

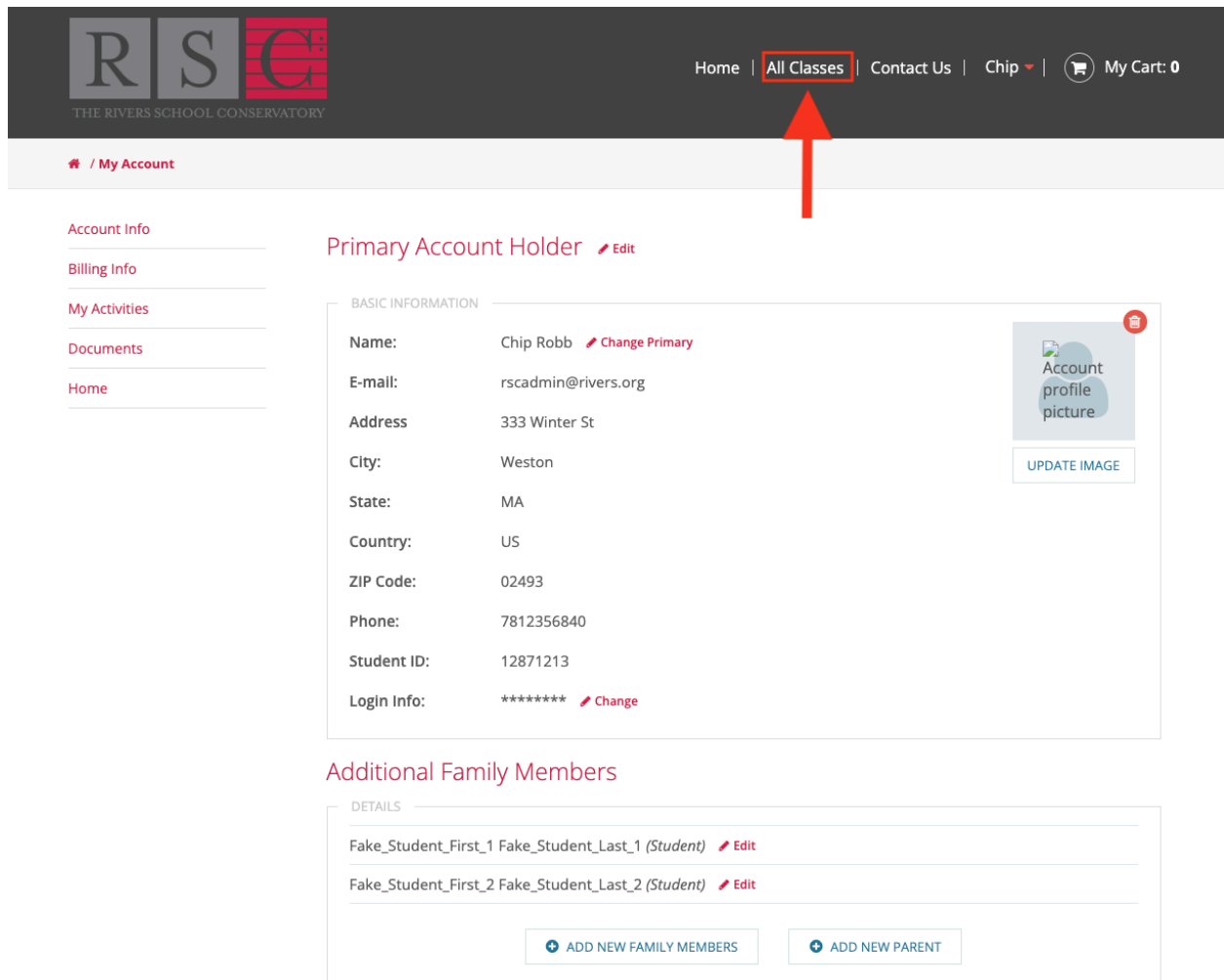
# RSC ASAP Ensemble/Class Registration Instructions

## Step 1: Login

Navigate to the [ASAP login portal](#) and login.

## Step 2: All Classes

Click “All classes” on the top navigation menu.



The screenshot shows the RSC ASAP website interface. At the top, the navigation menu includes 'Home', 'All Classes', 'Contact Us', 'Chip', and 'My Cart: 0'. The 'All Classes' link is highlighted with a red box, and a red arrow points to it from below. Below the navigation menu, the 'My Account' section is visible, with a sidebar on the left containing links for 'Account Info', 'Billing Info', 'My Activities', 'Documents', and 'Home'. The main content area displays the 'Primary Account Holder' information for 'Chip Robb', including fields for Name, E-mail, Address, City, State, Country, ZIP Code, Phone, Student ID, and Login Info. There is also a section for 'Additional Family Members' with two placeholder entries and buttons to 'ADD NEW FAMILY MEMBERS' and 'ADD NEW PARENT'.

