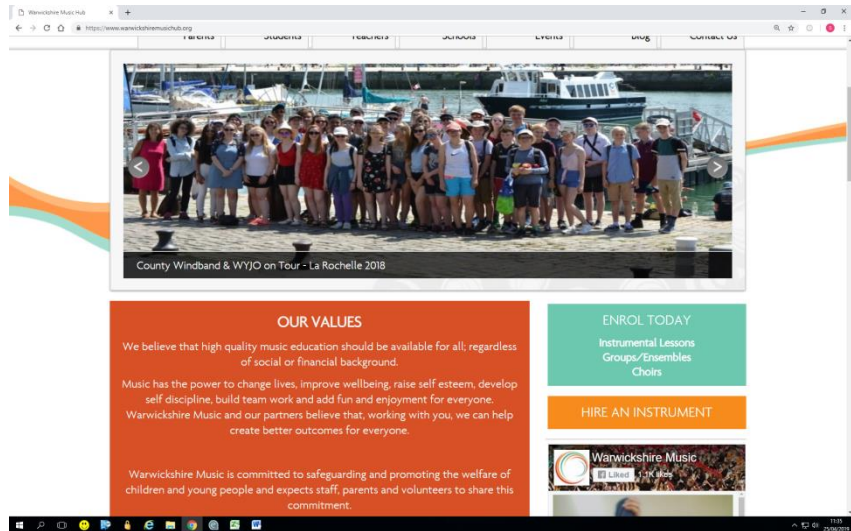
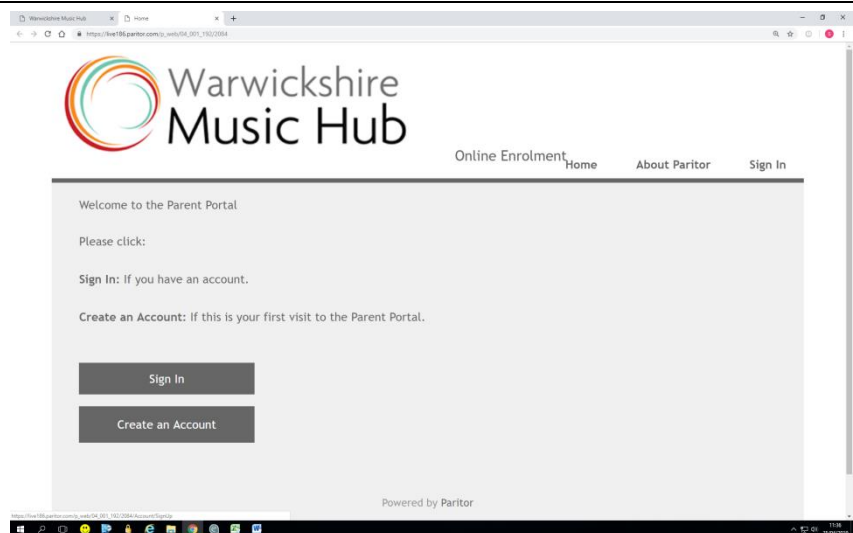


