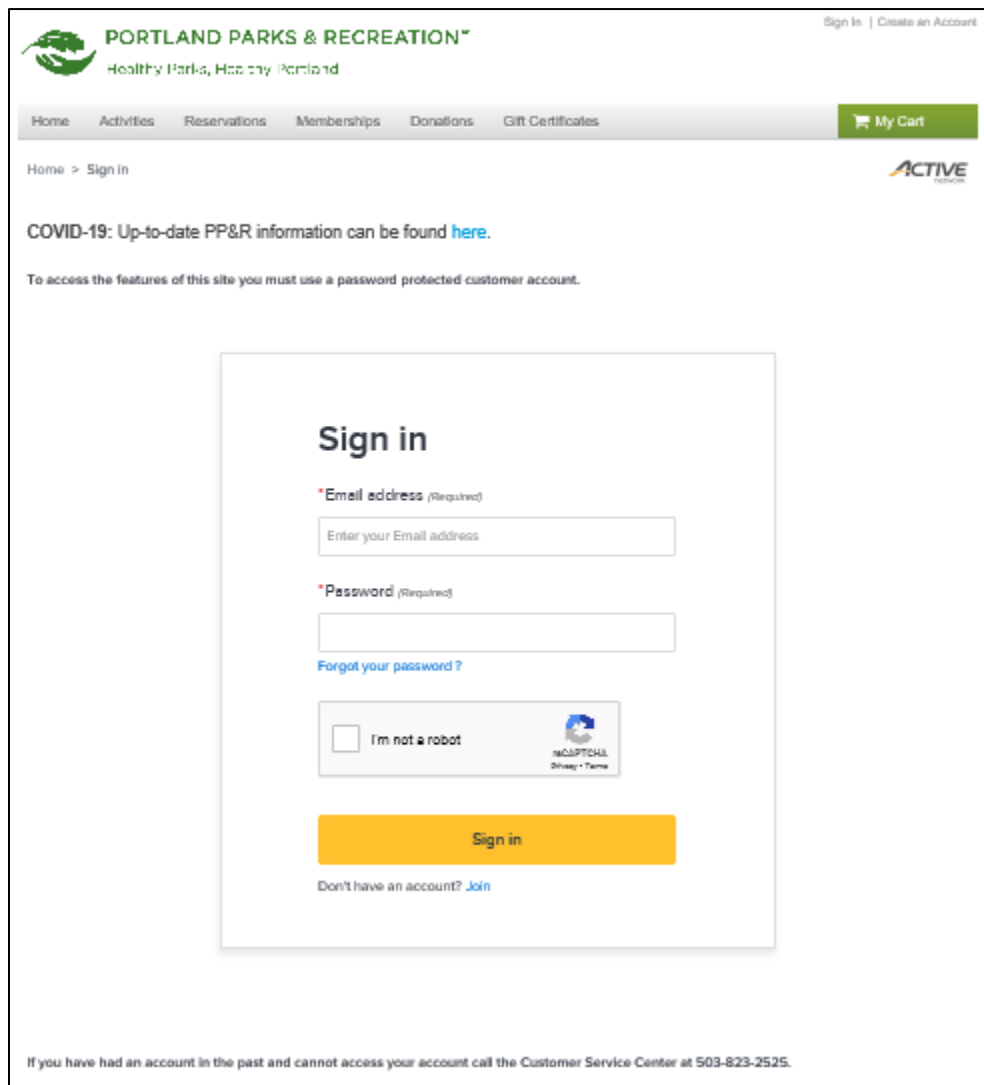


CMC Private Lesson Registration Primer

1. Go to URL <https://anc.apm.activecommunities.com/portlandparks/signin> and sign in using your email. If you haven't used your account before, click on "Forgot your password?" Don't create a new account. Be sure to sign in first before going to your teacher's unique activity URL provided in the email.



The screenshot shows the sign-in page for Portland Parks & Recreation. At the top, there is a navigation bar with links for Home, Activities, Reservations, Memberships, Donations, and Gift Certificates, along with a My Cart button. Below the navigation bar, there is a breadcrumb trail: Home > Sign in. A COVID-19 notice is displayed: "COVID-19: Up-to-date PP&R information can be found [here](#)." Below this, a message states: "To access the features of this site you must use a password protected customer account." The main sign-in form is centered and contains the following elements:

- Sign in** (Section Header)
- *Email address (Required)** with a text input field labeled "Enter your Email address".
- *Password (Required)** with a text input field.
- [Forgot your password?](#)
- I'm not a robot** with a CAPTCHA icon and the text "CAPTCHA Drive + Turn".
- Sign in** (Yellow button)
- [Don't have an account? Join](#)

At the bottom of the page, a footer note reads: "If you have had an account in the past and cannot access your account call the Customer Service Center at 503-823-2525."

