

## Welcome to Junior RIAM Applications for a New Parent/Guarantor

This document will guide you through the application process. Applications are best completed on a tablet or computer. If you are using a mobile device, please ensure that it is held landscape.

1. Set up the parent/guarantor account by clicking on this [link](#) which will bring you to the Classter account creation website. This only needs to be done once. Any subsequent student or sibling applications can be made through the same account.



**RIAM**  
**Royal Irish Academy of Music**  
The Royal Irish Academy of Music

Please select the Institute that you want to apply

Select Institute


Junior RIAM

OK

Ελληνικά | English (UK) | English (US) | Deutsch | Français | Español | Lietuvių | العربية – مصر | Български |

Select Junior RIAM from the Institute dropdown menu for Junior RIAM applications

2. Finish creating the account by entering the parent/guardian details in the next screen (**If you already have an account, do not set up a new account, log in using your current details**). Please note this is the information for you as parent/guarantor, do not enter student details here.



# RIAM

## Royal Irish Academy of Music

The Royal Irish Academy of Music

Welcome to Junior RIAM Applications

Please enter the details of the Parent/Guarantor below

Once you have completed registration you will be asked to provide the details of the student(s) for which you are applying


First Name \*

Last Name \*

E-mail \*

Mobile Phone \*

☐ I'm not a robot

  
reCAPTCHA  
[Privacy](#) - [Terms](#)

By signing up, you agree to the [Terms & Conditions](#) and [Privacy Policy](#)

3. Check your email for a welcome email with your login details. This email will come from [info@juniormail.riam.ie](mailto:info@juniormail.riam.ie). (Please do not reply or send emails to this email address. This is a do not reply email address.). Please check your spam/junk folder if you do not see this email in your inbox. Click on the verify account link to finalise your account. When you click on this, you will see a message asking you to wait while the account is being verified and will then be taken to the login page to enter your details. The login link for all subsequent logins is under login credentials in your email.



## Your account has been successfully created

Hi [redacted]

Welcome to RIAM Apply, please confirm your account here:

Verify Account

If you cannot see the image above, please use this link: [Click here](#)

Please make sure to verify your account by clicking on verify account.

## Login Credentials

Username: [redacted]

Password: [redacted]

Click [here](#) to go to the login page.

4. Login into your account to start your application



# RIAM

## Royal Irish Academy of Music

The Royal Irish Academy of Music



Next

Ελληνικά | English (UK) | English (US) | Deutsch | Français  
| العربية | हिन्दी | বাংলা | ગુજરાતી | ಕನ್ನಡ

Input your  
email  
address

click next



Accept the Terms and Conditions to use the application system

Log into your RIAM Application Account - Accept Terms and Conditions



## Terms and Conditions of Use

institution, then you are responsible for paying all fees and applicable taxes in a timely manner with a payment mechanism associated with the applicable paid Services. Fees may vary based on your location and other factors, and Classter reserves the right to change any fees at any time. Any change, update, or modification will be effective immediately upon posting through the relevant Services.

### ONLINE CONDUCT

You agree that you are responsible for your own use of classter.com and for your postings which include all content submitted, posted, published or distributed on classter.com by you including but not limited to all forum posts, notes, questions, comments, file & video uploads. Upon use of classter.com services, you are not allowed to use the program in any manner intended to damage, disable, overburden or impair any classter.com server or the network(s) connected to any classter.com server or to interfere with any other party's use and enjoyment of the Site. The use of the Site should be in compliance with these Terms, the Honor Code and all applicable local, state, national and international laws, rules and regulations, including copyright laws, any laws regarding the transmission of technical data exported from your country of residence, and all Greek export control

