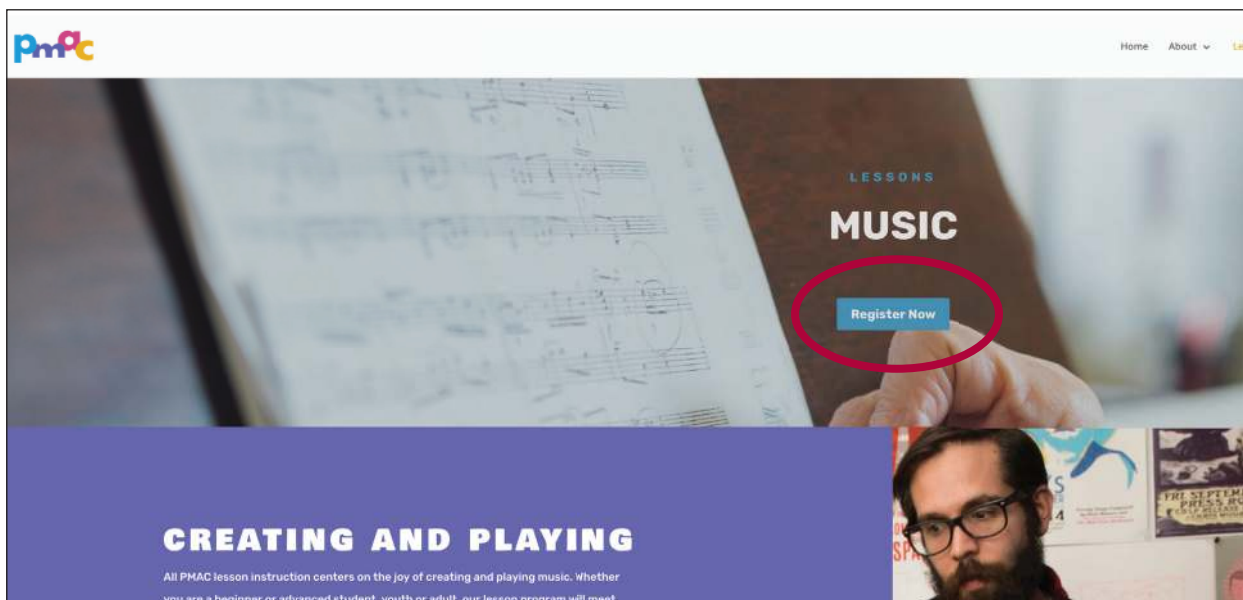
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- Next, go to the Lessons Drop-down menu to select your preferred type of lessons: Music, Art or Music Therapy. This will take you to the lesson page of your choice.



- On the lesson page click "Register Now." This will take you to a Lesson Placement Page.
(Please note, if you are a Music Therapy Client with Ginna Macdonald, the Music Therapy page this button is on the bottom so scroll all the way down)



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Music Private Instruction

Private Instruction requires coordinating your schedule and teacher placement with the Director of Admissions. Please complete the questions below and a PMAC staff member will contact you within 3 business days to complete your enrollment.

Please Choose one of the following:

Returning student with no changes to schedule, teacher or instrument

Returning student requesting a change to schedule, teacher or instrument

New Student

Name of Student:

Instrument:

Lesson Length:

Trial or Full Term: Trial Lesson (6 lessons) Full Term

- Click the “Submit Application” button at the bottom of the page. This will take you to your shopping cart where you should see a \$75.00 Deposit listed.

For new students and returning students requesting changes:

Preferred Instructor if any:

Lesson Availability - Please list your day/time preferences. Include at least two days if possible (Monday through Saturday)

Day/time preferences:

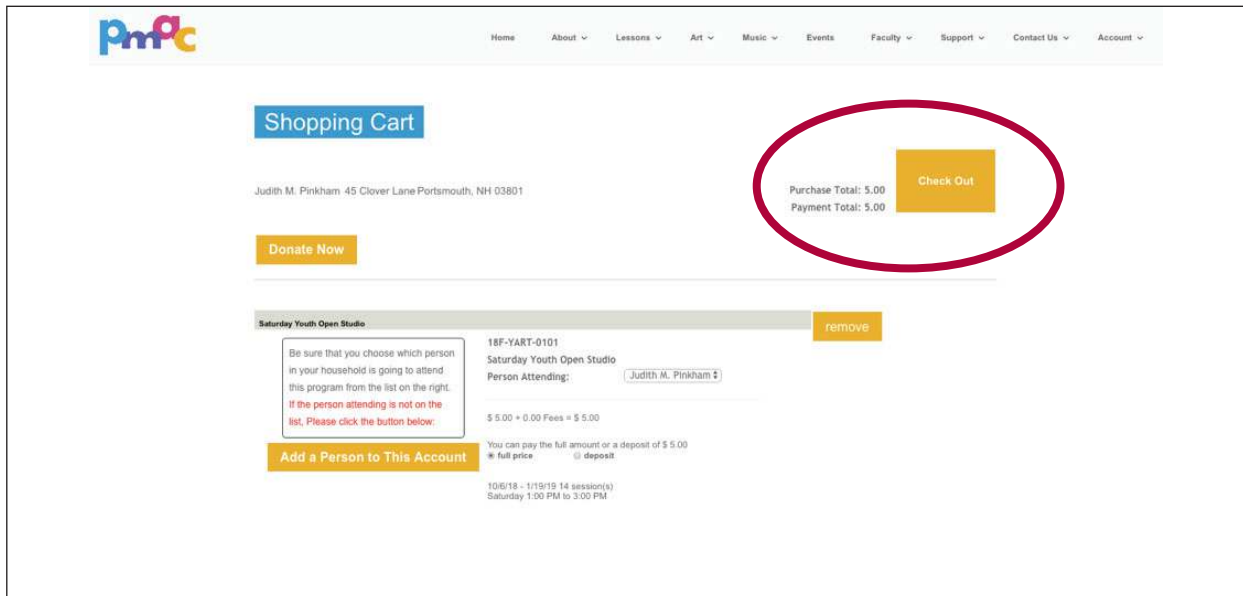
For new students - have you studied this instrument before

