

# NCS Fall 2022 Registration on Chorus Connection

The Newburyport Choral Society is excited to announce that we will be using Chorus Connection as our new chorus management system. Chorus Connection is already used by over 400 choruses and we can't wait for NCS to take advantage of its many features, which include:

- Payment for membership dues, music, and mandatory tickets
- Directory of all members (you may keep your contact information private if you wish)
- NCS Calendar of events that you can view online and, if you wish, subscribe to it, so that it appears on your phone's calendar
- Recordings of all music including Choral Tracks and links to YouTube videos
- Copies of News of Note emails located in one place for easy reference
- And much more!

Chorus Connection will work on both your computer and on your mobile device (phone or tablet) via a web browser.

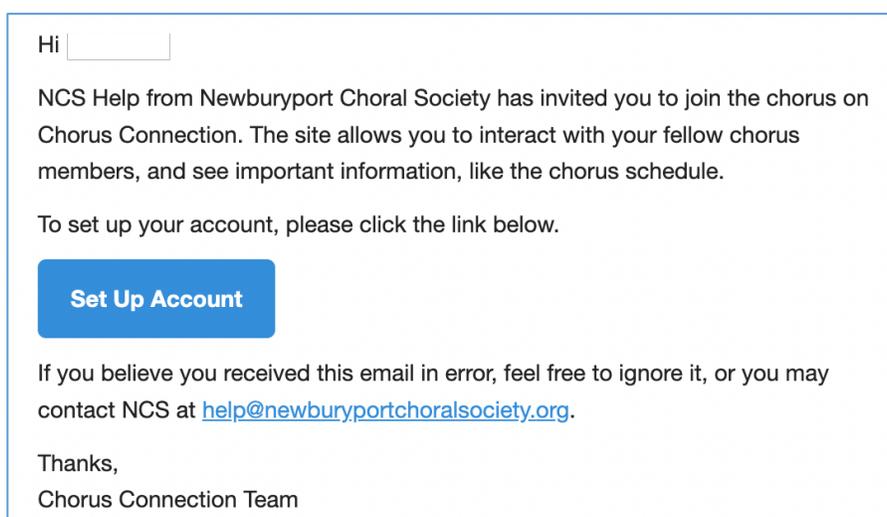
## **STEP 1**

**Please read through these instructions before you attempt to register on Chorus Connection.**

You also may find it helpful to print them for your reference during the registration process. If you have any issues with these instructions or using Chorus Connection, please send an email to [help@newburyportchoralsociety.org](mailto:help@newburyportchoralsociety.org) and an NCS administrator will contact you.

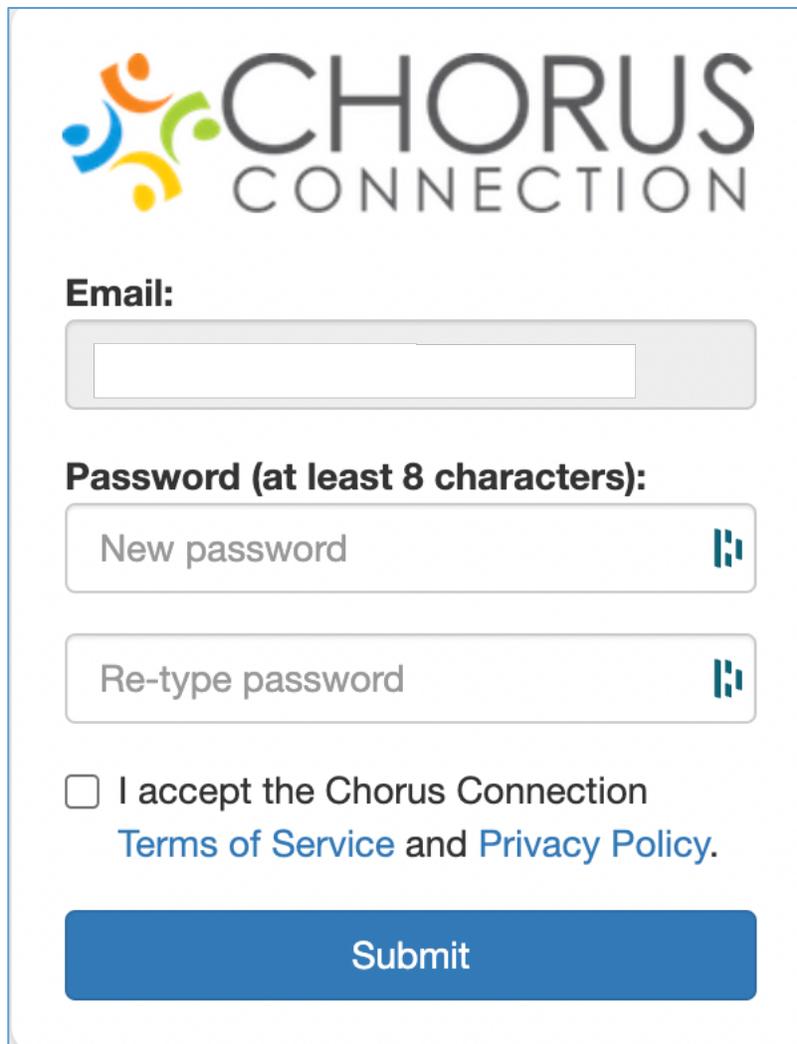
## **STEP 2**

Look for an email invitation from "NCS Help via Chorus Connection." It will look like this:



