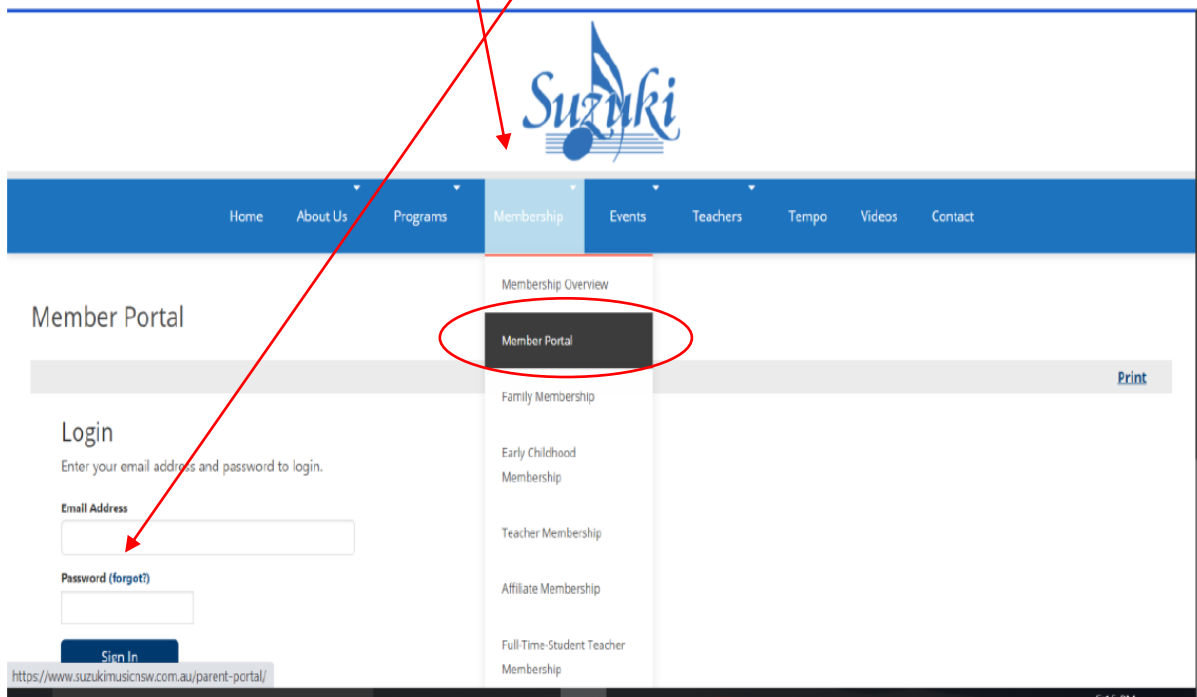


Dear Parents,

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

Profile Picture
Choose File | No file chosen

Membership Detail
9033:Vivian Woon

Student Name
Example Student

Gender
Female

Student Date of Birth *
01/01/2000

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
15/08/2020
15/08/2020

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.

The screenshot shows a web browser window with the URL suzukimusicnsw.com/nsw-db#parents-portal/edit-student-detail/609cc4e43d6d14001bc19e31/. The page title is "Graduation Related Detail". A notice states: "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." Below the notice is a text input field labeled "Name on Graduation Certificate" with a red arrow pointing to it. The form also includes sections for "Optional Information" with fields for Student Phone, Student Email, ID Card Photo (with a "Choose File" button), ID Card Expiry, Student Address (with fields for Address, Address 2, City, Province / Region, and Postal Code), and a "Special Request" field. The bottom of the browser window shows the Windows taskbar with the date and time as 4:11 PM on 1/06/2022.

