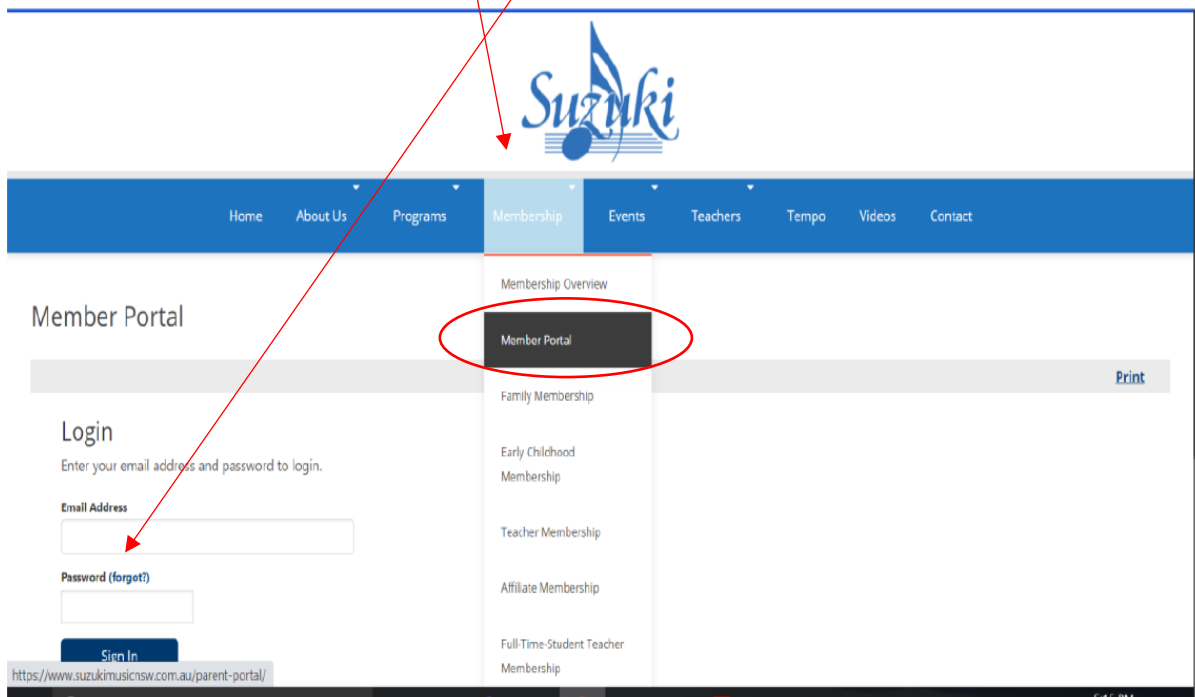


Dear Parents,

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 1 July 2021.**

To access your Student Detail, please logon to the **Member Portal** via our website: [suzukimusicnsw.com.au](https://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 for this newly added child!

Address: 1 Central Avenue, Unit 1, Thornleigh, NSW 2120, Australia

### CKV Vouchers Redemption Status

Student	CKV Voucher Number	Allocated Membership Year	Redemption Status
V	test123	MY2021-2022	Rejected - Invalid Voucher number

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), Manage Payment Method (Under Construction)

### 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](mailto: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](mailto:reception@suzukimusicnsw.com.au).

**Special Request**: Full name on Grad Cert

**Enrolment End Date**: 15/09/2020

**Step 3** - We have recently updated this form to include the **Graduation Related Detail**. There are two pieces of information that we require you to verify or update. It is extremely important that you read all the description and understand the implication, so that you can make the appropriate decision, as some decisions will have financial implications.

**Individual Certificate per Graduating Level** field – for each level your child graduates, our default is to issue one certificate indicating all levels your child graduated. This field will give the office an indication that you prefer to have a certificate for each level your child graduates, with an additional charge.

**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 two fields, "Individual Certificate per Graduating 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.

**Individual Certificate per Graduating Level**

Yes  
 No

When the student is graduating multiple levels during the same year, this indicates if a certificate should be issued individually per level (fee will be charged for each additional certificate issued) they graduate. If no, one certificate will be issued which indicates all of the graduating levels.

