



The Product Play!Book

Version 2

SpeedAdmin Play! — Key Areas



www.speedadmin.com

Contents

This Play!Book has three parts. The feature overview is the main reference; the other parts give context.

- ▶ **The three ideas behind Play!** The concepts the platform is built on
- ▶ **The feature overview** All features, grouped by the 14 areas below
- ▶ **Value at a glance** What it means for each user group

The feature overview covers these 14 areas

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	2 Registration
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What's new in SpeedAdmin Play!

Releases Ellington (22 September 2026) and Fitzgerald · published after this edition of the Play!Book

Release Fitzgerald – finance and daily administration

Invoice design in Word (beta) – Design your own invoice in Word and let SpeedAdmin Play! fill it in via placeholders, with invoice lines grouped per student and a built-in PDF preview. Enabled through SpeedAdmin Support.

Payer balances overview – A new page under Finance shows each payer's full balance with status (current, overdue, credit), expandable invoices and Excel export with overdue debt split into 1–30, 31–60 and 60+ days.

Remove dates in bulk – Select multiple lessons in the schedule and remove their dates from the bookings in one action – protected dates are blocked, everything is logged, and affected orders recalculate automatically.

Contact details in My students – Teachers see a student's address, phone and emergency contact plus the payer's details directly in the list – without opening the profile.

Release Ellington – flexible fees and pricing

Automated fee assignment – Fees can consist of several versions with assignment rules by age, date exceptions, days since start or postcode – the system assigns the matching version automatically, and a merge wizard combines existing fees.

New price types – A flat price that also bills lesson-free periods such as summer breaks, and a fixed B2B price per billing period for invoicing schools.

Change payer or fee per period – Switch the payer or the assigned fee from a chosen billing period onwards – entered in advance, applied automatically.

Upcoming costs for payers – Payers can see created fees for the current school year before invoicing – also when payments are handled in an external system.

The feature overview in this edition reflects the July 2026 status. For the always-current view, explore the interactive map: speedadmin.com/playbook_interactive_map

The three ideas behind Play!

These are not features. They are the concepts that explain how SpeedAdmin Play! behaves — and why it works differently from generic school administration software. Read them first; the feature overview makes more sense once you have.

 Hybrid Registration Every sign-up method — waiting list, direct booking, direct links, prepaid card, show interest, Drop-in — per course.	 OneCom Communication and the StudyPlanner in one place, beside the work itself.	 Timetable is the Heart The operational hub. Every change flows to attendance, finance and communication.
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01 Hybrid Registration

Your registration model should fit your service — not the other way around.

Every service has a different relationship with demand. Some are oversubscribed and manage long waiting lists; others run open direct booking; many need both, and a different approach again at different times of year. Hybrid Registration lets you configure each course individually, choosing from a full set of sign-up methods — waiting list, direct booking, direct links, prepaid card, show interest, and now Drop-in — and switching between them whenever you choose. Families on a waiting list receive a personal booking link the moment you offer a place; direct-booking courses show live availability and confirm immediately. The result is fuller courses, less manual intervention, and a fairer experience for every family.

All the ways families can sign up

Waiting list	Direct booking	Direct links
Prepaid card	Show interest	Drop-in NEW

02 OneCom

Communication and learning that live where the work happens, not in a separate inbox.

The trouble with most school communication tools is that they sit apart from the operational system. You have to remember to message families when you cancel a lesson, notify them when a student changes group, and chase teachers to update the learning platform. OneCom embeds communication into every workflow instead: cancelling a lesson triggers the notification, and accepting a booking offer sends the confirmation. It also covers learning — the StudyPlanner is the teacher's lesson workspace and the student's practice guide in one, with notes, sheet music, audio and assignments beside the timetable, a shared Media Library reused across lessons, and a Billboard for announcements. Messages and materials are stored next to the activity they relate to, so nothing gets lost. OneCom does not mean one channel — it means one system of record for what happened and for telling people it happened.

03 Timetable is Heart

Every part of your system starts and ends with what is in the timetable.