Instructions for Online Enrolment

1. Go to
warwickshiremusichub.org
and Click 'ENROL TODAY'.

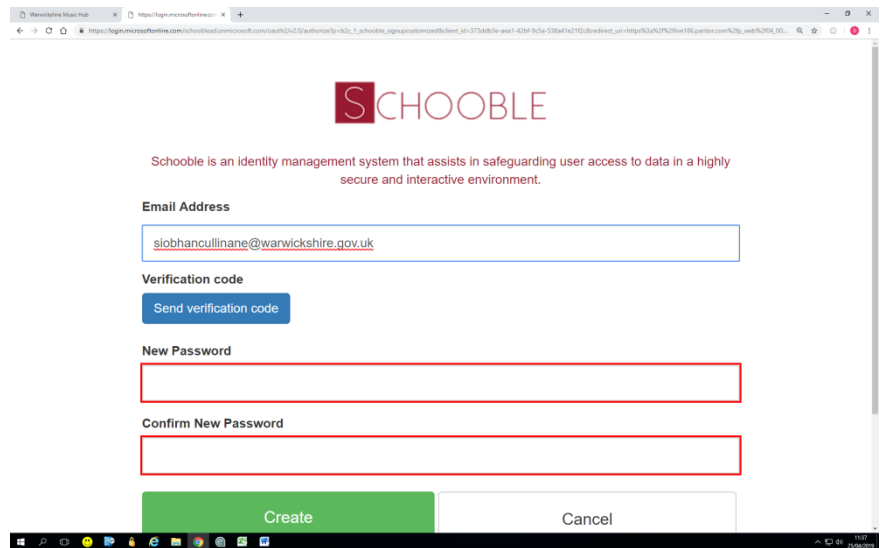


2. Click 'create an account'.



3. Enter email address and click 'send verification code'.

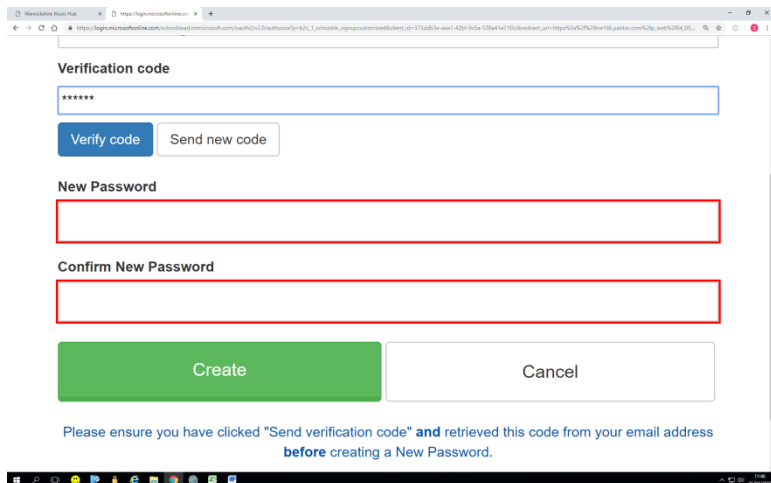
4. Log in to your email account and find email from 'Microsoft on behalf of SchoobleAD'. Open email in a new tab, where there will be a verification code.



The screenshot shows the Schooble login interface in a web browser. At the top, the Schooble logo is displayed. Below it, a descriptive sentence reads: "Schooble is an identity management system that assists in safeguarding user access to data in a highly secure and interactive environment." The form contains the following fields and buttons:

- Email Address:** A text input field containing the email address `siobhancullane@warwickshire.gov.uk`.
- Verification code:** A section with a blue button labeled "Send verification code".
- New Password:** A red-outlined text input field.
- Confirm New Password:** A red-outlined text input field.
- Buttons:** At the bottom, there are two buttons: a green "Create" button and a white "Cancel" button.

5. Go back to the previous tab, enter your verification code and click 'Verify code'.



The screenshot shows the verification step of the Schooble login process. The form includes:

- Verification code:** A text input field filled with asterisks (*****).
- Buttons:** A blue "Verify code" button and a white "Send new code" button.
- New Password:** A red-outlined text input field.
- Confirm New Password:** A red-outlined text input field.
- Buttons:** A green "Create" button and a white "Cancel" button.
- Footer Note:** A line of text at the bottom states: "Please ensure you have clicked 'Send verification code' and retrieved this code from your email address before creating a New Password."

6. Follow instructions to create new password and click 'Create'

Verification code

[Change e-mail](#)

New Password

8-16 characters, containing 3 out of 4 of the following: Lowercase characters, uppercase characters, digits (0-9), and one or more of the following symbols: @ # \$ % ^ & * _ - + = [] { } \ | ; ' , ? / ' ~ ^ () ; .

Confirm New Password

8-16 characters, containing 3 out of 4 of the following: Lowercase characters, uppercase characters, digits (0-9), and one or more of the following symbols: @ # \$ % ^ & * _ - + = [] { } \ | ; ' , ? / ' ~ ^ () ; .

