Click the one that applies to you:

- How do I register for an SHSU Summer Teaching Workshop?
- How do I pay for a workshop for which I’ve already registered?

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**WORKSHOP REGISTRATION**

Browse through the School of Music workshops website
(http://www.shsu.edu/academics/music/center-for-music-education/index.html) to find the
information about the workshop you are interested in. Make sure you are aware of *prices and dates*.

1. Click here: **REGISTRATION – Summer Teaching Workshops**.
2. You will notice the Price is $0.00. This is because you are only filling out a *registration form*. This does not include payment.
   
   *NOTE: Do NOT change the quantity.*
3. Click ‘Add To Cart.’
4. Complete the registration questions, making sure you select the correct workshop(s). *All* fields are required; therefore, if a question does not apply to you, please type “N/A”.
5. Click ‘Continue.’
6. Review the shopping cart to ensure the information is correct. Click ‘Checkout.’
   
   *NOTE: If you are registering more than one person, you will need to click ‘Continue Shopping’ from the Shopping Cart. Click ‘School of Music – Summer Programming,’ then click ‘Summer Teaching Workshops’ and repeat steps 1 through 6.*
7. Enter your email address and click ‘Continue Unregistered.’
8. Fill out the Buyer Information requested. Follow the instructions given on the website.
9. When complete, click ‘Submit Order.’

**You’re not finished yet. An email will be sent to you informing you that you have a balance due. This must be paid in full *before* the day your workshop begins.**

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WORKSHOP PAYMENT

1. Click here: PAYMENT – Summer Teaching Workshops.
2. Enter the amount to you would like to pay towards the workshop attendee. (See prices below.)

<table>
<thead>
<tr>
<th>WORKSHOP</th>
<th>PRICE</th>
<th>SHSU ALUM PRICE</th>
<th>SHSU STUDENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Band Directors’ Workshops</td>
<td>$250 per workshop</td>
<td>$125 per workshop</td>
<td></td>
</tr>
<tr>
<td>Choir-Continuing Education</td>
<td>$125 for 2 days</td>
<td>$100 for 2 days</td>
<td>$40 for 2 days</td>
</tr>
<tr>
<td></td>
<td>$90 for 1 day</td>
<td>$90 for 1 day</td>
<td></td>
</tr>
</tbody>
</table>

3. Click ‘Add To Cart.’
4. Answer all the questions listed.
5. Click ‘Continue.’
6. Review the shopping cart to ensure the information is correct. Click ‘Checkout.’
   
   NOTE: If you are making payments on more than one attendee, you will need to click ‘Continue Shopping’ from the Shopping Cart, and follow steps 1-6 again (per attendee).
7. Enter your email address and click ‘Continue Unregistered.’
8. Fill out the payment information requested. Follow the instructions given on the website.

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