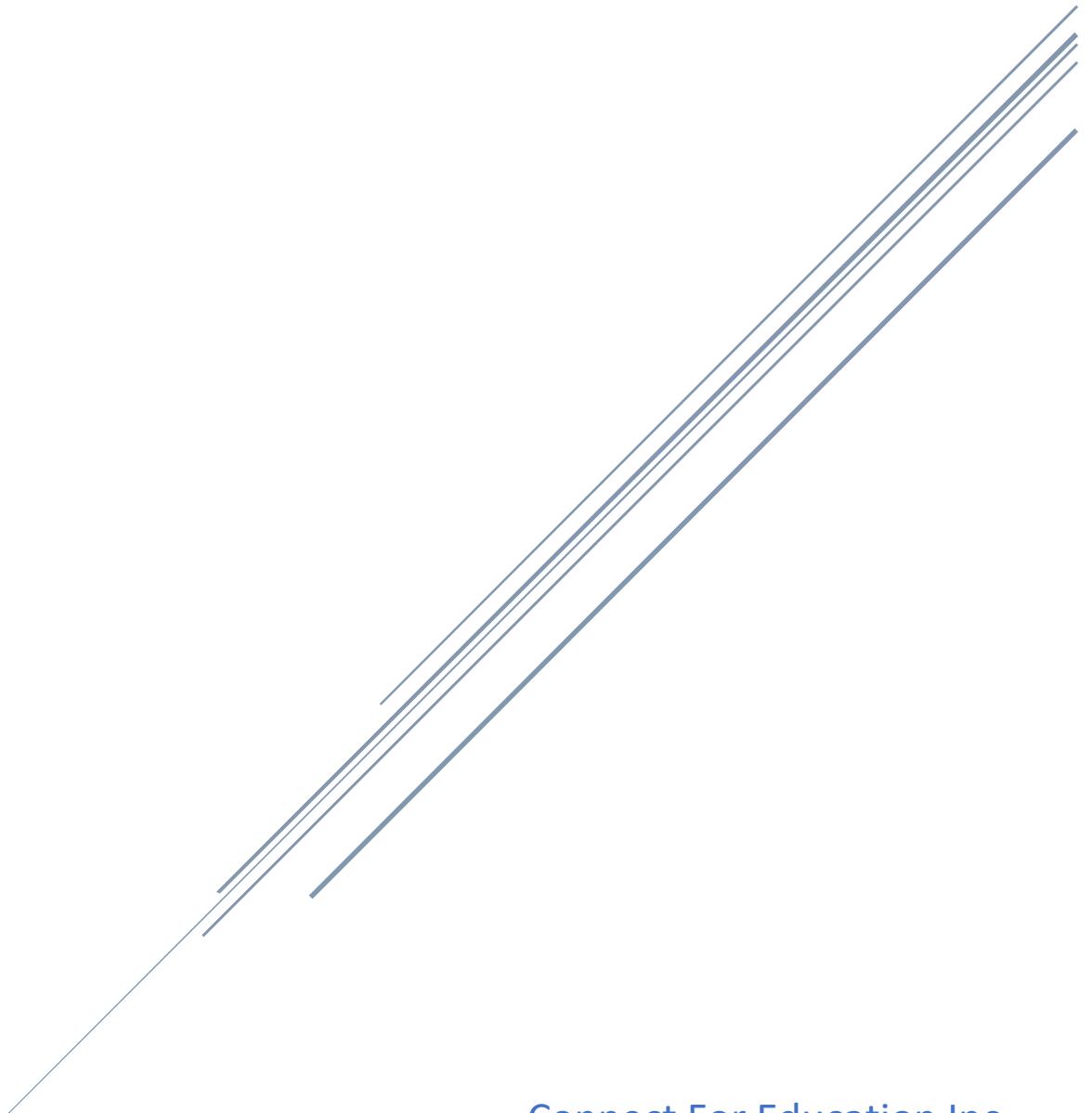


MUSIC MENTOR PROGRAM

C4E Mentor User Guide



Connect For Education Inc.
August 14, 2023

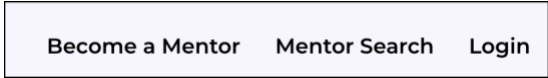


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MENTOR PORTAL - LOGIN

- URL: <https://mentors.c4edu.com/>
- On the top navigation bar, select **Login in:**

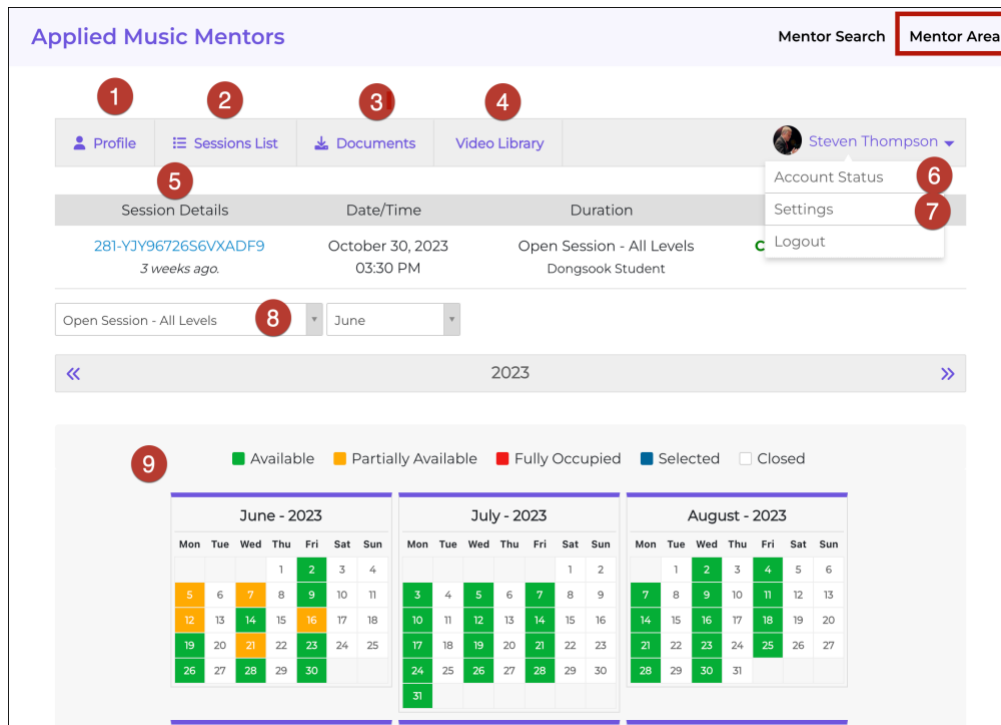


MENTOR DASHBOARD OVERVIEW

After you log in, you are on the mentor dashboard where you can create your own schedule, adjust your prices, keep track of your appointments, start your sessions, and much more.