☒ I accept the terms and conditions

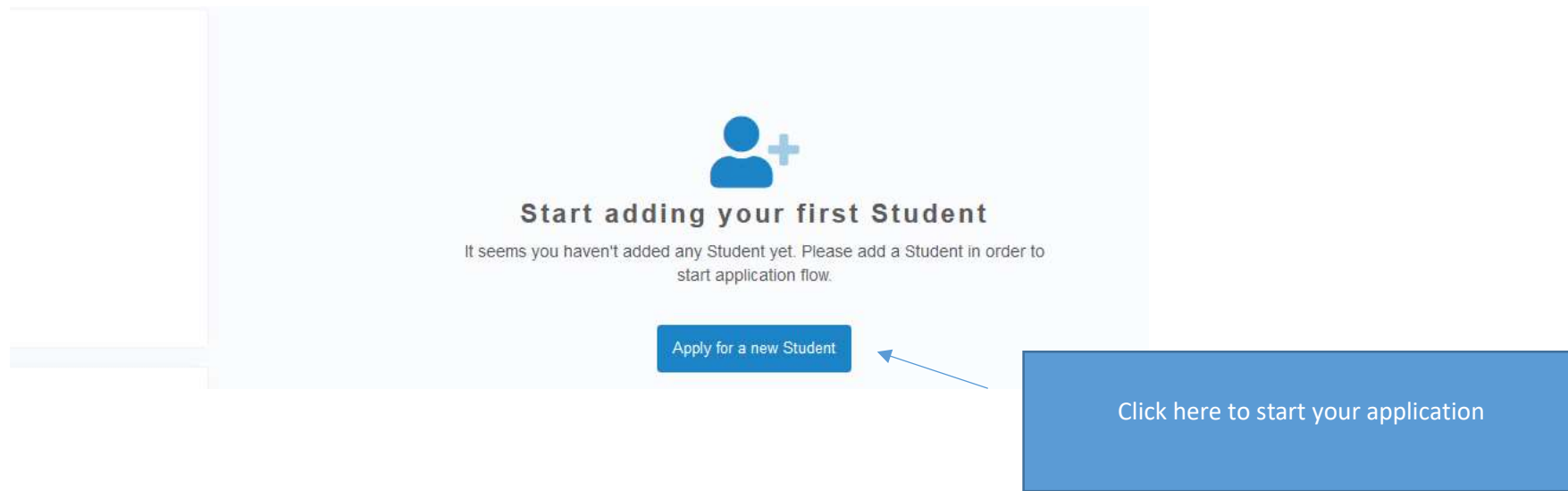
Decline

Accept

Please read the **Terms and Conditions**, which you must accept to begin your application



5. Start applying for a new student on this page



Complete the following pop up.

### Apply for New Student

Student first name \*

Student last name \*


Cancel

Next →

6. Complete all the information required for the student under personal data ensuring that the Student First Name and Student Last Name are correct. Click “save and next” to move to the next screen

### Student Information

Photo




Student first name \*

TestDee4

Student last name \*

TestDee4

Student date of birth \*



Student gender \*

☐ Other ☐ Male ☐ Female

### Nationality

Please select the student's nationality \*

### Address information

Postal address (please type) ⓘ \*

City/Town (please type) \*

None ▼

Area/County (please select) \*

None

Country (please select)

Post Code / Eir Code (please type) \*

None ▼

7. Complete the background information for the student.

Select the type of tuition you are applying from Programme of Study - Early Years Training, Individual Tuition, Performing Groups or Leaving Certificate Course.

BACKGROUND INFORMATION ▾

\* Complete the form below, and then click **Save and Next** at the bottom of this page

Programme of study? (for this application)

—Please Select—

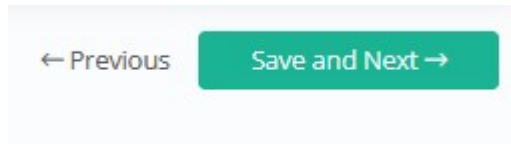
If you select Individual Tuition you will be asked to fill in further background information on the students experience to date. Complete the relevant information and click “save and next” to move to the next page.

← Previous

Save and Next →



8. Complete the Additional or Special Educational Needs and Terms and Conditions pages and click 'Save and Next' to move to the next page each time.



If you need to amend any of the information entered such as background information, you can do so using the tabs at the side of the screen.



E.g If you need to amend the student contact information provided you can click here to go back to

## 9. Applications Management

In this section you will select and submit the instrument/class application for the student.

Select either “Individual tuition” or “Early Years, Performing Groups & Leaving Certificate” from the dropdown

### Admissions Application / New Application (Academic Period 2025/2026)

#### Intake

Please select one of the available active Intakes that you're applying for.

Early years, Performing Groups & Leaving Certificate Intake

#### Select an application type

Please select an application type. Note that some educational programs are available only for specific application types.

