



STAFF GUIDE · GRADESPACE MUSIC

Running your music school's website: a guide for your team

Everything your team needs to run the website day to day, in plain words.

Gradespace Music
for WordPress, version 0.3.1

October 2026
thegradespace.com

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This guide shows you how to run the music school's website day to day: lesson bookings, the calendar, tutors, students and the rest of the site. You don't need any technical knowledge.

Features marked **(Pro)** need a Pro or Agency licence.

1. Signing in

- Go to your website's address followed by **/wp-admin** (for example `yourschool.com/wp-admin`), or click **Staff sign-in** at the very bottom of any page. The sign-in page shows your logo on one side and the form on the other.
- Sign in with your own username and password. Please **don't share accounts**: the website records who did what, and each person should only see what their job needs. Students may be children, so this matters.
- After signing in you go straight to **Music school → Today**.
- Forgotten your password? Click **Lost your password?** on the sign-in page.
- After 5 wrong passwords, sign-in pauses for 15 minutes. This protects the site. Wait, then try again, or ask your administrator.

2. Your daily start: Music school → Today

Today shows everything that needs attention:

- **Lessons today**, in time order.
- **Lesson requests to confirm**.
- **New enquiries** from the contact form.
- **Coming up**: the next lessons and events.

The numbers in red circles on the left-hand menu show how many things are waiting, for example two lesson requests.

3. Lessons

When someone books online

1. The student (or their parent) chooses an instrument, a lesson type, a tutor (or "any tutor"), then a free day and time. The website only offers times when the tutor teaches and the school is open.
2. You get an email, and the booking appears in **Music school → Lessons** waiting to be confirmed. The time is held meanwhile.
3. Open it and click **Confirm lesson**. The student is emailed a confirmation with a calendar invite. If the time doesn't work, click **Decline** and they're asked to choose another.
4. Need to change it? **Move or change** the time or tutor, or **Cancel lesson**. The student and tutor are emailed each time.

Students get a reminder the day before, and every email has a link they can use to cancel.

Want online bookings confirmed straight away instead? Switch on **Instant confirmation** in **Music school → Settings → Lessons**. It's off by default so the office stays in control.

Booking someone by phone

Music school → Add a lesson. Choose the instrument, lesson type, tutor, date and time, then the student's details. The tutor must be free (clashes are refused), but teaching hours and notice periods don't apply, so you can fit someone in.

The calendar

Music school → Calendar shows lessons by **week** or **month**, for everyone or for one tutor.

Calendar feeds (Pro): the office and each tutor can have a private address that shows their lessons in the calendar on their phone. If an address is ever shared by mistake, **Make a new address** and the old one stops working.

4. Tutors

Music school → Tutors holds each tutor's public profile: photo, a few words, instruments, the lesson types they teach, their **weekly teaching hours** and **days off**. The booking form only offers times inside those hours.

Tutors can sign in with the **Tutor** role. They see only their own lessons, and can change:

- **My teaching hours:** when they teach, days off and blocked times;
- **My profile:** their text, photo, instruments and the lessons they teach.

Their name, email and whether people can book them online stay with the office.

Music school → Instruments lists the instruments you teach.

5. Lesson types and prices

Music school → Lesson types: each kind of lesson (for example "Trial lesson, 30 minutes" or "Piano, 45 minutes") with its length and price. A price of 0 shows "Price on request", and prices only show on the website when they're switched on in **Music school → Settings → Lessons**. Trial lessons can be limited to one per person there too.

6. Students

Music school → **Students** lists everyone who has booked, with their lessons. Students are made automatically from bookings; **Add student** adds someone by hand.

Privacy:

- Only administrators and the office see student details by default.
- If someone asks for a copy of their data, or asks you to delete it, an administrator uses **Tools** → **Export Personal Data** or **Tools** → **Erase Personal Data**.
- **Students** → **Due for review** lists students whose last lesson is older than the time set in **Music school** → **Settings** → **Records**. Nothing is deleted automatically: an administrator ticks the ones there's no reason to keep and chooses **Delete selected**. Their past lessons stay on the calendar without their details.

7. The rest of the website

Under **Music school** you'll also find:

- **Events**: concerts, recitals and open days, each with **Add to calendar** for visitors;
- **Gallery**: photo albums;
- **Resources**: downloadable practice sheets and handouts;
- **Testimonials** and **FAQs**, shown in their sections on the website;
- **Messages**: what people send through the contact form.

