

Guidance on completing your Teacher Trainee 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'.

The Dashboard screen will show the costs that your application has incurred (for board & lodging and any transport).

As many of you will know, the previous system was for the Summer School costs to be covered by the fees you pay to the BSMA (formerly BSI) for your training so we invoiced the BSI for them. However, for various reasons, we applied to the LSG Trustees to end this agreement and move to charging the board & lodging (and any transport) direct to the Trainee. Approval was given for this change in 2019 so please pay the Deposit on application which is required for all attendees. You will be sent an invoice showing the balance to pay by 1st June and the methods of payment available. As full payment is required by 1st June, if you apply after this date, you must pay the full amount on application.

Paying the Deposit online or clicking on the Pay by 'Bank Transfer or Cheque' option will submit your application. However, if you wish to attend with other family members, please add them before paying the total Deposit and submitting all applications. Please note that the Summer School regularly reaches full capacity for playing children and family accommodation well before the 1st May deadline for applications, so, if you wish to attend with children/family, you will need to apply well before this date.

The screenshot shows a web browser window with the URL <https://lsg.fmbetterforms.com/#/default?FMID=868563809636306592452054288738276049638685>. The page has a dark sidebar on the left with a button labeled 'Add student / person'. The main content area has a pink header bar with the text: 'Your application has not yet been submitted, please submit your application by clicking on one of the payment options below.' Below this is a section titled 'Deposit' with the text: 'You can choose to pay in full now or pay a deposit of £100 per fee-paying person (total deposit £400)'. It states 'The balance is due by 1st May, 2023' and shows a 'TOTAL £3,246.00'. There are three buttons: 'Pay deposit by card (£400.00)', 'Make full card payment (£3,246.00)', and 'Pay by Bank Transfer or Cheque'. At the bottom left, there is a 'Submit Your application' section with the text: '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.' At the bottom right, there is a table showing costs for 'Sebastian Freethy':

	£813.00
Playing Child	£710.00
Activities Extra - Vide for Violents	£50.00
Activities Extra - Lulworth Cove	£17.00
Transport - Poole Station to Brynston - 2018 - 13:00	£18.00
Transport - Brynston to Poole Station - 2718 - 09:45	£18.00

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 paying the Deposit online or clicking on the Pay by Transfer or Cheque submission button on the Dashboard screen.

New Instrument and Trainee Level requirement

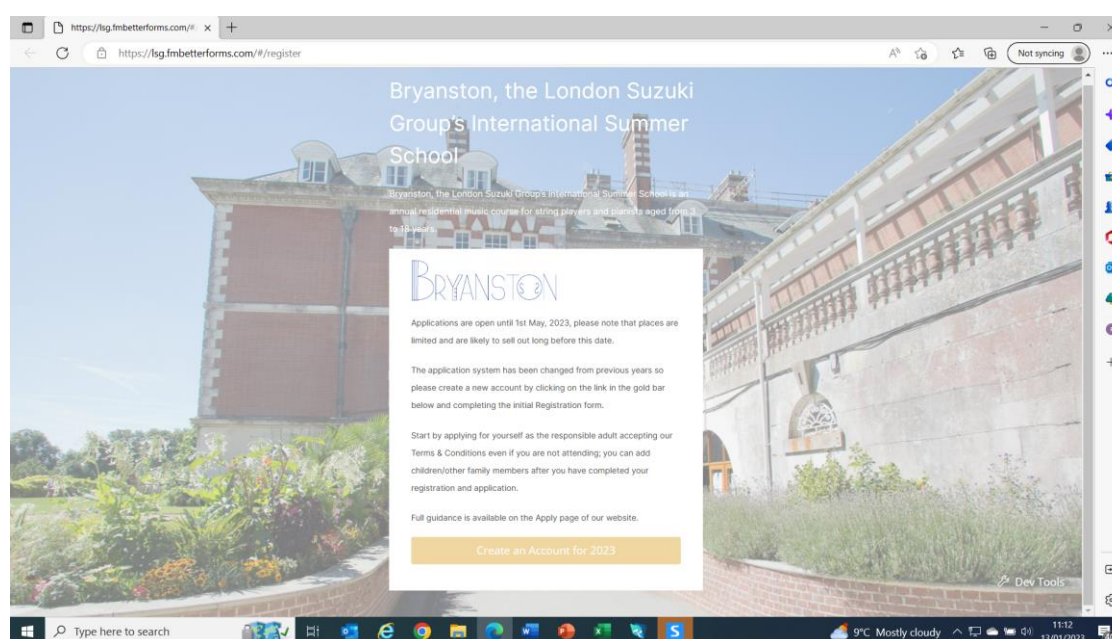
There is a new requirement this year for you to provide us with your Instrument and the Trainee course you are attending in the Music section of the application. You can ignore the rest of the data fields in this section which are for the playing children and teenagers.