Early years, Performing Groups & Leaving Certificate

Next →

Click “Next”

Select the instrument/class you are applying for from the Programme - Code drop down menu



The screenshot shows a form field labeled "Programme - Code" with a red asterisk. The dropdown menu is open, displaying a list of options. The first option is "--Please Select--" and is highlighted with a red background. Below it are several string instrument options: "Strings (Violin)", "Strings (Viola)", "Strings (Cello)", "Strings (Double Bass)", "Strings (Concert Harp)", and "Strings (Guitar)".

Stage and Level are automatically set to New Application and do not need to be completed.



The screenshot shows two dropdown menus. The first is labeled "Stage" with a red asterisk and has "New Application" selected. The second is labeled "Level" with a red asterisk and also has "New Application" selected. Below these menus is a "Next >" button.

Click Next to review the instrument/class you have selected

10. Confirm your application and either click either 'save as draft' to finish at a later time or 'save and submit' to navigate to the payment screen

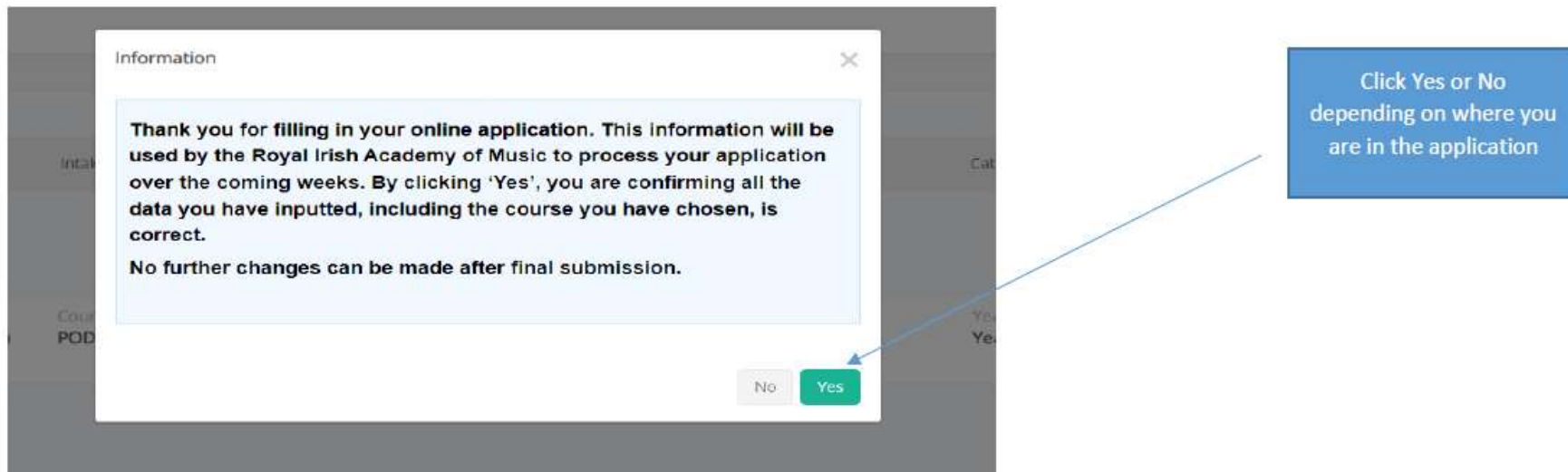


The screenshot shows the top section of a web form. On the left, there is a 'Change' link with a pencil icon. To the right, two buttons are visible: 'Save as a Draft' and 'Save and Submit', both with green checkmarks. Below these buttons is a table with four columns: 'Faculty', 'Programme - Code', 'Programme - Title', and 'Stage'. The first row of the table contains the text 'Strings', 'Strings (Violin)', 'Strings (Violin)', and 'New Application' respectively.

Faculty	Programme - Code	Programme - Title	Stage
Strings	Strings (Violin)	Strings (Violin)	New Application

To complete the application click 'save and submit'

