

Guidance on completing your Faculty or Steward registration and application

If you are coming to the Summer School alone, please register and complete your application as per the Guidance below, finishing with 'Ready? Submit your application'. To finalise the submission of the application, please click on Pay by Bank Transfer or Cheque on the Dashboard page even though no payment is required. That is all you have to do.

The screenshot shows a web browser window with the URL <https://fsg.fmbetterforms.com/#/>. The dashboard displays a table with student records:

NAME	STUDENT	ACCOMMODATION	COST	STATUS
Claire Vinten	Trader	Other	£449.00	Confirmed

Below the table, it says "One record". There is a blue button labeled "Add student / person".

The "Deposit" section states: "You can choose to pay in full now or pay a deposit of £100 per fee-paying person (total deposit £100)". It also mentions "The balance is due by 1st May, 2023". A blue bar shows "TOTAL £349.00".

Payment options include:

- Pay deposit by card (£100.00)
- Make full card payment (£349.00)
- Pay by Bank Transfer or Cheque

At the bottom, there is a "Submit Your application" section with the text "Closing date for submitting new applications is 1st May 2023". A summary box on the right shows "Claire Vinten" with a cost of "£449.00".

If you are coming with family members, please click on 'Add student/person' just above the pink stripe message and complete all the pages in the same way as you did for yourself, finishing with 'Ready? Submit your application'.

Repeat this process for each member of your family before finally clicking on the 'Submit your application' at the bottom of the Dashboard screen.

Fees for Faculty family members

If you are coming with family, the deposit and total fees will show on the dashboard screen. We will apply the Faculty Bursary discounts to these fees and will then update the dashboard.

To submit your applications, please pay the deposit either by using the online payment system or just click on Pay by Bank Transfer or Cheque button and arrange a payment that way.

The balance of the fees will be deducted from your course pay at the end of the Summer School as it is generally considered to be more tax efficient for you. We will do this unless requested not to do so and you pay the fees in full.

Note for Stewards

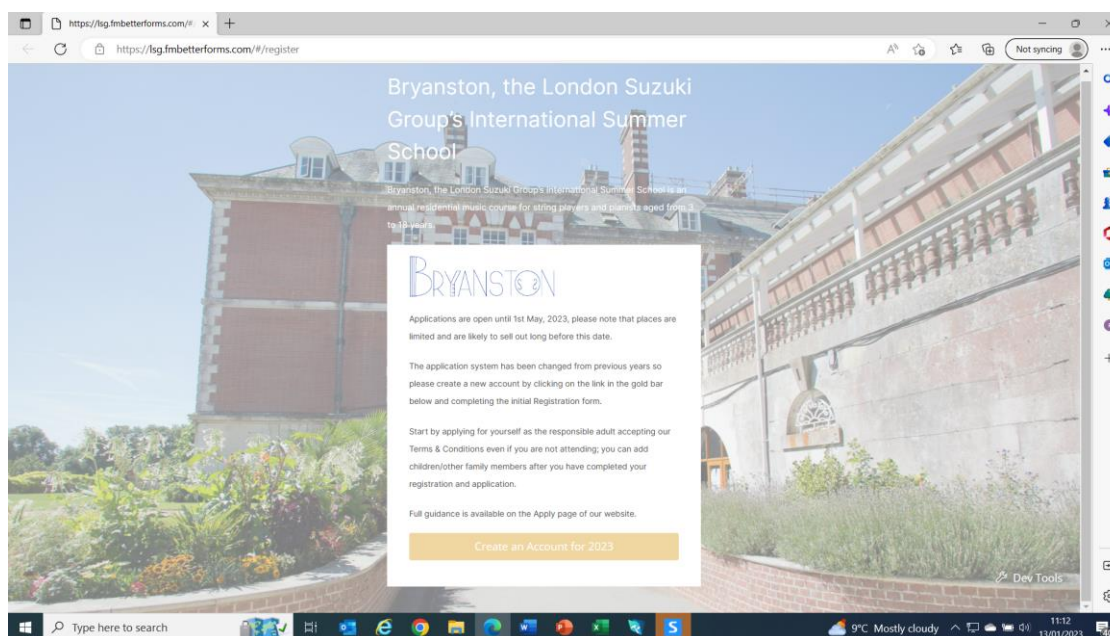
There is a new requirement this year for you to provide us with your Instrument and current Playing Level in the Music section of the application. You can ignore the rest of the data fields in this section which are for the playing children and teenagers.

Guidance for all registrations and applications

The link to the Application Form is on our Summer School website:

<https://apply.lsginternationalsummerschool.co.uk/apply>

Click on this link <https://lsg.fmbetterforms.com/#/register> and a Registration page will appear.