Most administration software treats scheduling as one module among many. SpeedAdmin Play! is built on a different assumption: the timetable is the system. Cancel a lesson and the invoice adjusts. Move a student to a new teacher and their billing, communication, and attendance history follow. Change a room and the confirmation goes out on its own. There is no "sync" button and no entering the same data twice. In practice, administrators stop managing data and start managing people, teachers always see accurate information, and families receive communication that reflects what is actually happening.

The feature overview

Every feature in SpeedAdmin Play!, grouped into the fourteen key areas of our system. Each area opens with a short description; the table then lists its features, what each one does, and its status.

Status

New released recently
Future Feature on the roadmap
Concept in active design.
 Everything else is **available** now.

1 Resources

Master data for every resource — students, teachers, locations, rooms, instruments, inventory, and partner organisations. Records stay current for scheduling, staffing, and allocation, with visibility governed by user rights and links between resources held in the system.

Feature	What it does	Status
Centralised Resource Profiles	Authorised users can search and view detailed profiles for students, teachers, rooms, and instruments in one central place.	Available
Profile Cards – Custom Fields	Fully customisable profile fields let you collect and display exactly the data your institution needs — from contact details to instrument experience.	Available
Year Group and Age	Automatically displays a student's age and year group, calculated from their date of birth. Ensures age-restricted courses and age-group policies are applied correctly, reducing enrolment errors and manual checks.	Available
Student Profile – Field Change Log	Maintains a full audit trail of changes to custom fields on student profiles. Supports administrators in tracking updates, investigating discrepancies, and maintaining data integrity across the platform.	Available
Profile Cards – Notes	Provides a structured notes section on resource profiles so teachers and administrators can add contextual remarks and internal comments.	Available
Merge Duplicate Records	Merge duplicate student and parent/guardian records into one, consolidating their information (Settings → Duplicate Records).	New

2 Registration

Online enrolment built around a course catalogue you configure per offering — controlling which offerings are published and what each one shows. The registration form is fully integrated, so what families enter online is recorded directly in the system.

Feature	What it does	Status
Registration Form	Enables students or parents to enrol in courses directly via a course catalogue — no account creation required to browse and filter. Courses display live availability, so families can see open places and register immediately.	Available
Hybrid Registration	Combines traditional waiting lists with direct booking. Services can let families join a waiting list and later send targeted booking links when places open, or allow instant sign-ups for popular courses on a first-come, first-served basis.	Concept
Setup Registration Fields	Administrators can fully customise the data collected during registration. In the Registration Setup page, fields can be added, edited, or marked as required, with support for multiple field sets across different course types.	Available
Registration Restrictions	Administrators can create course groupings with age limits and maximum enrolment rules — ensuring eligibility is enforced automatically at the point of sign-up.	Available
Comments per Course	A flexible tool allowing both parents and administrators to attach notes or special instructions to individual sign-ups, all visible in one clear overview.	Available
Instrument Hire Application	Seamlessly integrates instrument hire requests — either within the registration flow or added separately as needed. Administrators can design and manage their own hire approval process, keeping it aligned with local workflows.	Available
Show Interest / Mailing List Registration	Parents can register their interest in a course or activity directly from the course catalogue — without needing to create an account. Services can then notify interested families as soon as new slots or courses become available.	New
Info on Registration Completion	Displays custom messages or instructions on a confirmation page following completed registration steps. Can be used to provide further guidance, next steps, or important links to students and parents immediately after sign-up.	Future Feature
Sign Up Students Without Payer	Allows registration of students when no payer information is required — such as for free, subsidised, or grant-funded programmes. Simplifies the sign-up process for activities where billing is not applicable.	Future Feature
Select Payment Method at Checkout	At the end of registration, users can select a preferred payment method — such as credit/debit card, bank transfer, or invoice — before confirming enrolment.	Future Feature