**Name on Graduation Certificate**

Example Uoh (e with acute)

**Special Request**

Select

**Optional Information**

**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**

Address

Address 2

City

Province / Region

Postal Code

Country

**Student Email**

\_\_\_\_\_

**ID Card Photo**

Choose File No file chosen

**ID Card Expiry**

\_\_\_\_\_

**Special Request**

Full name on Grad Cert

If you don't see the expected lesson

**Enrolment End Date**

15/09/2020

15/09/2020

08/09/2020

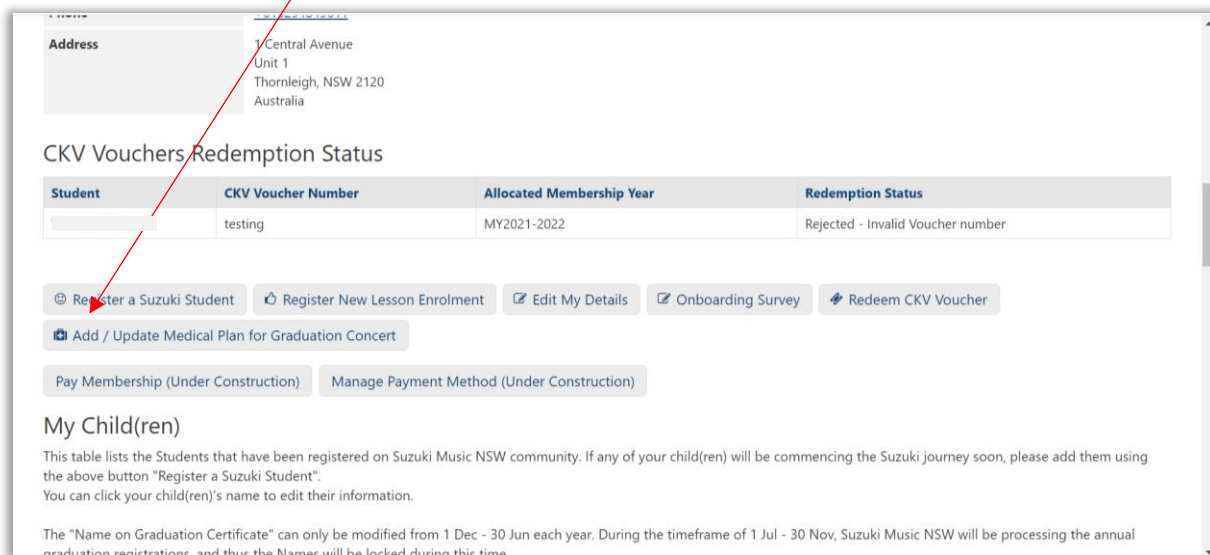
15/09/2020

Submit

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.**



Address  
1 Central Avenue  
Unit 1  
Thornleigh, NSW 2120  
Australia

### CKV Vouchers Redemption Status

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

[Register a Suzuki Student](#) [Register New Lesson Enrolment](#) [Edit My Details](#) [Onboarding Survey](#) [Redeem CKV Voucher](#)