[Create](#) [Cancel](#)

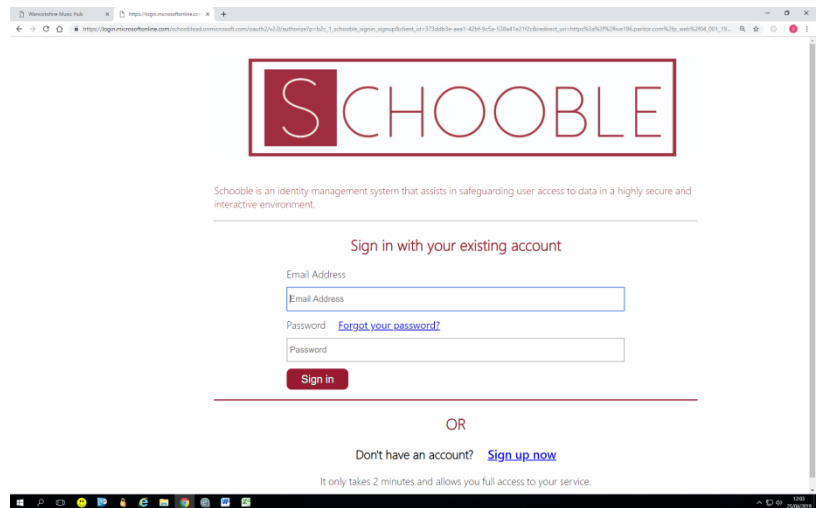
Please ensure you have clicked "Send verification code" and retrieved this code from your email address before creating a New Password.

One you have created your account you will be returned to the home page where you will be required to log in.

7. You will be brought back to this page. Now click 'Sign in'.

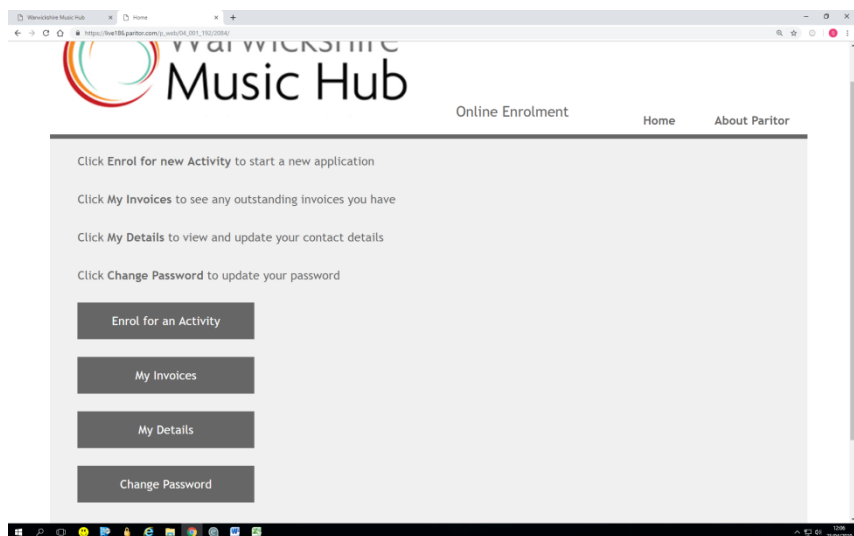
A screenshot of a web browser displaying the Warwickshire Music Hub Parent Portal. The browser's address bar shows the URL "https://www.warwickshiremusic.org.uk/parentportal/". The website features a logo on the left consisting of several overlapping, colorful circles (red, orange, yellow, green, blue) forming a circular shape. To the right of the logo, the text "Warwickshire Music Hub" is displayed in a large, black, sans-serif font. Below the logo and text, there is a navigation bar with the following links: "Online Enrolment", "Home", "About Paritor", and "Sign In". The main content area has a light gray background and contains the following text: "Welcome to the Parent Portal", "Please click:", "Sign In: If you have an account.", and "Create an Account: If this is your first visit to the Parent Portal.". At the bottom of the main content area, there are two large, dark gray buttons with white text: "Sign In" and "Create an Account.". The footer of the page, located at the bottom center, reads "Powered by Paritor". The browser's taskbar is visible at the very bottom of the image, showing various application icons and the system clock.

8. You will be brought to this page. Now type in the email address you used to create the account and your new password and click 'Sign in'.



The screenshot shows the Schooble login page in a web browser. The page has a white background with a red border around the main content area. At the top, the Schooble logo is displayed in a red box. Below the logo, a brief description of the system is provided. The main section is titled 'Sign in with your existing account' and contains two input fields: 'Email Address' and 'Password'. A red 'Sign in' button is located below the password field. A link for 'Forgot your password?' is also present. Below the login section, there is an 'OR' separator and a link to 'Sign up now' for users who do not have an account. A small note at the bottom states, 'It only takes 2 minutes and allows you full access to your service.'