Feature	What it does	Status
Create Student and Payer	During registration, the system automatically creates both a student profile and an associated payer/guardian record. Ensures billing details are captured accurately and linked to the correct student from the start.	Available
Checkout Flow	The end-to-end checkout process collects selected courses (and add-ons like instrument hire), applies any restrictions or discounts, captures student and payer details, and guides the user through payment and confirmation.	Available
Drop-in Sign-up	Advertise activities people can join without registering in advance — no capacity or waiting list; shown in the catalogue with a Drop in button, time, and location.	New

3 User Management

Defines the access each user type — administrator, teacher, student, guardian, or partner — has to the platform: who can view, edit, and use each area. Access control is combined with action logging; SpeedAdmin is independently verified by Grant Thornton (ISAE 3000, 2023).

Feature	What it does	Status
User Types	SpeedAdmin provides predefined roles (student, guardian, teacher, and superuser), each with default menus and access rights.	Available
Rights	Access control covers both data visibility and feature functionality. Administrators can create granular rights groups and assign them to individual named accounts.	Available
Menu	Each rights group is linked to its own menu configuration, and the system automatically hides functions the user is not permitted to access.	Available
Data Protection	By combining strict access control with comprehensive logging of user actions, the module helps services meet GDPR requirements and other privacy obligations. ISAE 3000 (Revised) assurance by Grant Thornton, 2023.	Available
Linked Accounts	Link a student and guardian into one shared login, keeping their contact details in sync automatically.	New

4 Lists & Data Handling

Turns the data captured across the system — registrations, schedules, attendance, finance, and resources — into structured lists and statistics. Use ready-made lists (attendance, de-registrations, waiting lists), adapt templates, or build your own; data stays live and exports for analysis, national reporting, or BI dashboards.

Feature	What it does	Status
Function Lists	Ready-made lists enable staff to perform key tasks directly — mark attendance, review cancellations, or track hired instruments. Streamlines daily operations, saves time, and ensures critical actions are always one click away.	Available
Standard Lists	A library of pre-built reports delivers instant overviews of key data: active students, multi-course participants, waiting list positions, and more.	Available
Lists API	SpeedAdmin's live lists can be exported to BI tools to build dashboards and heatmaps highlighting attendance trends and enrolment patterns.	Available
BI Dashboard	A built-in overview page consolidating all core data points into a single, easy-to-read visual dashboard.	Future Feature
Statistic	The platform aggregates registration, scheduling, attendance, and billing data to generate comprehensive statistics. Gives leaders a clear, consolidated view of organisational performance across all dimensions.	Available
Data Return	Structured, ongoing data collection that enables administrators to generate compliant reports for national or regional funding bodies.	Available
Course Code Standard	A unified course-code field links courses to defined categories — essential for structured reporting including the UK ACE return.	Future Feature

5 Student Handling

The processes across a student's path through the school — from first registration through ongoing changes to de-registration. Each step keeps data consistent, tracks status changes, and passes the relevant information to teachers and administration.

Feature	What it does	Status
Waiting List Handling	Families can join a waiting list when a course or group is full. SpeedAdmin supports three configurable waiting list modes: Max Students + Overflow: Any new enrolments beyond course capacity are automatically placed on the waiting list.	Concept
Discount Application	Services can configure automatic discount rules (e.g. sibling or instrument discounts) or handle manual applications. Discounts are linked directly to invoices.	Available
Start Student	Flexible workflows allow students to begin tuition on any specific date. Timetables, attendance records, and invoices update automatically.	Available
End Student	When a student leaves, administrators choose whether to stop immediately or at the end of the current term. The system automatically updates attendance, frees up resources, and halts future invoicing.	Available
Move Student (Teacher, Group, Small Group)	Relocating a student between teachers or groups automatically updates the timetable, communication channels, and billing. Ensures clarity and transparency across all team members, with no risk of stale information in any part of the system.	Available
Accept Booking Offer	Services can send digital booking offers that parents accept directly through their portal or app. Administrators can also confirm waiting list offers on behalf of users when needed.	Available
Change Course Type	Administrators can transfer a student's registration to a different course type without re-entering any data. Maintains data integrity and saves significant time when families change their preferences or circumstances.	Available
Confirm Waiting List Offer	Two configurable approaches: Automatic Renewal: Waiting list entries are valid for a pre-set period (e.g. 100 days). Before expiry, an automatic notification is sent to prompt renewal.	Available
Re-register / Renew / Change / Manage	Re-registration is streamlined at scale: services can send bulk renewal offers, track completion status, and allow families to renew, re-register, or change courses entirely online.	Available
Booking Offers Overview	A dedicated overview of all booking offers by deadline date — pending, accepted, declined, expired — with bulk decline, end, or extend.	New
Waiting List Cleanup	Find and bulk-remove waiting-list entries for bookings that have no future timeslots, keeping the active list accurate.	New

