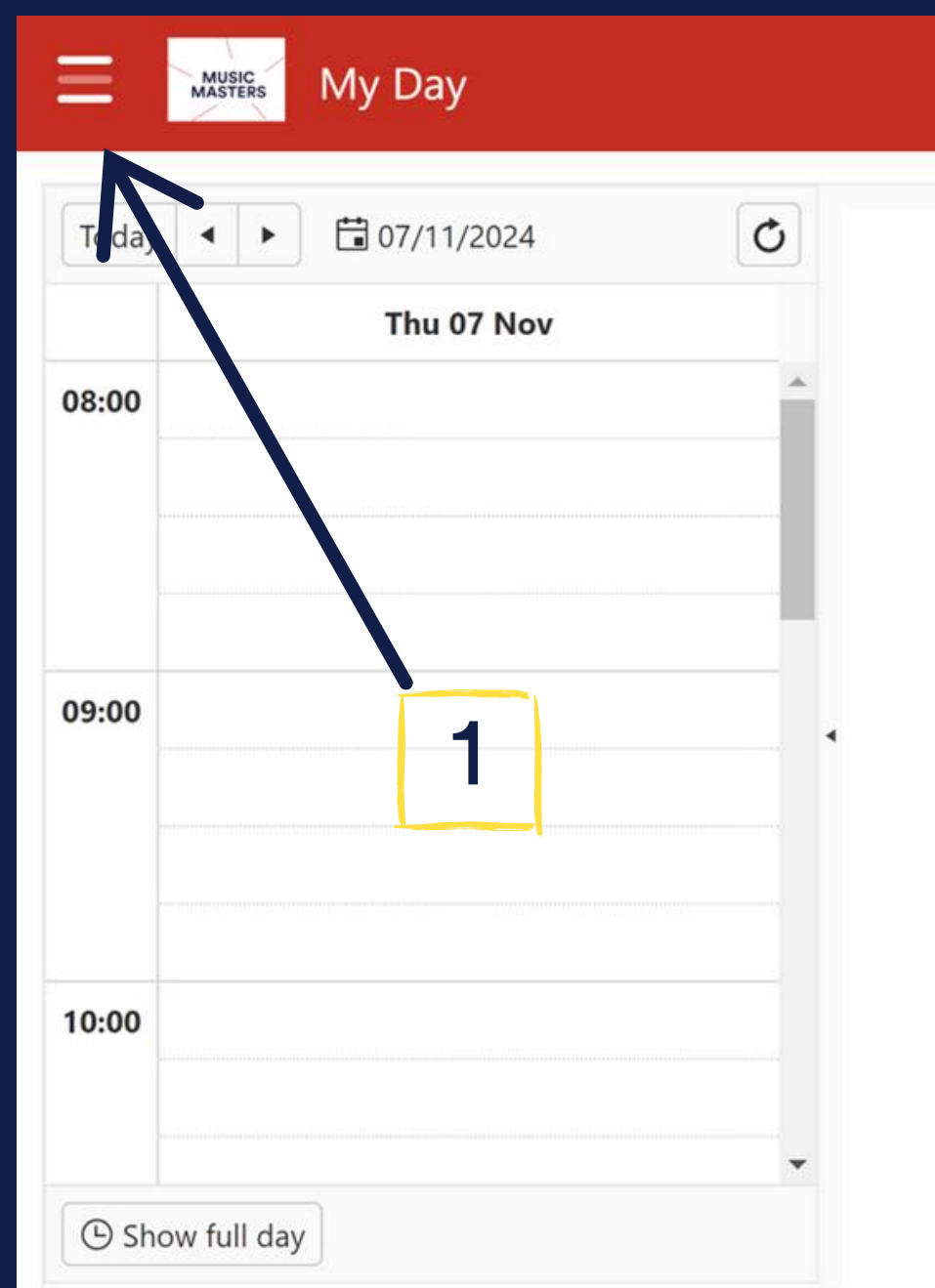


Taking a Register



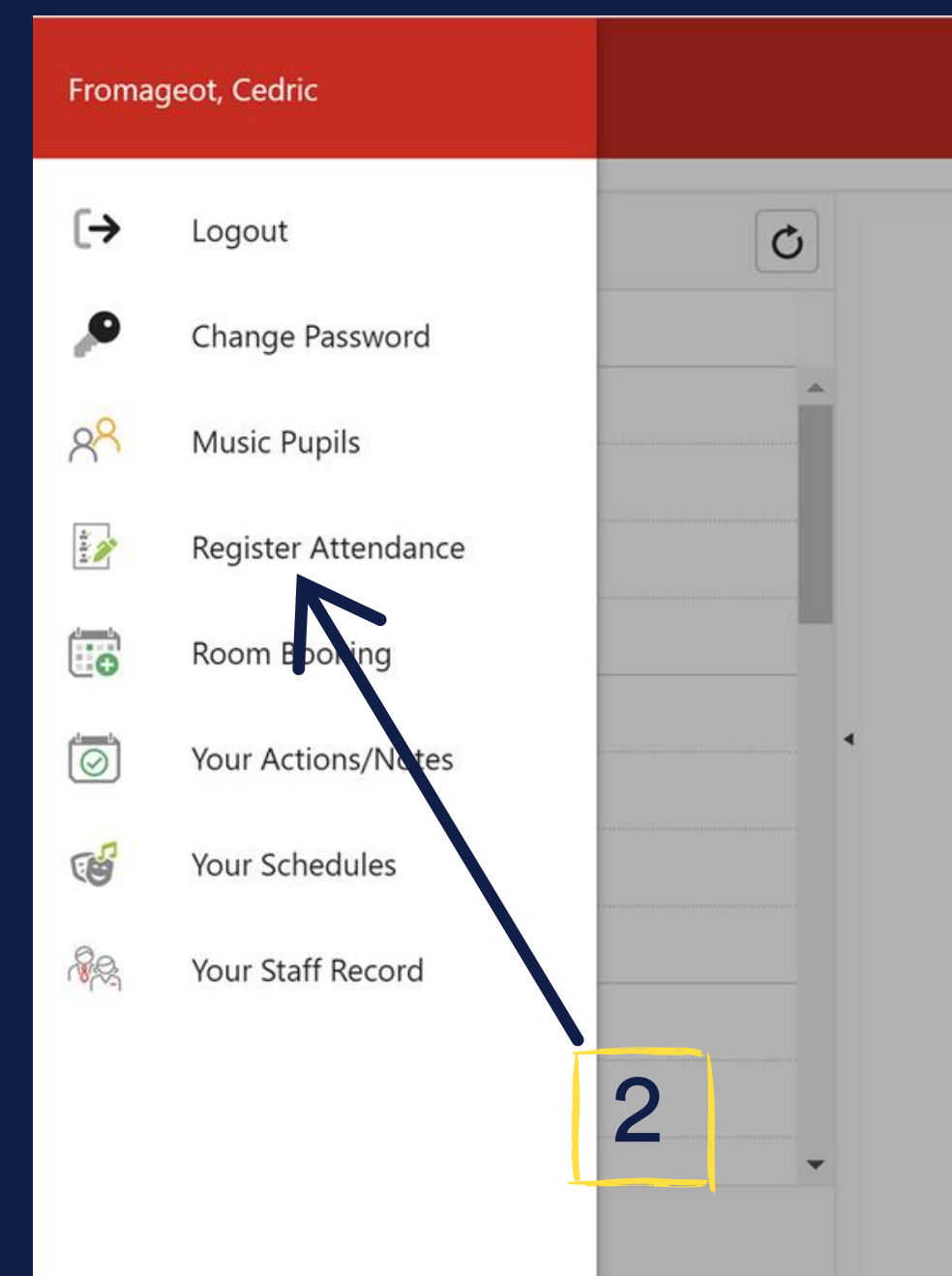
How to use Furlong Maestro
to take registers in class.





Step 1

Log in to your Furlong Maestro account, and click on the menu in the top left.



Step 2

Click on 'Register Attendance'

MUSIC MASTERS

Register Attendance

Music Teachers

Hide Options

Register By

Any Staff

Staff Member

Roy Demo, Ash

Week

04/11/2024

Group

ARoye Violin

Day

Friday

Set Mark All

Pupils

Mark

Day

Friday

Friday

Friday

Start

12:00

12:30

13:00

End

12:30

13:00

13:30

Notes

Guitar, Polly / royde

Saxophone, Emily / rc

Violin, Steph / royde

4

3

Step 3

Select the date and group that you want to take the register for.

The students will then appear on the right.

Step 4

Click on the arrow to set register the student

MUSIC MASTERS

Register Attendance

Music Teachers

Hide Options

Register By

Any Staff

Staff Member

Roy Demo, Ash

Week

04/11/2024

Group

ARoye Violin

Day

Friday

Set Mark All

/ - Present

Pupils	Mark	Day	Start	End	Notes
Guitar, Polly / royde	/ - Present	Friday	12:00	12:30	
Saxophone, Emily / rc	/ - Present	Friday	12:30	13:00	
Violin, Steph / royde	AC - Absent - charge	Friday	13:00	13:30	Away on school trip

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Step 5

For any absences, you can click on the pen icon and add any notes to explain why they are away.

Any changes you make are saved automatically; you'll see a green 'saved' message pop up.



If you're stuck feel free to email:
contact@musicmasters.org.uk
and one of the team will help
you asap!

