



### **How to create a Cambridgeshire Music account: Instructions for schools**

- Go to our website: [www.cambridgeshiremusic.org.uk](http://www.cambridgeshiremusic.org.uk)
- Go to top right corner and click on 'My Account'.
- A new window will open and click on the tab 'Organisation Office Log-in'.
- Click on the green button that says 'New Organisation Account Registration'.
- Complete the registration process by selecting your school and completing the other details. Don't forget to give us permission contact you, so that we can keep you updated with exciting projects like Just Sing.
- Once you have registered, please log into your account and go to Service Bookings and place a booking for the Just Sing project. See below: **How to register for 'Just Sing'**.

### **How to create a Cambridgeshire Music account: Instructions for parents**

- Go to our website: [www.cambridgeshiremusic.org.uk](http://www.cambridgeshiremusic.org.uk)
- Go to top right corner and click on 'My Account'.
- Click on the green button that says 'New user account registration'
- Complete the registration form. Don't forget to give us permission to contact you, so that we can keep you updated with exciting projects like Just Sing. See below: **How to register for 'Just Sing'**

## How to register for 'Just Sing'

- Go to your Cambridgeshire Music account.
- Go to 'Service Bookings'.
- Scroll down and click on 'Place a Booking'.
- Select 'Just Sing' from the dropdown menu options.
- Please enter 12 sessions – this will make sure your booking carries on throughout the summer.
- Enter the start date with the date you are signing up.
- This is a FREE project, so there is no need to enter a price.
- Press Submit Request.

Once you have gone through this process, Cambridgeshire Music will send you an email with all the resources you need to join in with our amazing Just Sing experience.

