

### **How to register your child for lessons at Glostrup Music School.**

-Go to Website -Choose the heading (Box) where you want to register your child is. -If your child is between 0 - 8 years old, click on the box: [For the little ones 0 - 8 years](#) -If your child is over 8 years old or do you have a younger child who would like to go to our instrumental lessons, click on the boxes:

[Instrumental lessons](#) or [Singing and choir](#)

-Please note that there is a minimum age for some of the instrument groups. The minimum age is indicative. If you have a child who is highly motivated and ready to learn, do not hesitate to contact the teacher and arrange for your child to come to a trial lesson. Click on the teacher link for contact info -When you have chosen the course/instrument you want to register your child, click on the box Register

-The page you land on is now in our administration system. Here you can add a comment to your registration for the office to see. Here you can also write which days and times your child has the opportunity to come to class. (Note some classes are on fixed days)

-Then click on the Box +Add to basket Now you can choose to view the basket, complete the registration or add more teaching offers to the registration. - When you click Complete registration, you will be taken to the page with registration conditions and practical info about prices, payment, cancellation etc. Here you must both tick the box, accept the GDPR terms at the top of the page and I accept the terms at the bottom of the page, to move on. Then click on the Next button

-Now you will come to the page where you must enter your child's personal information. After you have done that, you will be directed to the page where you must enter your own information.

-Then you will come to the page where you have to answer questions by ticking the boxes.

-Then click submit registration.

Congratulations! You have now registered your child for Glostrup Music School. You will receive an email that we have received your registration and that your child is now registered on the waiting list for the course you have registered. If there are available places for the course you have registered, we will send another email about when your child can expect to start music lessons.

Please note that there are some instruments/subjects where we unfortunately have a waiting list. Therefore, you will get the standard message: "To begin with, you will be linked to the waiting list for the course you are registered for" You are always very welcome to call during our opening hours or write us an email if you have any questions about the teaching or registration. The office is open Monday – Thursday 9.00 – 16.00

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