9. You will now be brought to this page. Click 'Enrol for an Activity'.



The screenshot shows the Watlington Music Hub enrolment page. The page features a header with the 'Watlington Music Hub' logo and navigation links for 'Online Enrolment', 'Home', and 'About Paritor'. The main content area is titled 'Click Enrol for new Activity to start a new application' and lists several options: 'Click My Invoices to see any outstanding invoices you have', 'Click My Details to view and update your contact details', and 'Click Change Password to update your password'. Below these options are four buttons: 'Enrol for an Activity', 'My Invoices', 'My Details', and 'Change Password'.

10. You will now be brought to this page. Select school or music centre, depending on where you wish to have lessons, and then your preferred location from the drop-down menu, and then select when you would like your lessons to start, followed by 'Next'.

Registration

Step One | Venue

Select the Music Centre of your choice. Only select the School as a venue option if you attend Rugby High School, Dunchurch Boughton C of E Junior School, Welford-on-Avon Primary School or St Margaret's C of E Junior School. If you are looking for Vocal Generation please select - Music Centre - Music Centre @ Kenilworth and on the next page select Vocal Generation @ St Pauls.

What would you like to enrol for?

☐ School

☒ Music Centre Tuition

When would you like to start?

☒ Start as soon as possible

☐ Start at beginning of month

☐ Start in Summer

Next

Powered by Paritior

11. You will now be asked to select what type of tuition you require. When finished, click 'Next'.

Warwickshire Music Hub

Online Enrolment

Welcome [LOGOUT]

Registration

Step Two | Tuition

Tuition applications are dealt with in date order. You/your child will be placed on a waiting list, you will be informed by Warwickshire Music when a place is available. Please select the Activity and lesson length you require. If your required lesson type is not available, please email your requirements to music@warwickshire.gov.uk

Lesson

Select a Lesson

Select a Lesson

Adult Community Band

Adult String Orchestra

Area Orchestra / Big Band

Bassoon

Cello

Children's Chorus

Clarinnet

Cornet

County Girls Choir (KS3/4)

County Percussion

County Wind Band

County Youth Jazz Orchestra

Double Bass

Drum Kit/Percussion

Drum Kit/Percussion

Electric Guitar

Electronic Keyboard

Euphonium

Flute

Powered by Paritior

12. If you are booking individual tuition you will then be asked to select your preferred lesson length. Then click 'Next'.

The screenshot shows the 'Registration' page for 'Warwicks Music Hub'. The page title is 'Online Enrolment' with links for 'Home' and 'About Paritor'. The section is 'Step Two | Tuition'. It states: 'Tuition applications are dealt with in date order. You/your child will be placed on a waiting list, you will be informed by Warwicks Music when a place is available. Please select the Activity and lesson length you require. If your required lesson type is not available, please email your requirements to music@warwickshire.gov.uk'.

Below this, there is a dropdown menu for 'Lesson' with 'Guitar' selected. Underneath is a table with three columns: 'Activity Rate', 'Cost', and 'Description'.

Activity Rate	Cost	Description
<input type="radio"/> Individual 30 mins	£190.00	per term
<input type="radio"/> Individual 20 mins	£125.00	per term
<input type="radio"/> Individual 30 mins shared x 2	£95.00	per term

At the bottom of the table are two buttons: 'Previous' and 'Next'. The page is 'Powered by Paritor'.

13. You will now be required to enter the pupil's details. When finished, click 'Next' at the bottom.

The screenshot shows the 'Registration' page for 'Warwicks Music Hub', 'Step Three |'. It asks to 'Please enter the pupil's contact details'. It states: 'If you are an adult enrolling for an activity, please select Enrol myself'. There are two radio buttons: 'Enrol myself' (unselected) and 'Enrol a new pupil' (selected).

Below this is a section 'Please Enter Details' with a checkbox 'Check this if the required tuition is for an adult'. It includes input fields for 'First Name', 'Middle Name', and 'Last Name'. There are radio buttons for 'Gender' (Male/Female) and a 'Date of Birth' field. There is an 'Emergency Contact No' field, a 'School' dropdown menu (currently showing 'Select a school'), and a 'Free School Meals' checkbox.

