**Dear Parents,**

Another year has passed, and it is now the time to celebrate your child(ren)'s musical efforts with your Teachers. In preparation for your child(ren)'s Graduation, it is very important that you follow this step-by-step guide carefully and

It is crucial to have your child's details updated before 1ˢᵗ July each year.

To access your Student Detail, please logon to the **Member Portal** via our website: suzukimusicnsw.com.au (Membership tab > Member Portal). If you have yet to login to the Member Portal, please select the "**Forgot?**" your password to setup a new password (Password requirement includes minimum 8 characters, One CAPITAL letter, One lower case letter, and One number).
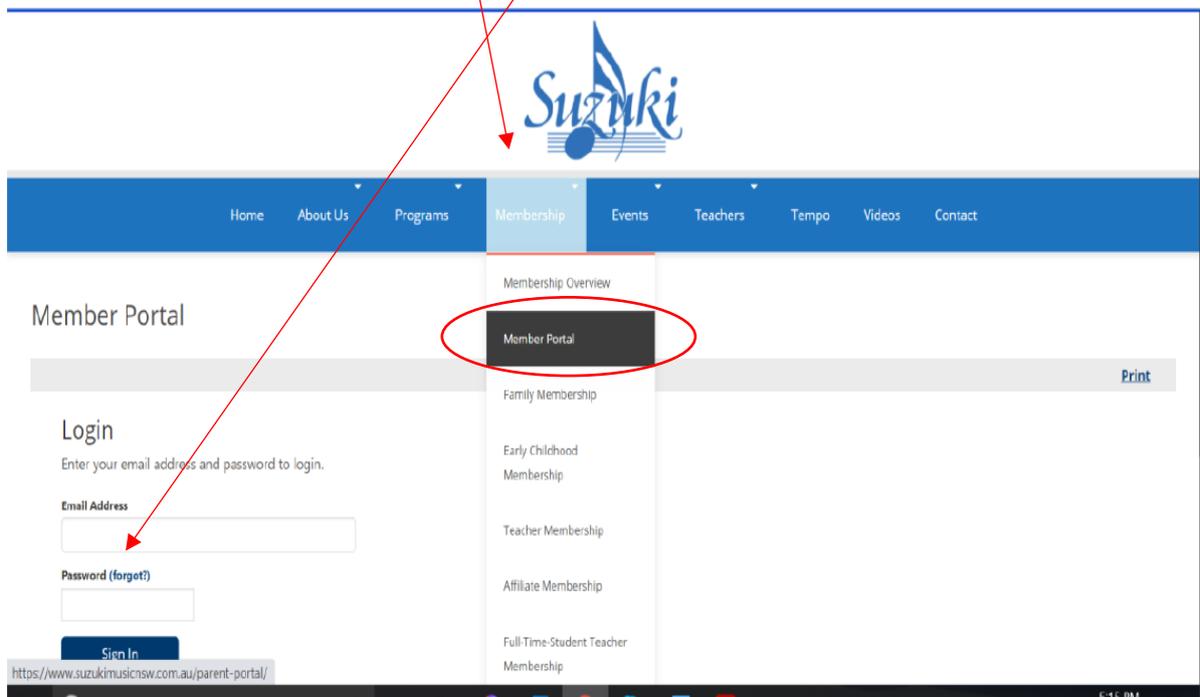
Step 1 - When you are log in, to your Member Portal, scroll down to **My Child(ren)** table – click on your child's **name.**

If you do not see your child(ren)'s name(s), click Register a Suzuki Student and add your child in. Don't forget to also do Register New Lesson Enrolment (link the Teacher to your child) for this newly added child! For existing Member, do this if you have change to a new Teacher.

Step 2 - Please VERIFY your child's details are correct as some fields are editable.

To go down the page, keep scrolling down

Step 3 - **Graduation Related Detail**.

Name on Graduation Certificate field – VERY IMPORTANT. Please enter the name you want written on your child's Graduation Certificate.

Step 4 - Please scroll down to the bottom of the form and click on **_Submit_** button to **save all your changes/update**. Other fields on this form are optional.

You will then return to the Member Portal screen.

Please note: Medical Action Plan is on a hard copy form now. Parents can download the form from our website: www.suzukimusicnsw.com.au > Teacher (tab) > Graduation – General Information