

# Edsential Music Portal

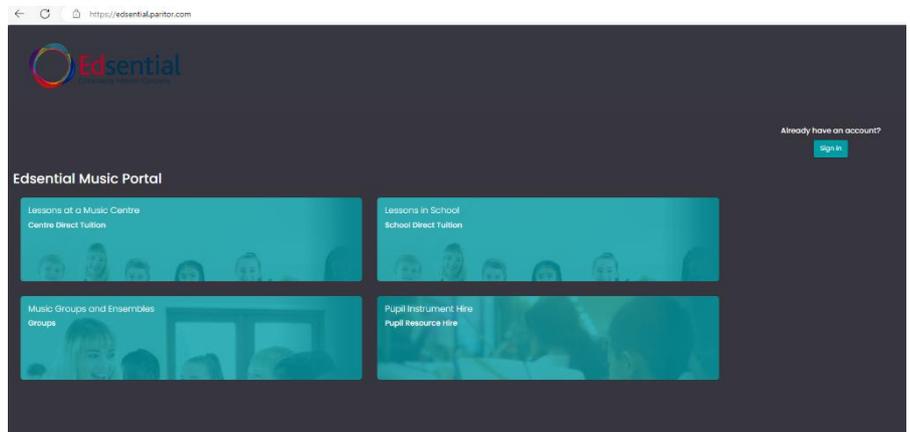
## User Guide

### How to request music tuition:

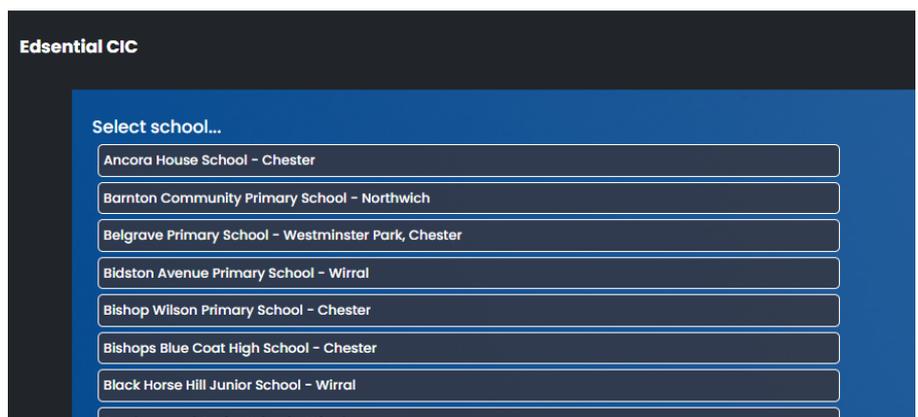
Open the Edsential Music Portal via <https://edsential.paritor.com>

Select Lessons in School for lessons taking place in school

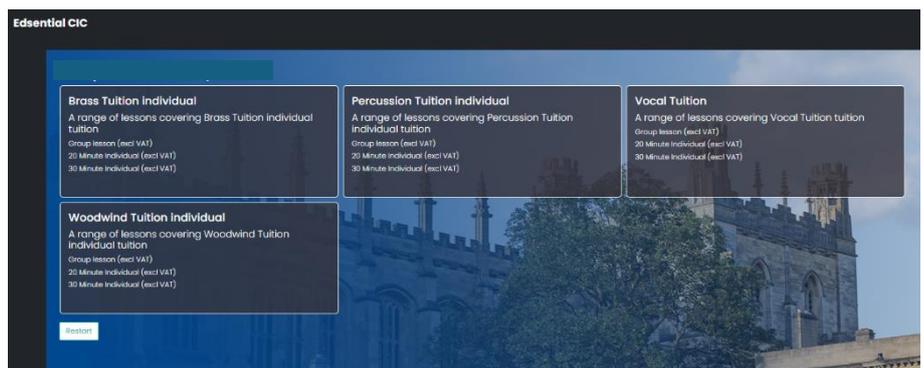
Choose Lessons at a Music Centre for lessons at one of our Music Centres



