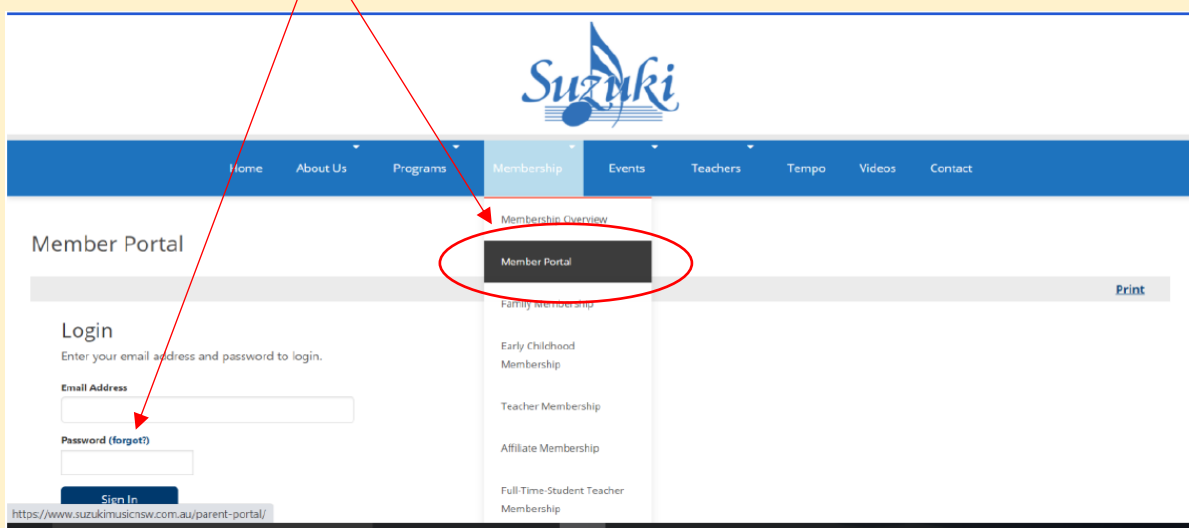



PARENT'S GUIDE ON HOW TO **UPLOAD THEIR CHILD'S RECORDING** FOR GRADUATION

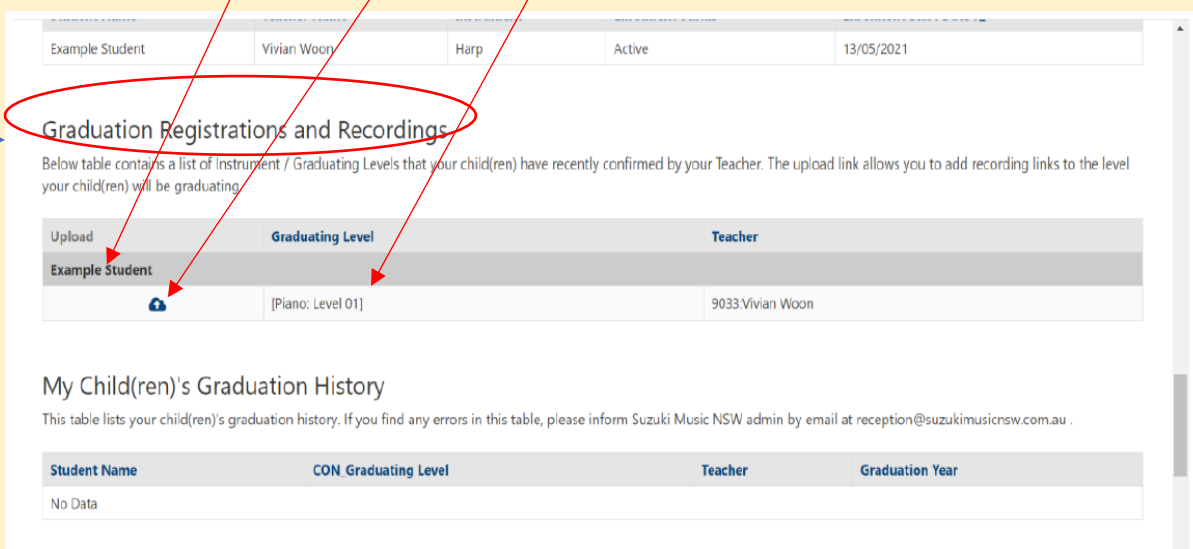
Step 1: Please logon to the **Member Portal** via our website: suzukimusicnsw.com.au (Membership tab > Member Portal).

