



Using your ASAP account

By logging into your ASAP account, you can manage all of your contact and family information, confirm your credit card on file, check on any outstanding invoices and credits, and see how many lessons you have left for the semester with each of your instructors. You can also register and pay online for group classes. Private lesson instruction is not available for online registration.

Logging in to ASAP

- Go to ConcordConservatory.org
- Under the **STUDENTS & FAMILIES** tab, select **Registration and LOGIN**
- Then, select **LOGIN to your account or create one>>**

If you're not sure which email address we have on file for you, email ehuggard@concordconservatory.org and we'll confirm.

Manage Contact and Family Information

- Once you log in, you'll be taken to your family account page
- Select **Edit** if you need to update any personal information

Confirm Credit Card on File

- From the left-hand menu, select **Billing Info**
- At the top of the page you'll see Saved Cards. Select **ADD NEW** to enter new credit card information

Check Outstanding Invoices and Credits

- From the left-hand menu, select **Billing Info**
- You'll be taken to a page that lists all of your invoices, and the status of each
- If you see an invoice with the status UNPAID, click on the status or the invoice ID to be taken to the payment page. From there, you can enter your credit card information and pay the invoice

See How Many Lessons You Have Left in the Semester

- From the left-hand menu, select **My Activities**

- You will see all current enrollments. Select **VIEW SCHEDULE** to see the remaining lesson dates in the semester for each enrollment

Register for Group Classes

- From the top right menu, select **All Classes**
- You'll be taken to the A to Z index, where you can peruse our current group class offerings
- To register for a class, select the class and then select **REGISTER NOW**