How to Make Monthly Online Payments for Private Music Instruction

**STEP 1**
Creating a username and password

- Go to enrole.com/pfw
- Click on the gold “Sign In” box at the top of the page
- Create a profile if this is your first time registering
- Username should be the name of the student, not the parent
- The email address provided should be where all CAA correspondence should go
- Do NOT skip company information

**STEP 2**
Filling in Company Information

- **DO NOT SKIP THIS SECTION**
- UNCHECK the box that says “skip company information”
- The “company” is the Parent/Guardian on the account
- If you are registering for yourself, please fill in your information again
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STEP 3

Adding another student
• You may add another student by clicking the new attendee button.
• Repeat Sign Up process in steps 1 and 2.
• If you have no other student(s) to add, click “Continue Shopping.”

STEP 4

Selecting Instructor and Amount of Classes
• Use the search bar to search the name of your instructor.
• Click on the instructor’s name once you found the listing.
• At the bottom of the page, select the dates of the session.
• Check the box to begin selecting lesson length, then choose length and number of lessons.
• When finished, click Add to Cart.

Add Attendee

Attendee List

Shopping Cart

You have no items in your shopping cart.

Add Attendee

To add another student, click here.

If no other student to add, click here.

INSTRUCTOR NAME

Click instructor’s name.

Search Results

Click on the instructor’s name once you found the listing.

Click available dates.

Add to Cart

Price:

Select Registration Options Below: $10.00

Check this box.

Select length of lesson.

Enter number of lessons.
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**STEP 5**

**Checkout**
- Once you have added lessons to cart, click on Checkout
- Let us know how you heard about us
- Click “Next”

**STEP 6**

**Payment Portal**
- Review your selections
- Click Submit Order
- You will be prompted to enter your payment information and will receive an email confirming the registration.
- DO NOT click “Submit Order” more than once
- In the future, you should be able to login, search the instructor, and check out quickly