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

Step 1: Please logon to the <u>Member Portal</u> via our website: <u>suzukimusicnsw.com.au</u> (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).

	Suzuki
r Jome About Us Programs	Membership Events Teachers Tempo Videos Contact
Member Portal	Membership Operate Member Portal
	Print
Login Enter your email address and password to login.	Fairlij Nemos ang Early Childhood Membership
Email Address	Teacher Membership
Password (forget?)	Affilate Membership
Sign In https://www.suzukimusicnsw.com.au/parent-portal/	Full-Time-Student Teacher Membership

Step 2: scroll down to Graduation Registrations and Recordings

		/			
Graduation Pegi	strations and Recordi				
Below table contains a list of	of Instrument / Graduating Levels th	nat your child(ren) have recently co	nfirmed by your Teach	per The unload link allows you to add recording links to	n the leve
your child(ren) will be gradu	luating	iac your children) have recently ce	ninned by your lead	co. The opena link blows you to add recording links to	5 the read
Upload	Graduating Level		Teach	er	
Example Student					
0	[Piano: Level 01]		9033.\	/ivian Woon	
My Child(rop)'s (Craduation History				
My Child(ren)'s C	Graduation History		e - l'at - ancia		
My Child(ren)'s C This table lists your child(ren	Graduation History	any errors in this table, please infor	m Suzuki Music NSW	admin by email at reception@suzukimusicnsw.com.au .	
My Child(ren)'s C This table lists your child(ren Student Name	Graduation History an)'s graduation history. If you find a CON Graduating	any errors in this table, please info	m Suzuki Music NSW Teacher	admin by email at reception@suzukimusicnsw.com.au . Graduation Year	

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
Suziki	
Admin Portal Member Portal Teacher Portal Supervisor Portal	Payment Portal (WIP) Teacher Publication Portal
Member Portal > Review Graduation Registration and Upload Recordings	Logged in as Vivian Woon - My Details - Graduation Pieces - Change Password - Log Out
Graduation Registration Detail	
Teacher	Membership Detail
9033:Vivian Woon	9033.Vivian Woon
Instrument	Financial Status
Piano	Financial
Student	Name on Graduation Certificate
Example Student	Individual Certificate per Level
Graduating Level	ND
[Piano: Level 01]	
Recordings Uploaded So Far	

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)

[Piano: Level 0]]			NU	_		
Recordings U	ploaded So Far					
Remove						
No data						
Add Graduati	on Recording Link					
Level 1 Minuet						
Link Text						
paste your URL here						
Link URL Please label the name paste the actual link in (e.g. multive movement	of the piece in the upper row, e.g the lower row. Should you need nts), please submit each link sepa	"Joe Smith - Vivaldi Amin 1n to add more than one recordi rately.	nvt", and ng files			
Submit						
Back to Member Portal						

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.

Piano Financial Student Name on Graduation Certificate Example Student Individual Certificate per Level Graduation Level 01] No Refrore Student Instrument Graduation Level 01] Refrore Student Imano [Piano: Level 01] Add Graduation Recording Link Form successfully stomitted. Student Piano Piano Back to Member Portal	Instrument			Financial Status		
Student Name on Graduation Certificate Example Student Individual Certificate per Level Graduation Level 01] No Recording S Uploaded So Far Recording Uploaded So Far Recording S Uploaded So Far Recording Uploaded So Far Recording Uploaded So Far Recording Uploaded So Far No Prive Student Piano (Piano: Level 01] Add Graduation Recording Link Form successfully submitted. Back to Member Portal	Piano			Financial		
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Back to Member Portal	C Reload form					
Back to Member Portal						
	Back to Member Por	tal				

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