



## 1. Register here [portal.choirplayer.com](http://portal.choirplayer.com)

## 2. Create a Choir

You can create as many choirs as you like.

## 3. Add your members

For the trial you can have up to 30 (in total across all your choirs, not per choir).

## 4. Choose your songs

**Either** begin typing the name of the song on the Song Name line. Once a match is found in our song library a title will appear. If this is the song you want click on the title and it will be added to your selections.

**Or** click on "Click here" which will open a new tab and take you to the full song library on our website. When you find a song you want to add simply copy and paste the title into the song name field in the Portal. (As you have the Choir Player Song List and the Portal running in separate tabs you can easily switch between them without opening or closing either.)