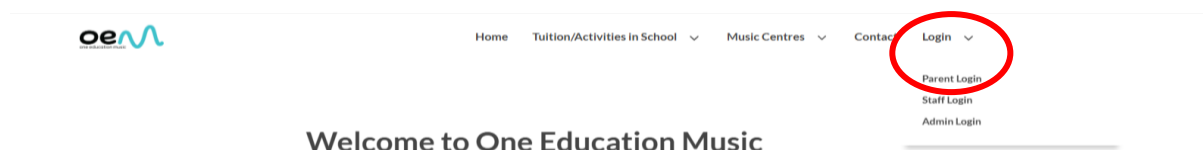


Music Centre Re-Enrolment Guide

If you already have a Melded account, you can book new music activities — including for the new academic year — by logging in at: <https://oneeducationmusic.co.uk/>



Forgot Your Password?

Click 'Forgot password' on the login page. Please note the reset link is only valid for 30 minutes.

If you do not receive a reset email, the email address used to create your account may have been entered incorrectly. As Melded cannot verify or amend email addresses, please contact the Music Office so we can check your account details and assist with resetting your password.

Music Centre Membership

a) Instrumental and Vocal Tuition (Lessons)

If your child is receiving paid instrumental or vocal tuition, Music Centre membership is already included in the lesson fee.

If your child would like to join both lessons *and* ensembles, please continue to book and pay for tuition lessons following the instructions provided. To add ensembles, please email **music@oneeducation.co.uk** with the names of the ensembles your child wishes to join. We will add them to the register and send a confirmation email.

Please note: If you try to add both ensembles and tuition through the system, it may incorrectly charge a membership fee. If this happens, please contact the Music Office so we can amend and resend your invoice.

b) Ensembles Only

If your child attends ensembles only, a termly membership fee will be added to your invoice once you enrol on your chosen ensemble. This is a fixed fee and does not change if you join later in the term. The membership allows your child to attend as many ensembles as they wish at any One Education Music Centre.

c) Sibling Discount (for families with 2 or more children attending ensembles)

A sibling discount is available on the termly membership fee when **two or more siblings** attend Music Centre ensembles.

Please note: The discount does *not* apply if one child receives paid tuition (which already includes membership) and the other attends ensembles only.

To ensure the discount is applied correctly, **all children must be enrolled onto their ensembles before you pay the invoice.**

Please follow this order:

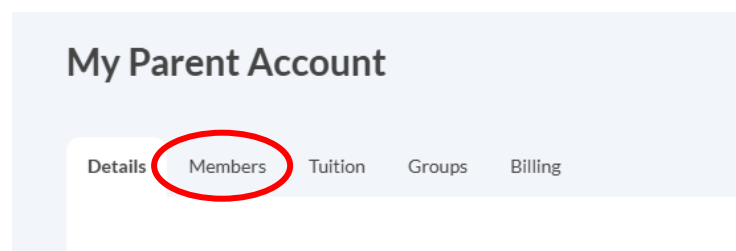
1. Enrol Child 1 onto their first ensemble – this generates the membership invoice.
2. Enrol Child 1 onto any additional ensembles.
3. Click **'Add another student'** and enrol Child 2 onto their chosen ensembles.
4. Once all children have been enrolled, proceed to pay the invoice.

If this sequence is not followed, the system will charge the full membership fee for each child, and the sibling discount will not be applied.

