

Hello Parents,

Thank you so much for your interest in Registering for our Spring Music Exploration Program 2020!
Please follow these registration steps in order to have a complete registration.

1. Please login to your [RSM Student/Portal](#)
2. To Update Student Information:
 - a. On the top right menu, select Account
 - b. View your student's information (View Student Name)
 - c. Edit the following fields by selecting the blue pencil button (**Required for Spring Program Students**):
 - i. Student School, Grade Level (as of 2020)
 1. Please include School County (MPCS, DCPS, etc).
 - ii. Student Disabilities, Special Needs, Allergies, Medications
 - iii. Click Save.
3. To Add a second student, go to Account and click on the green plus button (+); edit above fields.
4. To select your preferred Spring Program Session or Weeks, go to your Dashboard, and select **Find Classes**.
 - a. Under Filter Results, select **Category 1**, and scroll down to select **Spring Music Exploration Program**, Add Filter.
 - b. Select your preferred Week, and click **Add to Cart**
 - c. Select your student(s) for that week, and click **Add**.
 - d. Once you've added all of your preferred weeks, click on the Cart button on the top right corner.
 - e. Scroll down and click **Accept Enrollment Fees and Continue**.
5. **Policies and Additional Health Information:** Please use this link to agree to our Spring Music Program Policies and to submit additional information:
 - a. [Spring Music Program Policies Form](#)
 - i. You will also need to include additional health information including primary doctor and number, health insurance information, medications, immunization information, etc. A Pick Up/Drop Off Authorization Form is also included.
6. **Payment:** It is optional to include a payment method in your portal account. If you prefer to pay with a debit/credit card or ACH payment, there is a processing fee equal to 3.5% of your total balance (only for Spring Program balances). Payments can be made with a check or cash payment and do not include a processing fee. A \$150 deposit will be required (non-refundable) in order to reserve your slot, or full tuition can be paid as well. All balances are due by or before March 15th.
 - a. Note: Your payment does NOT process automatically after you register. We will send an updated statement to your e-mail 3 business days after your registration.

Please make sure to include all fields mentioned above, and to complete the Spring Music Program Policies form. Families that are missing any of these requirements will have an incomplete registration. Your spot may not be guaranteed until all required information is submitted.

For any questions regarding registration, please e-mail us at info@richardsonschoolofmusic.com or call us at 301-660-4455.