As this is a new applications system since last year, please click on Create an Account for 2023, then enter your information, password, etc on the registration page and click on Create Account. There are various 'required fields' on this page (marked with a red asterisk) that must be completed for the account to be created, including accepting our LSG Privacy Policy and Terms & Conditions (see links on the Registration form and on our website for details) on behalf of yourself / your family. Select the appropriate Booking Code for yourself from the dropdown list.

A screenshot of the registration form on the Bryanston website. The form is titled "Start application for 2023" and includes instructions for parents. It contains several input fields and a dropdown menu, all marked with a red asterisk to indicate they are required. The fields are: First Name, Last Name, Date of Birth, Booking Code (with a dropdown menu), London Suzuki Members (checkbox), and BSMA Number. The background of the form is a light blue and white pattern. The browser's address bar shows the URL "https://lsg.fmbetterforms.com/#/signup". The Windows taskbar is visible at the bottom of the screen.

https://lsg.fmbetterforms.com/#/signup

E-mail Address *
email@email.com

Password *
Create Password
Must be at least 8 characters

Confirm password *
Enter password again

Is this your first time attending?
☐ Yes, this will be my first time

Terms & Conditions *
☐ I agree to LSG Privacy Policy and Terms and Conditions

[Read our Privacy Policy](#)
[Read our Terms and Conditions](#)

[Create Account](#)

LSG LONDON SUZUKI GROUP
The vision of the LSG is to create an environment for the Suzuki teachers, parents and children of London to benefit from Dr Suzuki's philosophy of ability development through music.

When you Submit this registration, it will be acknowledged with the web message below and an automated email will be sent to you (see example below). Please check your Spam / Junk folder as our emails sometimes go there, and please set our email addresses as trusted in your system avoid on-going Spam / Junk issues.

