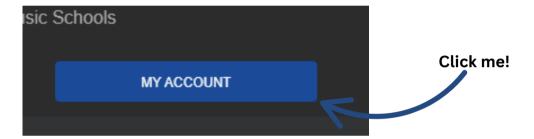
Invite Email - it will look like this:

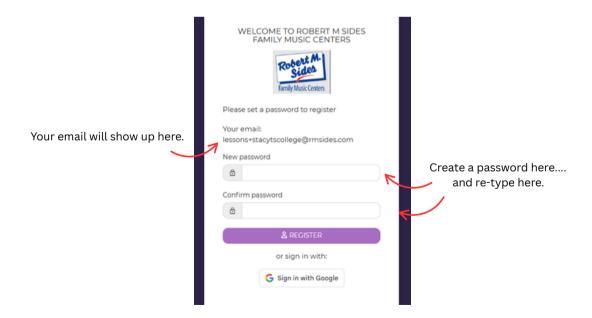
You have been invited to Robert M Sides Family Music Centers

Robert M Sides Family Music Centers<no-reply@notifications.opus1.io>

1. Scroll to the bottom of the email and click on the "My Account" link below:

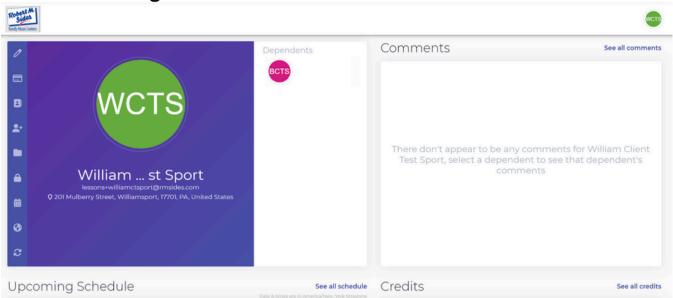


2. You will be directed to a page to create your profile password:



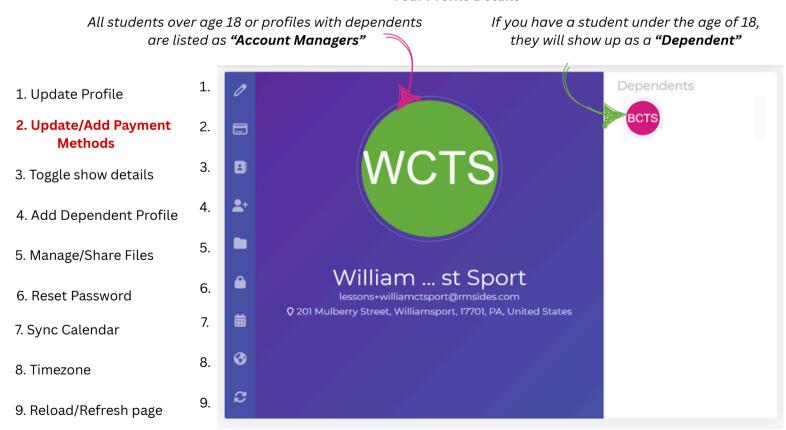
3. Click REGISTER and your account will be accessible!

Your Profile Page! What it looks like:



A Closer look:

Your Profile Details

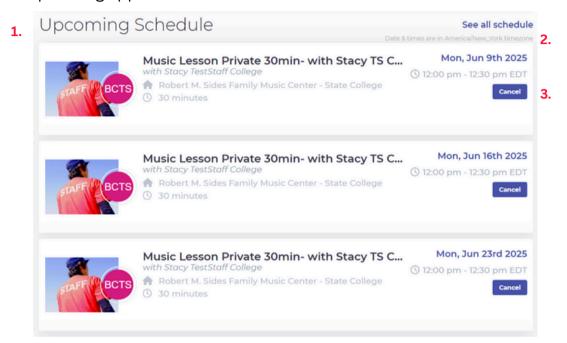


PLEASE NOTE:

In order to pay your July 2025 lessons, we will need you to update/add your payment method on THIS account. Going forward, all lesson payments and plans will be processed via Opus1/Stripe. These payments will change from the 25th of the prior month to the 1st of the lesson month (example July 1st for July lessons).

