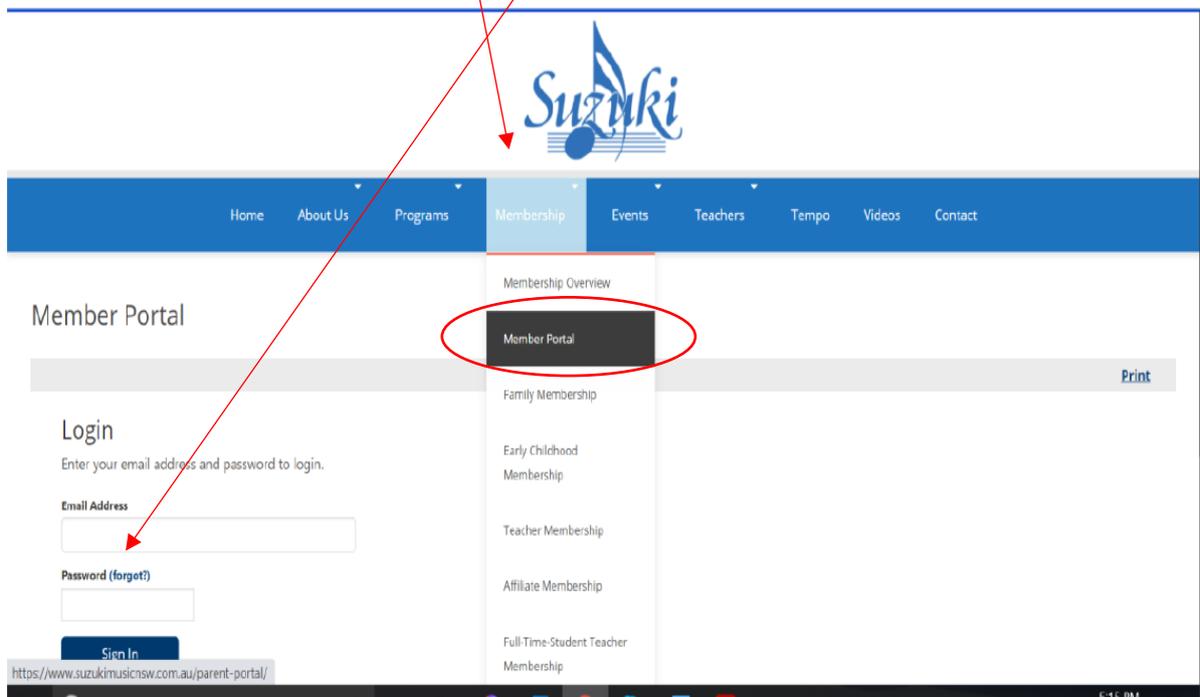


Dear Parents,

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.**

My Child(ren)

This table lists the Students that have been registered on Suzuki Music NSW community. If any of your child(ren) will be commencing the Suzuki journey soon, please add them using the above button "Register a Suzuki Student". You can click your child(ren)'s name to edit their information.

The "Name on Graduation Certificate" can only be modified from 1 Dec - 30 Jun each year. During the timeframe of 1 Jul - 30 Nov, Suzuki Music NSW will be processing the annual graduation registrations, and thus the Names will be locked during this time.

If you have any concerns, please contact reception@suzukimusicnsw.com.au.

Student Name	Name on Graduation Certificate	Gender	Student Date of Birth	Student Age	Special Request
Example Student		Female	01/01/2000	21.4	Full name on Grad Cert

My Child(ren)'s Registered Lessons

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

To go down the page, keep scrolling down

Edit Student Detail

Edit Student Detail

Profile Picture
Choose File No file chosen

Student Name
Example Student

Student Date of Birth *
01/01/2000

Membership Detail
9033:Vivian Woon

Gender
Female

Student Age
21.4

Graduation Related Detail

The below two fields, "Individual Certificate per Graduation Level" and "Name on Graduation Certificate" can only be modified from 1 Dec - 30 Jun each year. During the timeframe of 1 Jul - 30 Nov, Suzuki Music NSW will be processing the annual graduation registrations, and thus these fields will be locked during this time. If you have any concerns, please contact reception@suzukimusicnsw.com.au.

Special Request
Full name on Grad Cert

Enrolment End Date
15/09/2020
15/09/2020

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.

Graduation Related Detail

The below field, "Name on Graduation Certificate", can only be modified from 1 Dec - 30 Jun each year. During the timeframe of 1 Jul - 30 Nov, Suzuki Music NSW will be processing the annual graduation registrations, and thus these fields will be locked during this time. If you have any concerns, please contact reception@suzukimusicnsw.com.au.

Name on Graduation Certificate

Optional Information

Student Phone:

Student Address:

Student Email:

ID Card Photo: No file chosen

ID Card Expiry:

Special Request:

Enrolment End Date:

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.

Optional Information

Student Phone:

Student Address:

Student Email:

ID Card Photo: No file chosen

ID Card Expiry:

Special Request:

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