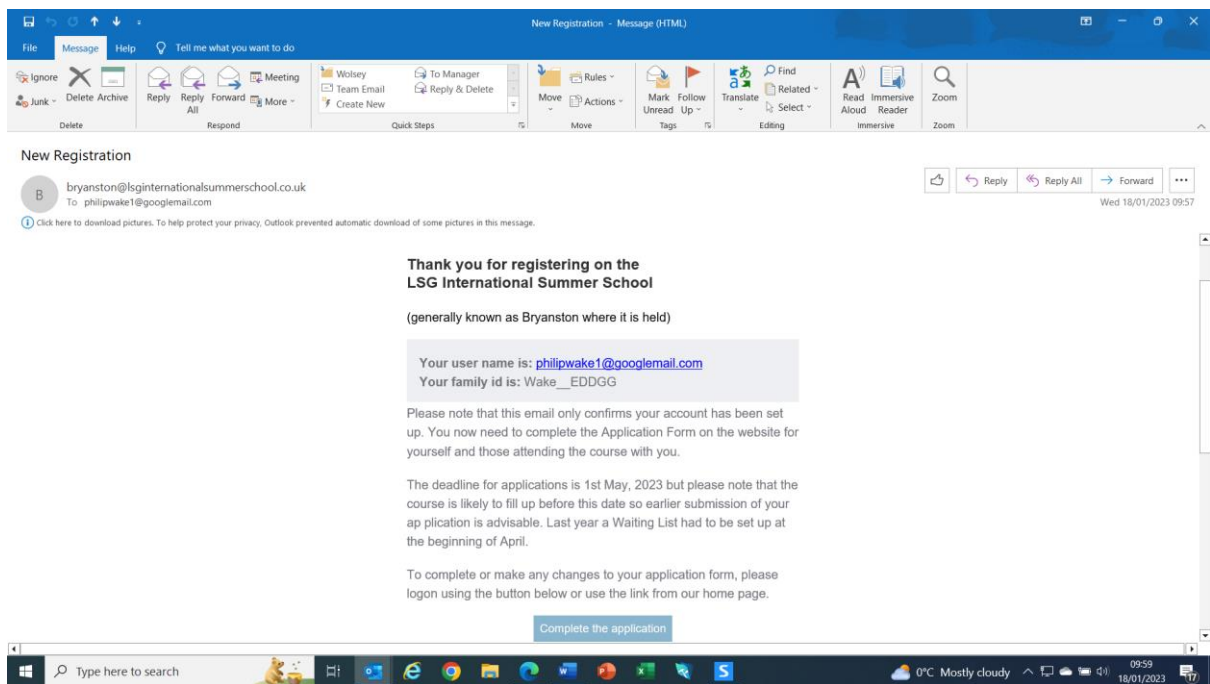
https://lsg.fmbetterforms.com/#/signup

Thank you for registering

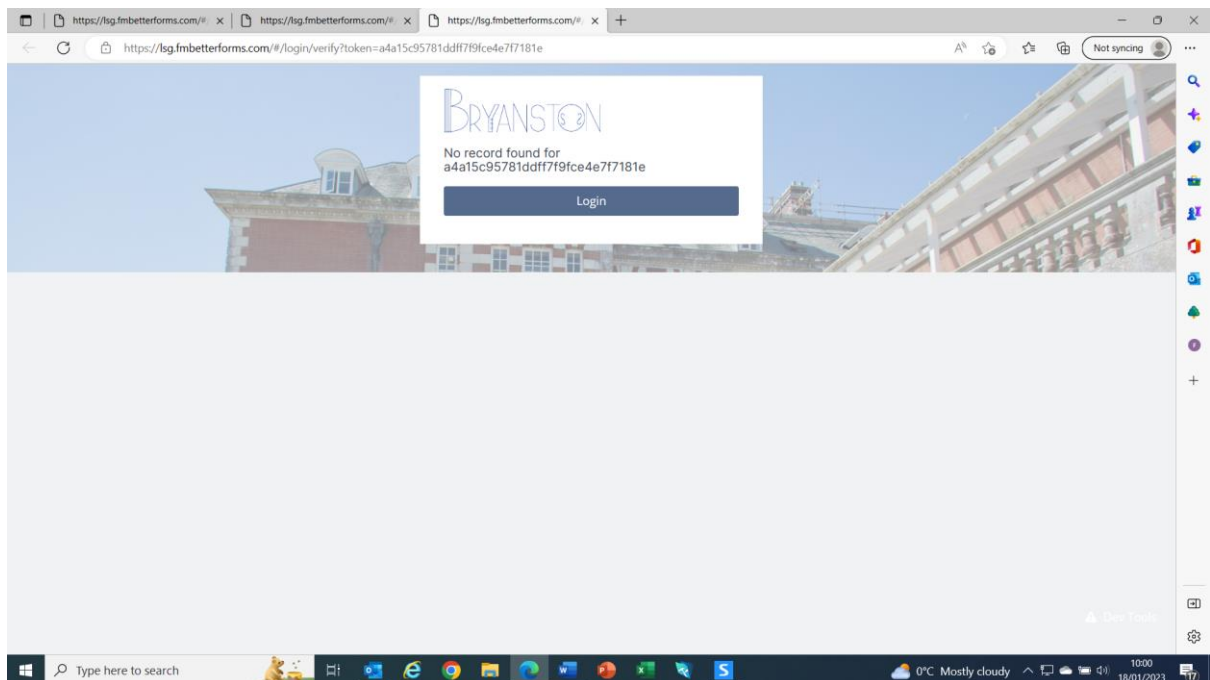
☒

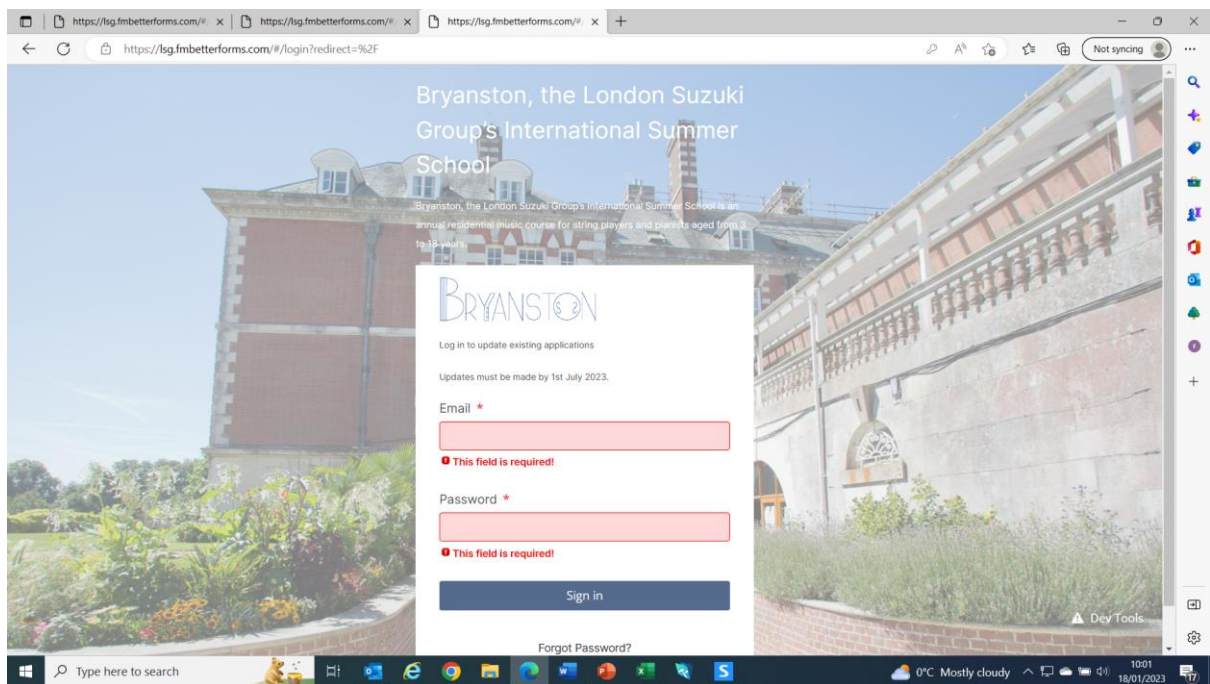
You have been sent a verification link to your email. Please check that to continue

[Ok](#)



Please click on the 'Complete the application' link in the email which will take you to the Login screen, click on Log in and the Sign in screen will appear. Enter your Email address and Password, then click on Sign in.





