



**2023-2024**

# Getting Ready

**Step-by-step guide to your first month of lessons!**



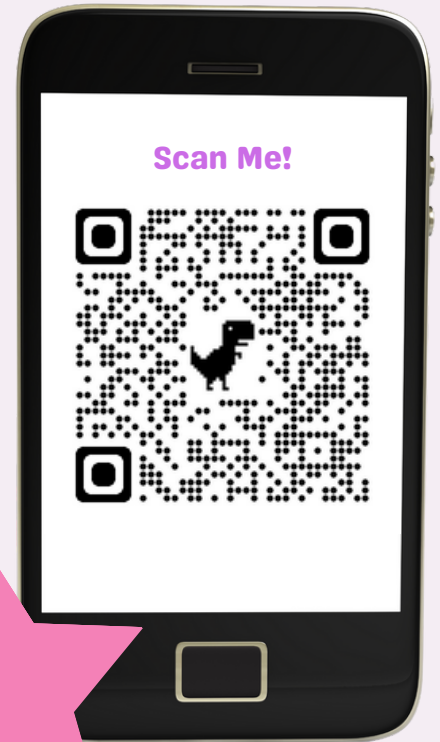
**Happy Keys Music**  
VIP Members

# MEMBER'S PORTAL

## Member's Portal

To keep up to date with what's happening in the classroom and studio, you will have access to the following:

- Personalized Dashboard
- Calendar and Events
  - Weekly Lesson
  - Cancel/Attending
  - Member's Events
- Online Resources
  - Sheet Music
  - Workbooks
- Parent-Teacher Communication
  - Saved Notes
- Communication
  - Quick News
- Finances
  - Invoices
  - Outstanding Balance
  - Payments



To get access to the Happy Keys Music Member's Portal, simply visit our website and login using your email and password. Or, you can scan QR code to access this immediately. Make sure to bookmark it for easy access!

If you don't have a password or forgot your password, you can reset your password to create a new one.

We are thrilled to provide this digital platform to enhance your experience as part of our piano school. The Happy Keys Music Member's Portal aims to foster a strong sense of community and connection among parents, students, and teachers.



# PIANO SETUP AT HOME



## Setting up your keyboard

To get prepared for your first month of piano lessons, you will need the following materials:

1. Piano Method Books
2. Digital keyboard or piano

To get prepared for using the apps at home, you may need all the following supplies:

1. HP Chromebook or Access to Google Chrome
2. Tablet Stand
3. Digital Piano
4. Piano Bench
5. USB Computer Cable
6. Headphone Splitter Cable
7. 1/4 Inch Adaptors



## Setting up your space

To set up your practice space effectively, we recommend to place your piano away from as much distractions as possible. The room should be clean, spacious, and well-lit. A warm and friendly room sets up the tone for success!

If you have limited space, use a headphone to assist with focused practice.

Students should have access to their books and materials easily, including stationary.

Posters or figurines with pictures of composers, music theory or motivational sayings help to decorate and inspire practice when in the area of the room.

# PRACTICE AT HOME

## Young Beginners

To connect with the KeyNotes Parent Practice App, please open in any browser or mobile and sign up to: [keynotes-music.com/parents-practice](https://keynotes-music.com/parents-practice)

You will meet Melanie who is the founder of KeyNotes Music and she will guide you at home on how to play the pieces.



## Elementary Beginners

To connect the Piano Express App to your digital piano, here is a video you can watch to get connected. This is Mr. Greg, the creator of Piano Express!