Mentor Area – this is the Mentor Dashboard.

1. **Profile:** Update your Details, Profile Information, and Description.
2. **Sessions List:** Create New or Assign Existing session length and cost.
3. **Documents:** View the User guides and Policies.
4. **Account Status:** View totals of reservations, all students, graphs of your reservations.
5. **Video Library:** Provides examples of videos that can be used for practice in addition to access to the ABRSM General levels.
6. **Settings:** View or change your time zone and other setting features.
7. **Session Details:** Overview of the reservations that students have made with you. Edit/change the reservation details. Select the Session Detail number to view or change the reservation.
8. **Filter:** Where students select the service and filter by month.
9. **Calendar:** Your appointments at a glance:



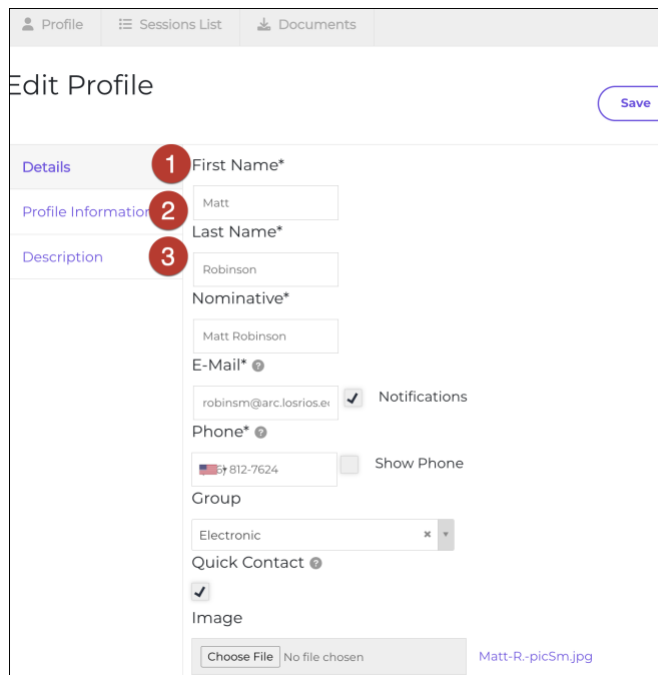
PROFILE

This is the area that a mentor can edit personal information.

From the Mentor Area dashboard, select **Profile**:



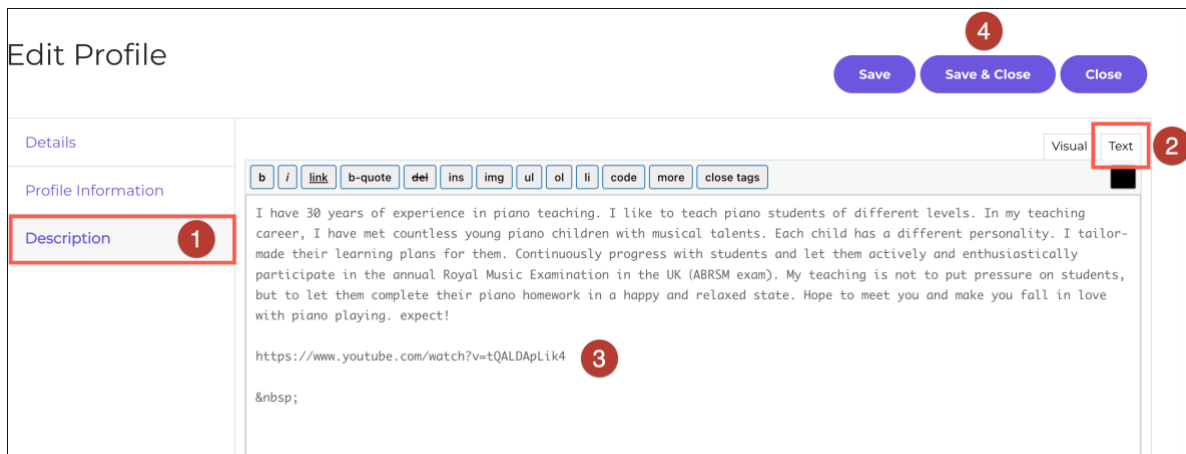
1. **Details:** Update your personal information.
2. **Profile Information:** Update your teacher details.
3. **Description:** Update your introduction video:



The screenshot shows the 'Edit Profile' form with three tabs: Details, Profile Information, and Description. Red circles with numbers 1, 2, and 3 are placed over the 'Details', 'Profile Information', and 'Description' tabs respectively. The form fields include: First Name* (Matt), Last Name* (Robinson), Nominative* (Matt Robinson), E-Mail* (robinsm@arc.losrios.edu) with a checked Notifications checkbox, Phone* (812-7624) with a Show Phone checkbox, Group (Electronic), Quick Contact (checked), and Image (Choose File, No file chosen, Matt-R-pic5m.jpg).

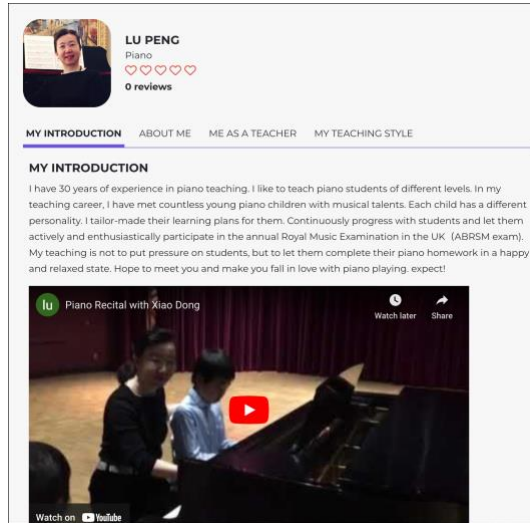
Adding more than one video in your My Introduction Page:

Under Profile > Go to Description > select Text/ Add your text and the URL > Select Save and Close:

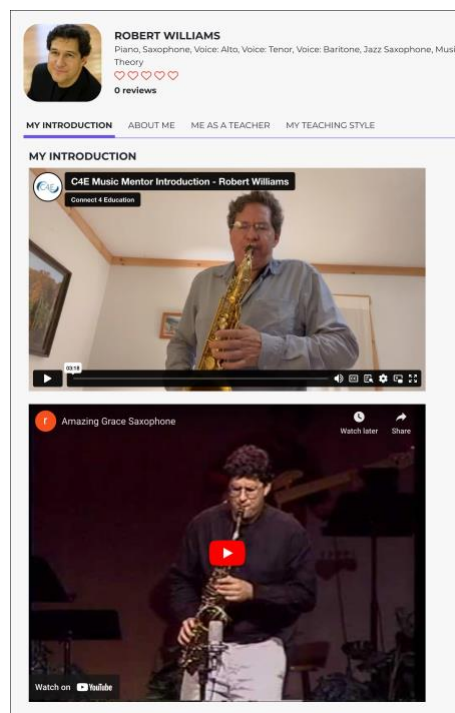
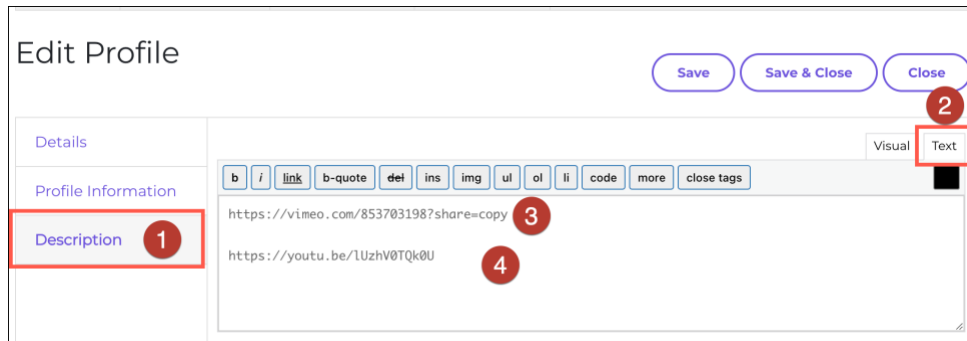


The screenshot shows the 'Edit Profile' form with the 'Description' tab selected. Red circles with numbers 1, 2, 3, and 4 are placed over the 'Description' tab, the 'Text' button in the text editor, the text content, and the 'Save & Close' button respectively. The text content includes a paragraph about piano teaching experience and a YouTube URL: <https://www.youtube.com/watch?v=tQALDAPLk4>.

Once you save and close and look at the Mentor Search the page will look like this:



You can even add two videos in the Text area, if you want to show two videos in the My Introduction:



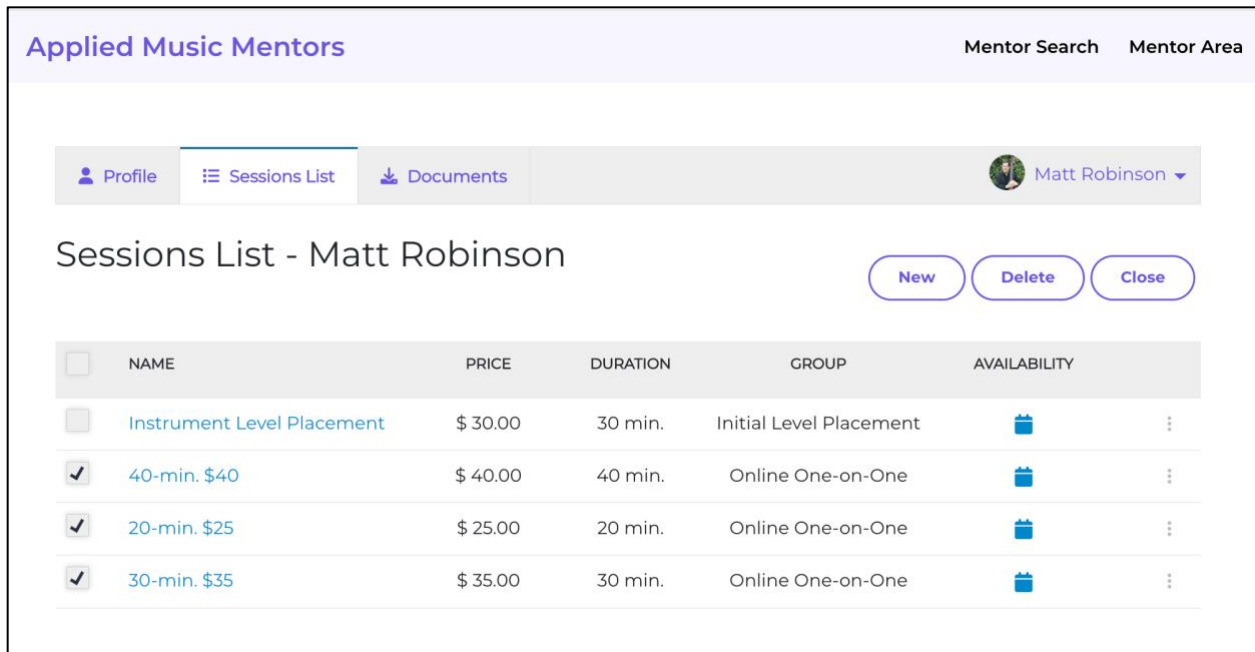
SESSIONS LIST

When you create a session, you will include the length of time the session lasts and the cost. You can delete sessions, create a new session(s), add your availability, assign an existing session, or edit a session.

DELETE A SESSION

Select the check mark next to the service you want to delete or select the top check mark to select all the services.

Choose the **Delete** button:



Applied Music Mentors Mentor Search Mentor Area

Profile Sessions List Documents Matt Robinson ▾

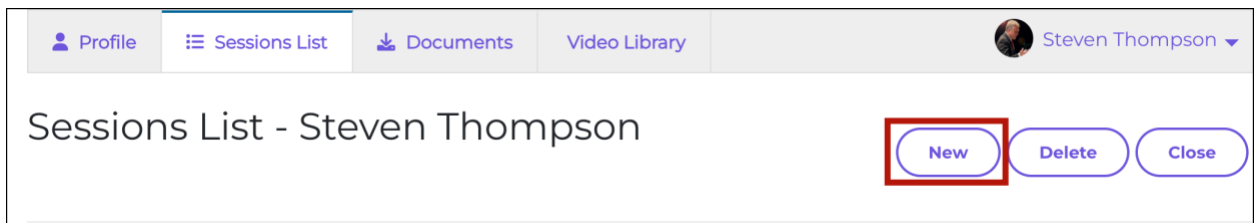
Sessions List - Matt Robinson

New Delete Close

| <input type="checkbox"/> | NAME | PRICE | DURATION | GROUP | AVAILABILITY |
|-------------------------------------|----------------------------|----------|----------|-------------------------|--------------|
| <input type="checkbox"/> | Instrument Level Placement | \$ 30.00 | 30 min. | Initial Level Placement | ⋮ |
| <input checked="" type="checkbox"/> | 40-min. \$40 | \$ 40.00 | 40 min. | Online One-on-One | ⋮ |
| <input checked="" type="checkbox"/> | 20-min. \$25 | \$ 25.00 | 20 min. | Online One-on-One | ⋮ |
| <input checked="" type="checkbox"/> | 30-min. \$35 | \$ 35.00 | 30 min. | Online One-on-One | ⋮ |