Detailed Process for all applicants

Continue filling in the application for yourself as per this detailed guidance that follows on the next pages. Please complete it as thoroughly as possible first time through although you can login again at any time up to 1st July to complete or update information e.g. when your travel plans have been finalised.

After logging in, the first page of your application will appear which contains the information you entered when you registered, please check it through – you can change the Booking Code if necessary and enter information in the Accommodation Request field if you desire a particular House/Room or wish to be in the same House as friends or have particular needs. We will do our best to meet these requests but cannot guarantee to do so. If you are a member of the LSG and/or BSMA, please ensure that information is entered. On completion, click on Save & Next at the bottom of the page.

BRYNSTON Logout

DASHBOARD > Philip Wake > APPLICATION

Philip Wake
You are currently editing application for: 2023
[Ready? Submit your application](#)

Application | Contact Details | Activities | Transport | Medical

Update or Create your application for 2023
Fill in your application details here

First Name *
Philip

Last Name *
Wake

Date of Birth *
02/05/1950

Booking Code *
Parent or Other Adult (£710.00)

London Suzuki Members
☒ I am a London Suzuki Member

LSG Membership Number

application for 2023
Fill in your application details here

Booking Code *
Parent or Other Adult (£710.00)

London Suzuki Members
☒ I am a London Suzuki Member

LSG Membership Number
12901

BSMA Number

Is this your first time attending?
☐ Yes, this will be my first time

Accommodation Request
Hartman House

[Save & Next](#)

Items marked with an asterisk * are required

The next page is Contact Details. Please complete all the fields and click on Save & Next. For your child or other applications, you can tick the Same as Primary Applicant box to auto-fill this page on their applications but you may need to update the Gender, Nationality and Language fields. If your child or other applicants have their own Mobile phone, please enter their number in their application.

https://lsg.fmbetterforms.com/#/contact?FMID=8682638096326045071652489178956908682

BRYANSTON

Logout

DASHBOARD > Philip Wake > CONTACTS

Philip Wake

You are currently editing application for: 2023

Ready? Submit your application

Application Contact Details Activities Transport Medical

Contact details

Please enter your contact details here, including your address and phone numbers

Email *

philipwake1@gmail.com

Address

Address Line 1

Address Line 2

City

City

County / State

Postcode

County / State

Postcode

Save & Next

https://lsg.fmbetterforms.com/#/contact?FMID=8682638096326045071652489178956908682

BRYANSTON

Logout

DASHBOARD > Philip Wake > CONTACTS

Philip Wake

You are currently editing application for: 2023

Ready? Submit your application

Application Contact Details Activities Transport Medical

Country / State

Postcode

Country

Country Code

Home Phone

Country Code

Mobile Phone

Gender

Nationality

Language

Save & Next

For a playing child(ren)/teenager(s) (or *Observer, Teacher Trainee, or Steward*) application the Music page will now appear. Please complete this as thoroughly as possible on application to assist us with planning the course. The 1st Instrument and Playing Level fields are required to be completed so you will not be able to continue to the next page until they have been filled. *Observers, Teacher Trainees and Stewards* will only need to complete the 1st Instrument and Playing Level fields.

You can log back in to update the information on this page at any time up to 1st July, particularly regarding the Solo (students only) and adding the recording of it.

Click on Save & Next to proceed to the next page.

The screenshot shows a web browser window with three tabs, all displaying the URL <https://lsg.fmbetterforms.com/#>. The browser's address bar shows the full URL: <https://lsg.fmbetterforms.com/#/music?FMID=86836380963495445838984848896537758683>. The page title is "Sebastian Freethy" and it indicates "You are currently editing application for: 2023". A button labeled "Ready? Submit your application" is visible. The navigation menu includes "Application", "Contact Details", "Music" (selected), "Activities", "Transport", and "Medical". The "Music details" section contains a sidebar with instructions: "Fill in the student's music details here. The Instrument and Playing Level are required fields and you will not be able to submit your applications without completing them. They can be further updated until 1st July, 2023." The main form area includes fields for "Your Instrument" (primary and secondary), "Level", "Recent Pieces (Non-Suzuki)", "Last ABRSM Exam or equivalent - if applicable", "Pick your grade", "Teacher" (with a prompt "Please enter your current music teacher's name"), and a "Save & Next" button.

