



Supported using public funding by



**ARTS COUNCIL
ENGLAND**

Essex Music Services
Essex County Council
E2, County Hall
Chelmsford
Essex
CM1 1QH

Dear Parent/Carer

New Online System for registering Music Lessons

From February 2018, there is a new way to quickly and simply register for your children's music tuition with your school.

To start or continue with music lessons for the Summer Term 2018, you must register using the simple online form below: this will only need to be completed once, and tuition will continue each term unless you choose otherwise.

To start/continue music lessons, please visit:

<https://ukessex.speedadmin.dk/tilmelding#>

Once the school has confirmed your request, you will pay for the lessons as you have previously through [enter school payment details here]

Please note that if you do not register your child online, they will not receive music tuition next term. Many parents have used the same online system for instrument hire, registering for county music courses, and for music tuition discount vouchers, and we are confident that it is simple to use – on average the sign up process takes less than three minutes.

Essex Music Services have spent the past three years with the Danish team SpeedAdmin in creating a clear and easy online system for parents, carers, teachers and school to use. It removes complicated paperwork, enables better communication, and allows us all to focus on the most important part – enabling every child who wishes to study music to do so the best of their ability. We are the first in the UK to use the system, which is in use for music tuition in Denmark, Germany, Norway, and Sweden, and will soon be used by other music services around the UK.

We understand that you may have questions as to how to register with the online system. We have included some easy to use 'how to' below to help you. If you require more assistance with this process, please come to the school office for help.

Yours sincerely

Sharon Scott
Business Manager

How to register:

Start Search Lists Messages Settings Forum Startpage Restart Delete all

Essex Music Education Hub

You operate in test mode and nothing you do will be saved

Welcome

1. Choose course 2. Student 3. Parent/guardian 4. Questions 5. Conditions 6. Confirm Signup 7. Signup complete

Welcome to the Essex Music Services registration portal.

On the following page you are able to apply for several different application options, please only select the options you wish to apply for.

If you encounter any problems with the registration process please email music@essex.gov.uk

Please click start to begin the registration process.

Start

1. Click **'Start'**
2. Select your Child's school in the box on the left

Select school

1. Choose course 2. Student 3. Parent/guardian 4. Questions 5. Conditions 6. Confirm Signup 7. Signup complete

Select day school

In order to register for courses in your school, please select school to start with

Search school...

- Abacus Primary School
- Abbotswold Primary School
- Alec Hunter Academy
- All Saints' Church of England Voluntary Aided Primary School, Dovercourt
- All Saints' Church of England Voluntary

Select community music school

In order to register for courses in your school, please select school to start with

Search school...

- Academy East Music School (EMS)
- Benfleet Music School (EMS)
- Braintree Music School (EMS)
- Chelmsford Music School (EMS)
- Harlow Music School (EMS)

Music hub offers

Please select this option if you are applying for an instrument or ensemble and not able to supply a specific school. Here you can continue to see offers for ensembles, and choirs as well as apply for an instrument.

Continue without selecting school

3. Click on **'Instrument Tuition'**
4. Select the instrument you require by clicking the green box on the left
5. In the comments box, please give enter any details useful to your school – whether your child has played the instrument before, if they are a beginner, whether they have their own instrument, if it is their choice for a free GCSE lesson, etc
6. Select the type of course – 15, 20 and 30 refer to the length of lesson in minutes

Course

1. Choose course 2. Student 3. Parent/guardian 4. Questions 5. Conditions 6. Confirm Signup 7. Signup complete

Start / Instrumental tuition / Clarinet lesson

Clarinet lesson

Comments, e.g. level of ability

Select type of course

Select type/length of course

Type of course *

Back

Register

7. Click **'Register'**
8. Click **'Next'**
9. Click on **'Register New Student'** and enter your child's details

Student

1. Choose course 2. Student 3. Parent/guardian 4. Questions 5. Conditions 6. Confirm Signup 7. Signup complete

How do you wish to register?

New student

Register student

Current student

Login

Back

Student information

1. Choose course 2. Student 3. Parent/guardian 4. Questions 5. Conditions 6. Confirm Signup 7. Signup complete

Birthdate * Day Month Year Gender

First name *

Surname *

Email *

School * Abacus Primary School

If school not listed. Type name

Year group * - Per September 2017 Year group Student does not attend school/Home educated

Medical/special needs/disability information

Dietary Info

Back

Next

10. Click **'Next'** and enter your own details as their parent/carer
11. Click **'Next'** - you are able to enter a second carer's details here but it is not necessary. Click **'Skip second parent/guardian'** if you wish to move straight on.

Parent/guardian #2

1. Choose course 2. Student **3. Parent/guardian** 4. Questions 5. Conditions 6. Confirm Signup 7. Signup complete

Skip second parent/guardian >

Birthday *
Day ▾ Month ▾ Year ▾

First name *

Surname *

Address *

Postal code *
Search.. Not specified

Phone, private *

Phone, work

Mobile phone *

Email *

12. Answer the simple questions and click 'Next'

13. Read the terms and conditions, check the box and click 'Next'

Conditions

1. Choose course 2. Student 3. Parent/guardian 4. Questions **5. Conditions** 6. Confirm Signup 7. Signup complete

I declare that the entered information is correct to the best of my knowledge.

Essex County Council are collecting this information to support the delivery of a range of music education services across the county. This information will not be shared with any other third party unless the law requires us to do so. For further information about how we handle personal information, please view our online privacy notice on <http://www.essex.gov.uk/privacy-notice>

I accept the terms and conditions *

14. Check your sign up summary screen and click 'Confirm registration'

15. You will receive an email confirming this has been complete; your school will receive your request, and notify you as to when it has been successful.