Home | **All Classes** | Contact Us | Chip | My Cart: 0

[/ My Account](#)

Account Info  
Billing Info  
My Activities  
Documents  
Home

Primary Account Holder [Edit](#)

BASIC INFORMATION

Name: Chip Robb [Change Primary](#)

E-mail: rscadmin@rivers.org

Address: 333 Winter St

City: Weston

State: MA

Country: US

ZIP Code: 02493

Phone: 7812356840

Student ID: 12871213

Login Info: \*\*\*\*\* [Change](#)

Account profile picture  
[UPDATE IMAGE](#)

Additional Family Members

DETAILS

Fake\_Student\_First\_1 Fake\_Student\_Last\_1 (Student) [Edit](#)

Fake\_Student\_First\_2 Fake\_Student\_Last\_2 (Student) [Edit](#)

[ADD NEW FAMILY MEMBERS](#) [ADD NEW PARENT](#)

(Continue scrolling down)

### Step 3: Select Class

Select the class you would like to enroll in and add to your cart.

The screenshot shows the website header with the logo 'R S C THE RIVERS SCHOOL CONSERVATORY' and navigation links: Home | All Classes | Contact Us | Chip | My Cart: 0. Below the header is a search bar with the text 'Search for classes'. The main content area is titled 'Classes' and includes a sidebar with 'View All' and 'Private Lessons' links. The main area is labeled 'A to Z Index' and lists classes under letters P, R, and S. Under 'R', 'Rivers Youth Symphony' is highlighted with a red box and a red arrow points to it.

### Step 4: Click “Register Now”

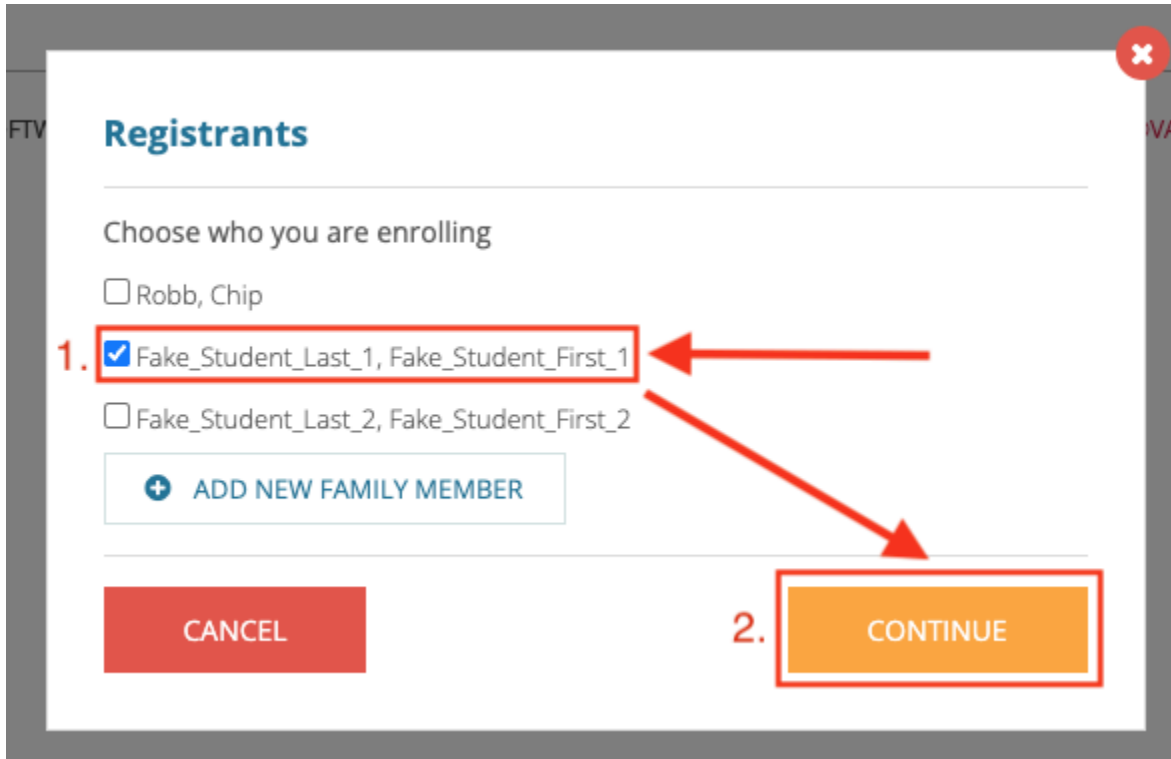
Click the register now button to add the class to your shopping cart. *(Classes & Ensembles are school year commitments. Date ranges may not match due software limitations. You are signing up for the full school year)*

The screenshot shows the website header with the logo 'R S C THE RIVERS SCHOOL CONSERVATORY' and navigation links: Home | All Classes | Contact Us | Chip | My Cart: 0. Below the header is a search bar with the text 'Search for classes'. The main content area is titled 'Classes' and includes a sidebar with 'View All' and 'Private Lessons' links. The main area is labeled 'Rivers Youth Symphony' and shows details for 'Rivers Youth Orchestra - Youth Symphony'. A table lists the class details, and the 'REGISTER NOW' button is highlighted with a red box and a red arrow points to it.

