

Step 1: Register

Start **here**: portal.choirplayer.com

You will have the opportunity to view our Privacy Policy and Terms and Conditions.

When you are ready to proceed click on

"Become a Choir Portal Member today"

The next screen allows you to sign up. The fields marked * are compulsory. Complete the form and click

"Signup"

An email will be sent to the address you used on the signing up form. Open the email and at the bottom click on

"Confirm Email"

You will then receive another email confirming that you are now signed up. Clicking on the link in the email will take you back to the log in screen. All you need do now is log in. Your username is the email address you provided. And if you wish, after entering your password, you can tick the box so that the system will remember your log-in details.

When you log in you will be taken to the Create a Choir Screen.

Step 2: Create a Choir

(You can create as many choirs as you like.)

[NB you can ignore the subscription box on the right hand side. It should say "Subscription Status: Trial". The trial allows you to provide 30 members with 10 songs for 12 weeks for free. See Step 5 below - Amending Subscription if you want to increase those limits.]

Click on **"Create a Choir"**

[NB as you enter information you must Save your Changes. If you close your browser without saving your changes your information will be lost.]

Enter Your Choir Name

Add your Choir Logo (optional).

The "Browse" button allows you to find and import an image stored on your computer. Just doubleclick on the image.

Note the file requirements just to the right of the "Browse" button.

If you don't add a logo, the Choir Player logo will appear instead.

Step 3: Add your Members

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

Click on the **"Members"** Tab and enter your Choir Members' names and email addresses. After each one click **"Add"**. If you make a mistake you can click **"Delete"** and try again.

You can access and edit this information by Clicking your Member list at the top of the screen.

Step 4: Choose Your Songs

Click on the **"Songs"** tab

Choose your songs. You can do this in one of 2 ways:

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 in your browser 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.*)

To access the songs on your device go to the menu (top left) and log in. The songs should then appear in My Songs. As the choir leader you will not be charged and don't have to enrol yourself as a member.

Step 5: Amend Your Subscription *(Optional)*

The trial allows you to provide 30 members with 10 songs for 12 weeks. It is possible to increase any of those parameters but you would have to pay for any excess. The cost is £0.02 per member, per song, per week.

You can do this by clicking **"Subscription"** (*at the top of the screen*) then **"Amend Subscription"** at the bottom of the next screen.

Members can be increased 5 at a time, Songs and Weeks can be increased 1 at a time. The on screen calculator will show you the cost. Once you have finished click **"Amend Subscription"** again to take you to the payment screen.