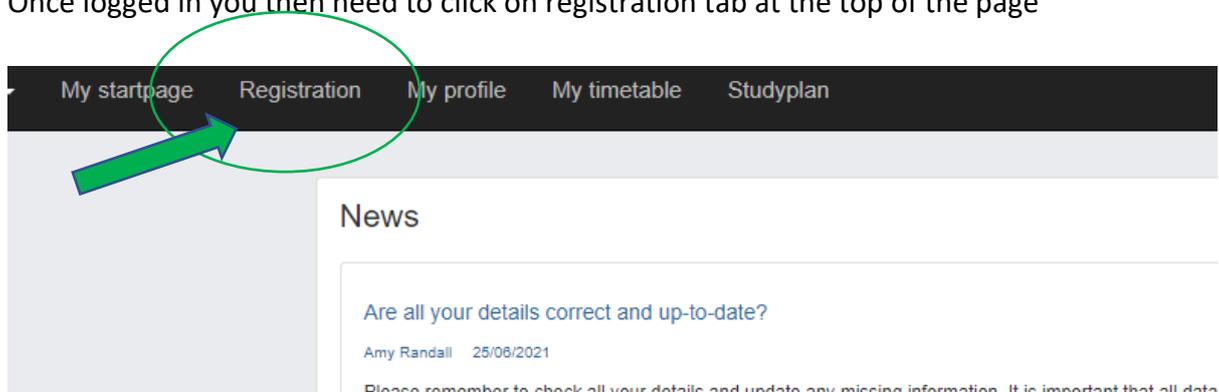


HOW TO REGISTER FOR A NEW COURSE FOR NEXT ACADEMIC YEAR

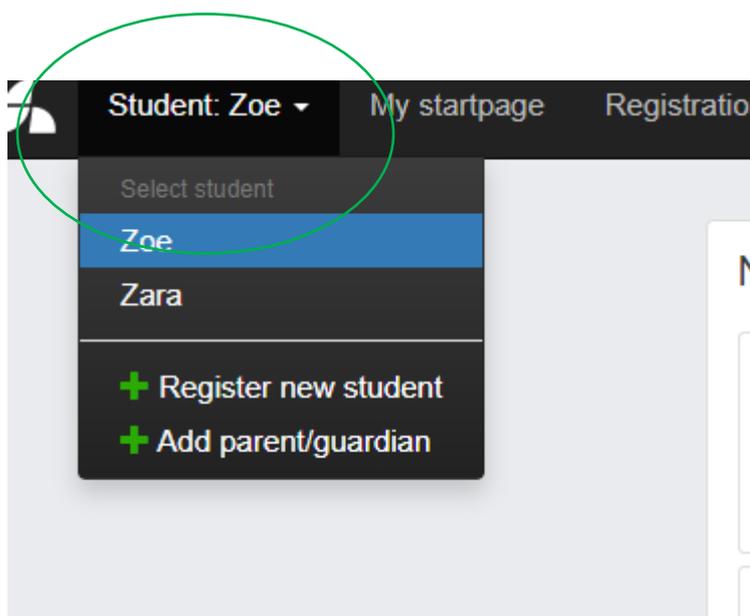
For this year we are asking all students to sign up for new courses for the next academic year, even those who currently learn with us. From next year you should be able to re-enrol with a slightly quicker process, once our system is fully up and running.

To register for a new course:

