

## Classter Application Guide

### **Applying for first Choir, Individual Instrumental & Vocal Lessons, Musicianship Classes or Speech & Drama Lessons for a new student.**

- 1) Click 'Apply for a new Student' and enter First Name and Last Name, and then click 'Next'.
- 2) On the Main Personal Data screen, enter information into the relevant fields
- 3) In the Parent/Guardian section, click edit and select title.
- 4) Select 'Save and Next' at bottom of screen
- 5) On the Admission Data screen, select whether the applicant is a current or former CSM student and if yes, include the Key Number if known (Please leave blank if not known)
- 6) In the Additional or Educational Needs section there is space if the applicant requires any supports for their studies.
- 7) Click 'Save and Next' to continue.
- 8) On the Admissions Application/ New Application screen, please select the appropriate option for the first application – Choirs, Individual Instrumental & Vocal Lessons, Musicianship Classes or Speech & Drama. Please note that only one application can be made at a time.
- 9) On the next page, select the relevant programme, and the Grade/Stage where applicable. Click Next.
- 10) Complete the remaining fields and confirm that the information provided in the application is correct. Finally, selecting 'Save and Submit' will submit the application for processing. \*Please note that once 'Save & Submit' is selected, no further changes can be made to the application.

**Applying for second or subsequent Choir, Individual Instrumental & Vocal Lessons, Musicianship Classes or Speech & Drama Lessons for the same applicant.**

- 1) On the Application Management screen. Select 'Create a new application'.
- 2) This will take you to the Admissions Application/ New Application, and you can continue with your application as per your previous application (see step 8 of previous guide)
- 3) Once your applications are finalised and submitted, you can re-order in line with your preferences on the Application management page by dragging the three lines to the left of each of the applications. This is particularly important for instrumental lessons as offers may be based on applicant preferences.

**Applying for second or subsequent Child**

- 1) Log in as normal with your username and password.
- 2) On the Dashboard, select 'Add a Sibling' or 'Apply for a new Student'
- 3) Enter details and make application as per previous guides.