6 Plan & Schedule

Covers every scheduling step: creating and editing lessons, handling absences, cancellations, and make-ups, plus ad hoc lessons, flexible lessons, and subscription/prepaid models. It connects teachers, students, rooms, and resources in one view, linked to communication and finance.

Feature	What it does	Status
Timetable is Heart	The timetable is the central reference point for the entire platform — connected to registration, student administration, communication, attendance, resource handling, and billing.	Concept
Create Lessons	Quickly build individual or recurring tuition sessions, connecting students, teachers, and resources in a single booking. Saves time and ensures nothing is overlooked when setting up new tuition.	Available
Edit Resources	Update teachers, rooms, instruments, or groups on existing lessons without re-entering any data. Keeps schedules accurate and up to date with minimal effort.	Available
Remove Lessons	Cancel or delete a lesson in one step — SpeedAdmin automatically updates timetables, attendance records, and finance. Saves administrator time, prevents errors, and keeps calendars, communication, and billing perfectly in sync.	Available
Cancellation (Reimbursement + Hour Calculation)	Cancel tuition directly from the timetable using pre-defined cancellation reasons. The system automatically triggers the correct reimbursement and recalculates teacher hours where relevant.	Available
Cancellation + Message	Parents and students receive notifications when lessons are cancelled, with the option to customise the message. Cancellations are clearly marked in both the web portal and mobile app.	Available
Cancellation + Make-Up Lesson	Books a replacement lesson directly in the system so both teacher and students know precisely when and where the make-up will take place. Avoids reimbursements and maintains continuity of tuition.	Available
Bulk / Multi-Edit Lessons	Change the duration, date, room, or teacher for multiple lessons simultaneously — including shifting start times across selected bookings in a single action. Saves hours of manual work during timetable changes or seasonal adjustments.	Available
Cancel End Date of Booking	If a booking series has been given an end date, SuperUsers can now undo this and restore the booking for all future timeslots — including the related students and teachers — directly from the booking profile.	New
Multi-Course on Same Booking	A single booking can include multiple course options, which is then finalised when confirmed. Families can pick their preferred time or teacher in one flow, while the system automatically converts their selection into the final course.	Available
Create Ad Hoc Bookings	Allow one-off bookings (e.g. workshops, exams, or assessments) without disrupting the regular timetable. Provides the scheduling flexibility needed to accommodate unplanned events and special activities.	Available

Feature	What it does	Status
Schedule Assistant Across Resources	A smart scheduling tool that identifies available times across teachers, rooms, and instruments simultaneously. Reduces scheduling conflicts and eliminates the manual effort of cross-checking multiple calendars.	Available
Multiple Bookings – Same Sign-Up Course	Students can hold several bookings under a single course, making it straightforward to manage ensemble participation or group lesson variations.	Future Feature
Room Booking (Allocated on Creation)	Rooms are automatically reserved when a lesson is first created. Avoids double-booking and saves administrator time by removing the need for a separate room booking process.	Available
Period / Service Year	Organise lessons into terms, periods, or full academic years. Aligns scheduling with financial periods and reporting cycles for a consistent operational structure.	Available
Trial Lesson	Allows prospective students to book a trial lesson before committing to full enrolment. Improves conversion and reduces the barrier to entry for new families.	Future Feature

7 Service Functions

A dedicated area for B2B partners and cooperations. Partner offerings are presented and booked in a separate catalogue, instruments can be hired in bulk, billing runs directly with the participating institutions, and participant numbers and distributions are recorded and evaluated.