CREATE A NEW SESSION

1. Select New



Profile Sessions List Documents Video Library Steven Thompson ▾

Sessions List - Steven Thompson

New Delete Close

2. Details
 - a. Add Name
 - b. Add Price
 - c. Add Group (if desired):

New Session

| | |
|-------------|---------------------|
| Details | Name* |
| Description | Anita's Session 1 |
| Booking | Price |
| Capacity | 30 |
| Publishing | Group |
| Settings | Online One-on-One x |
| Zoom | |

3. Description

- a. Put your mouse in the Description field and type in: *To book a session, select a date and a time and then select "Book Now"*
- b. Feel free to add any other description of your session:

| | |
|-------------|---|
| Details | Visual Text |
| Description | <div style="border: 1px solid #ccc; padding: 5px;"> Paragraph B I </div> <p style="text-align: center;"><i>To book a session, select a date and a time and then select "Book Now"</i></p> <p style="font-size: small;">P » STRONG » EM</p> |
| Booking | |
| Capacity | |

Note: Below is the description we added these are instructions for the student. Feel free to use this and/or add your own.

1. Choose a particular session (see dropdown above)
2. Select a month, day, and time
3. Choose 'Book Now' (or make your session recurring before you select Book Now)
4. If you don't have an account, Create a New Account.
5. Review your session details (in your Cart)
6. If you need to pay for an appointment, select Submit to pay via credit card

4. Booking

- a. Duration: How long is your session going to be in Minutes.
- b. Sleep Time: Do you want some time in between each session, if so, add the time
- c. Time Slots Length will automatically fill based on the Duration and Sleep Time:

| | |
|-------------|---------------------|
| Details | Duration* |
| Description | 30 min. |
| Booking | Sleep Time ? |
| Capacity | 5 min. |
| Publishing | Time Slots Length ? |
| | Duration (35 min.) |



5. Capacity

- a. How many students do you want in the session:

| | |
|-------------|--------------------------------|
| Details | Maximum Capacity ? |
| Description | <input type="text" value="1"/> |
| Booking | |
| Capacity | |

6. Publishing

- a. Check the box for the session to be published and viewable by students.
- b. If desired, select a start and end date to begin and/or end your session being viewable.

| | |
|-------------|---|
| Details | Published |
| Description | <input checked="" type="checkbox"/> |
| Booking | Start Publishing |
| Capacity | <input type="text" value="05/17/2023"/>  |
| Publishing | End Publishing |
| | <input type="text"/>  |

7. Settings

- a. If desired, enable recurrence.
- b. If desired, enable zip restriction.
- c. To use zoom, select the **Zoom** check box:

| | |
|-------------|-------------------------------------|
| Details | Enable Recurrence ? |
| Description | <input checked="" type="checkbox"/> |
| Booking | Enable ZIP Restriction ? |
| Capacity | <input type="checkbox"/> |
| Publishing | Use Zoom ? |
| Settings | <input checked="" type="checkbox"/> |
| Zoom | |

8. Zoom

- a. Choose the settings.
- b. We recommend that you record your sessions for documentation purposes.:

| | |
|-------------|--|
| Details | Host Video |
| Description | <input checked="" type="checkbox"/> Participants Video |
| Booking | <input checked="" type="checkbox"/> Waiting Room |
| Capacity | <input type="checkbox"/> Join Before Host |
| Publishing | <input type="checkbox"/> Mute Upon Entry |
| Settings | <input checked="" type="checkbox"/> Auto Recording |
| Zoom | Cloud |

9. **SAVE & CLOSE**

SESSION AVAILABILITY

The mentors must add availability for every session to be able to receive online reservations.

Under Sessions List and every session, click on the icon under **Availability**:

Sessions List - Steven Thompson

[New](#) [Delete](#) [Close](#)

| <input type="checkbox"/> | NAME | PRICE | DURATION | GROUP | AVAILABILITY | |
|--------------------------|---|----------|----------|-------------------------|--------------|--|
| <input type="checkbox"/> | 30-min. \$20 | \$ 20.00 | 30 min. | Online One-on-One | | |
| <input type="checkbox"/> | 40-min. \$25 | \$ 25.00 | 40 min. | Online One-on-One | | |
| <input type="checkbox"/> | Free Introductory Lesson | \$ 0.00 | 30 min. | Free Sessions | | |
| <input type="checkbox"/> | Free Trombone Daily Exercises | \$ 0.00 | 40 min. | Free Group | | |
| <input type="checkbox"/> | Instrument Level Placement | \$ 30.00 | 30 min. | Initial Level Placement | | |

*Note: Notice that you are now in a new **Availability** tab specific to only that session.*

1. Add a new day/time that you are available to mentor for that session: Select **NEW**:

30-min. \$20 - Availability

[New](#) [Delete](#) [Restore](#) [Close](#)

| <input type="checkbox"/> | DAY | SESSION | FROM | TO | OPEN | LOCATION |
|--------------------------|---------------------------|--------------|----------|----------|------|----------|
| <input type="checkbox"/> | Monday | 30-min. \$20 | 10:00 AM | 05:00 PM | | |
| <input type="checkbox"/> | Wednesday | 30-min. \$20 | 10:00 AM | 05:00 PM | | |

2. Fill out the Details:

New Available Day

Save
Save & Close
Close

| | |
|----------------|--|
| Details | Type* <input style="width: 90%;" type="text" value="Weekly"/> |
| | Day* <input style="width: 90%;" type="text" value="Sunday"/> |
| | From* <input style="width: 90%;" type="text" value="09:00 AM"/> |
| | To* <input style="width: 90%;" type="text" value="12:00 PM"/> |
| | Closed <input type="checkbox"/> |
| | Location <input style="width: 90%;" type="text" value="- Select Location -"/> |

WEEKLY VS. DAY OF THE YEAR

Weekly: Is like setting up a Series in your calendar. If you choose weekly, the system sets the availability up in the system on the particular day and time range you choose.

Advantage: There are less days in your list.

Disadvantage: If you are unable to teach on a particular week, you are unable to delete one session from the series. You have to close the entire series and redo another series.