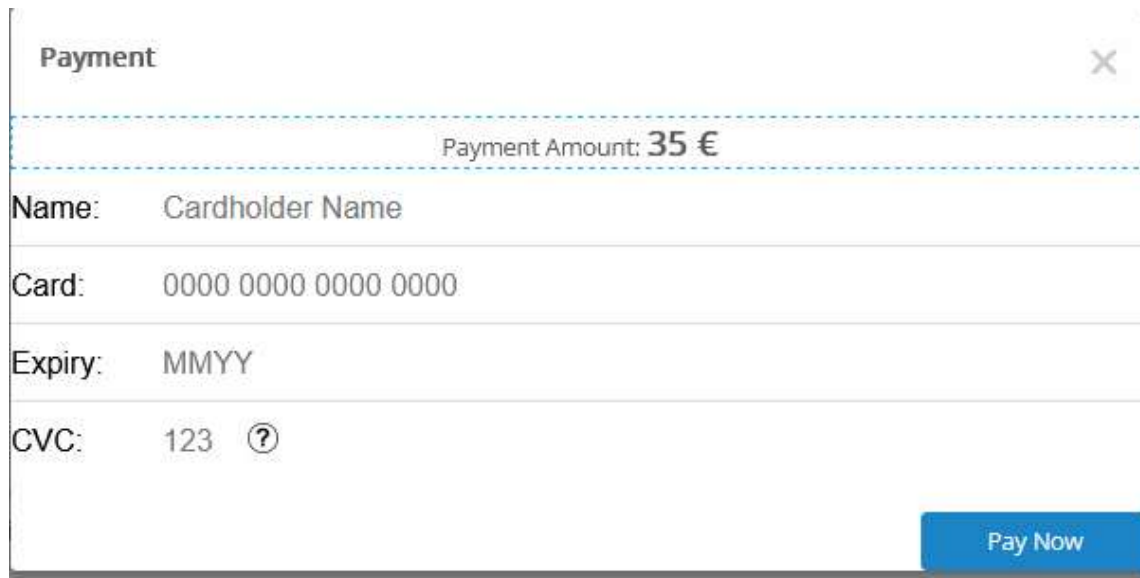
*A pop-up window will appear reminding you to check to have completed all sections of your application under*



## Payment

To finalise your application, you will be asked to complete the payment. The application administration fee is €35 per application.

The system uses multi-factor authentication for all payments.

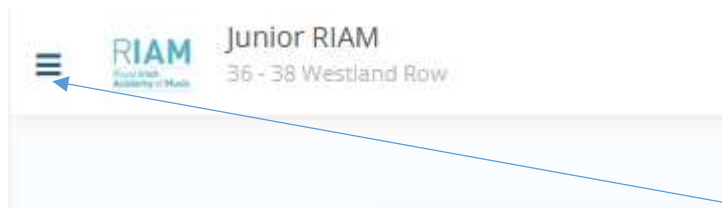


A screenshot of a payment form titled "Payment" with a close button (X) in the top right corner. The form contains the following fields:

- Payment Amount:** 35 €
- Name:** Cardholder Name
- Card:** 0000 0000 0000 0000
- Expiry:** MMY Y
- CVC:** 123 ?

A blue "Pay Now" button is located at the bottom right of the form.

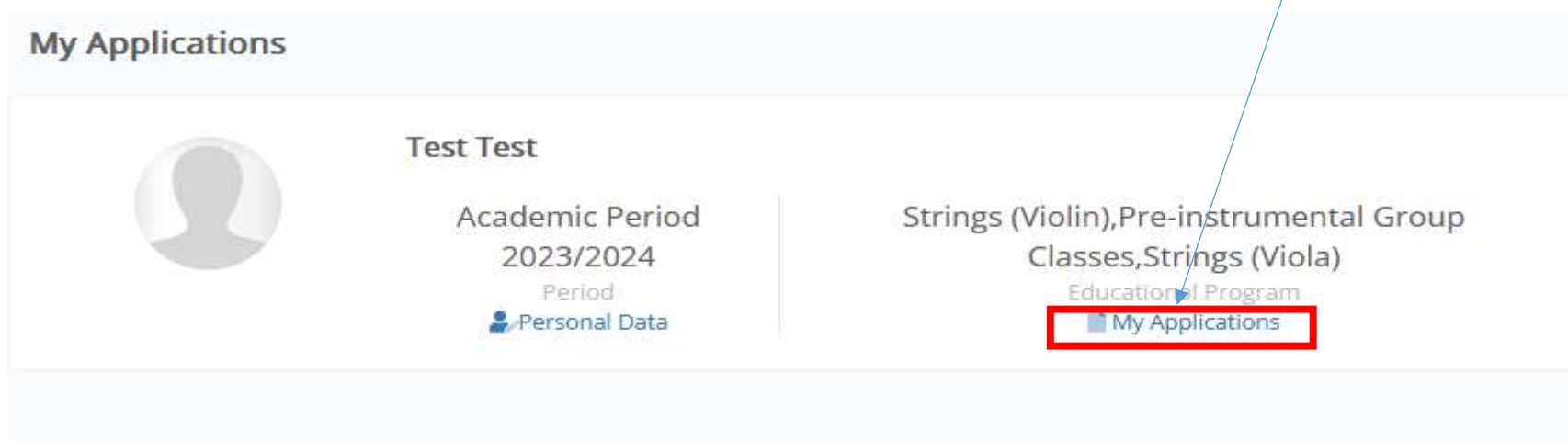
11. To review any applications and their status you can go to the dashboard.