Feature	What it does	Status
Instrument Hire Request from Service	Services can easily secure instruments for classes or ensembles without managing inventory themselves.	Future Feature
Service Provision Registration Page	Services access a clear page to browse and request the tuition and ensemble options that fit their needs. Subject filters, cost overviews, and request forms make it straightforward to plan and book provision directly online.	Future Feature
Service Portal	Services have one central place to manage all collaboration with the music service. A dedicated portal displays provision requests, instrument hire status, communication threads, and statistics.	Available
Light Students on Groups (for Statistics)	Services and administrators can accurately track how many students participate in group tuition versus individual lessons. Automatic tagging and reporting of group participation provides reliable data for funding applications and planning.	Available
School Contact Role & Landing Page	A dedicated user type for schools that outsource tuition, with a landing page scoped to their schools: schedule, students, teachers, instruments, waiting lists, and invoices.	New
Teacher Per Venue Overview	A Monday–Sunday overview of which teachers work at which venue, available on its own or embedded on the School Contact landing page.	New

8 Communication

Brings together all communication channels, notifications, documents, and the learning platform. Administration, teachers, students, and parents get the right information at the right time within a safeguarded environment.

Feature	What it does	Status
Email + SMS	Enables staff to send messages directly from SpeedAdmin Play! to students, parents, or teachers via email or SMS.	Available
OneCom (One Communication)	A unified communication hub where conversations, announcements, and updates are stored within SpeedAdmin Play!. All users see messages relevant to them in one place.	Concept
StudyPlanner (Digital Classroom)	Your digital classroom. Teachers can upload lesson notes, sheet music, videos, and assignments for students to access at home.	Concept
Media Library	A central repository for uploading and sharing teaching materials — privately or with selected users within the service. Once uploaded, materials can be reused across multiple StudyPlanners and posts.	Available
Online Meetings	Integrates links to digital lessons or practice check-ins directly within the platform, for when teaching cannot happen in person. Provides scheduling flexibility and ensures learning can continue anywhere.	Future Feature
Auto Notification	Automatically sends reminders and updates for schedule changes, cancellations, or upcoming events. Notifications are delivered directly to the relevant user.	Available
Assessment and Grade	Allows teachers to record assessments, progress notes, and grades directly in SpeedAdmin Play! and share them with students and parents.	Future Feature
Message Centre	Acts as a central inbox where all messages between the service, parents, and students are collected and stored securely. Prevents information from being lost and makes communication threads easy to follow and reference.	Future Feature
Portal / Landing Pages	Tailored entry points for different user groups (services, teachers, parents, students) providing direct access to relevant information and actions. Includes a contact information module showing teacher and school details.	Available
Request Changes to Lesson	Enables students or parents to request lesson changes (reschedules, cancellations) directly online, without contacting administration separately. Reduces workload for administrators and speeds up the process for families.	Available
Exam Management	Supports the management of exam sign-ups, scheduling, and related communication within the platform. Ensures clarity and reduces errors in a process that typically involves many interdependent moving parts.	Available
Notifications – News – Event Sign-Up	Allows services to publish news updates, share notifications, and enable users to sign up for concerts or events online. Boosts engagement and makes it easier for students and parents to stay informed and participate in service activities.	Future Feature