30-min. \$20 - Availability

New
Delete
Restore
Close

| | DAY | SESSION | FROM | TO | OPEN | LOCATION |
|--------------------------|-----------|--------------|----------|----------|------|----------|
| <input type="checkbox"/> | Monday | 30-min. \$20 | 10:00 AM | 05:00 PM | ✔ | 📍 |
| <input type="checkbox"/> | Wednesday | 30-min. \$20 | 10:00 AM | 05:00 PM | ✔ | 📍 |

Day of the Year: Is like setting up a series but you can pick and choose which days you can delete.

Type*

Day of the Year ▼

Date From*

08/21/2023

Date To*

12/09/2023 📅

From*

09:00 AM ▼

To*

12:00 PM ▼

Disadvantage: the list gets really long

Advantage: you can delete one or more days if you know you are not going to be able to teach those days.

| Initial Level Placement - Availability | | | | | | |
|--|-----------------|-------------------------|----------|----------|------|----------|
| New Delete Restore Close | | | | | | |
| <input type="checkbox"/> | DAY | SESSION | FROM | TO | OPEN | LOCATION |
| <input type="checkbox"/> | August 21, 2023 | Initial Level Placement | 09:00 AM | 12:00 PM | ✔ | |
| <input type="checkbox"/> | August 22, 2023 | Initial Level Placement | 09:00 AM | 12:00 PM | ✔ | |
| <input checked="" type="checkbox"/> | August 23, 2023 | Initial Level Placement | 09:00 AM | 12:00 PM | ✔ | |
| <input type="checkbox"/> | August 24, 2023 | Initial Level Placement | 09:00 AM | 12:00 PM | ✔ | |
| <input type="checkbox"/> | August 25, 2023 | Initial Level Placement | 09:00 AM | 12:00 PM | ✔ | |
| <input type="checkbox"/> | August 26, 2023 | Initial Level Placement | 09:00 AM | 12:00 PM | ✔ | |
| <input type="checkbox"/> | August 27, 2023 | Initial Level Placement | 09:00 AM | 12:00 PM | ✔ | |
| <input type="checkbox"/> | August 28, 2023 | Initial Level Placement | 09:00 AM | 12:00 PM | ✔ | |

*Note: if you have set your session for 30 minutes and set your **Availability (day and time span)** from 9 AM to 12 PM, the system will automatically break up your sessions in 30-minute increments (plus whatever sleep time you may have added).*

*For example, if you create a Session (such as a 30-minute session), and add your available time from 1 – 5 on Tuesdays (as the image above shows), the student will see the time slots automatically broken up by 30-minute increments including adding whatever amount of **Sleep time** you added in your session (in the image below the sleep time is 15-minutes between sessions):*

01:00 PM - 01:30 PM

01:45 PM - 02:15 PM

02:30 PM - 03:00 PM

03:15 PM - 03:45 PM

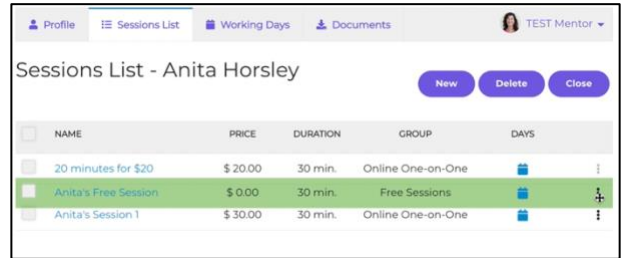
04:00 PM - 04:30 PM

04:45 PM - 05:15 PM

Note: The orange block on the left is stating that the availability is only partial because the time starts before the close time at 5 PM; therefore, this block is not available for a 30-minute session.

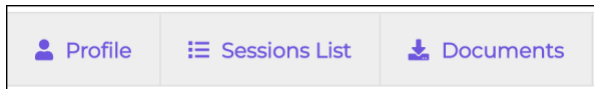
3. Select **Save & Close**

NOTE” Notice that the session that were created on your account have three black dots you can drag to change the order of how they show up for the students. If the session was created as a ‘Global’ session the dots are gray and cannot be moved.



DOCUMENTS

Select Documents to view and/or download the Mentor User Guide, Student User Guide and the various policies and procedures for the mentor program:



| Documents | | Close |
|----------------------------------|---|----------------------|
| NAME | DESCRIPTION | |
| Applied Music Mentor User Guide | Mentors Quick Start Guide | VIEW |
| Applied Music Student User Guide | Student Quick Start Guide | VIEW |
| Polices | Mentor Policies and Agreements | VIEW |
| Invoices | Mentor Template Invoice | VIEW |
| ABRSM PIANO | Qualification Specification: all levels 2023 & 2024 | VIEW |
| ABRSM BOWED STRING | Syllabus levels 1-5 (from 2022) | VIEW |
| ABRSM DESCANT RECORDER | All levels: requirements and information | VIEW |
| ABRSM TREBLE RECORDER | Syllabus level s1-8 (from 2022) | VIEW |

SESSION DETAILS

This area will be empty until a student requests an appointment with the mentor, on the dashboard you'll see a high-level overview of the Date/Time; Duration; and Status of the session.

To view/edit session details, order, custom fields, notes, and zoom. Under Session Details, select the session reservation number:

| Session Details | Date/Time | Duration | Status | |
|--|---------------------------|------------------------|-----------|----------|
| 199-CJ4EFZD75U86M82T <i>April 6, 2023 12:52 PM</i> | May 30, 2023 12:35 PM | Dongsook Student | PAID | \$ 15.00 |
| 105-JBB83571E78L18V5 <i>March 24, 2023 11:41 AM</i> | May 31, 2023 08:00 AM | Applied Music Student | CONFIRMED | |
| 154-V16QV0H87Q0I0694 <i>April 4, 2023 12:42 PM</i> | June 6, 2023 09:40 AM | appliedmusic student03 | CONFIRMED | \$ 15.00 |
| 164-2CO50629M0646850 <i>April 4, 2023 01:04 PM</i> | June 7, 2023 08:25 AM | appliedmusic student01 | PAID | \$ 8.34 |
| 193-6NX732SOPYI3ALV4 <i>April 6, 2023 12:21 PM</i> | June 13, 2023 01:00 PM | Demarco Bailey | PAID | \$ 11.90 |

