

Speed Admin School Registration Guide

1. If 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. If you have accessed Speed Admin before, please enter the same email and password that you used.

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Tri-borough	Music Hub
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2. When logged in, you will see your home page. Please click 'School Year' at the top to change it to 'School year 24/25':

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3. Once 'school year 24/25' is selected, click on 'Request school provision' to book tuition:

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4. You will then see all the provision available to request 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'. Click 'Subject Area' to view certain provision:





5. Information on the clicked provision will appear. If interested in the provision, click 'Request tuition' and ensure it is for the 2024-25 academic year:

School - Ensembles/Choil - Dramming C			
Ensemble/Child Leebership, or Environment Exis per ho	M.		
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	Type of Fee	Fee	
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School - Ensembles/Choir - Rock Band			
Ensemble/Cool: Leadership, or Errichment 645 per ho	ur.		
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	+ SHOW MORE		
School - Ensembles/Choir - School Ense	mble - Choir		
Ensemble/Flock Landscripts, or Encichment 565 par htt	ur.		
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6. This 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:

60 mins contact teaching 30 mins non-contact time to	r PPWowiej	ACCULUTES											
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7. TBMH will then receive your Request. If interested in booking another provision, follow from step 3 onwards again.

Tri-borough Music Hub Inclusive - Exceptional - Inspiring - Progressive – Sustainable

With thanks from the TBMH team