Select your School/Music Centre from the available list

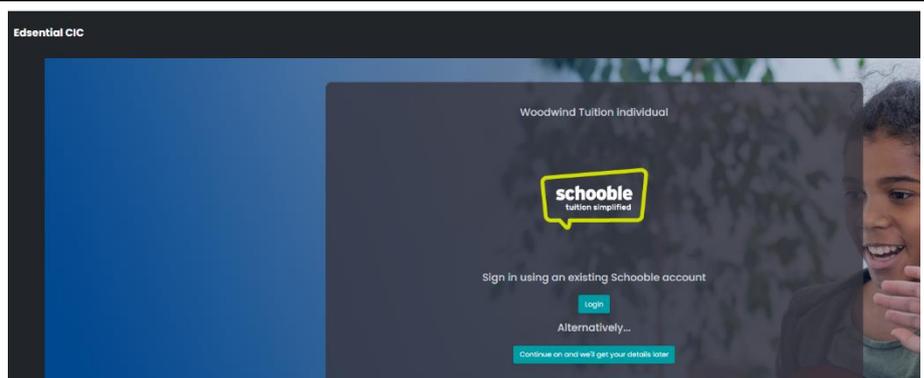


Select the lesson type your child would like from the displayed selection on the school/music centre's page.



If you already have a Schooble account, you can login here.

If you do not currently have a Schooble account, you can proceed with your application and set up a Schooble account later in the process.



Please provide the requested details and click proceed.

The screenshot shows the 'Pupil Details' form in the Edsential CIC booking system. At the top, there is a progress bar with five steps: 'Pupil type', 'Pupil', 'Medical information', 'Contacts', 'Course', and 'Sign Up'. The 'Pupil' step is currently active. The form fields include: First name, Last name, Gender (dropdown), 'Is an adult' checkbox, Date of birth, School year (dropdown), Nationality (dropdown), Care experienced? (dropdown), 'Tick if you are a young carer' checkbox, 'Free school meals' checkbox, 'Looked after child' checkbox, and SEN No. (if known). Below these fields is the 'Answer on behalf of the applicant' section with two checkboxes: 'Photo and video images may be used in the following: website, press release, promotional publications, DVD.' and 'We may use video conferencing and the parent/carer agrees to follow the guidelines provided.' At the bottom are 'Back' and 'Proceed' buttons.

Please provide any access and medical information you would like us to be aware of.

The screenshot shows the 'Access and Medical Information' form. It starts with two radio buttons: 'Applicant has a disability' and 'Applicant has NO disability'. Below this is a text area for 'Please tell us about special educational needs and/or access needs.' followed by another text area for 'Please tell us about medical conditions or allergies you would like us to be aware of.' At the bottom are 'Back' and 'Proceed' buttons.

Please provide your relationship to the child you are applying for lessons for.  
If you would like to add a second contact person, you can do this here.

The screenshot shows the 'Contacts' form. The progress bar at the top has 'Contacts' as the active step. The main heading is 'As the Booker you will be the primary contact for this applicant'. Below this is a 'Relationship type' dropdown menu and an 'Add 2nd Contact' checkbox. At the bottom are 'Back' and 'Proceed' buttons.

Please select the instrument your child would like to learn in the Subject drop-down menu.

Please select the lesson type you would like. Please note, prices are displayed here excluding VAT.

If your child is entitled to a remission, please indicate where eligible.

If you would like to hire an instrument, please indicate this here (there is an additional charge for this). If eligible for a remission, please indicate.

