How to create your account and book lessons on SpeedAdmin

Follow these 7 steps to register and complete your booking. If you need help, contact us at office@nmpat.co.uk or call 01604 637117.

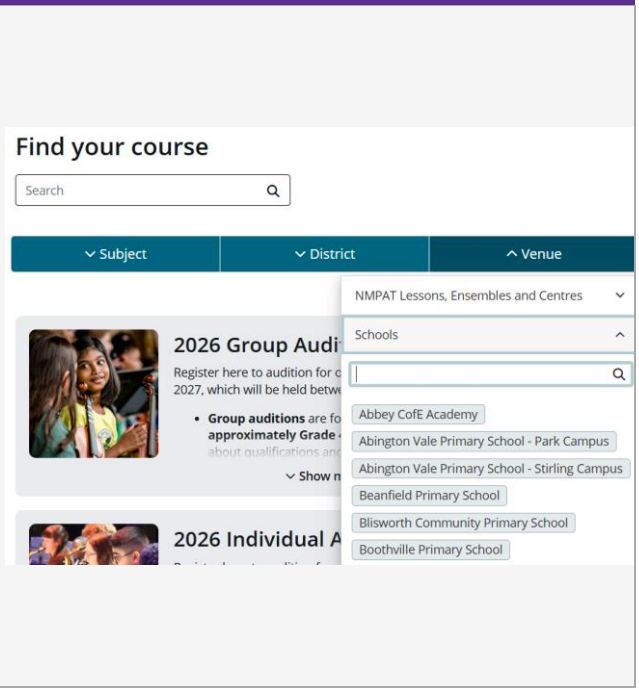
STEP 1 Go to the Registration Page

Visit:
uknmpat.speedadmin.dk/play/catalogue/courses

How do I find the lesson options on offer at my child's school?

- **Select 'Venue' on the right hand side of the blue bar**
- **Click on 'Schools'**
- **A list of schools will appear in alphabetical order. Start to type the name of your child's school and then click on it when it appears**
- **You will now see all of the available options for that school**

If your child's school doesn't appear, this means that they are not a direct billing school. Lessons are still available to you but you must book them directly with the school..



STEP 2 Add the lesson you wish to book to the cart

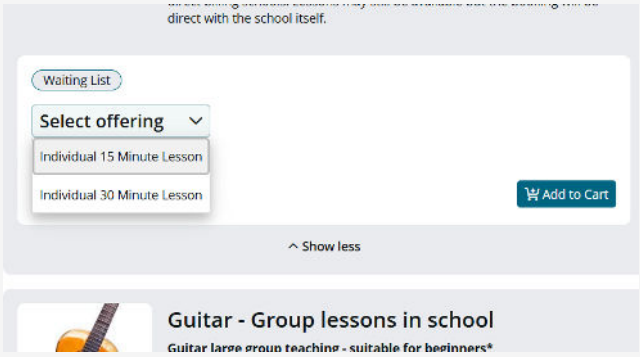
Consider the options:

For each school we offer the option of 15 or 30 minute individual/ paired lessons or a 30 minute large group option in the following areas:

- Brass
- Guitar
- Keyboard/piano
- Percussion and drumming
- Vocal (singing)
- Strings
- Woodwind

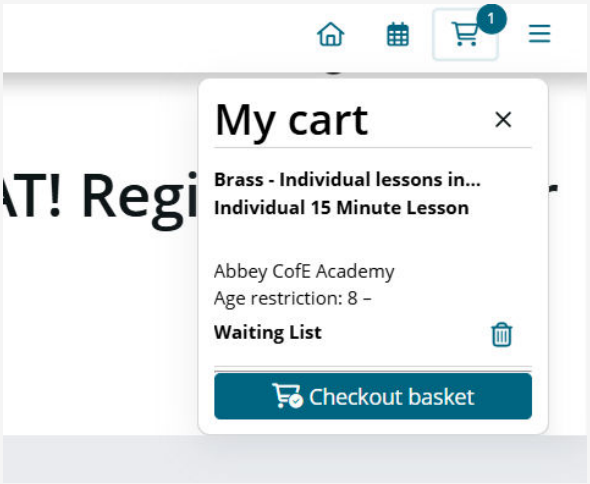
Select the option you require and add it to the cart (blue button)

*Booking for more than one child or multiple lessons? Add **ALL** the options you need to your cart first — you can allocate them to specific children later.*



STEP 3 Go to Checkout Basket

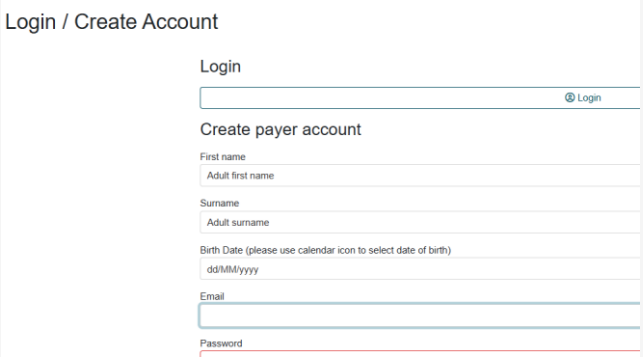
Once you have added everything you need to your cart, click **"Checkout Basket"** in the top right corner of the screen.



STEP 4 Create Your Payee Account

You will be prompted to create an account. Please enter **your own details** as the **adult** who is managing the account.

Don't worry — you will add your children's details in the next step.

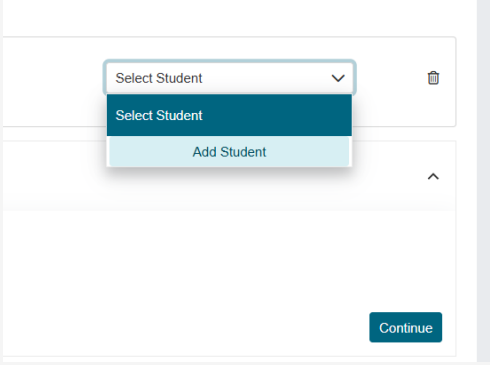


STEP 5 Add Your Child / Children

After creating your account you will be able to allocate each item in your cart to a child:

- Click **"Select Student"**
- In the drop-down choose **"Add Student"** and enter your child's name.
- Repeat to add additional children if needed.

Each lesson in your cart can be assigned to a different child in your family.

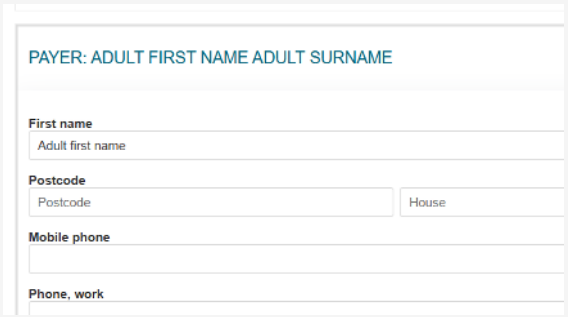


STEP 6 Accept the Terms & Conditions

Read and accept the Terms and Conditions, then click **"Continue"** to proceed.

STEP 7 Check Your Payee Information

Review your personal details to make sure everything is correct, then continue.



STEP 7 Enter Your Child's Details & Complete Checkout

Fill in the information for each child. The section heading will show **Student: [child's name]** so you always know which child you are completing details for.

This information is autosaved, so you won't need to re-enter it for future bookings.

Top tip – don't select 'copy data from payer' to ensure the information relates to your child and not to yourself!.

You are now ready to complete your checkout! ✓

