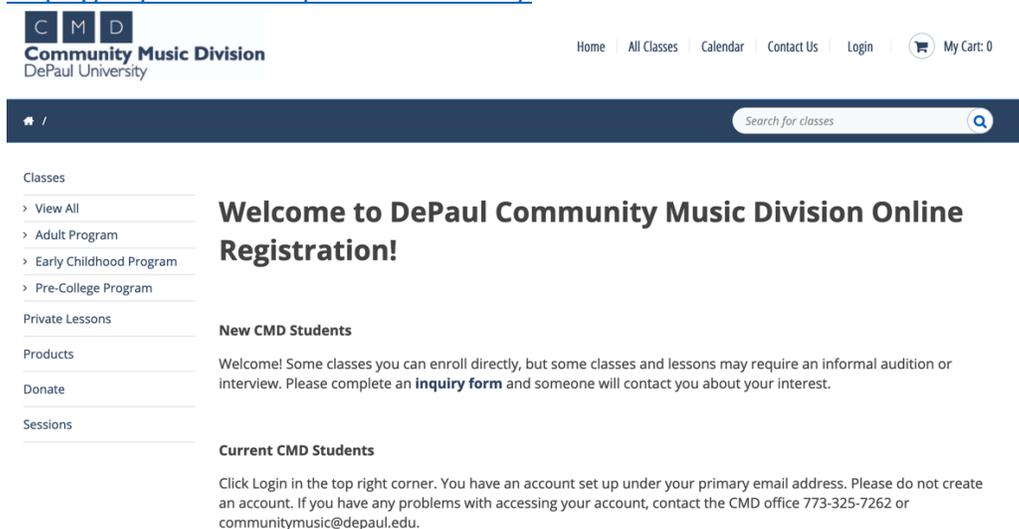


SongShop Registration Instructions

These instructions work best on a desktop computer or tablet, but should still function on a smartphone. Currently, we are only accepting credit card payments through this site. We are no longer accepting check payments. Classes must be paid for at least 48 hours in advance of the specific class date.

1. Open your internet browser (Safari, Google Chrome, Firefox, etc.).
2. In the web address bar, click, type, or copy/paste the following link: <https://depaulcmd.asapconnected.com/>. The screen should look like this:



3. If you've attended a SongShop class located at DePaul University in the past, you may have an account already in our system associated with your email address. (If we had an email address for you, even if you paid by check or never logged in, we created an account in this system on your behalf to keep track of class tuition payments.) Please click the Login link in the upper right corner (as seen in the picture above).
 - a. The login screen should appear. Login to your account **OR** if you don't know/don't remember your password, click the Forgot your password link and follow the prompts/instructions to reset your password.
 - b. If you've never attended a SongShop class previously, proceed to step 4.
4. For new students (or for returning students, once you've logged in to the system), click the Sessions link on the left-hand side of the screen. The SongShop page should appear (see below).

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Classes

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Private Lessons

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SongShop

Tuesday, September 14, 2021, 07:00 PM - 09:00 PM and 14 more dates
DePaul Community Music Division, Recital Hall

This unique, hands-on workshop is an opportunity for singers to strengthen their interpretive abilities in song. Using a theatrical approach and cabaret techniques, the course will enhance a singer's ability to communicate the emotion and story of their chosen song. Although this is not a vocal technique class, diction and physical problems are often resolved through the process of interpretation. The class is open to singers at various levels of performance experience. Songs presented in the class can be in any language and selected from any genre (opera, folk, art song, rock, jazz, musical theatre, rap).

[SEE DETAILS](#)

- a. Side Note: The first class of the quarter is Sept. 14 and may always appear on this page. To see a full list of class dates for the Fall Quarter, click the link that says "14 more dates" next to the Sept. 14 date and they will all appear as a list.
5. On the SongShop page, click the See Details button. It may take a few seconds to load the next page, so please be patient. The ticket order page should appear (see below).

C M D
Community Music Division
DePaul University

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Home / Event Detail

Classes

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Private Lessons

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Sessions

SongShop

Tuesday, September 14, 2021, 07:00 PM - 09:00 PM and 14 more dates
DePaul Community Music Division, Recital Hall

Date: Type: Qty: Fee: [ADD TICKETS](#)

TOTAL: \$0

[CONTINUE](#)

DESCRIPTION

This unique, hands-on workshop is an opportunity for singers to strengthen their interpretive abilities in song. Using a theatrical approach and cabaret techniques, the course will enhance a singer's ability to communicate the emotion and story of their chosen song. Although this is not a vocal technique class, diction and physical problems are often resolved through the process of interpretation. The class is open to singers at various levels of performance experience. Songs presented in the class can be in any language and selected from any genre (opera, folk, art song, rock, jazz, musical theatre, rap).

COMPLETE PURCHASE

[CHECKOUT](#)

6. Select the class date you are attending from the Date drop-down menu.

7. Click the Ticket type from the Type drop-down menu.
 - a. If you are singing in the class, you are a Participant. If you are simply observing the class, you are an Auditor. These will be confirmed with Claudia Hommel following the class to ensure that you were charged the correct amount.
8. Click the ticket quantity in the Qty drop-down menu (you can pay for up to two tickets for a class).
9. **Click the Add Tickets** button. Your tickets for that specific class date should appear below, along with your total bill amount.
 - a. If you know you will be attending class on multiple dates and would like to go ahead and pay for them, you can add dates and pay for them all at once by repeating steps 6-9 above.
10. Click the Continue button. If you are a returning student and logged in, click the Checkout button and proceed to step 11.
 - a. If you are a new student, it is at this point that you will be asked for your name and email address. An account will be created for you using this email address – you can edit your information after paying for the class by clicking on your name on the next screen (upper right corner). Once you've entered your information, click the Checkout button.
11. Select a payment method from the drop-down menu.
 - a. If you are a returning student and have a credit card saved on file, you can choose it here, or select Enter a new card. If you've selected a saved card on file, click Process Payment and you should be all set.
 - b. If you are a new student, you can simply select Enter a new card from the drop-down menu.
12. Enter the required Billing Information and click the Process Payment button.
13. You should receive a copy of your paid invoice to the email address that you used to login or entered previously.
 - a. These invoices frequently go to Spam or Promotions folders, so please check those folders before asking CMD staff for a copy.
 - b. For new students, it is at this point you should click your name in the upper right corner and fill out your account information (including creating a password).
14. Please bring proof (printed or on your phone) of class payment to each class you attend. A full list of paid participants/auditors will be sent to Claudia Hommel prior to each class.
15. If you have any additional questions, please email communitymusic@depaul.edu.