

## 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](mailto:office@nmpat.co.uk) or call 01604 637117.

### STEP 1 Go to the Registration Page

**Visit:**

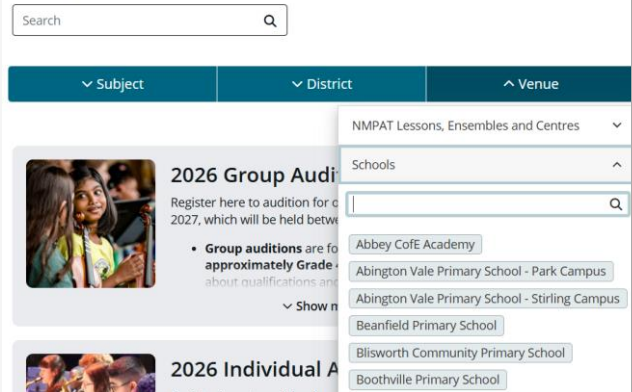
[uknmpat.speedadmin.dk/play/catalogue/courses](http://uknmpat.speedadmin.dk/play/catalogue/courses)

**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..*

**Find your course**



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

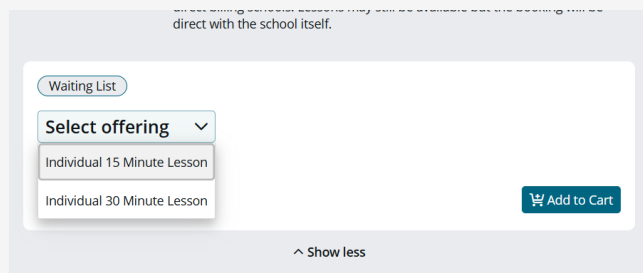
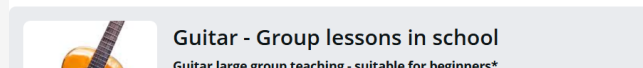
**Consider the options:**

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

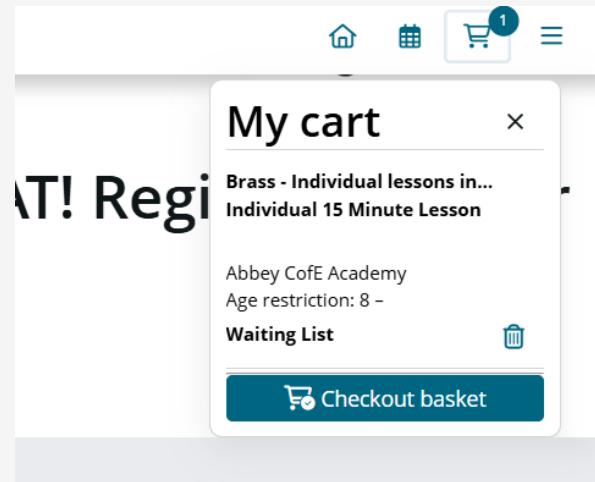
Select the option you require and add it to the cart (blue button)

*💡 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.*

Login / Create Account

Login

[Login](#)

Create payer account

First name

Adult first name

Surname

Adult surname

Birth Date (please use calendar icon to select date of birth)

dd/MM/yyyy

Email

Password

### 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.*

Select Student

Select Student

Add Student

Continue

## 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.

PAYER: ADULT FIRST NAME ADULT SURNAME

First name  
Adult first name

Postcode  
Postcode  House

Mobile phone

Phone, work

## 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! ✓**

STUDENT: EEEVEE MOZART

Items assigned:  
• Bass Guitar - auditions

Student information

First name  
Eevee

Date of Birth  
12/12/2012

Ethnicity

Address