Please Choose: No Yes

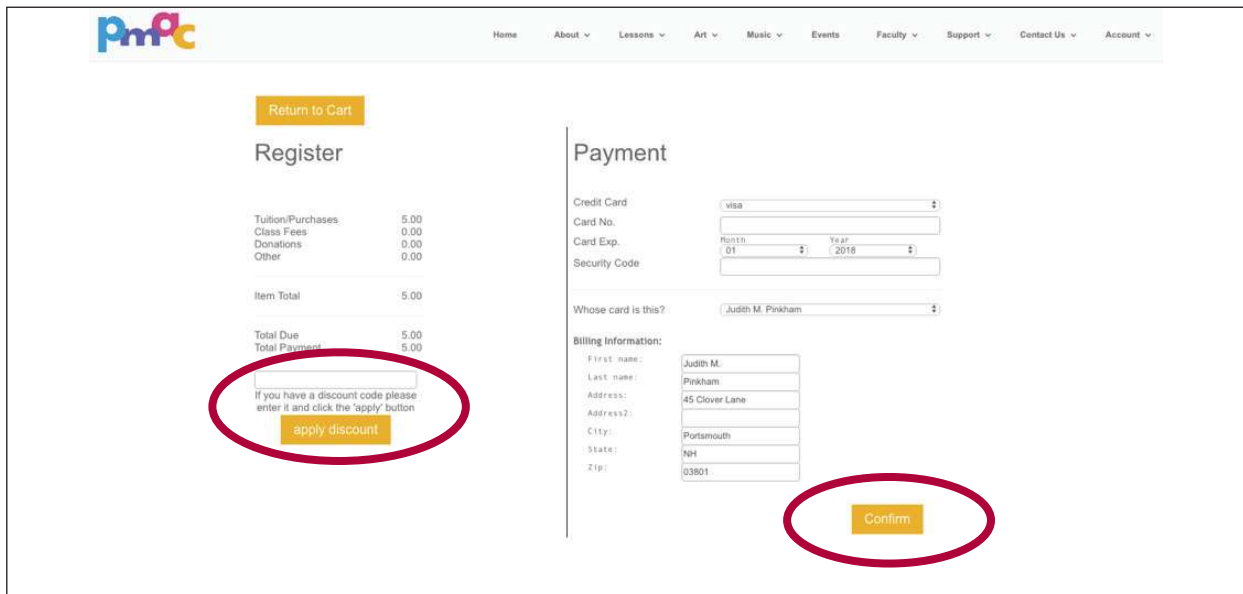
If yes, Please describe your experience

That's it! Just click below and complete your registration.

Submit Application



- Click the “Check Out” button in the top right corner.
- This will take you to a payment page. Enter your credit card information on this secure page. If you have a discount code please enter that in the appropriate box and click “Apply Discount.”
- Once you’ve entered in all of your billing information click “Confirm.”



- This will take you to a Payment Review Page. Review your payment amount (\$75 deposit per student) and then click “Submit Payment.” **Please click this button only once!**
- Next you will see a payment receipt page. You may print this for your records by clicking the “Print” button.
- Expect to hear from either Katie Grazier, Director of Admissions or Meghann Beauchamp, Admissions Assistant, to confirm your lesson registration with 2 business days.



To Register for an Ensemble Online:

- You must be logged in to your account to register online. Login with your username and password.
- Using the Music drop down menu, select your age group. This will take you to a page of Ensembles.
- Find your Ensemble and click the “Learn More and Register” button.
- Click “Add to Cart” on your Class or Ensemble page. This will take you to either a Placement Required page or an Auto Enrollment page. Please complete your form.
- Click the “Submit Application” button at the bottom of the page when your form is complete. This will take you to your shopping cart where you should see an option to pay in full or pay the \$75.00 Deposit. If placement is required you will only be asked for the \$75.00 Deposit. Choose your payment option.
- Click the “Check Out” button in the top right corner.
- This will take you to a payment page. Enter your credit card information on this secure page. If you have a discount code please enter that in the appropriate box and click “Apply Discount.”
- Once you’ve entered in all of your billing information click “Confirm.”