Feature	What it does	Status
Support Contact	Provides direct access to support or help requests from inside the platform. Gives users fast answers and reduces frustration when issues arise.	Available
User Guides + Tutorial Videos	Integrates help articles, guides, and tutorial videos directly within SpeedAdmin Play!, so users can find answers without leaving the platform. Empowers users to solve problems independently and reduces the demand on support staff.	Available
File Overview (Contracts etc.)	Provides the ability to preview contracts and other important documents, and stores them in a central digital location accessible to authorised users.	Future Feature
Document Generator (Instrument Hire Contracts)	Automatically generates ready-to-use instrument hire contracts from system data, with customisable templates and placeholder fields. Saves time, ensures consistency across all hire agreements, and reduces the risk of manual errors.	Available
Document Generator (Concert Programme)	Automatically produces concert programmes with repertoire, performers, and schedules pulled directly from system data. Speeds up event preparation and ensures professional-looking programmes every time.	Future Feature
Digital Signature / Various Contracts	Enables electronic signing of contracts such as hire agreements or consent forms directly within SpeedAdmin Play!. Eliminates paper handling, accelerates approval workflows, and makes agreements legally secure.	Future Feature
Contact on Login Page	A Contact button on the login page shows the school's own details before sign-in, with SpeedAdmin listed separately as the technology provider.	New

9 Charges

Governs how fees and charges are created, calculated, adjusted, and controlled — across automated calculation, manual adjustments, and reimbursements when circumstances change.

Feature	What it does	Status
Charges Calculated	Automatically calculates charges for tuition and instrument hire. Separate charge types support invoicing based on specific periods, bookings within a period, one-off events, and hourly billing.	Available
Overwrite Fee	Provides the flexibility to manually override system-calculated charges in specific situations, such as discounts, sponsorships, or unique payment agreements.	Available
Edit and Add Charge Line	Allows administrators to modify existing charges or add new charge lines directly to an invoice.	Available
Add Manual Charge	Supports the creation of one-off manual charges outside the standard rules — for example, for materials, events, or ad hoc lessons. Provides flexibility and ensures all service-related costs can be managed within the same system.	Available
Reimbursement (Cancellations)	Handles refunds in the event of cancelled lessons, discontinued courses, or other billing adjustments. Families gain confidence knowing they are billed fairly, while administrators can process reimbursements quickly and consistently.	Available
Last Invoicing Date on Discontinuation	Automatically stops invoicing after a student's discontinuation date. Prevents unnecessary charges, strengthens trust with parents, and reduces manual corrections for administrators.	Available
Pro-rata Fee Calculation	SuperUsers can activate pro-rata calculation for fees using the price-per-charge-rate type. For each fee, define after how many days within a charge period the pro-rata rule applies.	New

10 Discounts

Structured, rule-based fee reductions: automatic sibling and multi-course discounts, course-based rules, fee caps, and individual exceptions for specific students. Once configured, the rules apply consistently.

Feature	What it does	Status
Discount (Automatic)	Automatically applies pre-defined discounts when conditions are met — such as a second lesson, sibling enrolment, or multi-course participation. Multiple discount types can be configured to cover a wide range of scenarios.	Future Feature
Discount Scheme (Semi-Automatic)	Allows services to set up structured discount programmes that can be applied across different courses or student groups. Gives transparency and flexibility in offering reduced prices to eligible families.	Available
Rule-Based Adjustments (incl. ZIP / Postal Code Discount)	Enables fully configurable fee adjustments based on predefined rules — including discounts based on geographic area or postal code, and surcharges for specific student categories (e.g. adults).	New
Discount Scheme for the Entire Family / Per Payer	Enables families with multiple students to receive collective discounts applied to their total charges. Makes music education more affordable and strengthens accessibility for multi-student households.	Future Feature

11 Payment

Records incoming payments — via imported bank files or manual registration — and matches them to the relevant invoices and open items. This shows what is paid, part-paid, or outstanding, and underpins payment tracking, reminders, instalments, and reconciliation.