If you have not login to the Member Portal before or forgotten your password, please select the **"Forgot?"** to setup a new password. Password requirement: minimum 8 characters, One CAPITAL letter, One lower case letter, and One number).



Step 2: scroll down to **Graduation Registrations and Recordings**

Look for your **child's name** and **Graduating Level** making sure the Level is correct and then click on . This table will be loaded only when the Teacher registers graduation for your child.



Step 3: a new page will load up, first section **Graduation Registration Details** you can view only. Please check to make sure everything is loaded correctly for your child.

scroll down to

The screenshot shows the Suzuki website interface. At the top, there is a navigation bar with buttons for Admin Portal, Member Portal, Teacher Portal, Supervisor Portal, Payment Portal (WIP), and Teacher Publication Portal. Below this, a breadcrumb trail reads: Member Portal > Review Graduation Registration and Upload Recordings. The user is logged in as Vivian Woon. The main content area is titled "Graduation Registration Detail" (circled in red). It contains two columns of information:

Teacher	Membership Detail
9033:Vivian Woon	9033:Vivian Woon
Instrument	Financial Status
Piano	Financial
Student	Name on Graduation Certificate
Example Student	
Graduating Level	Individual Certificate per Level
[Piano: Level 01]	No

Below the table, there is a section titled "Recordings Uploaded So Far" which is currently empty.

Step 4: scroll down to **Add Graduation Recording Link** fill in the 2 fields.

The first field/box – type in a short description of the piece ie Level 7, Vivaldi A minor, 1st movement

The second field/box – paste the link of your child's recording here

Press **Submit** button. After you press Submit, if there is 2nd, 3rd movement or another piece for the **SAME** level, click on "**Reload Form**" (see pic on next page)

The screenshot shows the "Add Graduation Recording Link" form. It includes a "Remove" button and a "No data" message. The form has two input fields: "Link Text" (containing "Level 1 Minuet") and "Link URL" (containing "paste your URL here"). Below the fields is a "Submit" button and a "Back to Member Portal" link. A note below the fields reads: "Please label the name of the piece in the upper row, e.g. 'Joe Smith - Vivaldi Amin 1mvt', and paste the actual link in the lower row. Should you need to add more than one recording files (e.g. multiple movements), please submit each link separately."

Step 5: to add another link for the **SAME** level, click on **Reload Form** and repeat Step 4.

To check what you have just uploaded, go to **Recordings Uploaded So Far**

- click on the link to check the **Recording URL Link** is working properly and you can **Delete** this entry if the link is not working. Please make sure all required recordings are uploaded, especially for higher levels.

Instrument: Piano
Financial Status: Financial
Student: Example Student
Name on Graduation Certificate:
Graduating Level: [Piano: Level 01]
Individual Certificate per Level: No

Recordings Uploaded So Far

Remove	Student	Instrument	Graduation Level	Graduation Year	Recording URL
✕	Example Student	Piano	[Piano: Level 01]	MY2021-2022	Level 1 Minuet

Add Graduation Recording Link

Form successfully submitted.

[Reload form](#)

[Back to Member Portal](#)

Step 6: If your child is graduating another Level or if you have another child graduating, click on **Back to Member Portal** and repeat Steps 2 – 5, selecting the respective row. Make sure you pick the correct Child and correct graduation Level when uploading the recording(s).

Step 7: Once you are happy with the recordings you have uploaded, please consult your Teacher who will then review the recordings and pushes to the next step.

Appendix

Kind Reminder: Please update all Child/ren's Details especially if you want your child/ren's name to be different on their Graduation Certificate*. Graduation related fields are now available for your entry, and are available for you to edit by 1 July each year.

* **Name on Graduation Certificate:** In case you wish the Certificate to show a particular name instead of the one (s)he is usually called.

Many thanks for your kind support over the year(s) and congratulations to your child(ren) who has achieved the new level of this instrument.

"Music is the language of the heart without words" Dr. Shinichi Suzuki