2. Go to your email from us and click on or use the URL link provided (it will look like http://apm.activecommunities.com/portlandparks/Activity_Search/1292xx)

3. Read the Description, and click on “Enroll Now”

The screenshot shows the Portland Parks & Recreation website. The header includes the logo and tagline 'Healthy Parks, Healthy Portland'. A navigation bar contains links for Home, Activities, Reservations, Memberships, Donations, and Gift Certificates, along with a 'My Cart' button. The breadcrumb trail reads 'Home > Activity Search > Activity Detail'. The main heading is 'Music - Piano - Rory Cowal'. Below this, it specifies 'Private Lessons Summer 2020 - Session C | #1127397'. The dates are 'Aug 30, 2020 - Sep 26, 2020' and the age group is '4 - 18 yrs Coed'. The activity is categorized as 'Music 4. Youth (6yrs - 14yrs)'. An 'Activity location' box indicates 'Online via Zoom'. A 'Description' section states: 'Thrive with individual instruction. Build the skills & abilities needed to enjoy music as a participant, gaining self-confidence and developing self-expression. This activity offers sliding-scale pricing. Full fee is listed. At check-out you may select between zero-ten \$10 discounts. If further sliding scale assistance is necessary please call 503-823-3177.' On the right, there is a 'View fee detail' link, 'Unlimited openings' text, and a green 'Enroll Now' button circled in red. Social media share icons for Facebook and Twitter are also present.

4. Select the student from the dropdown list, and click “Continue”

The screenshot shows the 'Participant Information' section of the website. It prompts the user to 'Please choose a participant. If you need to modify your personal or participant information, click My Account'. A dropdown menu is open, showing 'Music - Piano - Rory Cowal, begins Sun, Aug 30'. Below the dropdown, it says 'Select a Participant from the list below. If the name of the participant does not appear in the list, click Add Participant'. A required field '*Participant (Required)' has a dropdown arrow circled in red. At the bottom, there is a 'Continue' button circled in red and a 'Cancel' button.

5. Select the number of Bookings (lessons), and click “Submit”

6. Select the Instructor, and Duration of Lessons, and click “Submit”

PORTLAND PARKS & RECREATIONSM
Healthy Parks, Healthy Portland

Home Activities Reservations Memberships Donations Gift Certificates [My Cart](#)

Private Lessons Booking for -- Music - Piano - Rory Cowal #1127397

▼ **Number of Bookings**

Number of Bookings [Submit](#) Click [Auto Adjust](#) to make number of bookings equal to number actually selected

▼ **Pre-book Private Lessons**

Select the number and duration of lessons

Select the details for the Private Lessons you would like to Pre-book.
You must "Submit" the changes to ensure the information is saved.

Instructor	Number of Lessons	Duration of Lesson	Action
<input type="text"/>	<input type="text" value="0"/>	<input type="text" value="0"/> (mins)	Remove

[Add Another](#)

[Submit](#)

When you are finished, click [Continue](#)

More....(next page)

7. Adjust the lesson fee as needed using the Quantity Box first, then click the checkbox to see the adjusted total, and click "Continue".

Enrollment Detail

Enrollment Detail for Music - Piano - Rory Cowal

Participant Iron Man [Change Participant](#)

Fees / Discounts

Include?	Description	Quantity	Unit Fee	Total Price
<input checked="" type="checkbox"/>	Resident 60 min	4	\$52.00	\$208.00
<input type="checkbox"/>	"Pay what you can" discount (ADD 1 or more \$10 discounts until you obtain the amount you can pay)	<input type="text" value="1"/>	(\$10.00)	\$0

Sub-Total Per Participant: 208.00
Quantity: 1
Sub-Total: 208.00
Total: 208.00

Waiver Information

Agree to Waiver	Required	Description	Attachment
Initials: <input type="text"/>	Yes	CMC 3-Term Lesson Notice	--

When you are finished, click **Continue**

Enter a number here first (max. 10 x \$10 discounts here), then click the checkbox to the left.

CMC is offering Pay What You Can pricing during the Covid-19 crisis to support our families with affordable lessons and classes. If you need more assistance than is possible to select in this method, contact the CMC staff at cmc@portlandoregon.gov. Discounts are directly subsidized by the all-volunteer non-profit CMC Inc., so please only use the discounts if you need it. You can help others obtain access to affordable lessons by donating to CMC Inc. at www.communitymusiccenter.org. Thank you for your support!

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