

The illustrations below are for registering for school based lessons, but the process is similar for the Music Centre/Ensemble applications.

- 1) If you know you have an existing SpeedAdmin account, you can go to <https://ukcmst.speedadmin.dk/> to login, then go to Student Functions and Registration Otherwise, Go to <https://ukcmst.speedadmin.dk/registration#/>
- 2) Under “Find Lessons in Your School” select the relevant school.
- 3) Under “Search Results” click on the relevant instrumental discipline

The screenshot shows two side-by-side search panels. The left panel is titled "Find lessons in your school" and contains a dropdown menu with "Antony CE VA School" selected and a search input field. The right panel is titled "Apply for Lessons at a Music Centre or to Join an Ensemble" and contains a dropdown menu with "Please select" and a search input field. Below these is a "Search results" section with a dropdown menu showing "Antony CE VA School" and two instrument options: "Guitar" and "Keyboard".

- 4) Click the relevant instrument



Antony CE VA School / Keyboard

## Keyboard:

Keyboard

Piano

- 5) Choose the relevant charge rate

### Piano

Piano Method will be taught, however depending on circumstance at individual schools, lessons themselves may be on an electronic keyboard.

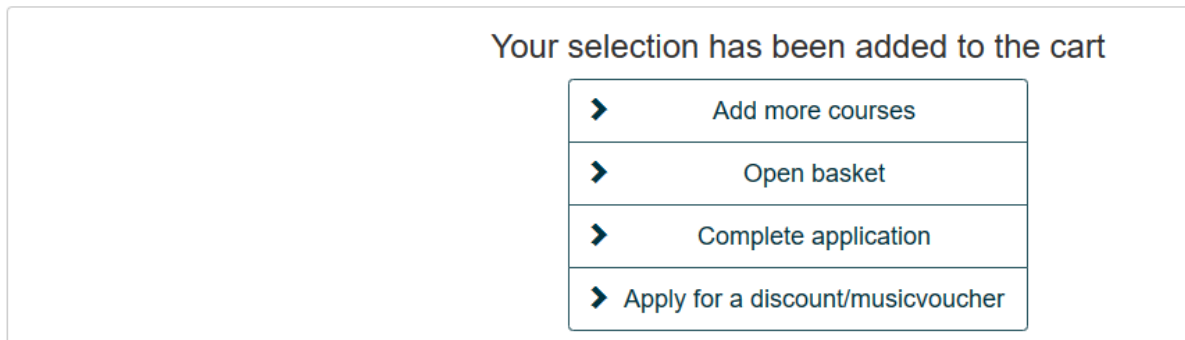
The screenshot shows a "Register" form with the heading "Select type of course:". Below this is a sub-heading "Select type/length of course" and five radio button options: "Group Type 1 - £5.63", "Group Type 2 - £7.50", "Individual 15 minutes - £11.25", "Individual 20 minutes - £15.00", and "Individual 30 minutes - £22.50". The "Group Type 2 - £7.50" option is selected and highlighted with a black border.

- 6) Click Add to Cart
- 7) You will see the below screen. If you want to apply for another course (either a different instrument and/or a different lesson type) for the **same** student, click Add More Courses. If you wish to apply for any remissions, click “Apply for a Discount/Music Voucher”

Otherwise, click Complete Application

Antony CE VA School / Keyboard / Keyboard

## Keyboard



- 8) Click to read the GDPR and General terms and conditions. Check the boxes to accept them accordingly before proceeding.
- 9) Fill in the pupil information. NB - Pupil Gender is on the right of Date of Birth fields. Please note any special considerations/educational needs, even if an ECHP is not in place.
- 10) Fill in the payer information. We need at least one phone number (if you do not have a private/landline number, just reenter your mobile)
- 11) Click to complete and submit your application.
- 12) You will receive an email. Click the relevant link to set your password, login into the portal and confirm your details.

Application does not guarantee lessons will start immediately as there may be a waiting list. The teacher will contact you to advise when lessons will be able to start. They will then notify us. An invoice will be created, and then the teacher will be able to add your child to the schedule which you will be able to view in your portal.

Please note that your portal may show charges for the entire academic year, but invoices for payment will be sent on a termly basis. A standard delivery for a complete academic year is 34 weeks. Invoices will be sent based on our default delivery of 12 lessons in Autumn, 10 lessons in Spring and 12 lessons in Summer. (This will obviously be adjusted if your child starts later in a term.) However, our staff may alter dates - e.g. create make ups later in the year for missed lessons due to staff sickness, or bring lessons forward to accommodate future known scheduling issues.

At the end of an academic year (or if you give contractual notice to stop lessons) any difference between the total lessons charged and delivered will be credited accordingly.