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.

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

BRYANSTON

Start application for 2023

The London Suzuki Group's International Summer School at Bryanston

Info: Start by applying for yourself even if you are not attending; you can add children/other family members in the next step.

First Name *
Parent first name

Last Name *
Parent surname

Date of Birth *
dd/mm/yyyy

Booking Code
If you are a parent of an Unaccompanied Teenager, please select the booking code "Absent Parent" if you are not attending at all, or one of the "Visitor" booking codes if you wish to come for the concerts, etc. *

Select type...

London Suzuki Members
☐ I am a London Suzuki Member

BSMA Number

10°C Partly sunny 13:46 13/01/2023

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](#)

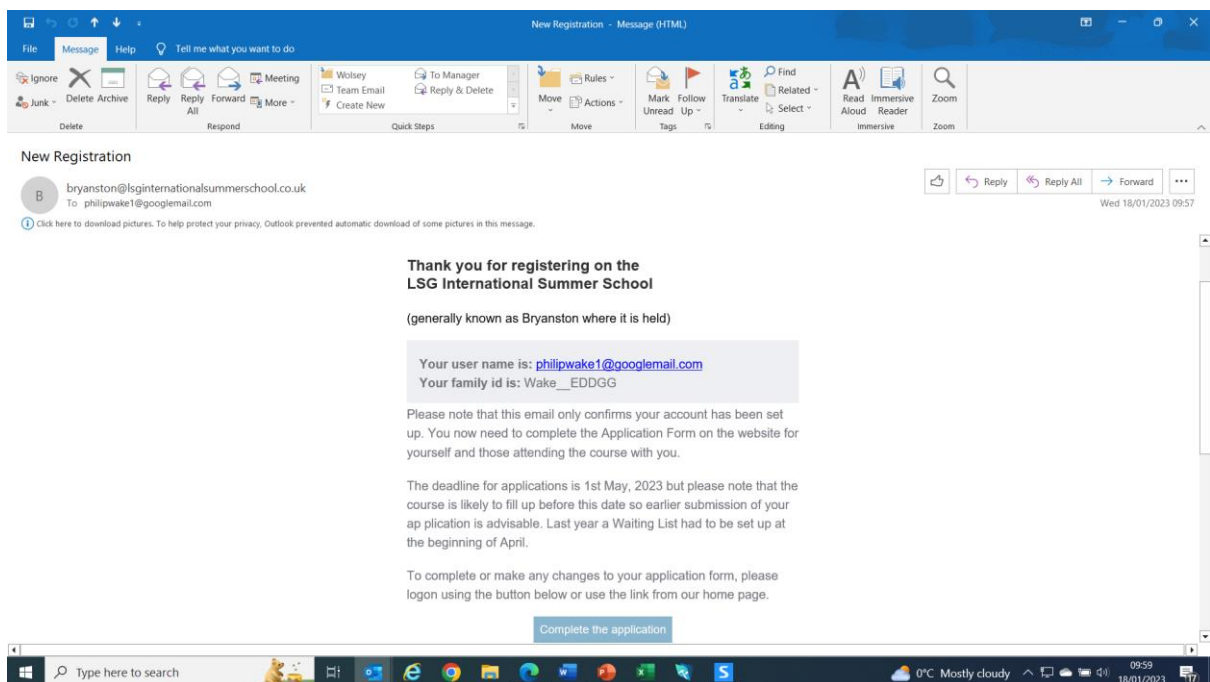
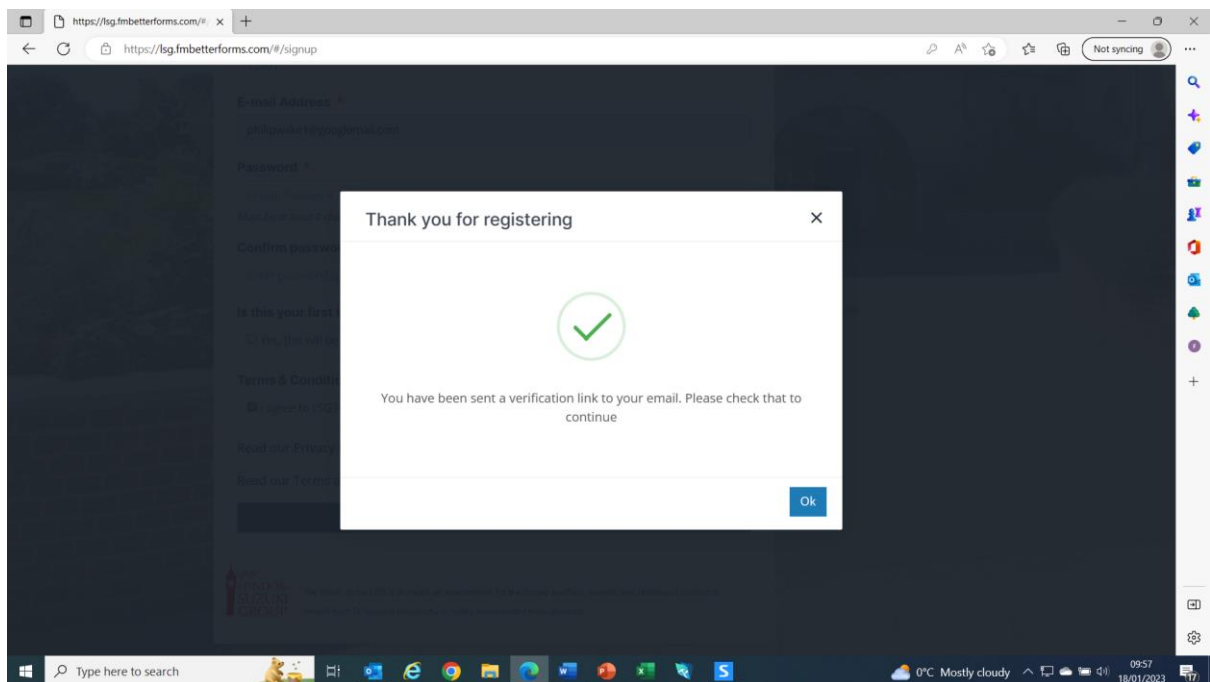
[Read our Terms and Conditions](#)