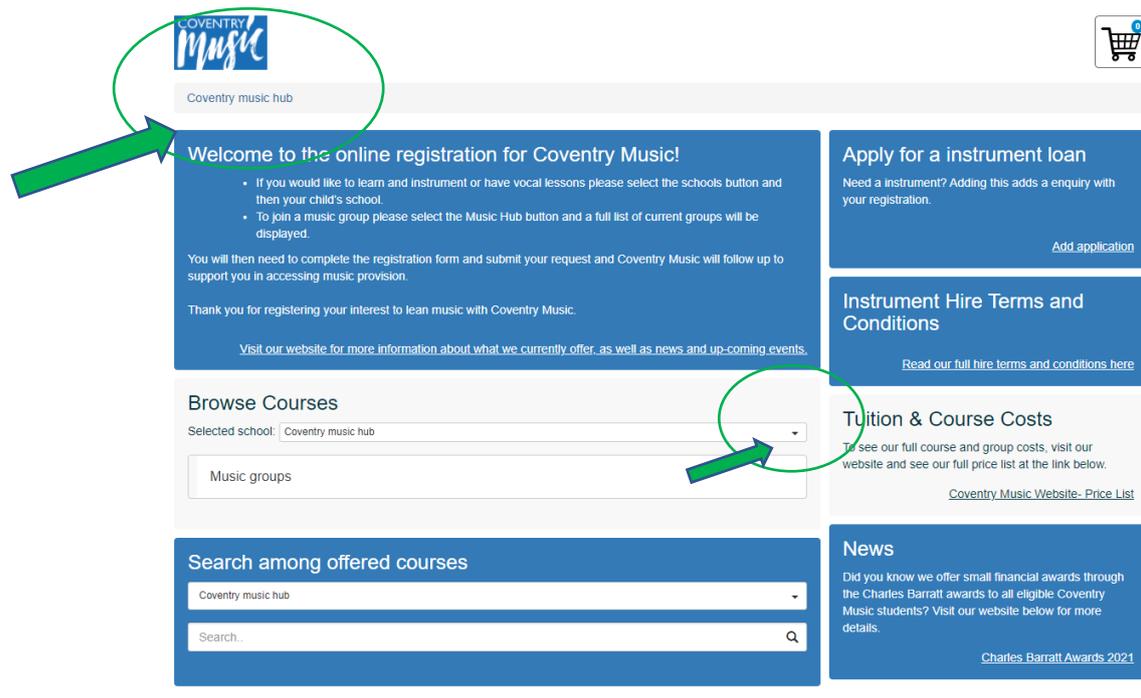
- Firstly you need to have followed the instruction about how to log into the system for the first time – using the log in details sent to you. If you can't do this please email us at music@coventry.gov.uk - and we will resend your log in details.
- Once logged in you then need to click on registration tab at the top of the page



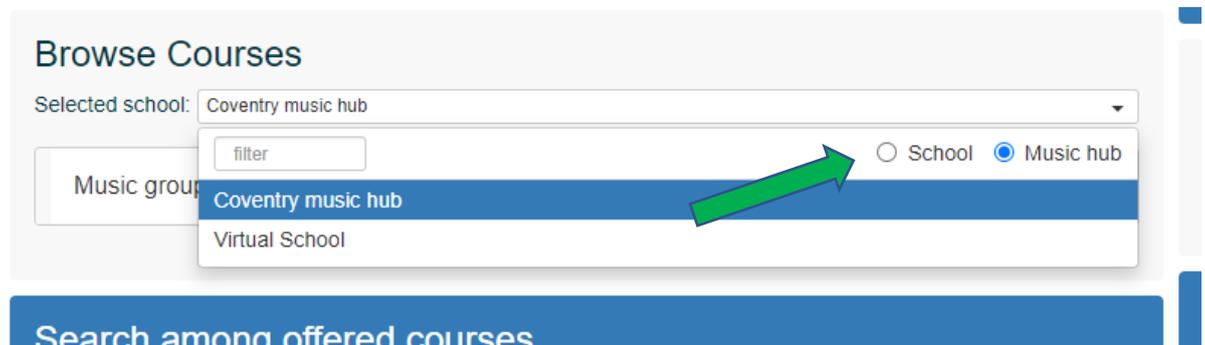
- Please note if you have more than once child you need to select the correct child first here:



- Once you have clicked on the registration tab you should see the following screen



- Look at the top of the page above the first blue box to see which school/centre you are currently accessing (it will probably be Coventry Music Hub)
- If you wish to register for lessons or tuition at a school then you need to change this to our child's school
- Click the small arrow to the right of the white box named "selected school" in the browse courses grey box.



- Click the school button (indicated above) and you should see a list of schools appear
- Find your child's school and click it.

- If you would to have lessons directly with us at our new music centre due to open Sep 2021, (usually after school hours) then please select Drapers Hall - Coventry Music Hub as the school. These places will be strictly limited.
- You should then get the following options appear

Browse Courses

Selected school: Caludon Castle Business and Enterprise Academy

Brass

Woodwind

Strings

Drums

Keyboard & Vocal

-
- Choose the correct category for the instrument your child wants to play
- You will then get a further list of choices of instruments we currently offer

Caludon Castle Business and Enterprise Academy / Woodwind

Woodwind:

Bassoon

Clarinet

Fife

Flute

Oboe

Recorder

Saxophone

- Select the instrument you would like
- You should then see this screen

Flute

Flute

Register

Select Subcategory:

<input type="radio"/> Paid via school	<input type="radio"/> 20 Minutes individual (33 weeks)
<input type="radio"/> 30 Minutes individual (33 weeks)	<input type="radio"/> Individual 30minute lesson fortnightly (17 weeks)
<input type="radio"/> Shared lesson (20 Minutes 2 pupils / 30 Minutes 3 pupils - 33 weeks)	<input type="radio"/> Not sure/Unknown

