***Speed Admin* School Registration Guide**

1. Graphical user interface, application, Word

   Description automatically generatedIf using Speed Admin for the first time, click ‘Forgotten Password’, enter your email address, and then create a new password. This will then give you access.
2. A screenshot of a computer

   Description automatically generated with medium confidenceWhen logged in, you will see your home page. Please click ‘School Year’ at the top to change it to ‘School year 23/24’:
3. Once ‘school year 23/24’ is selected, click on ‘Request school provision’ to book tuition:

A screenshot of a computer

Description automatically generated with medium confidence

1. Graphical user interface, application

   Description automatically generatedYou will then see all the provision available to request when scrolling through, ranging from Curriculum, Whole Class, and Ensembles/Choir, Small group/Individual Tuition. To read in more detail about the provision you are interested in, click ‘Show more”:
2. Information on the clicked provision will appear. If interested in the provision, click ‘Request tuition’ and ensure it is for the 2023-24 academic year:

Graphical user interface, application

Description automatically generated

1. A screenshot of a computer

   Description automatically generated with medium confidenceThis will then take you to the form as below. Ensure you fill in each field as accurately as possible and to summarise what you would like in the ‘Further Comment’ box at the bottom. Then click ‘Submit’ and your request will be sent to TBMH:
2. TBMH will then receive your Request. If interested in booking another provision, follow from step 3 onwards again.