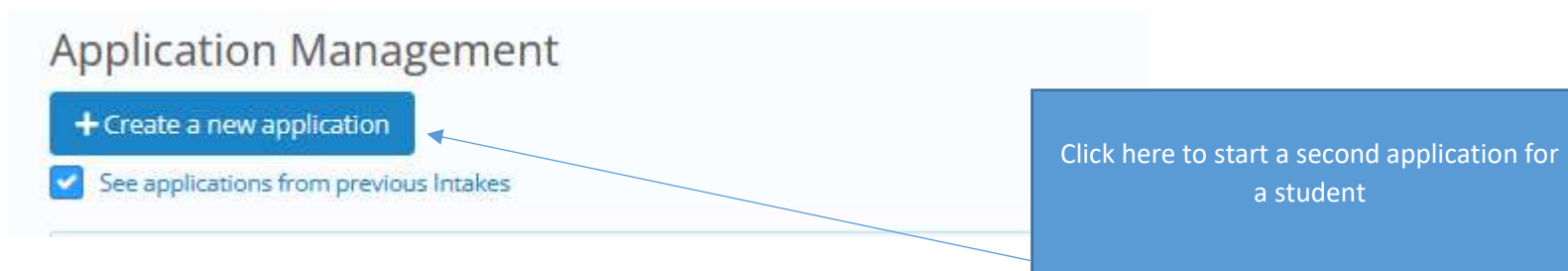
Click here on the top left hand of the webpage to go to your Dashboard to review all information

## Second Application for same student

To make an application for a second instrument or class for the same student go to your dashboard and click on 'my applications'. **Do not click on apply for new student to make a second application. Follow the instructions below.**



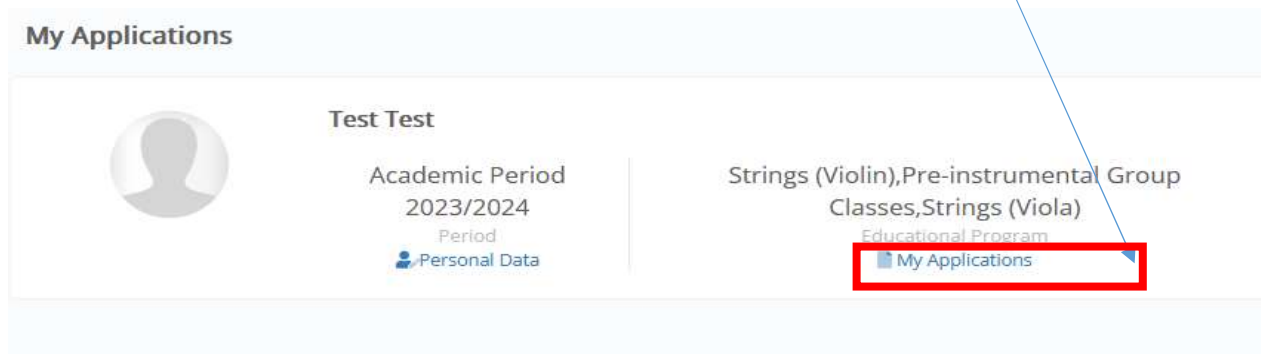
Click on 'create a new application' to apply for a second instrument or class for the same student