**Add / Update Medical Plan for Graduation Concert**

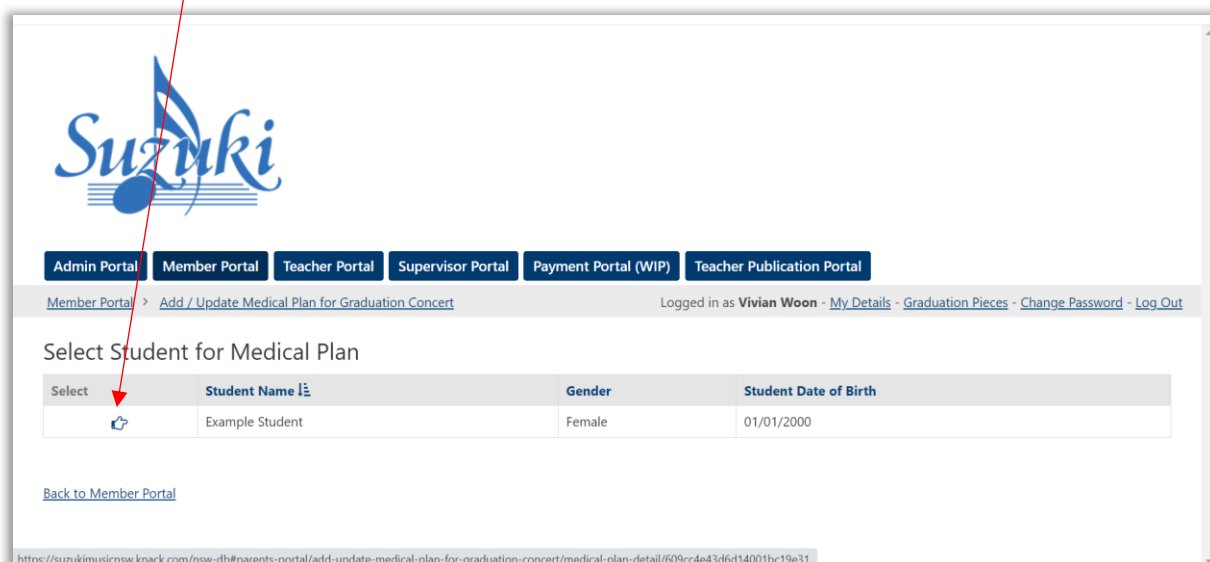
[Pay Membership \(Under Construction\)](#) [Manage Payment Method \(Under Construction\)](#)

### 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.

**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.



**Suzuki**

[Admin Portal](#) [Member Portal](#) [Teacher Portal](#) [Supervisor Portal](#) [Payment Portal \(WIP\)](#) [Teacher Publication Portal](#)

Member Portal > [Add / Update Medical Plan for Graduation Concert](#) Logged in as **Vivian Woon** - [My Details](#) - [Graduation Pieces](#) - [Change Password](#) - [Log Out](#)

### Select Student for Medical Plan

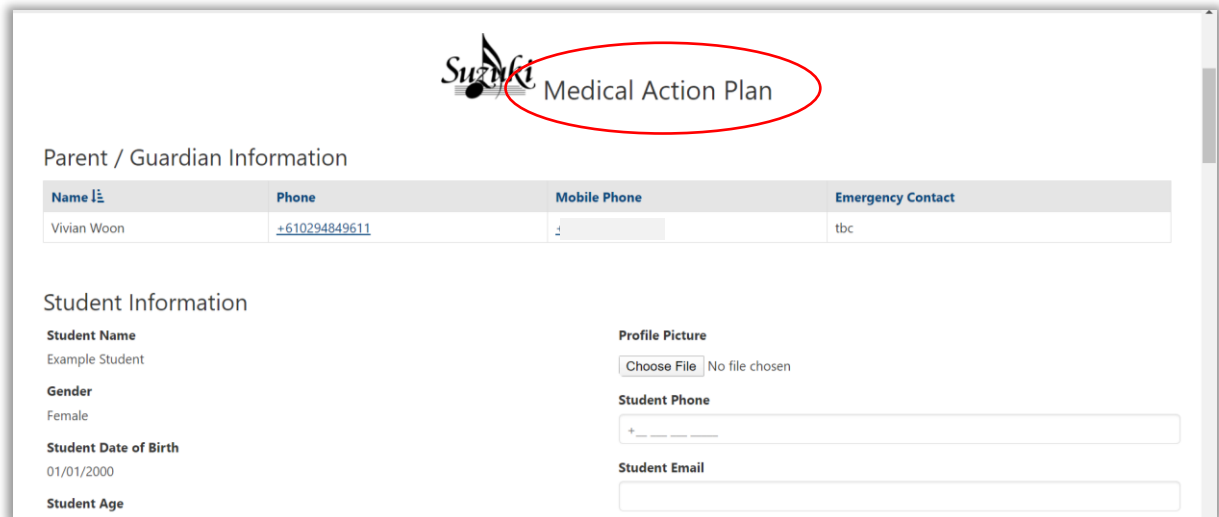
Select	Student Name	Gender	Student Date of Birth
	Example Student	Female	01/01/2000

[Back to Member Portal](#)

<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 1 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**  
\_\_\_\_\_