Your Profile Page: Continued

Upcoming appointments/classes/events - under "Your Profile Details"



- 1. Upcoming scheduled items listing Who, What, Where, as well as Date/Time
- 2. "See all schedule" this projects all upcoming scheduled items within a two month period.
- **3.** "Cancel" if you are unable to make your lesson on the specified date, you have the option to cancel before the appointment. This notifies our staff and your applied teacher.

Top Right: Your Comment Correspondence

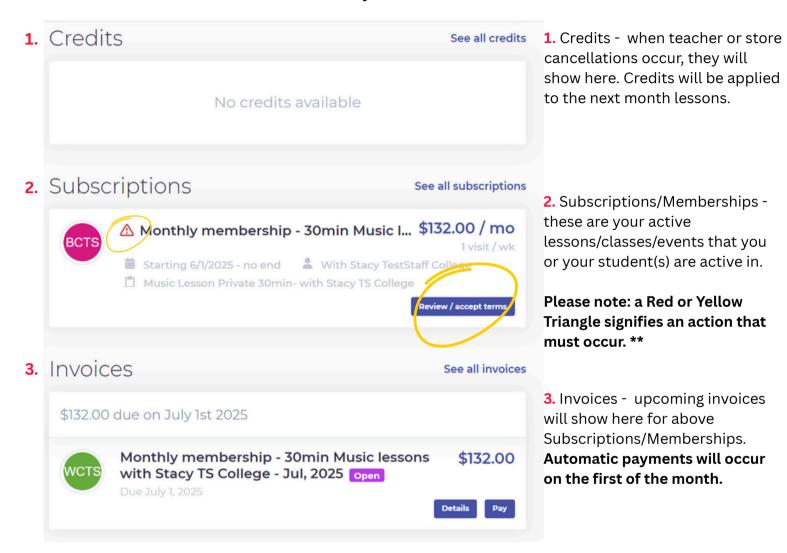


This section is for correspondences between you and your applied teacher(s) or other staff that have initiated correspondence with you. This can be utilized to share important information with our staff, your teacher, and documents/music. (Documents can also be retrieved/uploaded on File Manager).

PLEASE NOTE: Comments are visible to RMSides management, and this function is used as a means of communication between you and your teacher(s). If you have a dependent, you have access to view your dependent's comment correspondence with their applied teacher.

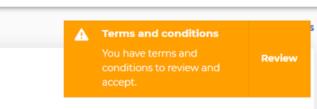
Your Profile Page: Continued continued

Underneath your Comments



** All accounts with active Subscriptions will be prompted to Review/accept terms. There will be another notice when you access your account that will prompt you to do this action. This must be done prior to your July 2025 lessons.

When updates to policy occur and need your review/acceptance, you will be prompted on your account and via email to do so.



Our Requests when you access your account:

- Flexibility! Opus1 is new for all of our locations, and with any update or change there are expected challenges. We appreciate your understanding during this period of growth.
- Completing your Profile! Please look through the profile information that is currently listed on Opus1. We were only able to add so much as we switch over and greatly appreciate your help with details about you and your students.
 - All lessons currently on automatic payment must put either a credit card or bank account on file for payment. Opus1 is a secure site, and the card is tokenized as soon as entered.
- Watch for our communications! Any important details, updates, and changes will come to you via email and Opus1 (phone too if that is chosen).
 - If you need to update your contact information, please notify lessons@rmsides.com or kkrebes@rmsides.com.
- Ask questions (about the platform)! Even if we don't have immediate answers, we want to help find them.
- Stay Musical! We are thankful for you and your musicianship you continue to share with us.





Kathryn Krebes - Lesson Coordinator email: kkrebes@rmsides.com & lessons@rmsides.com phone: 814-861-6882 ext 203