This screenshot shows the bottom half of the "Music details" form. It includes fields for "Your teacher's email (if known)", "Dates with current teacher", "Experience" (with a sub-section for "Orchestral Experience" and "Chamber Music Experience"), "Select your ability...", "Music reading level", "Solo / Concert Piece" (with a checkbox "I want to play a solo"), "Preferred Name", "How do you want your name to appear...", and "Music Notes / Message". The "Save & Next" button is at the bottom right. The browser window shows the same URL as the previous screenshot, and the system clock indicates 10:40 on 18/01/2023.

Music Learning Level

Solo / Concert Piece

☐ I want to play a solo

Preferred Name

How do you want your name to appear...

Music Notes / Message

Notes or messages about music ability or requirements

Music Lesson Extras - Do you want Extra classes? (Extra classes offered subject to timetabling)

☐ Bass for Cellists (+ £60.00)

☐ Viola for Violinists (+ £50.00)

☐ Theory Grade 5 Class (+ £50.00)

Save & Next

Items marked with an asterisk* are required.

The Activities page now appears. Please complete this for any of the activities that appeal to you **but only select one of the excursions** as they all take place at the same time on the Wednesday afternoon. Click on Save & Next to proceed.

Philip Wake

You are currently editing application for: 2023

Ready? Submit your application

Application Contact Details **Activities** Transport Medical

Activities details

Do you want to sign up for any extra activities and/or excursions?

Activities

☐ Fitness training - morning for adults

☐ Boxercise - afternoon for children and family

☐ Private Tennis Coaching (Advanced) - Both adults and juniors

☐ Private Tennis Coaching (Intermediate) - Both adults and juniors

☐ Private Tennis Coaching (Beginner) - Both adults and juniors

Excursions

☐ Stonehenge (+ £41.00)

☐ Lulworth Cove (+ £21.00)

☐ New Venue TBC (+ ETBC.00)

Parent Orchestra

☐ I would like to play in the Parent Orchestra

Save & Next

The Transport page comes next. Details of the coach transfers we lay on are shown on the website but also built into the dropdown lists on this page. Please fill in the Book Transport fields to reserve spaces on the coaches even if you do not know the full details of your flights / travel plans. You can log back into your application at any time to update any details when your travel plans are set but all transport bookings must be made by 1st July. We cannot guarantee to fit you in after this date although if there is space we will of course do so. Click Save & Next.

The Same as Primary Applicant box can be ticked on your family members' applications to auto-fill these fields if they are travelling with you.

The screenshot shows a web browser window with the URL <https://fsg.fmbetterforms.com/#/transport?FMID=8682638096326045071652489178956908682>. The page is titled "BOOK transport". On the left, there is a sidebar with a "Transport" section containing a message: "Please let us know how you will be arriving. You can provide detailed updates until 6th August, 2023, after which please email Philip Wake with any requests to change bookings; an initial indication of your mode of transport would be most helpful for our booking of coaches." The main content area has a heading "Would you require us to book transport? You can pre-book transport here" with a dropdown menu set to "No transport required". Below this are sections for "Arrival" and "Departure". Each section has a "Date" field (set to "Sun, Aug 20, 2023" for arrival and "Sun, Aug 27, 2023" for departure) and a "Transport" dropdown menu. A "Save & Next" button is at the bottom. A note states: "Transfers are subject to sufficient demand so may be liable to amalgamation or cancellation".

This screenshot shows the same "Book Transport" form, but with the "Transport" dropdown menu expanded to show a list of options. The options are:

- No transport required
- Advance Party - Poole Station to Bryanston - 19/8 - 12:45 - £0.00
- London Victoria Station to Bryanston - 20/8 - 11:00 - £52.00 (highlighted in green)
- LGW (N) to Bryanston - 20/8 - 10:00 - £45.00
- LGW (S) to Bryanston - 20/8 - 13:00 - £45.00
- LHR T2 to Bryanston - 20/8 - 10:00 - £45.00
- LHR T2 to Bryanston - 20/8 - 13:00 - £45.00

The sidebar on the left now shows "Philip Wake" and "You are currently editing application for: 2023". There is a "Ready? Submit your application" button. The top navigation bar includes "Application", "Contact Details", "Activities", "Transport" (active), and "Medical".

The last page is the Medical section. It is very important to us and Bryanston School to provide the proper care and attention to everyone on the course so please advise us of any medical conditions, special educational needs, or dietary requirements. The dietary requirements will be shared with the school catering team whilst the rest of the information will be used strictly on a 'need to know' basis amongst the Summer School and Bryanston staff.

Philip Wake

You are currently editing application for: 2023

[Ready? Submit your application](#)

Application Contact Details Activities Transport **Medical**

Medical details

Please keep us up to date with your medical, dietary and emergency contact details.