Feature	What it does	Status
Multiple Payment Methods	Allows services to offer families different payment options such as bank transfer, card payment, or direct debit. Services choose which payment methods to enable and manage.	Available
Debt Chasing	Enables administrators to track overdue payments and send automated reminders. Reduces manual follow-up, improves cash flow, and ensures a more professional and consistent approach to managing late payments.	Available
Instalment Functionality	Provides the option to split larger fees into instalments across a defined period.	Future Feature
Internal Integrated Payment	Integrated payment processing handled directly within the platform. FLOWCHART — further documentation coming.	Future Feature
Internal Through Bank	Payment processing routed through the service's bank account. FLOWCHART — further documentation coming.	Future Feature
Finance Dashboard	A central overview of financial status, key metrics, and trends across the service. Helps services stay on top of their financial position at a glance, without needing to run multiple separate reports.	Future Feature
Reconciliation	Automatically matches incoming payments with outstanding invoices. Reduces manual reconciliation errors and ensures correct, auditable bookkeeping.	Available
Revision (Account Overview)	Provides a structured overview for review and control of accounts. Simplifies both internal financial reviews and external audits.	Available
Recurring Payment Badge	A badge shows when a payer has a recurring payment set up — for example a monthly direct debit — so it is clear at a glance.	New
Invoice Number Search	Search the Finance page by invoice number to find a specific invoice instantly.	New

12 LMS / StudyPlanner

A digital learning space that links classroom teaching with home practice. It provides tools to share media, organise resources, plan lessons, and communicate between teachers, students, and families.

Feature	What it does	Status
Share Media	Teachers can upload and share videos, audio recordings, sheet music, and other resources directly with students. Helps students practise at home with the right materials and guidance, bridging the gap between lessons.	Available
Media Library	A central collection of teaching materials, accessible for reuse across lessons, courses, and teachers. Makes preparation faster and ensures consistent quality of resources across the service.	Available
Posts	Teachers can publish lesson updates, practice tasks, or announcements directly to students and parents. Keeps everyone informed and engaged outside of lesson time.	Available
Comments	Students and parents can comment on posts or materials, enabling two-way communication. Teachers can also disable comments to create a one-way channel when needed.	Available
Billboard (Community)	A shared communication area within the StudyPlanner environment where services can post news or important information for all users. Ad hoc StudyPlanners can also be created for any group of users, independent of course or lesson series.	New
Online Meetings	Integrates links to digital lessons or practice check-ins when in-person teaching is not possible. Provides scheduling flexibility and ensures learning continuity anywhere.	Future Feature
Notes for Lesson Planning	Teachers can create structured notes and lesson plans directly within the platform. Supports better lesson preparation and helps substitute teachers step in smoothly when needed.	Future Feature

13 Teacher Functions

Gives administrators the tools to manage teachers' working hours, lessons, and payroll, and gives teachers simple ways to register attendance, absence, and working time — supporting transparent, accurate staff planning.

Feature	What it does	Status
Attendance List (Web) – Notes	Teachers can register attendance for an entire class with a single click, or mark students individually. Notes can be added per session.	Available
Inactive Teachers	Teachers can be marked as inactive without deleting their data. Historical lessons, payroll records, and statistics remain fully accessible.	Available
Simple Hour Calculation	Automatically calculates total teaching hours based on scheduled and completed lessons. Gives administrators an instant, accurate overview of workload and resource use without manual counting.	Available
Salary Calculation – Teacher Payroll	Payroll is generated directly from registered hours, absences, and worktime entries. Pay is tied to real activity, reducing errors and manual adjustments.	Available
Hour Calculation for Teachers	Teachers can view their own calculated hours and workload summaries in real time. Gives teachers clarity and confidence in how their work is recorded and builds trust in the system.	Available
Teachers Teaching in Service	Provides an overview of which teachers are active at which services or locations during any given period. Supports daily coordination and resource planning, making it easy to answer “who is where?” at any time.	Available
Add Teacher to Base Course	Teachers can be added to base courses directly, with the flexibility to assign multiple teachers when needed — for example, for co-teaching or make-up lessons.	Available
Worktime Registration	Teachers can log time spent on preparation, meetings, administrative duties, and other non-teaching tasks. Provides a complete picture of workload beyond lessons, supporting fairer resource planning and salary calculation.	Available
Staff Absent – Substitute Handling	Planned and unplanned absences can be logged quickly, with options to assign substitute teachers. Absence data flows automatically into payroll and planning.	Future Feature
Skills & Training	Teacher profiles now include dedicated Skills and Training tabs. Schools create Skill and Training types in Settings → User, after which the tabs appear automatically on teacher profiles.	New
Date of Safeguarding Review (DBS)	SuperUsers can now register a Date of Safeguarding Review directly on the DBS tab of the teacher profile. This keeps safeguarding records up to date and easily auditable within the platform.	New
Manage Booking Waiting List (non-owner)	A right that lets teachers manage the waiting list of a booking they teach but do not own, and plan those students into the schedule.	New

