New Scheduling Software for Alison S. Barr Studio!

Dear Studio Families-

I am excited to let you know that you can now access your lesson schedule online!  You can use this service on <http://mymusicstaff.com> to cancel and reschedule an occasional lesson where a conflict may come up.  I hope that this will expedite communication and make it MUCH easier for you to see what's open without having to email and wait for me to get back to you.

I know this is an EXTREMELY busy time for all of your, but I would appreciate your taking just a few minutes to look at this and try to log on.  I am happy to answer questions to the best of my ability, as I learn along with you!

Here’s how it works:

* All standing lesson times have been entered on a scheduling grid in
* The parent of each student and each adult student will soon receive a*separate* email containing a link to <http://mymusicstaff.com> “Student Portal” instructing you to set up a login and enter the program to see the schedule.  Note:  once you have set up this log-in, you can subsequently log into “ ymusicstaff" directly from the calendar page on my website with your existing information <http://www.alisonbarr.com/calendar/>
* Once you have logged in, when you click “calendar,” you will see your child’s (or your) lesson at its regularly-scheduled time and you will also see several open slots available for switching.
* You will see how you can easily CANCEL the standing lesson for a particular date and automatically be granted a “make-up credit” to use for any openings you see on the calendar.  The make-up credit will expire after 30 days from the date of cancellation.
* You will then sign up for an available slot during the week of the missed lesson or in a subsequent week.
* You may leave me a note in the “Note to Teacher” box that will come up when you cancel.
* I will receive immediate notification that you changed and rescheduled your lesson, and your original time will immediately become an “Open Slot” for that particular week.
* I will receive an updated log of lesson times at 12 noon every day, so you don’t have to let me know that you changed your time!

Policies to keep in mind (all of these are displayed when you go to the Student Portal for mymusicstaff:)

* It’s always best to keep the original lesson time whenever possible.  The studio does adhere to a no make-up policy.  However, this service will help you make an occasional switch; for example, when you know in advance that there will be a conflict during a particular week in the near future.
* Please reschedule as close to the original lesson time as possible!  Students require their weekly lesson for optimal progress and to motivate their practicing!
* Lesson slots will be posted about three to four weeks in advance only, as will open slots, so it will encourage everyone to sign up for a slot that is close to the one they are cancelling, even though it may be in the following week creating two lessons in one week - that’s great from my perspective!
* I have set the parameters of the program so that you may manipulate a lesson time UP TO 12 hours in advance of that scheduled lesson time.  If there is sudden illness or a conflict that arises, please cancel the lesson and attend your next regularly-scheduled lesson.

*I know there will be a learning curve for this process and I appreciate that you may still need to communicate with me at first.  I think that you will find, after the initial encounter with this system, that it’s a wonderful benefit for studio families, saving your valuable time and getting immediate scheduling satisfaction.*

* Excited to greet the new year with you! Alison Barr