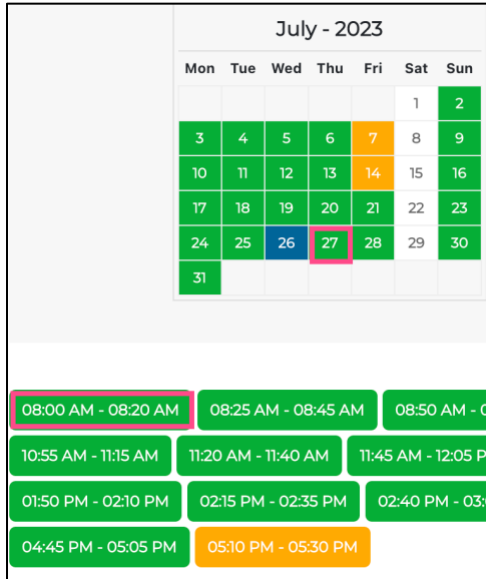
From the **Edit Reservation** page to view and/or edit the Reservation Details, Order, Student Information, Notes, and Zoom:

Edit Reservation

Save

| | |
|---------------------|--|
| Reservation Details | Service |
| Order | 20-minute session (\$15) |
| Student Information | Check-in May 17, 2023 04:45 PM |
| Notes | Check-out May 17, 2023 05:05 PM |
| Zoom | <div style="text-align: center; margin-bottom: 5px;"> Change </div> Duration <input style="width: 100%; border: 1px solid gray;" type="text" value="20"/> |

1. **Reservation Details:** a mentor can change the reservation date and time and duration of the session, if desired.
 - a. To change the date: select the **Change** button.
 - b. The system will automatically take you to your Dashboard, scroll down and select the new date and time from your calendar:

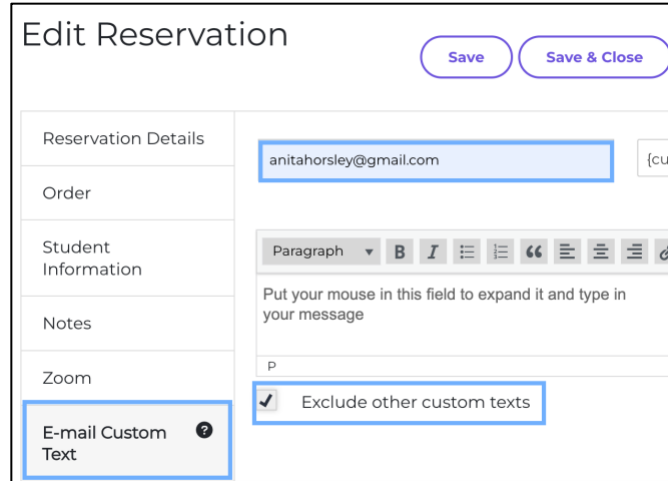


- c. The system will automatically return you to the Edit Reservation page, where your changes are implemented.
- 2. **Order:** This tab provides the Price, Status, Payment, Student, and the option to Notify the Student via the system. If you select the check box for Notify Student, another tab will populate called E-mail Custom Text:

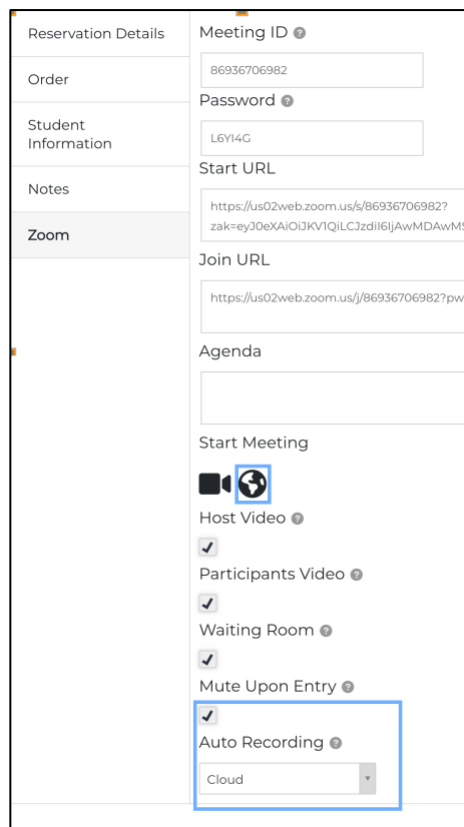
| | |
|--|--|
| Reservation Details | Price |
| Order | <input type="text" value="15"/> |
| Student Information | Status <input type="text" value="Paid"/> |
| Notes | Payment <input type="text" value="Credit Card"/> |
| Zoom | Student <input type="text" value="Demarco Bailey"/> |
| E-mail Custom Text ? | Notify Student <input checked="" type="checkbox"/> |

Note: the student is not automatically notified when a mentor changes the reservation, we recommend contacting the student to inform them of the change.

- 3. **To send an email to the student**
 - a. Select the **E-mail Custom Text** tab.
 - b. Enter the name of the student in the top field.
 - c. Put your mouse in the paragraph field and type your message.
 - d. Select the check mark to **Exclude other custom texts**.



1. **Student Information:** Shows the student’s name and contact information.
2. **Notes:** Add any notes about the reservation, if needed
3. **Zoom:** Provides the zoom account information and direct access to start the meeting
 - a. Use the Word icon to start the session via zoom app (you will need to sign in)



- b. We recommend you Record the session for documentation purposes. You’ll need to record it to your local computer and save it there.

Note: The zoom service provided by C4E will NOT interfere with any other zoom service you may have.



Note: C4E provides free zoom service to all mentors; however, the time limit is 40 minutes. If you need longer, you may consider recommending to the student to book two sessions one after the other.

4. Select **Save** or **Save & Close** to return to the dashboard.

The student has their own portal that summarizes all their scheduled appointments and where they can join the session.

Both the Student and Mentor will receive an appointment **Confirmation** email with an ‘Appointment link’ this link is for the student to join the meeting.

NOTE: As the mentor, if you click on this link, you will get a popup stating that the meeting is waiting for the host. You should start the meeting from your portal.

CONFIRMED

87 - 90J22OHP6110K8C
30-Minute Session
September 26, 2022 08:30 AM (America/New_York) - 30 min.

Student Details

First Name: Anita
Last Name: Horsley
E-mail: arcstudent001@mailinator.com

Appointment Link

<https://apmusic.c4edu.com/?view=order&ordnum=87&ordkey=90J22OHP6110K8C>

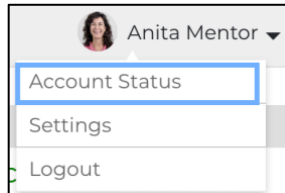
Please let us know if you need further support.
C4E Support Team
support@connect4education.com

ACCOUNT STATUS

The account status area is where the mentor can:

1. Review the total confirmed reservations, earnings, and unique customers.
2. View all the students' names and emails.
3. Export Revenue Information.
4. View the graphs for the appointments based on a date.