Create Account

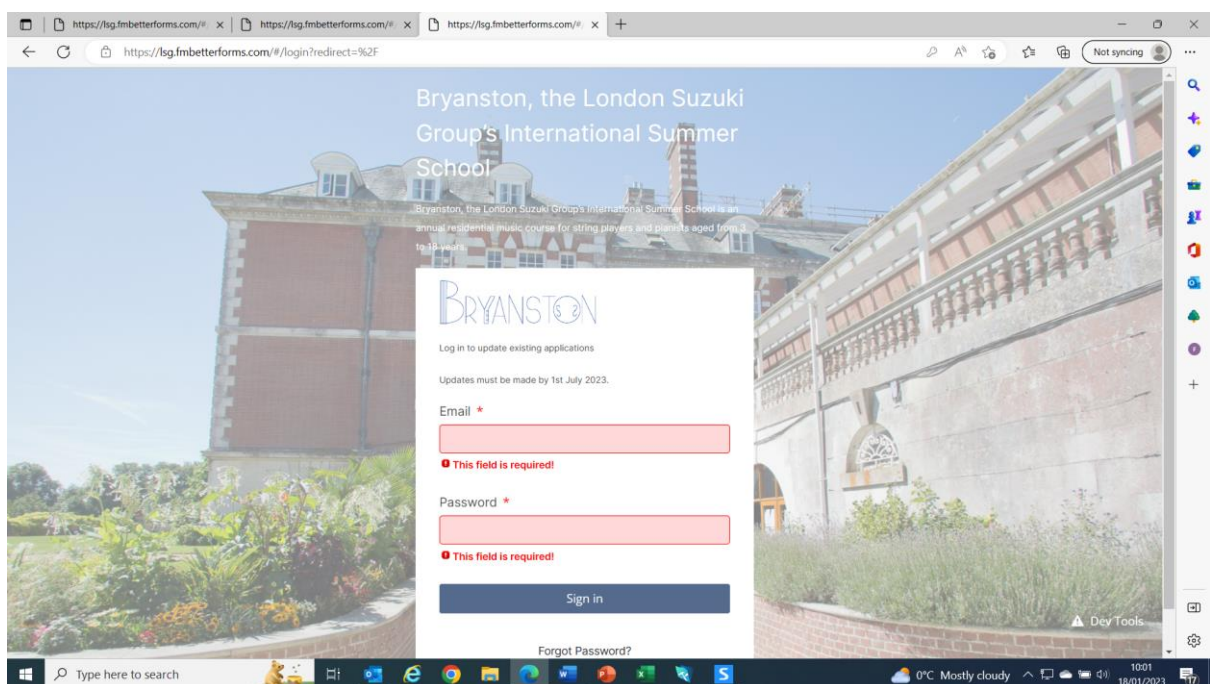
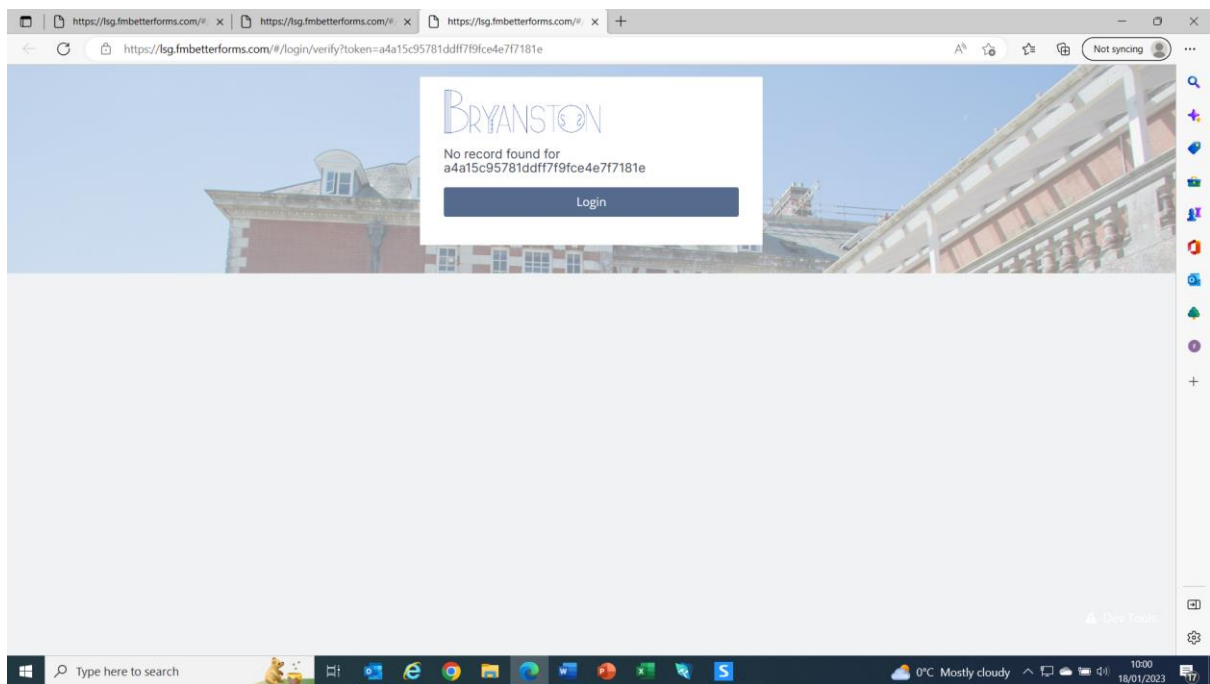
LONDON SUZUKI GROUP
The vision of the LSG is to create an environment for the Suzuki teachers, parents and children of London to benefit from Dr Suzuki's philosophy of ability development through music.

