

SOP_Creating an NVM Level 1 or Level 2 class on a scheduling app + connecting it to a website

#nvm #sop

These instructions will need to be modified depending on your app. These are based on my experience with Acuity Scheduling.

My suggestion would be to read these instructions first. After getting a picture of how to do this, either figure out how these instructions relate to your app, or feed these instructions into AI and tell it to alter these instructions in a way that is appropriate to the scheduling app you use.

Pricing & Payment Plans

- Be aware of what you are going to charge for your class.
 - The price is up to you. The recommended pricing (2026) is \$899 for Level 1 and \$3,500.00 for Level 2.
 - Decide any price modifications you'd like to make.
 - Promotional registration periods (e.g., "early bird" or "friends" pricing) should use promo codes.
 - Overall promotional pricing (e.g., a particular group or a beta class) should have dedicated landing pages on your site. These will have exclusive registration links

(ERL). The landing page should be private but can be public if you like.

- Decide your payment plans.
 - Payment plans are entirely at your discretion.
 - This taps into pricing psychology. Making the numbers smaller lowers the resistance to commitment.
- If a payment plan goes beyond the end of the class, be aware of who has made that choice. You will want to withhold their certificate until the class is paid for in full.

Calendar reference

- Have access to your class's calendar. (insert link to SOP of how to create a calendar.)
- Based on that calendar, create a single class in your tab for "appointment types" or "appointments."
 - This class includes all the days your class meets.
 - Be aware of your calendar, excluding any holidays or days **you** cannot meet.

Create the links

- Make the price of this class \$0.
- Save and close.
- Go to your "subscriptions" and/or "packages" page.
- Create individual packages based on the number of payments you offer.
 - This includes a single-payment option.

- Include the copy below (for Level 1 classes) on your page that has the “register now” button.
 - If you would like to alter this copy to accommodate your audience (e.g., a certain school or group) please do.
 - You must leave the “terms & conditions” alert.
- If your scheduling app offers the option, include one of the images below.
- Connect each of the packages to the class you created on your “appointments” page.

Adding the link for registration

- Go to the registration page on the NeuroVocalMethod site
- Locate your class.
 - If your class is not yet offered on the page, you may either create it yourself or contact Meredith and ask her to do it.
 - Create or alter links to register. These links are offered via payment options (e.g., click here to register for 3-month payment).
- Attach the links to each of your payment options to a link on your class.
- Save/publish

If you have made a page on your own site for your class:

- Make sure that page has at least one backlink to the NeuroVocalMethod site.

- Either provide information about the course on your site or create a link that directs someone to the NeuroVocalMethod site for information.
- If you create your own page on your site (*as well as* the offer on the NVM site) you can feel free to use any/all copy from the NeuroVocalMethod site.
- If you create a landing page or registration page on your own site, and *choose not* to use the copy from the NeuroVocalMethod site, please send Meredith a link to get her approval before you go live.

Welcome to NeuroVocal Method® training – a

neuroscience-based framework for teaching popular styles with clarity and confidence.

Level 1 introduces a clear, brain-based framework for teaching popular and contemporary styles. You'll learn how to tap into learning supported by neuroscience, and how to coach pop, rock, and related styles with clarity and consistency.

This training is designed for working voice professionals. You will gain stronger language, more reliable strategies, and a deeper understanding of how singers learn.

★ When you register, you'll receive a confirmation email.

Make sure you have [YOUR EMAIL] in your contacts so you'll get the *WELCOME* emails series!

★ By registering, you agree to the [NeuroVocal Method® terms & conditions.](#)

👉 Reserve your spot below.