On the right side, there is a section 'Please Enter Address' with input fields for 'Address Line 1', 'Address Line 2', 'Town', 'County', and 'Post Code'.

14. You will now be asked to enter your details. When finished, click 'Next' at the bottom.

The screenshot shows a web browser window with the URL https://war188.paritior.com/jc_web/04_001_193/0904/TutorRegistration/Parent. The page title is "Step Four | Parent/Guardian Details". Below the title, it says "Please enter the parent contact details for this Pupil." There is a checkbox labeled "I am a Parent/Guardian of Jon Snow. Please select the relationship type:" with a dropdown menu showing "Select a relationship type". Below this, there is a section titled "Please Enter Parent/Guardian 2 Details" with a dropdown menu for "Relationship Type" showing "Select a relationship type". The form includes input fields for Title, First Name, Last Name, Address Line 1, Address Line 2, Town, County, Post Code, Tel No, Mobile No, and Email. At the bottom, there are "Previous" and "Next" buttons. The browser's taskbar at the bottom shows various icons and the system clock.

15. You will now be asked to enter your photo consent preferences. When finished, click 'Next'.

The screenshot shows a web browser window with the URL https://war188.paritior.com/jc_web/04_001_193/0904/TutorRegistration/Privacy. The page title is "Registration" and the sub-header is "Step Five | Privacy". The Warwickshire Music Hub logo is at the top left. The page has links for "Online Enrolment", "Home", and "About Paritior". The main content area says "From time to time we may take photographs of activities to use, without names included, in printed council publicity and on our website. If you do not want your child's photograph used please tick below:". There are two dropdown menus: "Please select an option" with "Photo Consent" selected, and "Please select an option" with "No Photo Consent" selected. At the bottom, there are "Previous" and "Next" buttons. The footer says "Powered by Paritior". The browser's taskbar at the bottom shows various icons and the system clock.

16. Now you will be brought to the 'Checkout' page. Click 'Edit Payer Details' and update the details of the bill payer. Please ensure you have read the terms and conditions fully, and then click the tick box next to it, then click 'Enrol'.

The screenshot shows the 'Checkout' page of the Warwickshire Music Hub. The page is titled 'Checkout' and has a URL of 'https://the188.paritior.com/s_wish04_001_192/2004/TuitionRegistration/Checkout'. The page contains the following elements:

- Payer Details:** A form with fields for Name, Address, Post Code, Home Tel No, Mobile Tel No, and Email Address. There is an 'Edit Payer Details' button below the form.
- Pupil Details Table:** A table with columns: Pupil Name, DOB, Gender, Venue, Activity, Activity Rate, Hire Required, Cost, Discount, and Amount to Pay. The table contains one row for 'Jon Snow' with details: DOB 01/01/2005, Gender M, Venue Music Centre @ Kenilworth, Activity Guitar, Activity Rate Individual 20 mins, Hire Required N/A, Cost £125.00, Discount -, and Amount to Pay £125.00. There are 'Edit' and 'Remove' links next to the Amount to Pay.
- Total Amount to Pay:** A summary row showing 'Total Amount to Pay: £125.00'.
- Terms and Conditions:** A checkbox labeled 'I agree to the [terms and conditions](#)'.
- Action Buttons:** 'Add Another Pupil', 'Enrol', and 'Cancel Application' buttons.
- Footer:** 'Powered by Paritior'.

17. You should now be brought to this page. You have now been added to our waiting list and we will be in touch if or when a slot is available.

The screenshot shows the 'Registration Success' page of the Warwickshire Music Hub. The page is titled 'Registration Success' and has a URL of 'https://the188.paritior.com/s_wish04_001_192/2004/TuitionRegistration/Success'. The page contains the following elements:

- Header:** The Warwickshire Music Hub logo and name. There is a 'Welcome Siobhan Cullinane [LOGOUT]' message in the top right corner.
- Navigation:** Links for 'Online Enrolment', 'Home', and 'About Paritior'.
- Registration Success:** A section with the heading 'Registration Success' and the text: 'Your application has been successful. You have been sent an email to confirm the details of the registration.'
- Action Button:** A 'Return' button.
- Footer:** 'Powered by Paritior'.