To open the Account Status, go to your name, select the drop down and choose Account Status:



Anita Horsley - Account Status
Close

Account Valid Thru Lifetime

Confirmed Reservations 23

Total Reservations 25

Total Earning \$ 285.00

Unique Customers 3

| | | | |
|--|------------------|--------------------------------|--|
| | Anita Horsley | anitahorsley-2@gmail.com | |
| | Anita Horsley | anitahorsley@gmail.com | |
| | Dongsook Student | dongsookstudent@mailinator.com | |

Export Revenue Information

Start Date End Date

Services

Let's get started w Anita
 Stay Tuned w Anita
 Free Introductory Lesson
 Free Level Placement

Export As Excel
Digital Invoice

Start Date End Date

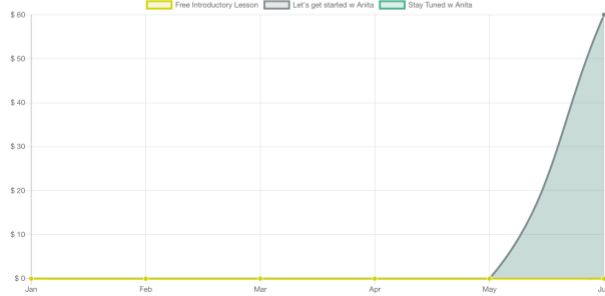
Let's get started w Anita
 Stay Tuned w Anita
 Free Introductory Lesson
 Free Level Placement

Filter

■ Free Introductory Lesson

■ Let's get started w Anita

■ Stay Tuned w Anita



The graph shows revenue over time from January to June. The y-axis represents revenue in dollars, ranging from \$0 to \$60. The x-axis shows months from Jan to Jun. A yellow bar at the bottom indicates 'Free Introductory Lesson' for the entire period. A green area under the curve indicates 'Stay Tuned w Anita' revenue, which starts in May and increases to approximately \$60 by June. A gray area under the curve indicates 'Let's get started w Anita' revenue, which is zero for the entire period shown.



SEND AN INVOICE

Export a Session Summary by month(s)

1. Select the Start Date and End Date. We recommend you send an invoice quarterly (every 3 months)
2. Choose the check boxes for all your services.
3. Select the button: Export As Excel.

Export Revenue Information

Start Date

End Date

Services

Let's get started w Anita
 Stay Tuned w Anita
 Free Introductory Lesson

 Free Level Placement

Export As Excel

Digital Invoice

The spreadsheet will look something like this:

| | A | B | C | D | E | F | G | H | I | J | K |
|---|------------------|--|---------------------------|--|----------|--------|---------|------------------|--------------------|----------------|------------------|
| | Order Key | Created On | Service | Checkin | Duration | People | Cost | Maintenance Cost | Payment | Status | Nominative |
| 1 | OS130VBU6J41VMZ6 | 2023-06-05 18:48:17(America/New_York) | Free Introductory Lesson | 2023-06-20 11:00:00(America/Los_Angeles) | 30 | 1 | \$0.00 | | \$0.00 | C | Dongsook Student |
| 2 | HQL5030NO9M719X7 | 2023-06-05 18:50:16(America/New_York) | Free Introductory Lesson | 2023-06-06 18:30:00(America/New_York) | 30 | 1 | \$0.00 | | \$0.00 | C | Anita Horsley |
| 3 | LET18F1QAATU2G74 | 2023-06-13 10:57:29(America/New_York) | Stay Tuned w Anita | 2023-06-13 12:50:00(America/New_York) | 40 | 1 | \$30.00 | -10% | \$27.00 | C | Anita Horsley |
| 4 | IS37JL102V692M5D | 2023-06-13 11:08:54(America/New_York) | Let's get started w Anita | 2023-06-20 11:00:00(America/Los_Angeles) | 30 | 1 | \$20.00 | -10% | \$18.00 | C | Dongsook Student |
| 5 | W81N2576AO50UDS2 | 2023-06-13 17:17:15(America/Los_Angeles) | Let's get started w Anita | 2023-06-20 11:00:00(America/Los_Angeles) | 30 | 1 | \$20.00 | -10% | \$18.00 | C | Dongsook Student |
| 6 | | | | | | | | | | | |
| 7 | | | | | | | | | | | |
| 8 | | | | | | | | | TOTAL OWED: | \$63.00 | |

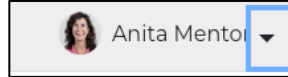
4. Ensure the spreadsheet is accurate.
5. Select the Digital invoice button.
6. Fill out the form. When you enter the amount, the Sub-Total and Total will automatically be added up.



| Enter the month and year. | | Enter the amount for each month. | |
|--|--|--|--|
| <input type="text" value="For example: Sept. 1-30, 2023"/> | | <input type="text" value="Enter amount"/> | |
| <input type="text" value="Month/Year"/> | | <input type="text" value="Enter amount"/> | |
| <input type="text" value="Month/Year"/> | | <input type="text" value="Enter amount"/> | |
| Sub-Total | | Invoice Subtotal Amount (Required) | |
| | | <input type="text" value="\$0.00"/> | |
| Total | | Invoice Total Amount (Required) | |
| | | <input type="text" value="\$0.00"/> | |
| | | A 10% reduction is applied for program maintenance | |
| Your invoice will be paid within 30 days. Please maintain a copy of the invoice for your records. | | Connect for Education Inc. Attn: John Wulff 620 Herndon Parkway, Suite 200 Herndon, VA 20170 Have a question | |
| <input type="button" value="Submit"/> <input type="button" value="Save & Continue"/> | | | |

7. Select Submit and you will be paid Net-30

ACCOUNT SETTINGS



Account Settings provides the mentor access to change their time zone and/or change how items may appear on their dashboard and a few other settings like appointments sync, zip restrictions and zoom:

Settings

| | |
|-------------------|----------|
| Global | Timezone |
| Upcoming Orders | New York |
| Calendars | |
| Appointments Sync | |
| ZIP Restrictions | |
| Zoom | |

- a. **Global:** Edit your time zone.
- b. **Upcoming Orders:** Change how the orders appear on your dashboard.
- c. **Calendars:** Change how many calendars appear on the dashboard.
- d. **Appointment Sync:** Sync the portal calendar to your personal calendar.
 - a. Select **Appointment Sync** and then select the icon to the right of the URL.
 - b. Choose a calendar to sync.
 - c. Select **Subscribe**.
 - d. Select **Add**.
- e. **Zip Restrictions:** Choose a zip code to restrict access if desired.
- f. **Zoom:** shows the API Key, Secret, and Host. Do not make changes to this.