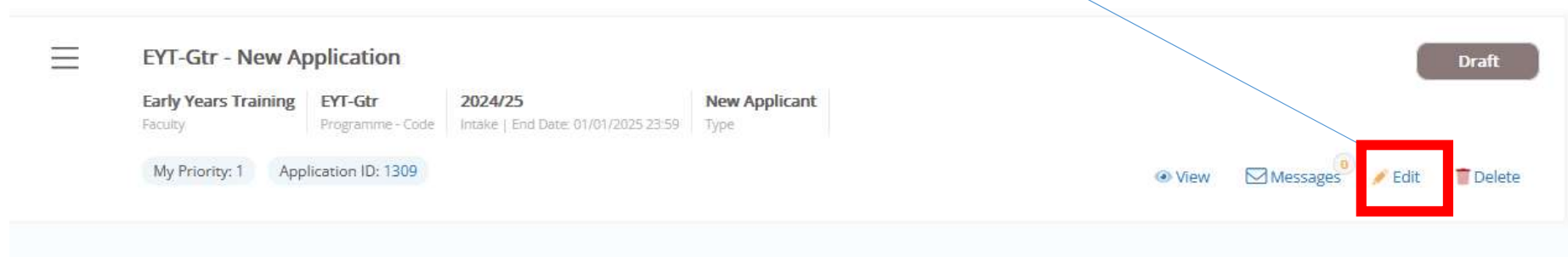


## Complete an Application saved as Draft

To complete an application that was saved as draft, go to your dashboard and click on 'my applications'. **Do not click on 'apply for new student' to complete a draft application. Follow the instructions below.**



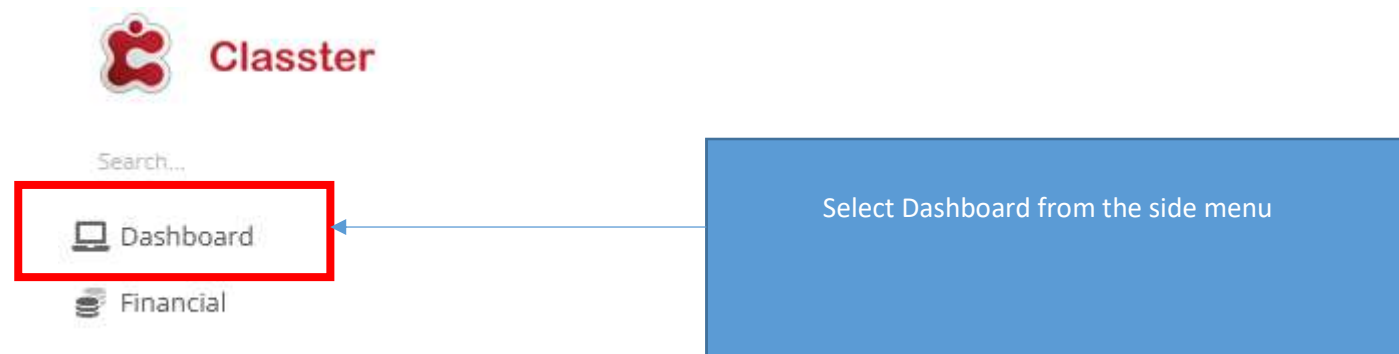
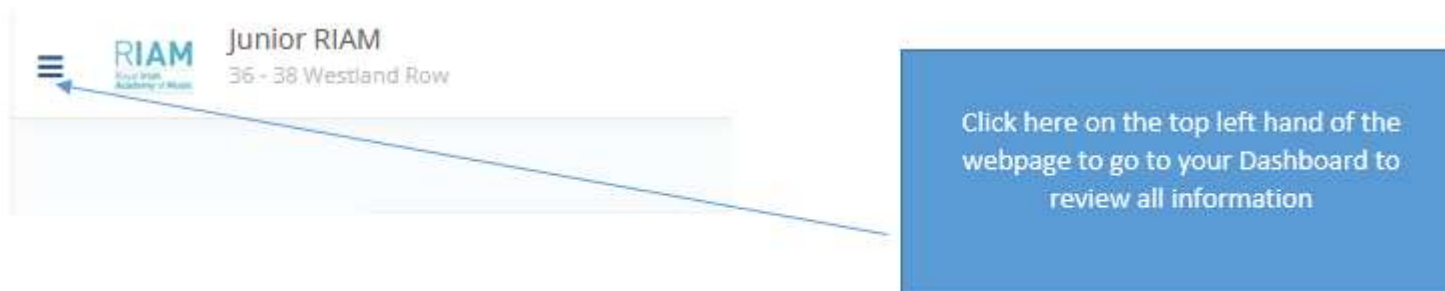
This will display all applications for a student both submitted and draft. Click on 'edit' under the draft application a new application to apply for a second instrument or class for the same student