The screenshot shows the 'Tuition Details' form. The progress bar at the top has 'Course' as the active step. The main heading is 'Tuition Details' with a sub-heading 'Depending on availability, we will do our best to start you as soon as possible'. It includes a 'Subject' dropdown menu, 'Pricing Options (instalments available)' with three radio buttons: 'Group lesson (incl VAT) - £6.00', '20 Minute Individual (incl VAT) - £12.00', and '30 Minute Individual (incl VAT) - £8.50'. Below this is the 'Tuition Remissions - please select where eligible' section with radio buttons for 'None', 'Displaced Families', 'EPCHS PP - discount', 'Looked After Child', and 'Pupil Premium'. The 'Instrument Hire' section has a checked checkbox 'Please indicate whether you need to hire an instrument'. Below it is the 'Hire Remissions - please select where eligible' section with radio buttons for 'None', 'Displaced Families', 'Looked After Child', and 'Pupil Premium'. At the bottom are 'Back' and 'Proceed' buttons.

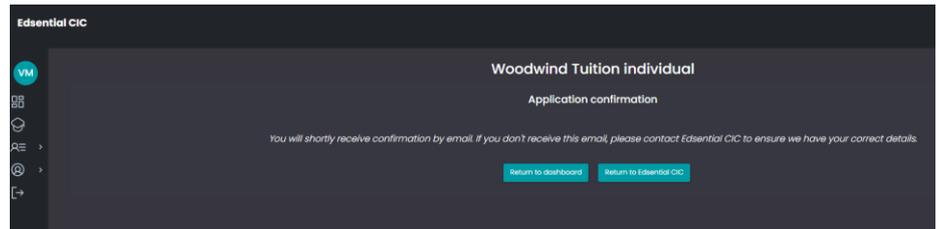
Use the drop-down menu to select how you heard about us.

Please click on and read our terms and conditions.

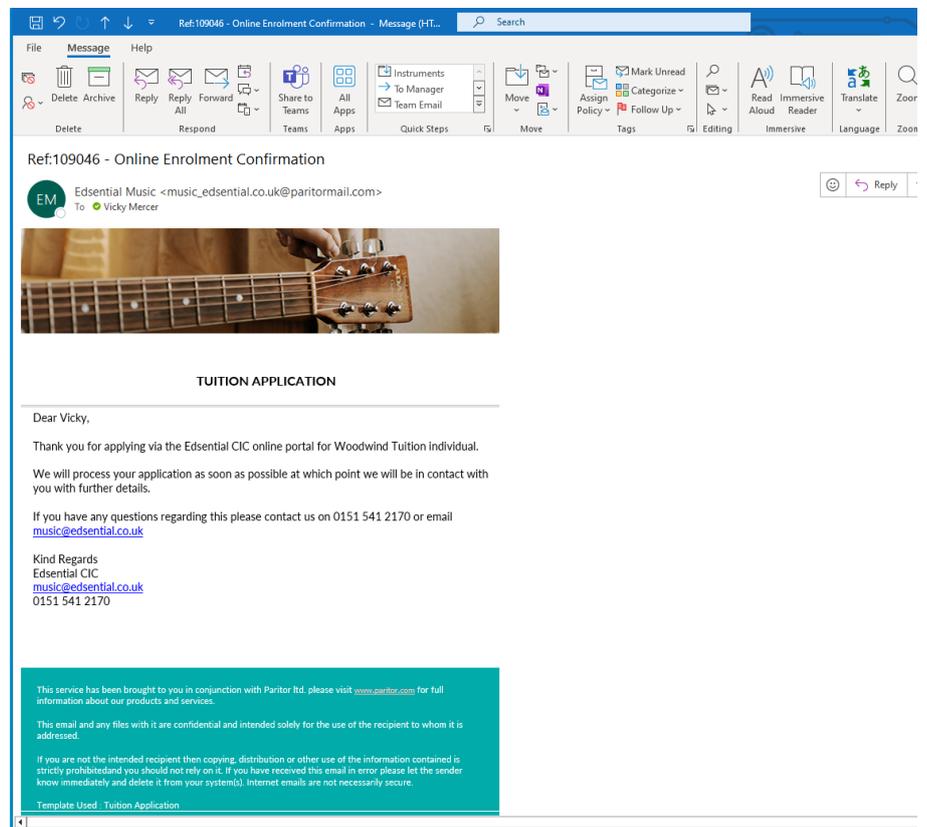
Please indicate you have read and agree to the terms and conditions and click Submit Application.