Note: do NOT change the zoom API Key or Secret as these are linked to the zoom URL the student receives.

Select **Save and Close** to return to the dashboard.

Note: Students can book appointments (and cancel appointments) within an 8-hour notice. Students can cancel reservations within 24 hours. Video Library

The video library opens a new tab where you and your students can explore hundreds of videos based on categories and specific instruments. Each instrument has an ABRSM section that provides examples of videos a specific level, make a selection to choose a category or an instrument:

Applied Music Instruments Mentors FAQ Video Library

FOR EVERYONE

LIBRARY

[← ABRSM Levels](#)

Make a selection ▼

| | | |
|---|---|--|
| Lectures & Podcasts All Levels 5 | Masterclasses All Levels 3.6 | Motivation All Levels - |
|---|---|--|

✓ Make a selection


- ABRSM
- ABRSM
- Exam Prep
- Educational
- Everyone
- General
- Podcasts
- Motivation
- Masterclasses
- Strings
- Bass
- Cello
- Guitar
- Harp
- Viola
- Violin
- Keyboard and Voice

ABRSM LEVELS

Selecting **General Levels** in the Video library (or go directly to <https://instruments.c4edu.com/instrument/universal-applied/>) provides access to the ABRSM repertoire recommendations for each level.

PRACTICE SOLOS AND REPERTOIRES

1. Expand a Level:

 Video Library




Select your level and a session to view the ABRSM Solos.

> GENERAL TIPS




> LEVEL 1 SESSIONS

∨ LEVEL 2 SESSIONS




Practice Session 1

 30 Mins
 Level 2
 -

Practice Session 2

 30 Mins
 Level 2
 -

Practice Session 3

 varies
 Level 2
 -

2. Expand an instrument category and select the instrument:

TO SESSION 2 →

SOLO A

You will now work on the **four (4) solo requirements: list A, B, C, and performer's choice (solo D)** from the ABRSM Performance Grade Certification (Level 2). You are not required to audition for this certification - but we encourage you to do so if you wish!

Select the drop-downs to get started. If you don't see your instrument, please consult your instructor of record and your mentor to determine what to practice. All sessions should be recorded in your weekly practice so that you give attention to all required solos for this level.

> LEVEL 2 SESSION 1: SOLO A PRACTICE REQUIREMENTS

> GENERAL PRACTICE REQUIREMENTS

> BOWED STRINGS

v BRASS

- [Baritone and Euphonium](#)
- [E Flat Horn](#)
- [Horn](#)
- [Trumpet, Cornet, Flugelhorn](#)
- [Trombone](#)
- [Tuba](#)
- [Jazz Trumpet, Cornet, and Flugelhorn](#)

The ABRMS recommended list of repertoires for Solos A, B, and C for that particular level will open up in a new tab:

| Trombone from 2023 | | Practical Grades |
|---|---|--|
| GRADE 2 | | |
| THREE PIECES: one chosen by the candidate from each of the three Lists, A, B and C ; for further details see pages 14-16 | | |
| COMPOSER | PIECE / WORK / ARRANGER | PUBLICATION (PUBLISHER) |
| A 1 Howard Goodall | Blackadder Theme, arr. Lawrance | Winners Galore (Brass Wind), \mathfrak{B} trombone or \mathfrak{C} brass editions III |
| 2 Jock McKenzie | Rigaudon (from <i>Parpetudes for Beginner Brass</i>) SOLO | Jock McKenzie: Parpetudes for Beginner Brass (Con Moto), \mathfrak{B} or \mathfrak{C} trombone editions |
| 3 R. & R. Sherman | It's a Small World, arr. Lawrance | Win Win (Brass Wind), \mathfrak{B} trombone or \mathfrak{C} brass editions III |
| 4 Tchaikovsky | Overture (from <i>The Nutcracker</i>), arr. Lawrance | Win Win (Brass Wind), \mathfrak{B} trombone or \mathfrak{C} brass editions III |
| 5 E. Smyth & C. M. Hamilton | The March of the Women, arr. Frith <i>upper part in duet</i> DUET/PIANO | Brass Mix 1 (ABRSM), \mathfrak{B} / \mathfrak{C} brass edition III * |
| 6 Philip Sparke | The Big Apple (No.11 from <i>Skilful Studies for Trombone</i>) SOLO | Philip Sparke: Skilful Studies for Trombone (Anglo Music), \mathfrak{B} / \mathfrak{C} edition |
| 7 Trad. Welsh | Men of Harlech, arr. Lawrance or arr. Sparke <i>upper part in duet</i> DUET/PIANO | Winner Scores All (Brass Wind), \mathfrak{B} trombone or \mathfrak{C} brass editions III or No.58 from Starter Duets for Trombones or Euphoniums (Anglo Music), \mathfrak{B} or \mathfrak{C} editions |
| 8 J. S. Bach | Minuet, arr. Adam & Hannickel | No.13 from Tons of Tunes from the Classics for Bassoon/Trombone/Euphonium (Curnow Music), \mathfrak{B} / \mathfrak{C} edition III |

TIPS AND RESOURCES

3. Under General Tips, you'll find some additional pertinent information:

[Video Library](#)

Select your level and a session to view the ABRSM Solos.

▼ **GENERAL TIPS**

COACHING TOOLS VIDEO LIBRARY LEVEL UP RESOURCES

Tabs
Each tab for the level you are on has information on the tools, sessions, resources, access to the video library, and how to level up. The **'Sessions'** tab provides the structure and materials you need to practice your instrument with your mentor. Remember, you need to practice a minimum of five (5) hours a week with your instrument and log an additional five (5) hours with or without your instrument each week.

Music Mentors
You have access to our music mentors. Choose and meet with your [Music Mentor](#) (link is also available at the top of this page) during the first or second week of class to schedule your virtual lessons for the term and choose your repertoire for your level. If you registered for the class with mentors, apply the token to pay for the mentor sessions, if you run out, you can choose to buy more sessions with your mentor if you wish. We recommend you stay with the same mentor for the term, however you may change mentors if needed.

Video Library
As you advance in your studies, you will begin to work on specific parts of your technique. Most musicians practice their fundamentals every day; breathing exercises, mouthpiece buzzing, sound, flexibility studies, scales, etc. You will find some suggestions on every level for warm-up and technical exercises in the [Video Library](#). Try as many as you like - and choose a few to return to on a regular basis. You will also find masterclasses, motivational videos, and more in the video library.

Discussion Forum and Weekly Sessions Log
You are not alone! Having difficulties or questions? Participate in the weekly discussions within your course. Please log all practice sessions as part of your overall grade and progress.