14 Mobile App

Brings the platform's key functions to the phone in an interface that mirrors the web, optimised for mobile. It covers timetables, communication, attendance, and study resources for students, parents, and teachers.

Feature	What it does	Status
StudyPlanner	Students can view lesson notes, assigned tasks, sheet music, videos, and recordings directly in the app. Parents can access the same material to support practice at home.	Available
Push Notifications	The app delivers instant alerts about timetable changes, new messages, upcoming events, or practice reminders. Notifications can be customised per user.	Future Feature
Timetable	Displays a personal calendar of all lessons, ensembles, and events, with real-time updates whenever changes are made. Users can view both daily and weekly perspectives.	Available
Landing Page (Service Info)	A service-branded home screen with news, announcements, and important links such as guides and contact information. Creates a direct communication channel from the service and makes key resources instantly accessible.	Future Feature
Teacher – Attendance	Teachers can mark attendance directly from their phone — either for the whole class in one tap, or individually per student using an intuitive swipe gesture (swipe right for present, swipe left for absent).	Available
Parent – Mark Absence	Parents can report a student's absence in advance through a simple form in the app, directly linked to the timetable and the teacher's view. Reduces phone calls and emails while keeping teachers informed in real time.	Available
Parent – Contact Admin (Message Centre)	An integrated inbox where parents can write directly to service administration and receive replies, all within the app. Keeps all communication in one secure place and reduces the risk of lost or overlooked messages.	Future Feature
Edit in Timetable – Change Time per Booking	Teachers can make on-the-spot adjustments to lesson times directly in the timetable from their phone. Provides flexibility in daily planning and ensures updates are instantly visible to students and parents.	Future Feature
Edit / Register Worktime	Teachers can register preparation hours, meetings, or other tasks alongside their lessons, all from the app. Ensures a full and accurate record of workload and saves time compared to logging later on a computer.	Future Feature
Instrument Barcode / QR Code Scanner	The app uses the phone camera to scan barcodes or QR codes on instruments for check-in/check-out during hire processes. Makes instrument handling faster, more accurate, and significantly reduces paperwork.	Future Feature

Value at a glance

Value is kept out of the feature list on purpose. This is the one place it is spelled out — by audience — so you can tailor a conversation, a proposal, or a presentation without hunting through the index.

Music services / administrators

One connected platform replaces a patchwork of spreadsheets and disconnected tools. Registration, scheduling, communication, and finance share a single source of truth, so data is entered once and stays accurate everywhere. The result is less manual administration, fewer errors, and more time for the people behind the service.

Teachers

An always-accurate timetable, one-tap attendance on web or mobile, and a digital classroom that connects lessons to home practice. Hours and worktime are captured automatically and feed payroll, so teachers spend less time on administration and more on teaching.

Parents / students

Self-service registration with live availability, clear and proactive communication about changes and offers, flexible payment options, and practice material available anytime through the StudyPlanner and mobile app. A single, transparent journey from sign-up to renewal.

Leadership / decision-makers

Live statistics and dashboards, defensible and auditable finances, and independent assurance (ISAE 3000) underpin confident decisions. A registration model that adapts to demand fills more places, while automation lowers operating cost and administrative load across the organisation.

UK Music Hubs & partner services

A dedicated service portal makes collaboration with partner schools transparent: provision requests, instrument hire, communication, and statistics in one place. Course-code standards and structured data returns support ACE reporting, and safeguarding (DBS) records are maintained directly on teacher profiles.