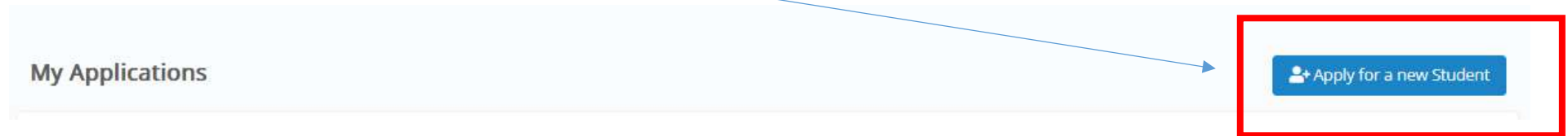
You will then be able to check the application you saved as draft and save and submit to complete the application payment and submit the application

## Start an application for another student

To apply for a second student go back to your dashboard as shown below.



Click 'apply for new student'



This will bring you back to the start of the process

A screenshot of a web form titled "Apply for New Student". The form has a light gray background. At the top, the title "Apply for New Student" is in bold. Below the title, there are two input fields: "Student first name \*" and "Student last name \*". Below these, there is a dropdown menu labeled "Relationship to the Student" with "Father" selected. At the bottom right, there are two buttons: "Cancel" and "Next →".

**Apply for New Student**

Student first name \*

Student last name \*

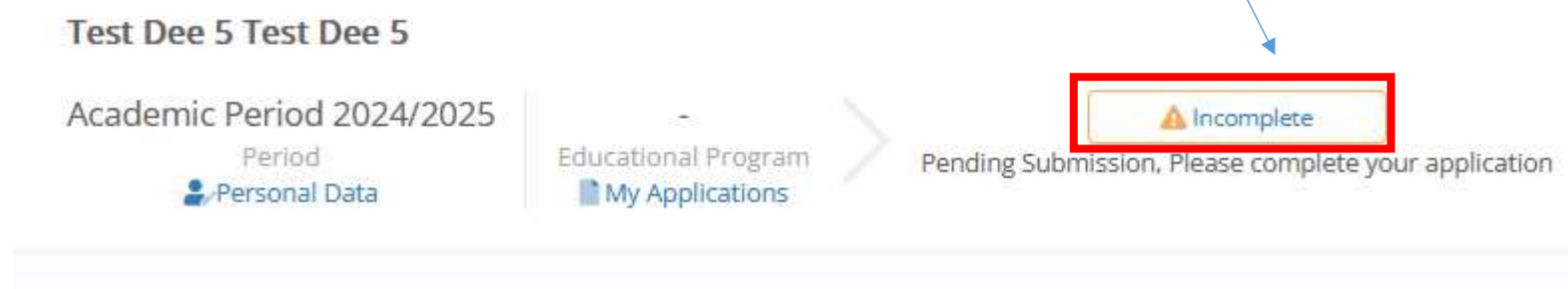
Relationship to the Student

Father

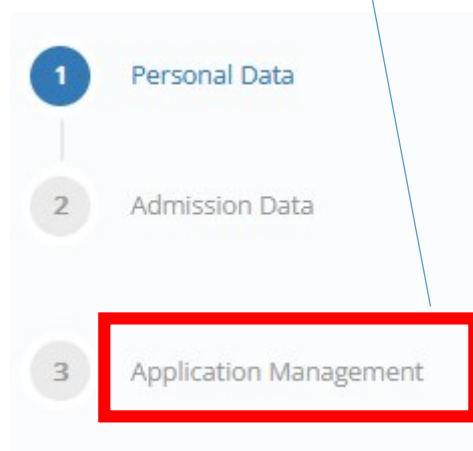
Cancel Next →

## Submit an application for a student you have set up but have not saved an application for

To complete an application for a student you have set up, go to your dashboard and click on 'incomplete'. **Do not click on apply for new student to submit an application for a student you have set up. Follow the instructions below.**



Click on 'application management' on the sidebar and this will bring you to the application section where you can choose the programme and submit your application as previously detailed



If you have any queries in relation to applications,  
please contact the Junior RIAM office on [riamjunior@riam.ie](mailto:riamjunior@riam.ie)