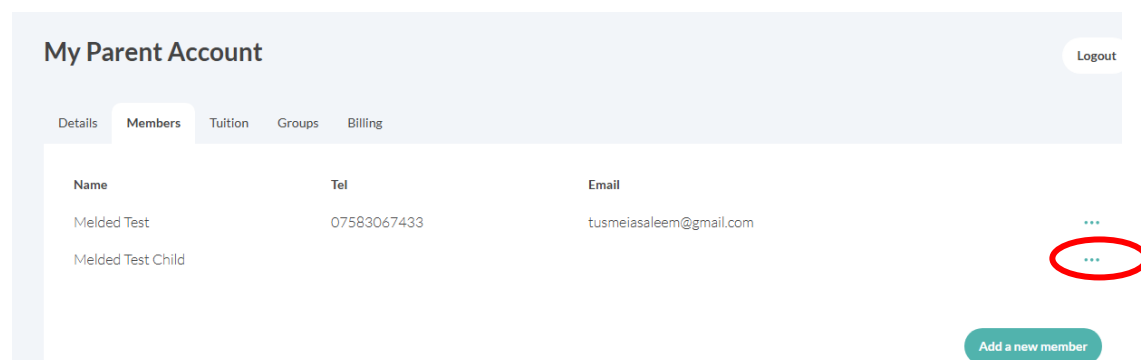
Booking a Lesson or Ensemble

Once you're logged into your account:

1. **Go to the 'Members' tab**



2. Find your child's account and click on the **three dots (•••)**



3. Choose **'Book a lesson or join an ensemble'**



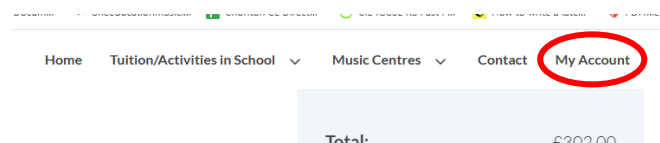
4. Proceed to follow prompts to book your child's lessons/ensembles. At the end of this process, you will receive an invoice.

DO NOT PAY the invoice until you have enrolled your child onto all tuition/ensemble.

If you are booking lessons/ensembles for more than 1 child, do not pay the invoice until all children have been added.

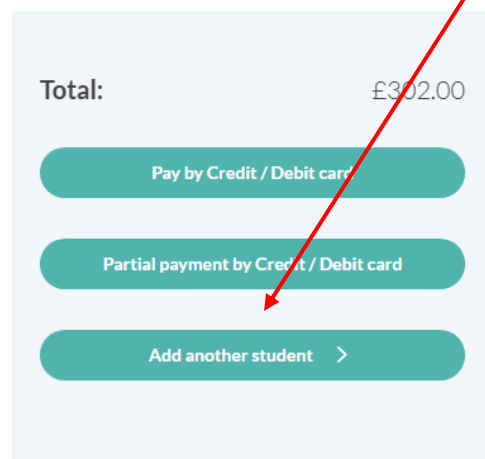
To enrol onto more than 1 lesson or ensemble:

Select **My Account** to proceed to book more ensembles and follow steps 1-4 above.



More than 1 child attending a music centre:

To add a sibling, select **add another student**



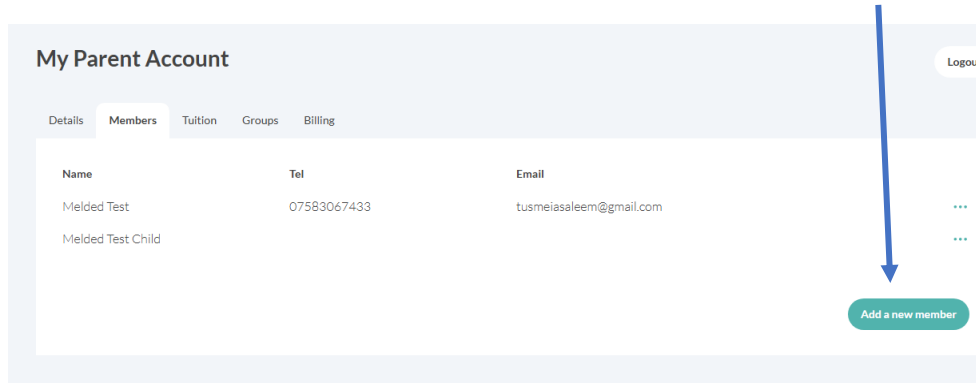
If the child has previously attended a music centre, they will be listed in **Members**. If so, follow steps 1-4 to enrol your child onto lessons and/or ensembles.

Once you have booked all tuition and ensembles, you must pay the invoice (either in full or partial payment) to secure your child's places

Booking for a New Child

If your child is **new to One Education Music** but you already have a Melded account:

- Select **'Add a new member'** to register your child before booking their lessons.



One Education Music Contact Details:

Telephone: 0161 276 0104

Email: music@oneeducation.co.uk