



How To Register for MusicWorks



1

Visit artsland.org/musicworks-2-3/

This url will take you directly to our MusicWorks page. There you will find information about our teaching artists, and more information about our ensembles and private lessons, as well as the registration link.

2

Click on the link that says "Register for MusicWorks now!"

This link will take you to Active, which is where we process our online registrations. Select your location, Blackford or Portland, and check the appropriate box for either Student or Adult lessons, or both. The lessons will appear in your cart on the right hand side of the screen. Adjust the quantity as necessary -- if you would like to register 3 children, change the quantity of student lessons to "3."

3

Log-in or create an Active account

After you click continue, Active will ask for your email address. If you participated in Arts in the Parks, enter that email address here. If you have never used Active before, enter the email address you would like to use for the future.

4

Enter student information as prompted

After you enter your email, Active will begin asking you questions about your student. Enter their information and select what sort of instrument lessons they will be taking, as well as indicating if they will need to rent an instrument. Additionally, if you are planning on fulfilling MusicWorks tuition in one payment, please select that option for a discount.

5

Review student information and agree to releases

A summary of your students' registrations will appear on the screen. Please review them and ensure that they are correct. Please read the Liability Release, MusicWorks Contractual Obligations, and Media Release, and select that you have received all three documents. Then continue to cart.

6

Enter your payment information and complete registration

MusicWorks tuition can be paid by credit card or by electronic check. It can also be fulfilled in one payment or through a multiple installment payment plan. Arts Place does not recommend using Active's refund policy, so select 'No.' If you did not have an Active account at the beginning of this process, select a password. Once that is completed, your student is registered for MusicWorks! An Arts Place representative will be in contact to secure their specific lesson date and time.