5°C Mostly sunny 13:55 19/01/2023

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.



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.

The screenshot shows a web browser window with the URL https://lsg.fmbetterforms.com/#/ApplicationForm_application. The page is titled "Philip Wake" and indicates "You are currently editing application for: 2023". A button "Ready? Submit your application" is visible. The left sidebar contains a "MENU" with "Dashboard". The main content area has tabs for "Application", "Contact Details", "Activities", "Transport", and "Medical". The "Application" tab is active, showing fields for "First Name" (Philip), "Last Name" (Wake), "Date of Birth" (02/05/1950), "Booking Code" (Parent or Other Adult (£710.00)), and "London Suzuki Members" (checked: I am a London Suzuki Member). A section titled "Update or Create your application for 2023" with the subtext "Fill in your application details here" is on the left. The Windows taskbar at the bottom shows the date 18/01/2023 and time 10:03.

This screenshot shows the bottom portion of the application form. The "Booking Code" is "Parent or Other Adult (£710.00)". The "London Suzuki Members" checkbox is checked. The "LSG Membership Number" is "12901". The "BSMA Number" field is empty. The question "Is this your first time attending?" has the answer "Yes, this will be my first time". The "Accommodation Request" field contains "Hartman House". Below this field is the text "Accommodation request details" and a "Save & Next" button. A note at the bottom states "Items marked with an asterisk * are required". The Windows taskbar at the bottom shows the date 18/01/2023 and time 10:06.

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.

This screenshot shows the 'Contact details' section of an application form for Philip Wake. The form is part of a web application with a dark sidebar menu and a top navigation bar. The main content area has a light blue header with the user's name and a 'Ready? Submit your application' button. Below this, there are tabs for 'Application', 'Contact Details' (which is active), 'Activities', 'Transport', and 'Medical'. The 'Contact details' form includes fields for 'Email' (pre-filled with philipwake1@googlemail.com), 'Address' (with two lines), 'City', 'County / State', and 'Postcode'. A 'Save & Next' button is at the bottom of the form.

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@googlemail.com

Address

Address Line 1

Address Line 2

City

City

County / State

County / State

Postcode

Postcode

Save & Next

This screenshot shows the 'Country and Phone' section of the application form. It includes fields for 'Country / State', 'Country', 'Country Code' (pre-filled with +44), 'Home Phone', 'Mobile Phone', 'Gender' (with a dropdown menu), 'Nationality' (with a dropdown menu), and 'Language' (with a dropdown menu). A 'Save & Next' button is at the bottom of the form.

