HOW TO REGISTER FOR PRIVATE LESSONS ON ACTIVE NET

1. Log into your account. Click on **Register for activities**

2. Find the activity you want - for example, **PRIVATE LESSONS** - *(December, March Break, June)*. Click on it.
3. Click on “Add to my cart”

4. It will now ask you to select the name of the **participant**, which will be your child. Do that and then “Continue”
Scroll down until you see “Availability Search”

5. Now you need to select the day, time and instructor so that you can see what is available to book.
   - Use the mouse to select ALL the instructors i.e. Private Lessons Instructor #1, Private Lessons Instructor #2 etc. and move it over to “Selected”
   - Click on the dates and fill in which dates you want
   - Click on the time range you would like (eg. 10:00-12:00, or 10:00-6:00pm or 1:00-4:00pm etc...)
   - Click on the days of the week
   - Then click “search”
6. Now you get this page – it lists all the dates that are available. An “x” means that space is already taken.
   • You can pick one date or select as many as you want.
   • Click on “Add to list”

7. It will now list all the dates that you selected. Click ‘Continue’
8. It will now ask you for details specific to your child. Fill out and click on “Continue.”

9. Confirm the order and proceed to “Checkout.” You will be asked for your credit card number so that the registration can be finalized.

- Once you are done, you can print the receipt.