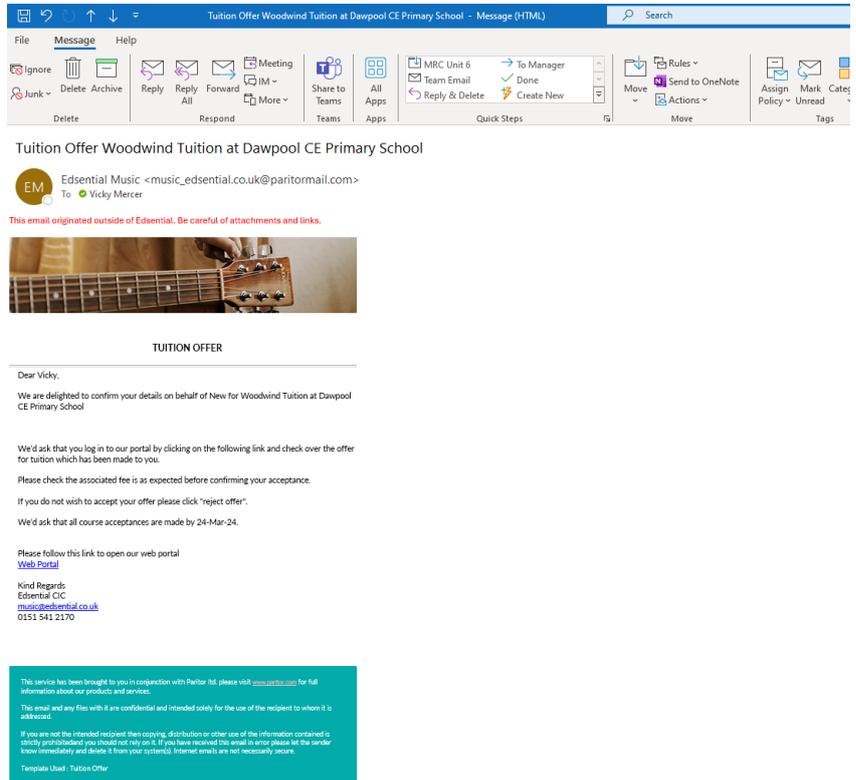
Your application has been submitted to us and will appear on our waiting list.



You will receive email notification of this.

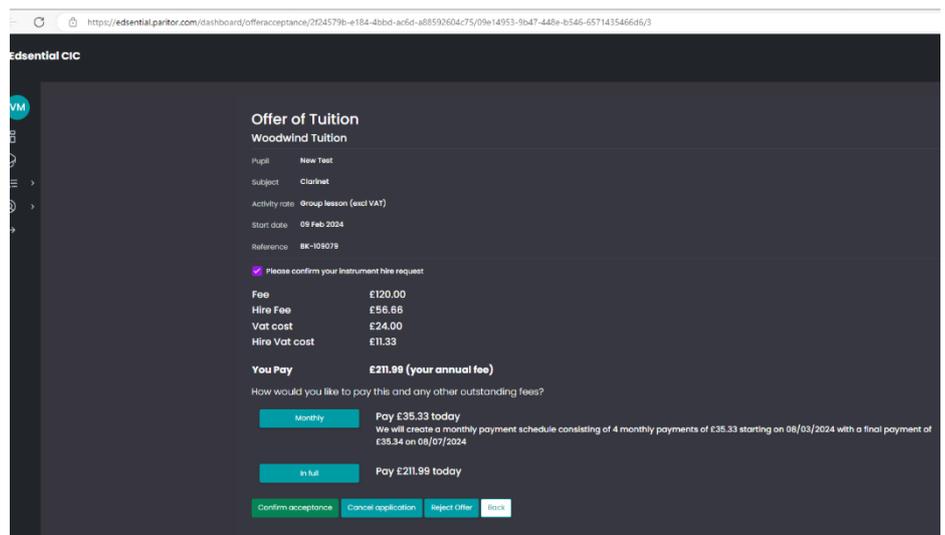


Once we have reviewed and processed your application, we will send you an offer to accept the tuition by email, requesting you login to the portal to action it.