Country / State

Country / State

Country

Country

Country Code

+44

Home Phone

Home Phone

Country Code

+44

Mobile Phone

Mobile Phone

Gender

Select gender...

Nationality

Select nationality...

Language

Select language...

Save & Next

For a playing children/teenagers (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.

Dashboard

Sebastian Freethy

You are currently editing application for: 2023

Ready? Submit your application

Application Contact Details **Music** Activities Transport Medical

Music details

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.

Your Instrument

Select Instrument... Select Instrument...

Your primary instrument * Your secondary instrument

Level

Recent Pieces (Non-Suzuki)

Last ABRSM Exam or equivalent - if applicable

Pick your grade

Teacher

Please enter your current music teacher's name

Please enter your current music teacher's name

Your teacher's email (if known)

Dates with current teacher

Experience

Orchestral Experience

Chamber Music Experience

Select your ability...

Music reading level

Solo / Concert Piece

☐ I want to play a solo

Preferred Name

How do you want your name to appear...

Music Notes / Message

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 instructions: "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 question: "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 "Arrival" and "Departure" sections. The "Arrival" section has a "Date" field set to "Sun, Aug 20, 2023" and a "Transport" dropdown set to "Select transport...". The "Departure" section has a "Date" field set to "Sun, Aug 27, 2023" and a "Transport" dropdown set to "Select transport...". A "Save & Next" button is at the bottom.

The screenshot shows the same web browser window, but the "Transport" dropdown menu is open, displaying 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
- 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 "London Victoria Station to Bryanston - 20/8 - 11:00 - £52.00" option is highlighted in green. The "Save & Next" button is still visible at the bottom.

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)

Emergency Contact details

In case of Emergency *

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

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

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

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:

16:18 19/01/2023

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

Deposit

You have received today's invoice to pay in respect of £100 for the coming person (also deposit £100)