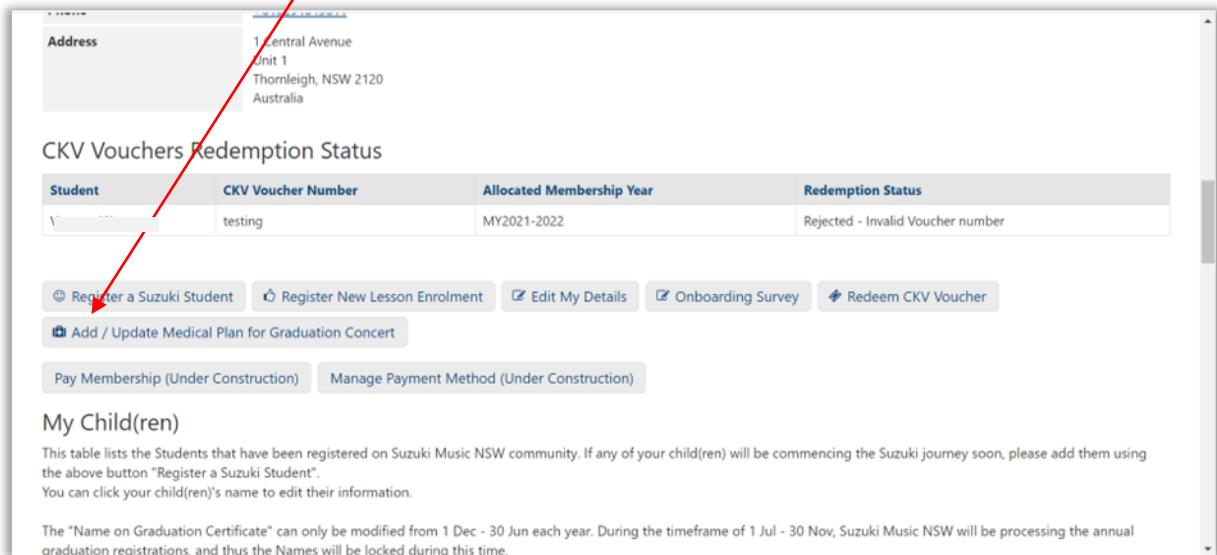
Step 4 - Please scroll down to the bottom of the form and click on **Submit** button to save all your changes/update. Other fields on this form are optional.

This screenshot is a zoomed-in view of the "Optional Information" section of the form. It shows the following fields: Student Phone, Student Email, ID Card Photo (with a "Choose File" button and "No file chosen" text), ID Card Expiry, Student Address (with fields for Address, Address 2, City, Province / Region, and Postal Code), and a "Special Request" field. At the bottom of this section is a blue "Submit" button with a red arrow pointing to it. The background shows a blurred view of the rest of the form and the browser window.

You will then return to the Member Portal screen.

Medical Action Plan – only if applicable to your child(ren)

Step 5 - If there are concerning condition that you wish to add a Medical Note, the Member Portal has a button **Add / Update Medical Plan for Graduation Concert** for a dedicated form. **Click on this button.**



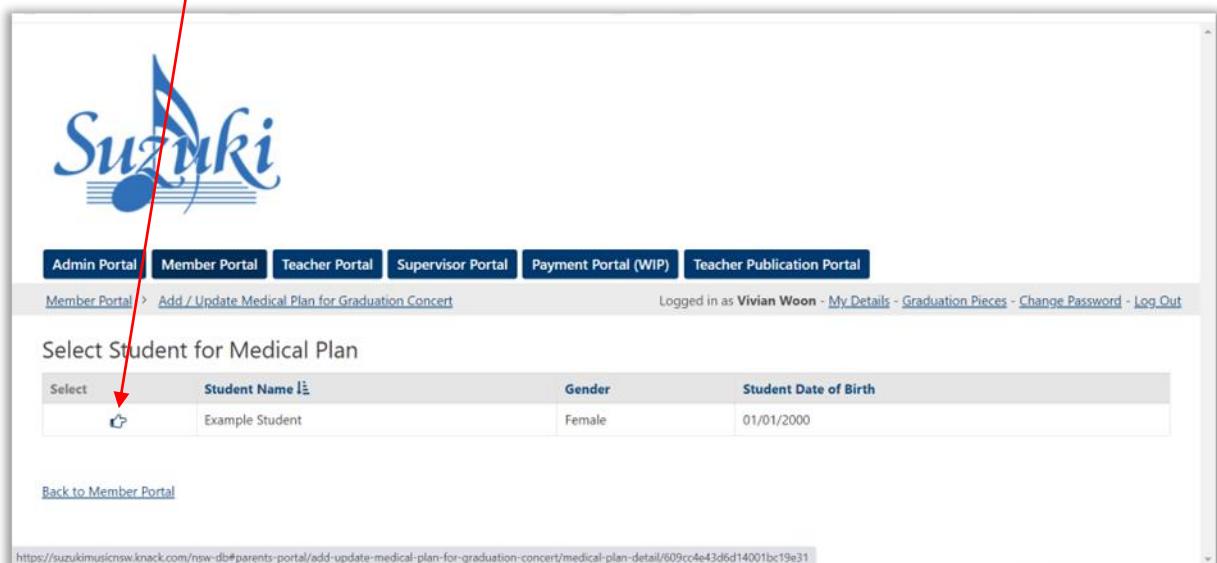
The screenshot shows the Member Portal interface. At the top, there is an address field with the text: "1 Central Avenue, Unit 1, Thornleigh, NSW 2120, Australia". Below this is a section titled "CKV Vouchers Redemption Status" with a table:

Student	CKV Voucher Number	Allocated Membership Year	Redemption Status
V...	testing	MY2021-2022	Rejected - Invalid Voucher number

Below the table are several buttons: "Register a Suzuki Student", "Register New Lesson Enrolment", "Edit My Details", "Onboarding Survey", "Redeem CKV Voucher", "Add / Update Medical Plan for Graduation Concert", "Pay Membership (Under Construction)", and "Manage Payment Method (Under Construction)". A red arrow points to the "Add / Update Medical Plan for Graduation Concert" button.