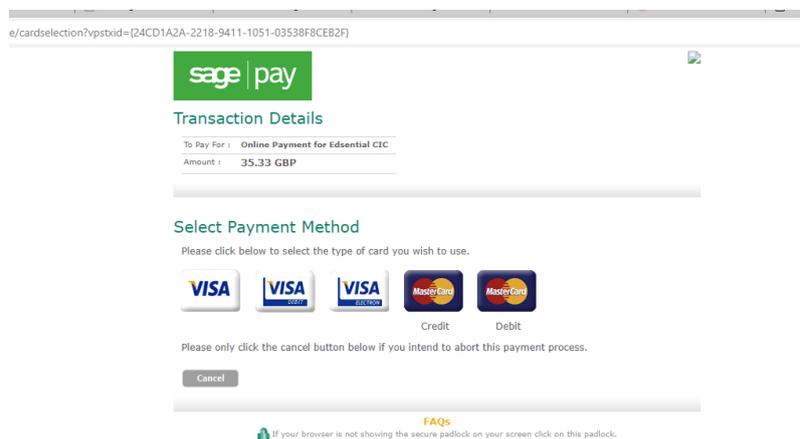


Clicking on the link in the email above will take you directly to the tuition offer.

You can review the offer and choose to pay in full or in monthly instalments.



You will be redirected to a payment page – please enter your payment details, making sure to select the correct card type from the available selection.



Please enter all payment details and click 'Proceed' to complete your enrolment process.

The screenshot shows the Sage Pay 'Transaction Details' page. At the top, the Sage Pay logo is displayed. Below it, the transaction details are: 'To Pay For: Online Payment for Edsential CIC' and 'Amount: 35.33 GBP'. The main section is 'Enter Card Details', which includes fields for Card Number, Payment type (set to Visa), Firstname (Vicky), Surname, Valid From (Month and Year), Expiry date (Month and Year), Security Code, Billing Address Line 1 (Unit 6), Billing Address Line 2, Billing Address Line 3, Billing City (Ellesmere Port), Billing Post Code (CH66 1ST), and Billing Country (United Kingdom). There are 'Back', 'Cancel', and 'Proceed' buttons at the bottom. A small 'FAQs' link is also present.

You can use your portal dashboard to access your applications, finances and any actions you may be required to complete. You can also use the message function in the Account menu to contact your child's tutor.

Should you wish to enrol for music centre activities, additional tuition or resource hire, you can do so via the Enrol tab on the left-hand side.

Should you wish to contact us, please do so via [music@edsential.co.uk](mailto:music@edsential.co.uk)

The screenshot shows the Edsential CIC user dashboard. The top navigation bar includes 'Edsential CIC' and a user profile icon. The main content area is divided into several sections: 'Diary' showing a calendar for Thursday 8th February with a note 'No lessons on this date'; 'Account Balance' with the message 'You have no outstanding payments'; 'Applications' listing 'New Test Woodwind Tuition' and 'Test Hires New Notice Music Centre'; 'Action Required (2)' with items like 'Woodwind Tuition Individual - Offer for New Test' and 'Cart - Offer for'; 'Family Members' with a list of users including 'New Test', 'Test Hires', and 'Vicky Test'; and a 'Paritor Newsletters' section with a call to action to check for newsletters and a 'Paritor Release Notes' section with system update information.