Type of course
Instrumental Tuition

Comments, e.g. level of ability:

+ Add To basket

- Select the type of lesson you would like
 - paid via school is for lessons – usually primary schools where you pay for lessons directly with the school – not through us)
 - choose individual or shared lessons and lesson length (see our price list on SpeedAdmin for full price options)
 - if you are not sure which lesson to select please click unknown and leave us a message in the comment box with your requirements
- Then click the green add to my basket button
- You will then see this screen

Your selection has been added to the basket

➤ Add more courses
➤ Open basket
➤ Complete application
➤ Add instrument hire

- From here you can add more courses to your basket – “add more courses”
- See what you have chosen – “open basket”
- Complete your application – “complete application”
- Or choose to “add instrument hire”
(Please note if you already have an instrument on loan from us you do not need to add new hire, and you should be able to see the instrument you hire on your profile page)
- Once you are ready to complete your registration either select the “complete registration” option here or click the registration tab at the top of the screen
- To complete your registration, **you need to check and complete all your details.**
- Firstly you need to read and agree to our terms and conditions

Complete application

✓ Conditions

Coventry City Council will use your personal information to provide you with necessary and appropriate services. We will work with tutors, and music hub partners to provide music services. We will also share information about you with tutors to provide music lessons. More details about how we use information about you can be found in the full [privacy notice](#).

The personal data collected in this application directly from you is given voluntarily by you. You are not required to provide this personal information and may withdraw it at any time. The personal data we collect is used solely for processing enrolment to the school, as well as communication regarding participation in, and possible collection of, subsequent activities. The personal data of the data subject is kept for as long as necessary for the purposes stated above. The registrant is aware that more information about the Personal Data Act and the Personal Data Regulations is available at <https://ico.org.uk/>

I accept the GDPR terms and conditions

Coventry Music - RESPONSIBILITIES

Coventry Music will seek to ensure that:

- Tutors provided are of appropriate experience, qualification and skill to deliver the services
- Tutors have all been DBS checked and, in line with Coventry Music policy, will be required to complete a self-declaration form on an annual basis. Tutors must wear an ID badge which will contain their DBS number.
- Tutors carry public liability and professional indemnity insurance up to the minimum value of £5m in respect of the provision the Services.

Coventry Music Safeguarding and Data Protection policies are in place and followed by all tutors, in line with the school's Health and Safety, Behaviour and Safeguarding guidance and policies, and the provisions the GDPR.

Coventry Music cannot take responsibility for undelivered lessons when a tutor is available or has already arrived at a designated setting. This will apply in the following

- Click the square tick both below each section when you are happy to accept.
- You will not be able to continue to the next section until you have accepted both sections
- Click the green next button on the bottom right

- Next In the student and parent/carer section please check all your details are correct and no sections are missing.
- Most of the content should be entered for you but please do check it is correct as it is important, we hold the correct information at all times.
- The first time your register you may need to also click the small tick boxes next to each text box to confirm you have checked the details
- Once you have completed a section click the green next button to move to the next section
- In the parent/carer section you also have the option to add another parent if you would like any information/contact to be sent to an additional person. This will link up with your account.
- Once you have answered the additional questions in the questions section you can click on the green submit button.

✓ Questions

Current Instrument

Grade (Optional)

Years playing (Optional)

Submit registration

- You should then see a confirmation screen appear and you should receive an email confirming your registration
- You will then be on our waiting list ready for lessons in September.
- Lessons will be assigned once a tutor is confirmed and the tutor has scheduled the lessons. You will probably receive confirmation of this but can always see your scheduled lessons on the startpage or the “My Timetable” tab at the top of the page.
- If nothing appears in your calendar, then the lessons have not been scheduled yet.
- **PLEASE NOTE Signing up does not guarantee you will receive lessons with us. However, please do select the course you are interested in and we will be in touch with more details as soon as we can, or alternatives should the course you have selected not be available.**

- If you wish to register for an ensemble music group, follow the same process as above, except do not select a school but select music hub and then Coventry Music Hub

Browse Courses

Selected school: Caludon Castle Business and Enterprise Academy

filter

Coventry music hub

Virtual School

Brass

Woodwind

Strings

- If you then click music groups, you will see a full list of the music groups we offer.
- **PLEASE NOTE – music groups may be subject to change especially at the start of the new academic year, especially in terms of meeting days and times.**

If you have any more questions then please email us at music@coventry.gov.uk. If you have an error sending a photo or screen shot of your problem or error can be very helpful.