



## Registration and Payment for Returning Students

[www.teacherzone.com](http://www.teacherzone.com)

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This guide is for parents/students with TeacherZone accounts. If you have never taken private lessons through Plugged In and/or do not have a TeacherZone account, please view our guide for New Students on the private lesson registration page.

### 1. LOG IN

- Open your preferred web browser
- Go to [www.teacherzone.com](http://www.teacherzone.com)
- Click “log in” in the menu at the top of the page
- Enter the student’s username and password
  - Usernames were generated when you created your account
  - The username is NOT your email address
- Click “log in”
- If you’ve forgotten your username, please contact Plugged In at [info@pluggedinband.org](mailto:info@pluggedinband.org)
- If you’ve forgotten your password, click “forgot your password?” and follow the prompts provided to reset your password.

### 2. ADDING NEW LESSONS

Private lessons automatically renew through TeacherZone after each block is completed. This guide is for existing students who are adding new lessons (with a new teacher and/or instrument) only.

- Click “Payment/Billing” from the menu on the left side of the page
- Click “Payment/Billing Info” from the drop-down options
- Click “Buy Plan”
- Choose the duration and quantity of your lessons.
  - 30 minute or 1 hour for 4 weeks or 8 weeks.
- Choose the instrument you’ll be learning
- Choose your instructor

- Visit our instructor bio page for more information about our instructors  
<http://www.pluggedinband.org/instructors>
- Choose the weekly day/time of your lessons
  - Only days/times your chosen instructor is available will appear on the calendar
  - Click “next” at the top right of the displayed calendar to view additional day/time options
  - Students will have their first lesson on the day/time selected and then weekly at on the same day/time
- Choose TZ Credit Card when selecting payment
  - TZ CC refers to the credit card on file for the account
- Click “Buy”

### **3. CONFIRMATION**

Once your registration is complete you will receive an email confirmation that it has been received. Additionally, you will receive email reminders each week before your lesson. If you do not receive a confirmation or if you have any questions regarding your registration or lesson schedule please contact Plugged In at [info@pluggedinband.org](mailto:info@pluggedinband.org)

### **4. ADDITIONAL INFORMATION**

Check out the “General TeacherZone Information” guide on the private lesson registration page for information about renewing lessons, cancelling and rescheduling, viewing reports, updating your personal information, and connecting to your lessons via Zoom.