First Aid

I'm a Doctor ☐ I'm a Nurse ☐ I'm a qualified First-Aider ☐

Medical and Disability Needs

Special Education Needs (SEN)

Dietary Needs

In case of Emergency *

Emergency Contact details

Name of your emergency contact

+44 Country Code Phone Number *

Email

Relationship

[Save](#)

At the bottom of this page is the Emergency Contact details section. It is most important that this is completed for yourself as well as for any family coming with you. Click on the Same as Primary Applicant box to auto-fill the Emergency Contact details on your child's application but remember to update the other fields on this page for their own needs.

On completion of this page, please click on Save. The first page of your application will re-appear and at the top of the page 'Ready? Submit your application'. Click on that Submit button, your application will be submitted.

https://tsg.fmbetterforms.com/#/ApplicationForm_application?FMID=869063809733773633512445655690818648690

BRYNSTON

Logout

MENU

Dashboard

DASHBOARD > Chloe Eley > APPLICATION

Chloe Eley

You are currently editing application for: 2023

Ready? Submit your application

Application Contact Details Activities Transport Medical

Update or Create your application for 2023

Fill in your application details here

First Name * Chloe

Last Name * Eley

Date of Birth * 12/10/1950

Booking Code * Parent or Other Adult (£710.00)

London Suzuki Members

☐ I am a London Suzuki Member

BSMA Number

Type here to search

5°C Mostly cloudy 15:36 19/01/2023

Your Dashboard screen will now appear showing your application and show the financial status of your booking. **The application will not be processed until the Deposit is paid but please add and submit the applications of your other family members before paying the total Deposit due.**

https://tsg.fmbetterforms.com/#/default?FMID=869063809733773633512445655690818648690

BRYNSTON

Logout

MENU

Dashboard

DASHBOARD > 2023 APPLICATION

2023 APPLICATION

Thank you for registering for the course

Please enter or update your own application data before updating or adding another person to your booking. To do this, please click on your name on the Dashboard below or in the menu on the left, enter your accommodation request (if any) on the Application page, save and move onto the next page. Your playing child's Instrument and Playing Level in the Music section must be completed before you can submit your applications.

Your Group Name

ELEY_DABHG

Please use your Family Group Name as the reference on all payments and communications.

NAME	STUDENT	ACCOMMODATION	COST	STATUS
Chloe Eley	Parent or Other Adult	Resident (on Campus)	£710.00	One record

Add student / person

Your application has not yet been submitted, please submit your application by clicking on one of the payment options below.

Deposit

You can choose to pay in full now or pay a deposit of £100 per fee-paying person (total deposit £100)

The balance is due by 1st May, 2023

TOTAL £710.00

Type here to search

5°C Mostly cloudy 15:37 19/01/2023

You are now ready to add the other members of your family coming with you or your Unaccompanied Teenager if you have applied as an Absent Parent. Please click on 'Add student/person' button just above the pink stripe message and complete all the pages in the same way as you did for yourself, finishing with 'Ready? Submit your application'.

Repeat this process for each member of your family before finally clicking on the 'Pay Deposit' at the bottom of the Dashboard screen which will take you to the online payment system where you can

pay by Debit or Credit Card. Alternatively, if you do not wish to use the online payment system, you can click on 'Pay by Bank Transfer or Cheque' at the bottom of the screen and arrange payment that way.

BRYNSTON Logout

DASHBOARD > 2023 APPLICATION

2023 APPLICATION

Thank you for registering for the course

Please enter or update your own application data before updating or adding another person to your booking. To do this, please click on your name on the Dashboard below or in the menu on the left, enter your accommodation request (if any) on the Application page, save and move onto the next page. Your playing child's Instrument and Playing Level in the Music section must be completed before you can submit your applications.

Your Group Name
WAKE_EDDGG
Please use your Family Group Name as the reference on all payments and communications.

NAME	STUDENT	ACCOMMODATION	COST	STATUS
Jonathan Griffiths	Playing Child	Resident (on Campus)	£860.00	
Philip Wake	Parent or Other Adult	Resident (on Campus)	£855.00	
Sebastian Freethy	Playing Child	Resident (on Campus)	£813.00	
Zanna Freethy	Observer 7 Days	Resident (on Campus)	£718.00	

4 records

[Add student / person](#)

Your application has not yet been submitted, please submit your application by clicking on one of the payment options below.

Deposit

[Add student / person](#)

Your application has not yet been submitted, please submit your application by clicking on one of the payment options below.

Deposit

You can choose to pay in full now or pay a deposit of £100 per fee-paying person (total deposit £400)

The balance is due by 1st May, 2023

TOTAL £3,246.00

[Pay deposit by card \(£400.00\)](#)

[Make full card payment \(£3,246.00\)](#)

[Pay by Bank Transfer or Cheque](#)

Submit Your application

Closing date for submitting new applications is 1st May, 2023. Confirmations of new applications received after this date will be placed on a Waiting List to be offered places if available.

