

2018 Auditions 2018 Quick Start Guide

ABOUT

The S4E Music Service Ensembles Portal has been created to allow parents/guardians to have on-line access to their children's ensemble information whilst they are members of S4E Ensembles or for them to register their children for this year's auditions.

The site replaces the paper Ensemble Audition Registration form used previously and allows the following:

- Maintenance by parents/guardians of their address and contact details.
- View existing Central Ensembles 2017-2018 memberships (if applicable).
- View existing Areal Ensembles 2017-2018 memberships (if applicable).
- Maintenance of child's medical details and contact details.
- Maintenance of communication preferences with S4E.
- Add and associate children to which the logged in account is a parent or legal guardian.
- Register a child or children for the 2018 Central Ensemble Auditions.

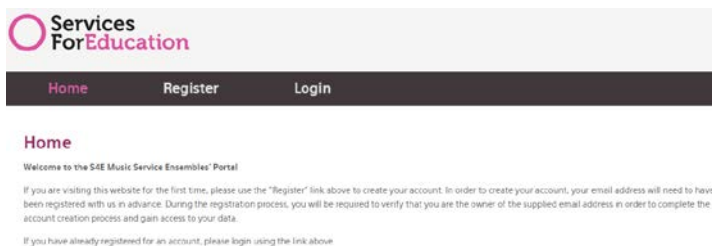
HOW TO REGISTER – (NEW USERS ONLY)

If you have registered for the S4E Music Service Ensembles Portal previously please proceed to the **Logging In** instructions below.

**** Registering on a smart phone is not recommended ****

Using any modern web browser please go to this website.

<https://music.servicesforeducation.co.uk>



Please use the **"Register"** link to create your account.

(This only has to be done once).

If you have already registered then select **'Login'** from the menu instead.

Registration Page

User Registration

* Required field

Name *

Username *

Password *

Confirm Password *

Email Address *

Confirm Email Address *

Validate Email *

Please enter the following:

Name: Parent/Guardian name

Username: Create a username for yourself

Password: Please create a strong password of 6-8 characters using upper and lower case letters, numbers and non-alpha characters.

Email Address: Please enter your email address. During the registration process, you will be required to verify that you are the owner of the supplied email address in order to complete the account creation process.

Once all fields have been entered please select the '**Send validation code**' button. This will create a verification code which will be emailed it to the email address entered. The code will remain valid for 60 minutes. Once received please cut and paste the verification code into the '**Validate email**' field and select '**Register**'. The code will remain valid for 60 minutes.

Once registered and verified you only need to use the **Login** menu option to login to the site with the username and password that you created.

LOGGING IN

Login Page

Username *

Password *

Remember me

[Log in](#)

[Forgot your password?](#)

[Forgot your username?](#)

[Don't have an account?](#)



If you have forgotten your username then select the 'Forgot your username?' option on the Login page. You will be required to enter the email address associated with your account and an email will be sent informing you of your username.

If you have forgotten your password then select the 'Forgot your password?' option on the Login page. You will be required to enter the email address associated with your account and an email will be sent containing a temporary verification code and a link back to the page where you enter your username against this code. The code will remain valid for 60 minutes.

HOME DASHBOARD

Once logged in hover over the **My Children** menu option to view the additional menu options which are for the child or children that you are parent or legal guardian of.

MY CHILDREN

Home	My Account 	My Children 	
Add a child	Register for Auditions 2018	Central Ensemble Details 2017 - 2018	Area Ensemble Details 2017 - 2018
Child's Medical & Contact Details			

Description of Menu options

Add a child – the parent or guardian can review or add a child or children that they are parent or legal guardian of to their account.

Register for Auditions 2018 – Allows parent/guardian to register a child or children for 2018 Auditions.

Central Ensemble Details 2017-2018 – Membership details if applicable (view only)

Area Ensemble Details 2017-2018 – Membership details if applicable (view only)

Child's Medical & Contact Details – the parent or guardian can review or update the child's medical and emergency contact details.

**** This only needs to be done once a child has been offered an ensemble place ****

ADD A CHILD

This page will allow the parent or guardian to add a child or children that they are parent or legal guardian of to their account.

This option must be completed first before you can register your child or children for the 2018 Auditions.

The child's account can then be selected from any of the options available in the **My Children** menu options and also in the **Actions** links.


If your child is not currently a member of a Central or Area Ensemble then these options will not hold any information.

Child Name	Relationship	Date of Birth	Gender	Actions
Child One	Parent	1998-01-01	Male	Medical Details Central Ensemble Details Area Ensemble Details
Child Two	Legal Guardian	2007-01-17	Female	Medical Details Central Ensemble Details Area Ensemble Details

Add a new child

First name:

Last name:

Date of Birth 

Gender:

Relationship

- Parent
- Legal Guardian

To add a child please enter:

First Name:
Surname:
Date of birth
Gender
Relationship with child (either Parent or Legal Guardian only)

Click the 'Add a child' button to save.

REGISTER FOR CENTRAL ENSEMBLE AUDITIONS 2017 - 2018

This page will allow the parent or guardian to register one or more of the children they have responsibility of, for an audition for a central ensemble of their choice (maximum 3)

Please select e.g

Choose child

Child One
Child One
Child Two

Auditions 2018

School Attended 2017-2018 *
Test School

Current School Year *
10

Present Ensemble
- none -

First Choice Instrument *
Vocal

First Instrument Teacher *
Ruth Roberts

First Teacher - Please indicate if S4E or Private *
 S4E
 Private

First Choice Ensemble *
GUITAR ENSEMBLE

Please enter all the required fields.

Save Cancel

Select 'SAVE' to complete your registration or 'Cancel' if you do not wish to save. Save will then show your information in summary form. To review the details select the Auditions 2018 option from the menu again and select the child name.

If you wish to register additional children then select the child's name from the dropdown list and click

Show

To refresh the screen.

MEDICAL & CONTACT DETAILS

This page will allow the selection of all children that the logged in parent or guardian has responsibility for. Please select e.g.

**** PLEASE NOTE THESE DETAILS ARE NOT REQUIRED UNTIL A CHILD HAS BEEN OFFERED A PLACE in AN S4E ENSEMBLE ****

Choose child

Child One
Child One
Child Two

Does your child have Asthma?

Yes

No

Asthma - Treatment or medication details

Does your child have Any Allergies?

Yes

No

Once selected the current information held for that child by S4E Music Service is displayed. Please maintain these fields so that S4E Music Service has up to date information in the case of an emergency.

Select **'Save'** or **'Cancel'**

Save Cancel

Save will then show your information in summary form. Select the Medical Details menu option again if further changes are required.

Please repeat for any additional children by selecting from the dropdown list.

LOGGING OUT

Click the LOGOUT menu option.

Logout

Services for Education recommend that this site is only accessed from a private computer due to the sensitive nature of the information.

For an explanation of all additional options please download the

S4E Music Service Ensembles' Portal Guide 2018

TECHNICAL SUPPORT

Any queries relating to technical issues should be referred to the support desk at

Email: support@servicesforeducation.co.uk

Phone: 0121 366 9944 (8:30 -17:00)