**Need help?** Feel free to send us a text message Miss Donna!



# START-UP CHECKLIST

## New Student Checklist



### Must Haves:

1. Digital Piano
2. Piano Bench
3. Method Books or Workbook
4. Stationary (Pencil, Eraser, Sticky-Note, Highlighter)
5. Practice Routine Set-Up
6. Practice Space that is clean, warm, friendly, and inviting
7. One adult available to help with practice at home

## Young Beginners Checklist

### Must have access to:

1. Laptop or Mobile Device
2. Internet or Wifi

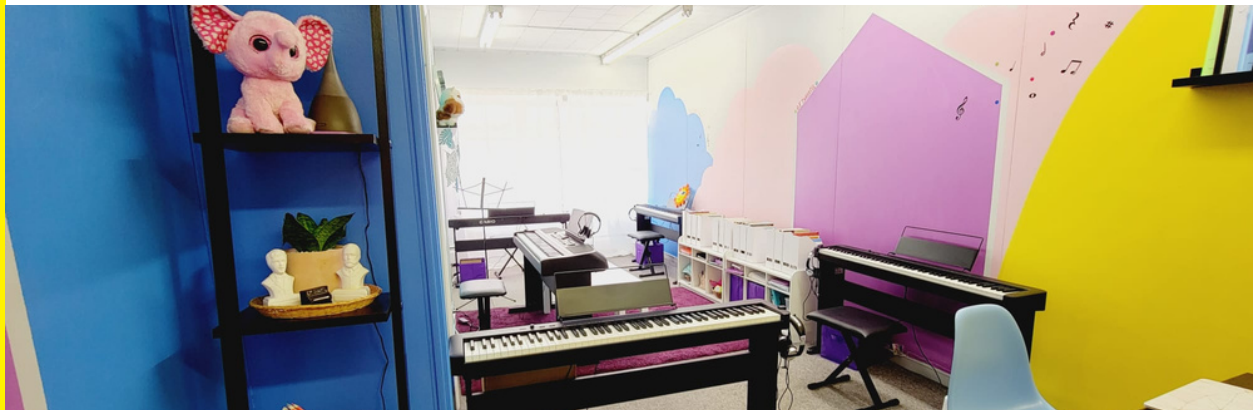
## Elementary Beginners Checklist

### Must have access to:

1. Laptop or Tablet (Uses Google Chrome)
2. Stand or Table to hold Laptop
3. Internet or Wifi
4. USB Computer Cable

### Other supplies to consider:

1. Headphones
2. Headphone Splitter Cable
3. 1/4 Inch Adaptors





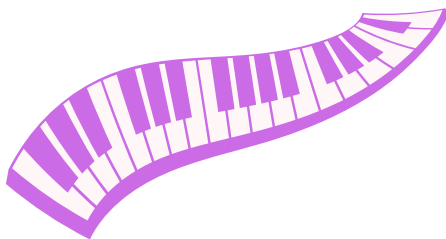
# Onboarding

## CHECKLIST



### BEFORE YOUR 1ST CLASS

- Complete Trial Session(s)
- Select Piano Program and Level
- Set up Payment Plan
- Start group at Miss Anna
- Login Member's Portal (MyMusicStaff)
- Purchase or obtain a piano keyboard
- Choose a practice space at home
- Read and receive Welcome Package
- Read and receive Practice Requirements
- Read and receive School Calendar



### YOUNG BEGINNERS AGES 4.5 TO 5

- Register for the Parents Practice pp
- Locate codes in workbook
- Attend Parent weeks (every weeks)
- Attend attending week (Last class)
- Assign one adult practice helper for daily home practice

### DURING WEEKS 1 TO 5

- Setting up your keyboard
- Place a piano bench
- Place stationary nearby
- Obtain your workbook
- Read and obtain your method book(s)
- Setting up your space
- Setting up your practice routine
- Start recording daily practice times
- Regularly communicate Miss Anna on WhatsApp

### DURING WEEKS 6 TO 12

- Receive your level readjustment
- Receive your new dates times
- Complete your make up classes
- Schedule a meeting Miss Anna
- Report discontinuation by week
- Attend a recital or concert

### ELEMENTARY BEGINNERS AGES 6 TO ADULTS

- Obtain individual's code
- Login to the Piano Press Software
- Attend Parent weeks (every weeks)
- Attend attending week (Last class)