SECTION	LOCATION	DATES	DAYS	TIMES	INSTRUCTOR	AGES	FEES	DETAILS	OPEN	GRADES
rivers_youth_symphony_fall2026	Campus Center, CC Cafeteria - Kraft Dining Hall	9/14 - 1/24	Fr	04:00 PM - 06:00 PM	Memoli, Chris	0 & up	\$1,010.00	View	50	

## Step 5: Select Student(s)

Select which student(s) you would like to register in that class and click continue.



The screenshot shows a modal window titled "Registrants" with a close button in the top right. The text "Choose who you are enrolling" is displayed. There are two student options, each with a checkbox: "Robb, Chip" (unchecked) and "Fake\_Student\_Last\_1, Fake\_Student\_First\_1" (checked). A red box highlights the checked option, with a red arrow pointing to it from the left and another red arrow pointing from it to the "CONTINUE" button. Below the options is a button labeled "+ ADD NEW FAMILY MEMBER". At the bottom, there are two buttons: a red "CANCEL" button on the left and an orange "CONTINUE" button on the right. A red box highlights the "CONTINUE" button, with a red arrow pointing to it from the left. The number "1." is placed to the left of the first student option, and "2." is placed to the left of the "CONTINUE" button.

## Step 6. Go to Cart

Once you have added the class(es) you want to enroll in to your cart, click the cart icon in the top right.



(Continue scrolling down)

# Step 7. Review Cart

Once you confirm your cart looks correct, click the “continue checkout” button to proceed to the payment page. (A non-refundable registration fee will be applied once to each student per school year automatically.)

The screenshot shows the top navigation bar with the RSC logo and links for Home, All Classes, Contact Us, and Chip. The cart icon shows 2 items. Below the navigation is a breadcrumb trail for Shop Cart. The main content area is titled 'My Cart' and includes an 'ADD NEW FAMILY MEMBER' button. The cart items are:

Item	Registrant	Price
Registration Fee	Fake_Student_First_1 Fake_Student_Last_1	\$35.00
Rivers Youth Symphony - rivers_youth_symphony_fall2026 Fr from 04:00 PM to 06:00 PM, 9/14/2026 - 1/24/2027 Campus Center, CC Cafeteria - Kraft Dining Hall Instructor: Chris Memoli Section: rivers_youth_symphony_fall2026 <a href="#">✖ DELETE</a>	Fake_Student_First_1 Fake_Student_Last_1	\$1,010.00

Summary:

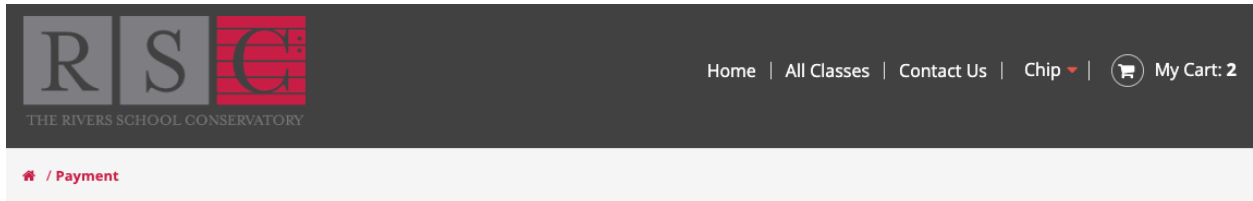
Subtotal:	\$1,045.00
RSC Faculty Discount:	<del>\$303.00</del>
<b>Total:</b>	<b>\$742.00</b>

At the bottom, there are two buttons: 'CONTINUE SHOPPING' and 'CONTINUE CHECKOUT'. A red arrow points to the 'CONTINUE CHECKOUT' button, which is highlighted with a red border.

(Continue scrolling down)

## Step 8. Checkout

Select if you would like to pay the full tuition (**or just the deposit, RYO only**). Then select your preferred payment method and click "Process Payment" to finish enrolling. (*Deposits only appear for RYO courses.*)



### Payment

1. **STEP 1: Select a Payment Option**

Pay in full

Pay a deposit of \$287.50

2. **STEP 2: Select a Payment Method**

[Select a payment method]

Discount code  [Apply](#)

3.  **PROCESS PAYMENT**

**SECURITY NOTICE:** This transaction is secured using the SHA-2 and 2048-bit encryption, the strongest encryption on the market today.

### Summary

<b>Registration Fee</b>	\$35.00
<small>Fake_Student_First_1 Fake_Student_Last_1</small>	
<b>Rivers Youth Symphony - rivers_youth_symphony_fall2026</b>	\$1,010.00
<small>Fake_Student_First_1 Fake_Student_Last_1</small>	
<b>Subtotal:</b>	\$1,045.00
<b>RSC Faculty Discount</b>	<b>-\$303.00</b>
<b>Total:</b>	<b>\$742.00</b>
<b>Amount Due:</b>	<b>\$287.50</b>