



Booking School Membership and/or standalone products

Booking Music Membership or standalone products has changed. LMS are now integrating bookings with Lincolnshire County Council’s (LCC) ‘EduLincs’ process. Many schools will be aware of how to use this, but for some schools, this will be a new development. We hope this guide helps you order and confirm booking of membership and other packages.

Preliminary Reading

We recommend that you review the online brochure for 22/23 and make your choices for membership or standalone products. The brochure can be viewed here: [LMS schools brochure 1.pdf](https://lincsmusicservice.org/LMS_schools_brochure_1.pdf) (lincsmusicservice.org)

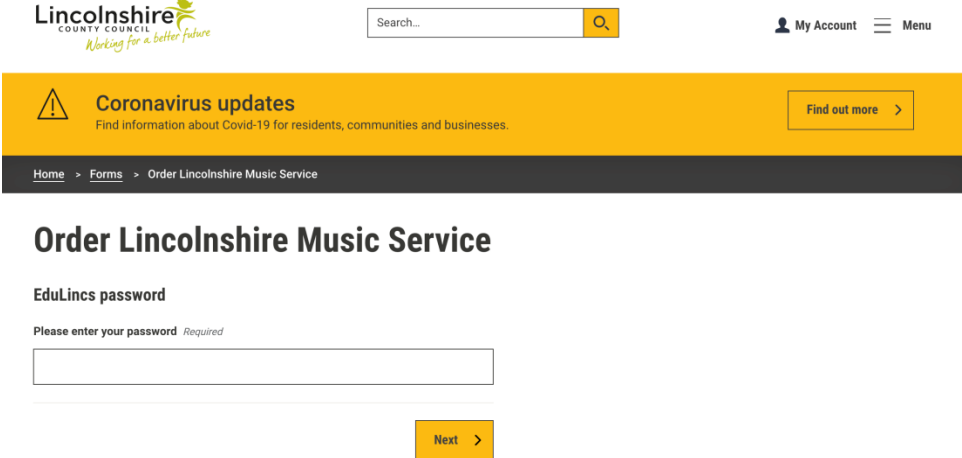
Step by Step process

1 – Website [Lincolnshire Music Service – Lincolnshire County Council](https://www.lincolnshire.gov.uk/lincolnshire-music-service)

Scroll to the bottom and click ‘Book Now’.

2 – Password

When presented with the screen below, please enter the EduLincs password – **educational settings**



3 – Your details

On the next page, please add Your details as the booker of the membership. Please remember to complete all ‘required’ fields. Emails relating to this product booking will be sent to this email address.

4 – School Details

Please enter school details. The 'District' is a new measure to ensure we distribute the school booking to the correct Partnership Manager. You will also be asked to complete the 'phase of school'. Please select the correct phase as this will decide the options available on the next few pages.

Order Lincolnshire Music Service

Educational setting details

Name of educational setting *Required*

How to enter an address

1. Enter the postcode
2. Select Lookup
3. Choose the address from the menu

Address of educational setting *Required*

Postcode

Lookup

Which district is the school in? *Required*

- Boston
- East Lindsey
- Lincoln
- North Kesteven
- South Kesteven
- South Holland
- West Lindsey

5 – Music Membership.

If you are booking a Music Membership, select Yes, select your music membership. Then choose your membership options (dependent on the number of credits each membership has)

Order Lincolnshire Music Service

Music membership

What academic year is your request for? *Required*

- 2021-22
- 2022-23

Would you like a music membership? *Required*

- Yes
- No

Select music membership *Required*

- Infant membership (20 credits)
- Bronze membership (20 credits)
- Silver membership (50 credits)
- Gold membership (90 credits)
- Platinum membership (110 credits)

Select options

After discussing your membership options with a member of our team, please select the correct options below, ensuring the total credits does not exceed your membership credit allowance *Required*

- Mash Up: Initial access (30 credits)
- Together Through Music (30 credits)
- Mash Up: Jam (20 credits)
- Music Centre Partnership (20 credits)
- Musician in Residence (20 credits)
- Music industry speaker (20 credits)
- Infant Music Programme, IMP (20 credits)
- Artsmark Consultancy (20 credits)
- Discover Arts Award (20 credits)
- Charanga licence (20 credits)
- Sing Up licence (20 credits)
- Music Express licence (20 credits)
- Tutti – Lincs Primary Music Curriculum (10 credits)
- Virtual 1 hour CPD session (10 credits)
- Class set of percussion instruments (10 credits)
- Class set of recorders (10 credits)
- Set of 12 ocarinas (10 credits)

6 - Additional Products

Next select your additional products

Music services outside of membership

Select music services

- Infant Music Programme (£45.50 per hour)
- Mash Up, whole class instrumental teaching (£45.50 per 45 min session)
- Musician in residence (£360 per day)
- Ensemble leadership (£45.50 per hour)
- Music curriculum delivery, PPA (£45.50 per hour)*
- Accelerate! (£45.50 per hour)
- Charanga (£120 to £450, price dependent on pupil numbers)
- Sing Up (£155 to £285, price dependent on pupil numbers)
- Music Express (£210)
- Music centre partnership (£300)
- Together Through Music (£45.50 per hour)

*a music membership is required to select this as an additional service.

If you do not wish to book a Music Membership, select 'No' and choose your services from the next page.

Equally, if you wish to book extra products on top of Music Membership such as PPA cover, extra MashUp sessions, please select your options and then give as much information as possible to help with scheduling and tutor allocation.

7- Contact Details

Quite often, the office will order on behalf of the head teacher and/or Head of Department. On the next page, please enter the details of the **Music Coordinator or Head of Music**.

8 - Declaration – Please read Schedule 1 Terms and Conditions

In line with LCC contractual obligations the Lincolnshire Music Service, Schedule 1 Terms and Conditions, but be read and then declared by the booker/representative of the school at this point. Please take some time to read and fully understand the content.

9 – Review and Submit

Please review your request on the following page and submit.

What happens next?

- Your request is received and emailed to LMS, and a copy emailed to You at the email address provided.
- *At this stage, LMS will possibly start to contact you about the order that the school have placed.*
- Once LMS have reviewed and supplied the correct charges, we will update EduLincs and you will then receive a digital order form to sign. If you opted for 'Yes' to a purchase order, enter this during this step.
- When EduLincs have received the signed form, this will be stored in the case file and a copy emailed to you.

Further correspondence should be directed to the office at musicservice@lincolnshire.gov.uk or your correct Partnership Manager:

Lincoln & West Lindsey – Dave Chambers – david.chambers@lincolnshire.gov.uk

Lincoln & North Kesteven – Malcolm Duckels – malcolm.duckels@lincolnshire.gov.uk

South Kesteven – Chris Rogers – chris.rogers@lincolnshire.gov.uk

Boston & South Holland – Andrew Hird – andrew.hird@lincolnshire.gov.uk

East Lindsey – Andy Raine – andrew.raine@lincolnshire.gov.uk