



Registration and Payment for New Students

www.teacherzone.com

1. GETTING STARTED
2. REGISTERING
3. CONFIRMATION
4. LOGGING IN
5. ADDITIONAL INFO

1. GETTING STARTED

Before registering for private lessons please visit the Plugged In website for lesson and instructor information.

- Open your preferred web browser
- Visit www.pluggedinband.org
- Click “music lessons” from the menu at the top of the page
- From here students can register, get more info about private lessons, and check out Plugged In’s instructors.
 - “Register” to begin your registration
 - Begin here if you know the instructor you wish to book lessons with
 - Click “Register”
 - Expand the “Private Lessons” section
 - Click “Register Now”
 - “Music Instructor Bios”
 - Here you will be able to learn about Plugged In’s instructors including which instruments they teach, the skill levels they teach, and a bit about their teaching style and history.
 - Choose the instructor you wish to book lessons with. You will begin the registration process from your chosen instructor’s bio.
 - Click “click here to schedule lessons with NAME” from the instructor’s bio when you’re ready to begin registration
 - “Learn More”
 - Here you will find additional details about Plugged In’s private lessons

2. REGISTERING

To complete registration you will need to decide which instructor you are booking lessons with, the instrument you’ll be learning, the length of the lessons, and if you’re registering for 4 or 8 week blocks. You will also be required to input payment information including your credit/debit card.

- Click “click here to schedule lessons with NAME” from your chosen instructor’s bio (<http://www.pluggedinband.org/instructors>)
- Click “Plans” and choose the duration and quantity of your lessons.
 - 30 minute or 1 hour for 4 weeks or 8 weeks.
- Click “Instruments/Genres” and choose the instrument you’ll be learning
- Click “Teacher” and choose your instructor
- Click “Lesson Availability” and choose the weekly day/time of your lessons
 - Only days/times your chosen instructor is available will appear on the calendar
 - Click “next” at the top right of the displayed calendar to view additional day/time options
 - Students will have their first lesson on the day/time selected and then weekly at on the same day/time
- Click “Payment Method” and choose TZ Credit Card
 - You will be prompted to add your credit/debit card during the registration process
 - After registration is complete TZ CC will refer to your credit/debit card
- Click “Sign Up Today”
- Click “Register for New Account – Sign up”
 - This is ONLY for new students without a TeacherZone account
 - If you already have a TeacherZone account view the registration guide for returning students on the private lesson registration page.
- From the top drop-down menu select registering as “family”
- Enter parent and student information
 - Fields marked with a red asterisk are required
 - You will create usernames and passwords during this process
 - You are creating TWO logins when registering – one for the parent and one for the child
 - Do not use the same username and/or password for both parent and child accounts
- Click “Next” at the bottom of the screen
- Read the Cancellation Policy
- Click “Agree”
- Select “TZ CC” from the payment drop down menu
- Enter your billing and credit/debit card information
 - The system auto fills the billing information fields
 - Sometimes it auto fills the billing information with the students name so be sure to confirm your billing information is accurate
- Click “Finish”

3. CONFIRMATION

Once your registration is complete you will receive an email confirmation that it has been received. Additionally, you will receive email reminders each week before your lesson. If you do not receive a confirmation or if you have any questions regarding your registration or lesson schedule please contact Plugged In at info@pluggedinband.org

4. LOGGING IN

Log in to TeacherZone to check your lesson schedule, modify lessons, book new lessons, communicate with your instructor, and more.

- Open your preferred web browser
- Go to www.techerzone.com
- Click “log in” in the menu at the top of the page
- Enter your username and password

- Your username was generated when you created your account
- Your username is NOT your email address
- Click “log in”
- If you’ve forgotten your username, please contact Plugged In at info@pluggedinband.org
- If you’ve forgotten your password, click “forgot your password?” and follow the prompts provided to reset your password.

5. ADDITIONAL INFORMATION

Check out the “General TeacherZone Information” guide on the registration page for information about renewing lessons, cancelling and rescheduling, viewing reports, updating your personal information, and connecting to your lessons via Zoom.