Practice tools (Pro)

Two blocks for students practising at home: **Instrument tuner** and **Metronome**. The setup wizard can add a **Practice tools** page with both (tick *Practice tools page* under Starter content); add it to your menu when you're ready. You can also put either block on any page: in the editor, click **+** and search for "tuner" or "metronome".

- **Tuner.** Visitors press **Start tuner**, allow the microphone, and play a string: the big letter shows the note, the gauge shows how far off it is (it turns green within 5 cents, a twentieth of a semitone), and the words say *tune up* or *tune down*. **Auto** picks the nearest string; tapping a string button plays its note to tune to and fixes the tuner on that string. Instruments: guitar (standard, drop D, DADGAD, open G, half-step down), bass, violin, viola, cello, ukulele, and **Chromatic** for any note (singers, piano, wind). Visitors can move the reference pitch (A4) between 430 and 450 Hz.
 - In the block settings (select the block, then the panel on the right) you choose the instrument it opens with, which instruments visitors can switch to (untick the ones your school doesn't teach), the starting reference pitch and whether string buttons play reference tones.
 - **Privacy:** the sound is analysed in the visitor's own browser while the tuner is on and is never recorded, stored or sent anywhere; the tuner says so under the buttons. The microphone switches off when they press **Stop** or leave the page. Browsers only allow the microphone on secure (https) pages; if a visitor blocked it, the tuner tells them how to allow it.
- **Metronome.** Visitors set the speed with the slider, the – and + buttons or **Tap tempo** (tap the beat a few times), choose 2/4, 3/4, 4/4 or 6/8 and subdivisions (eighths, triplets, sixteenths), and press **Start** (or **Space**). The first beat is accented (6/8 accents beats 1 and 4). In the block settings you choose where it starts.
- **Without Pro**, visitors don't see either tool; administrators see a short note in their place, and the editor shows what Pro adds.

8. Settings (administrators)

Music school → **Settings** has tabs. Each tab has its own **Save changes** button.

Tab	What's there
Business	School and company name, logo, tagline, a photo and a bottom line for the staff sign-in page, social media links
Contact	Phone numbers, WhatsApp, email, address, map link, and how long contact form messages are kept
Email	Who gets which emails, the sender name and address, which emails students get, Send a test email , and the email log (Pro)
Privacy	The cookie banner and the details used in your privacy and cookie pages
Lessons	Instant confirmation, showing prices, one trial per person, notice needed, how many weeks ahead people can book, the gap between lessons
Opening days	The school's weekly hours, and days it's closed such as holidays

Tab	What's there
Records	How long after their last lesson students are listed for review
Licence	Your licence key (also under Settings → Gradespace licence)

Run setup again on the Settings screen reopens the setup wizard.

Music school → Staff access: to add someone, click **Add staff member**, then choose their role:

- **Office** for the people who run bookings, tutors and messages;
- **Tutor** for teachers (they see only their own lessons).

With a Pro licence you can also tick exactly what each role can do. Give **Administrator** only to the owner and one deputy.

Site Settings → Design & colours: choose the website's look (Classic, Stage Lights, The Staff or Studio Colour, and seven colour palettes). You can preview privately before saving.

9. Editing the website's pages

- **Pages** (Home, About, Lessons, Tutors, Book, Contact): open a page and click any text or picture to change it. Click **Save**.
- **News: Posts → Add New Post.** Add a title, text and a featured image, then **Publish**.
- **Opening days, phone numbers and addresses** on the website come from **Music school → Settings**. Change them there once and every page and email updates.

10. Good habits

- **Confirm lesson requests the same day.**
- **Check Music school → Today** each morning.
- Tutors: **keep your teaching hours and days off up to date**, so nobody books a time you can't do.
- **Never** type passwords or card numbers into the website.
- If an email doesn't seem to arrive, look at **Music school → Settings → Email → Email log** (Pro). It shows whether each email was sent and, if not, why.
- If something looks wrong, take a screenshot and send it to whoever looks after your website.

Help

Your website runs on **Gradespace Music**. Step-by-step install and licence help:

thegradespace.com/wordpress-kits/getting-started. Questions: support@thegradespace.com. Tell us what you were doing, what you expected, and send a screenshot.