Below the buttons is a section titled "My Child(ren)" with the following text: "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." Below this text is a note: "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."

Step 6 - You will be prompted with a list that contains all your child(ren)'s entries. Please **click on the hand icon** at the left most column to submit your child's Medical Plan.



The screenshot shows the Member Portal interface. At the top, there is the Suzuki logo. Below the logo are several buttons: "Admin Portal", "Member Portal", "Teacher Portal", "Supervisor Portal", "Payment Portal (WIP)", and "Teacher Publication Portal". Below these buttons is a breadcrumb trail: "Member Portal > Add / Update Medical Plan for Graduation Concert" and a login status: "Logged in as Vivian Woon - My Details - Graduation Pieces - Change Password - Log Out".

Below the breadcrumb trail is a section titled "Select Student for Medical Plan" with a table:

Select	Student Name <input type="text"/>	Gender	Student Date of Birth
<input type="checkbox"/>	Example Student	Female	01/01/2000

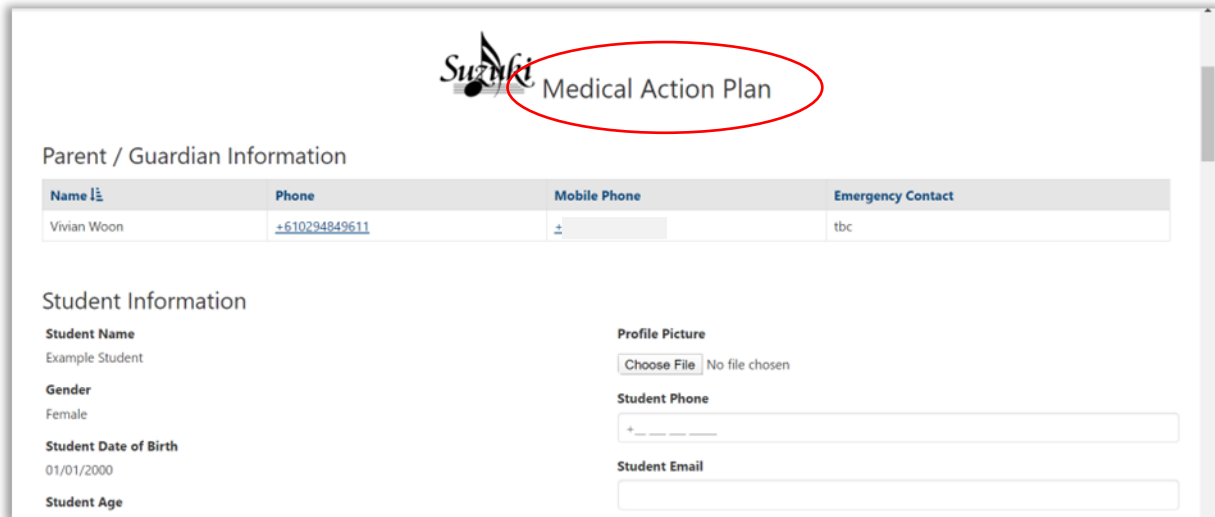
A red arrow points to the hand icon in the "Select" column of the table.

Below the table is a link: "Back to Member Portal".

At the bottom of the page is a URL: "https://suzukimusicnsw.knack.com/nsw-db#parents-portal/add-update-medical-plan-for-graduation-concert/medical-plan-detail/609cc4e43d6d14001bc19e31"

Step 7 - This **Medical Action Plan** form will appear. Please check, read and fill in all the information we need here and remember to press the **Submit** button at the bottom of the page.

NOTE: Please ensure to update this form by 1st July every year.



Suzuki Medical Action Plan

Parent / Guardian Information

Name	Phone	Mobile Phone	Emergency Contact
Vivian Woon	+610294849611		tbc

Student Information

Student Name
Example Student

Gender
Female

Student Date of Birth
01/01/2000

Student Age

Profile Picture
Choose File No file chosen

Student Phone

Student Email