Sebastian Freethy	£813.00
Playing Child	£710.00
Activities Extra - Viola for Violinists	£50.00
Activities Extra - Lulworth Cove	£1700
Transport - Poole Station to Brynston - 20/8 - 13:00	£18.00
Transport - Brynston to Poole Station - 27/8 - 09:45	£18.00

https://lsg.fmbetterforms.com/#/default?FMID=868563809636306592452054288738276049638685

You can return here to add or update your details until 1st May, 2023

Your place will not be confirmed until you have submitted the application, paid your deposit or the amount in full, and received a Confirmation Email from Philip Wake (Faculty members will already have been confirmed by Jillian Leddra but will receive confirmation that their information submitted via the web has been received)

Karlene Vintin	
Observer 7 Days	£619.00
Activities Extra - New Venue TBC	£0.00
Transport - LGW (H) to Bryanston - 20/8 - 10:00	£45.00
Transport - Bryanston to LGW (S) - 27/8 - 08:00	£54.00
Jonathan Griffiths	£860.00
Playing Child	£710.00
Activities Extra - Bass for Cellists	£60.00
Activities Extra - New Venue TBC	£0.00
Transport - LHR T2 to Bryanston - 20/8 - 13:00	£45.00
Transport - Bryanston to LHR T2 - 27/8 - 09:30	£45.00
Philip Wake	£855.00
Parent or Other Adult	£710.00
Activities Extra - Stonehenge	£41.00
Transport - London Victoria Station to Bryanston - 20/8 - 11:00	£52.00
Transport - Bryanston to London Victoria Station - 27/8 - 09:30	£52.00
Fee Due	£3,246.00
Balance Owning	£3,246.00

3°C Partly sunny 11:33 18/01/2023

TakePayments | Secure Payment

https://mms.payzoneonlinepayments.com/Pages/PublicPages/PaymentForm.aspx?MerchantID=THELON-3720288&Amount=10000&CurrencyCode=826&EchoAV...

takepayments

All transaction information passed to, and used on, this payment form is encrypted during sending using the latest encryption and hashing techniques available. No personal information (including your card details) is ever passed over the internet or stored on our systems unencrypted.

Order Details

Merchant Name: THE LONDON SUZUKI GROUP
Amount: £ 100.00 GBP
Order ID: Vinte_GCDAD_1674145083895
Order Description: Deposit payment

Payment Details

Name On Card: Claire Vinten
Card Number:
Expiry Date: 01/2023
Issue Number:
Security Code (CV2):

Billing Address

Billing Address:

3°C Mostly cloudy 16:18 19/01/2023

https://lsg.fmbetterforms.com/#/default?FMID=868563809636306592452054288738276049638685

Deposit

You have entered today's fee but we only require of £100 per the existing person (after deposit taken)

Please confirm that you wish to submit your application. You will need to pay the deposit immediately to secure your place.