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

Confirm Submission

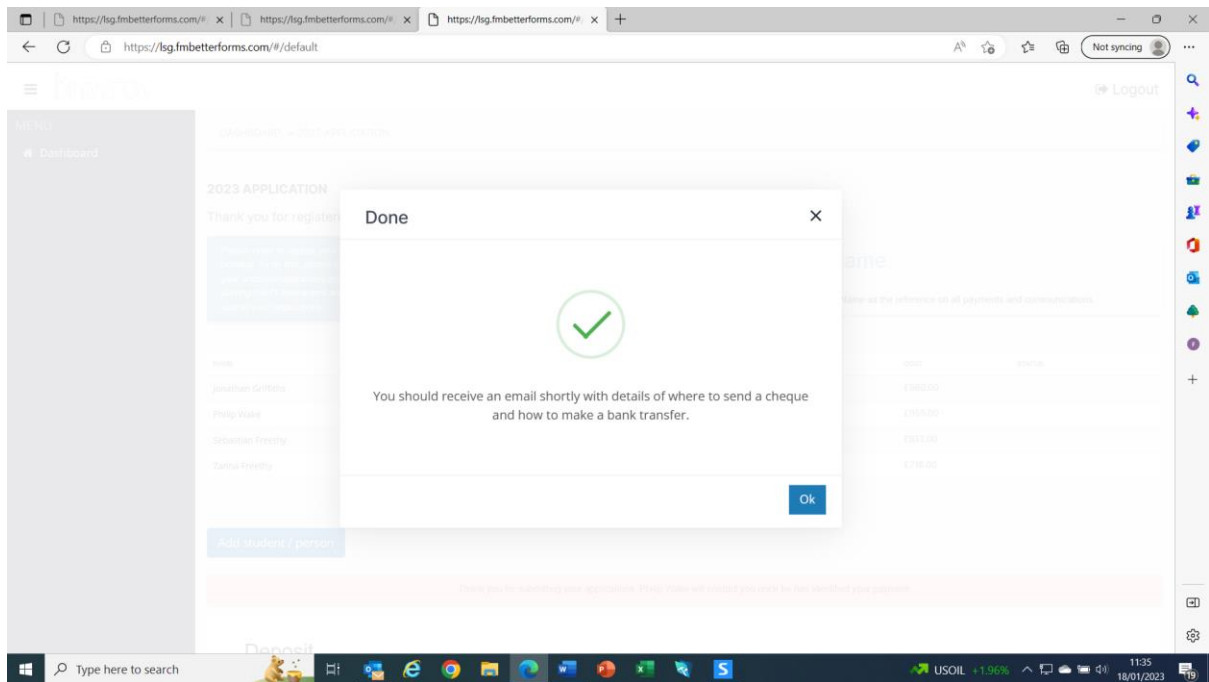
Cancel Submit

Submit Your application

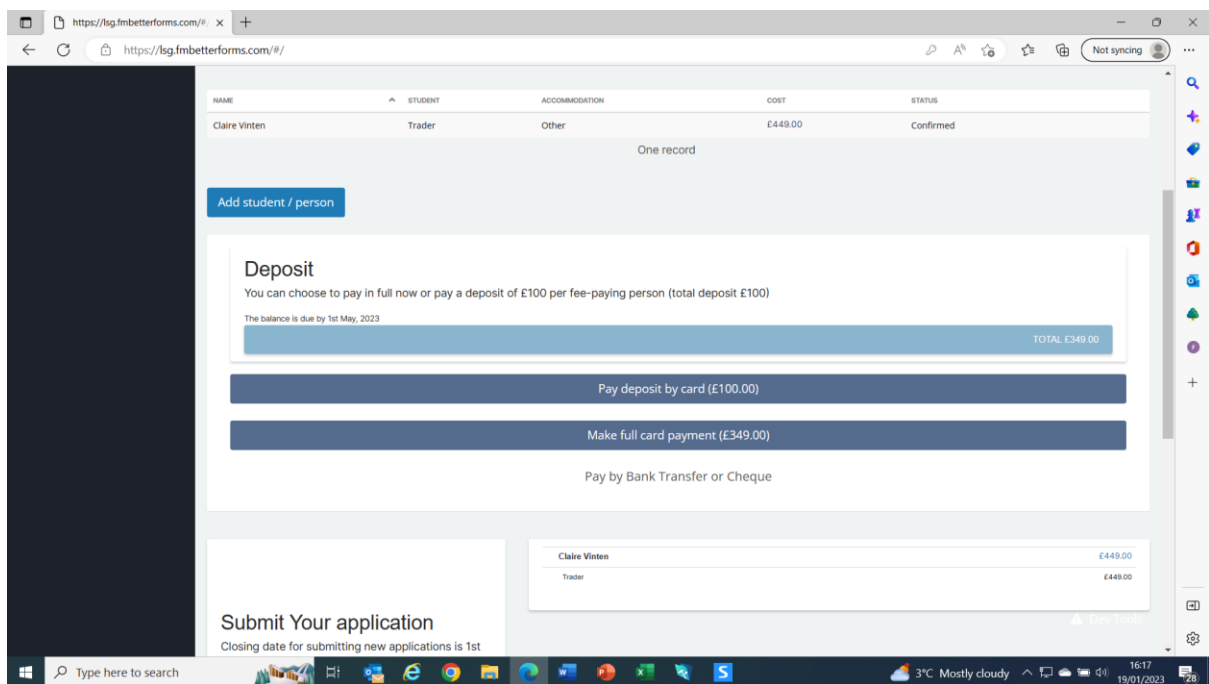
Following this, the submitting user will receive a Confirmation Email from Philip Wake (Faculty members will already have been confirmed by Jillian Leddra but will receive confirmation that their information submitted via the web has been received)

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

11:34 19/01/2023



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 invoice we will have sent you, using the online payment system.

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