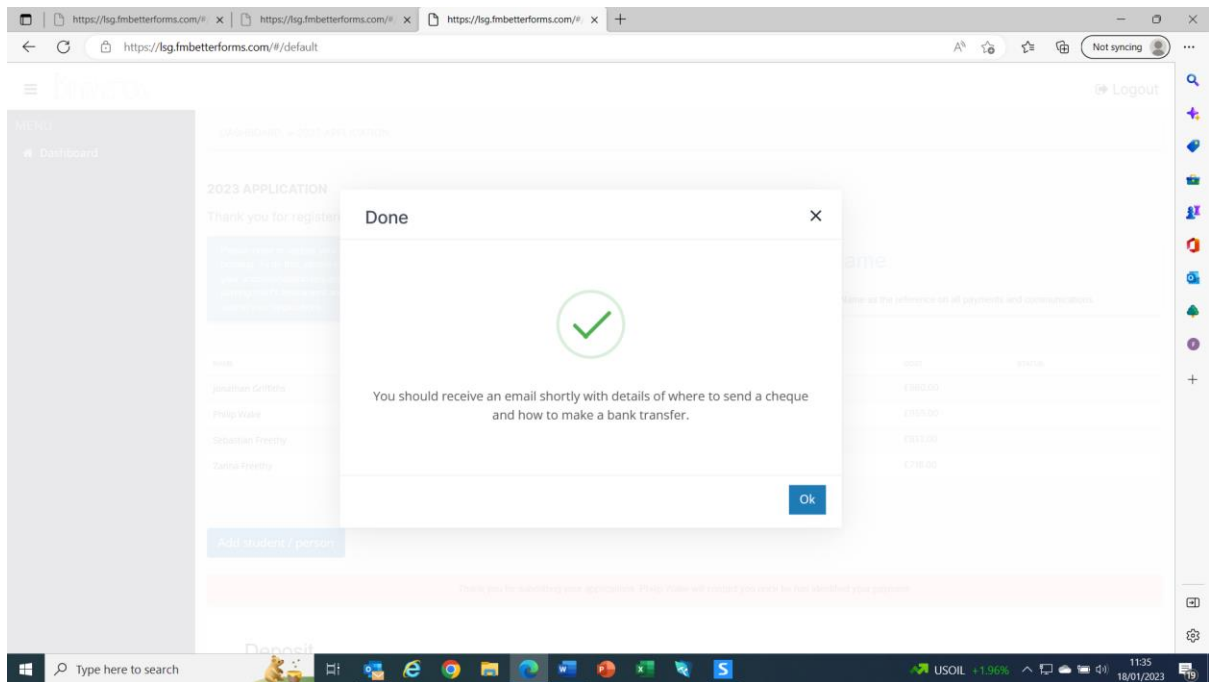
Cancel Submit

Submit Your application

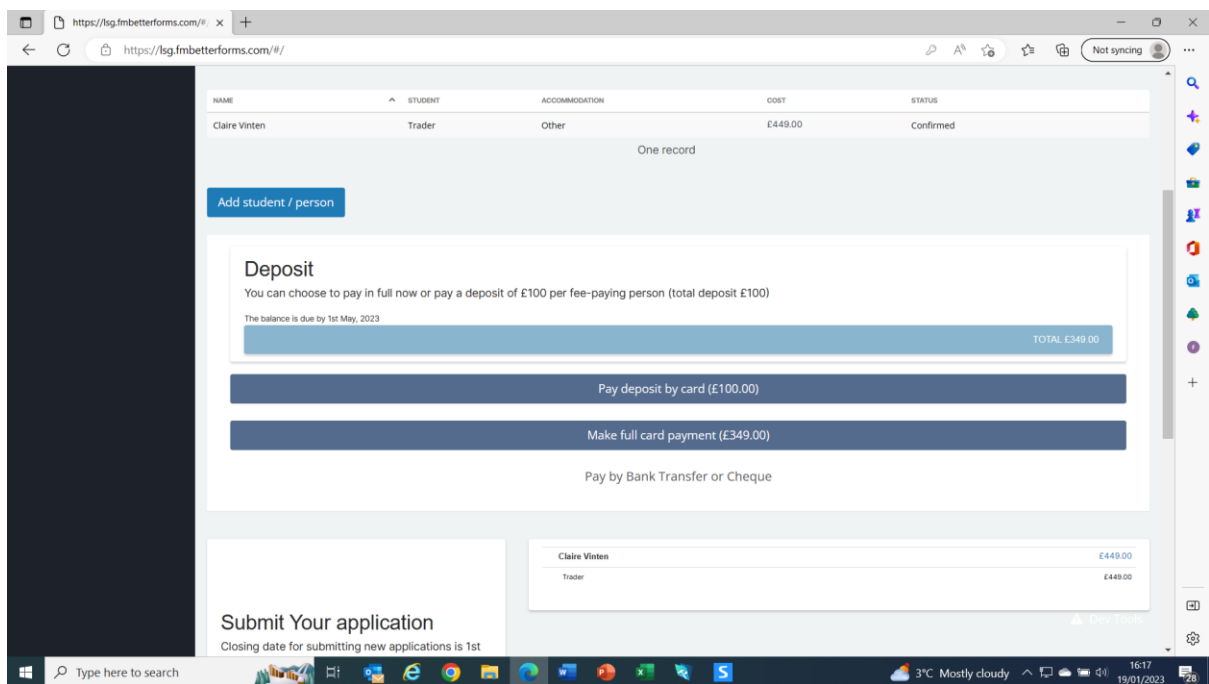
Following this, the submitting user will receive an email from Philip Wake (Faculty members will already have been confirmed by Jillian Leddra but will receive confirmation that their information submitted via the web has been received)

Please return to the site to add to your application details under the 'My Profile' link

11:34 18/01/2023



When you have paid online successfully, or clicked on Pay by Bank Transfer or Cheque, the Dashboard screen will update as shown below. The status Confirmed acknowledges that the Deposit payment has been received.



Please note that your places are not confirmed until your applications have been processed by the Business Manager, Philip Wake, and your deposit payment identified. He will then send you a confirmation email with an invoice showing the balance of fees due.

If the course, or any instrument part of it, is already full, a Waiting List will be set up and you will be advised of this.

You can log back into your application(s) at any time to amend it/them or add another member of your family and the simple action of saving your entries and clicking on the 'Ready? Submit your application' will flow the details through to the database for us to work on.

You may also log back in before 1st June to pay the balance of your fees, as shown on the dashboard screen and invoice we will have sent you, using the online payment system (or the bank transfer method).

We hope that you have found these Guidance notes helpful.

If you still encounter difficulties with the application system, please contact:

Philip Wake who will try to help you:

Email: philip@lsginternationalsummerschool.co.uk

Mobile: +44 7801 482346