### STEP 3

Click on the blue **Set Up Account** button in the email. It will take you to this page:



The screenshot shows a registration form for CHORUS CONNECTION. At the top left is the logo, which consists of four stylized human figures in blue, orange, green, and yellow, arranged in a circle. To the right of the logo, the text "CHORUS" is in a large, bold, sans-serif font, and "CONNECTION" is in a smaller, all-caps, sans-serif font below it. Below the logo and text, the form has the following elements: a label "Email:" followed by a text input field; a label "Password (at least 8 characters):" followed by two text input fields, the first labeled "New password" and the second labeled "Re-type password"; a checkbox followed by the text "I accept the Chorus Connection Terms of Service and Privacy Policy."; and a large blue button labeled "Submit".

Your email address is pre-filled. Please note that each NCS member must have their own unique email address. You cannot register or pay for dues, music, and tickets for someone else.

Create a password, accept the privacy policy, and then click the **Submit** button. The password must be at least 8 characters, but need not contain capital letters, numbers, or special characters, although this is always good computer security practice. Don't worry if you forget your password –the next time you sign into [chorusconnection.com](http://chorusconnection.com), you will be able to reset it.

## STEP 4

You will be taken to a screen where you fill out all of your personal information. Some of it may be pre-filled; please make sure it is all correct and complete. The fields include:

### Names

- First, Last, and Nickname (if you use a nickname)
- Formal Name (for concert programs) – if you do not fill this out, we will use your First Name and Last Name above for the concert program listing.
- Profile URL Name – this is system-generated and only for internal Chorus Connection use. **Please do not change it.**

### Contact Info

- Email, phone, and address – please fill out all fields for NCS administration purposes.
- If you wish to have any or all of these fields hidden from the Membership Directory, make sure the appropriate box is checked. If you check a box, the contact information in that field will be hidden from chorus members, but not from NCS administrators. If you uncheck a box, all chorus members will be able to see your contact information.

### Other Info

- Height – please fill this out as Chorus Connection allows us to make seating charts.
- Birthday (month and day), Website (either a personal or business website, if you have one), and Occupation are optional.
- We strongly encourage you to upload a photo of yourself. This will give members a better opportunity to learn each other's names and faces.
- The About Me and Fun Fact sections are also optional, but the more you fill out, the more other members can get to know you.

### Social Media

- If you use any of the listed social media platforms and wish others to friend or follow you, fill out this section.

After you click **Save** at the bottom, this will take you to the **My Profile** screen where you can review your entries. If you have hidden any contact information from the directory, it will be noted on your screen, but the information will not be visible to others. If you are satisfied with all the entries, there is no need to click the **Edit** button. You can always go back in later to edit your profile, or add or change a photo. Note that your voice part is not editable. It has been entered based on our latest records. If it's not correct, send an email to [help@newburyportchoralsociety.org](mailto:help@newburyportchoralsociety.org) so that it can be updated.

Please note that Chorus Connection uses different terminology for section splits than we do. Instead of Soprano 1 and Soprano 2, it says Soprano (upper) and Soprano (lower). This also cannot be edited by you and will be changed (if necessary) by the section leaders once the semester starts.

## STEP 5

Scroll back to the top of the screen and click on the **Home** menu at the top left of the screen. This will take you to your Dashboard, which is the starting point for Chorus Connection each time you sign on. The To-Do List will show any outstanding items that you need to take care of. Clicking on the button to pay for your registration will take you to the **Payments Center**.

There are three separate fees that you need to pay in order to be an NCS member for Fall 2022. These are listed on the **Payments Center** page. Note that NCS is absorbing the credit card fees associated with these purchases.

2022 Fall Dues – click the arrow to the left of 2022 Fall Dues and choose the appropriate level based on your age:

- Regular (under age 65) – \$75. This is the same price as last year.
- Senior (age 65 and above) – \$65. This is the same price as last year.

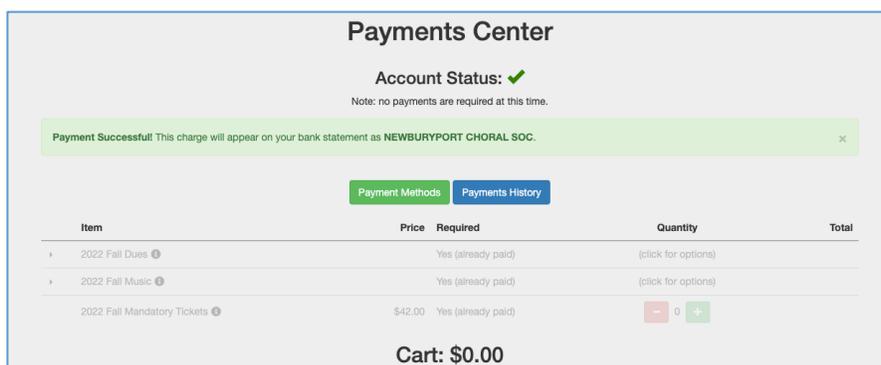
2022 Fall Music – click on the arrow to the left of 2022 Fall Music and choose the music bundle you need:

- Fall 2022 Music Bundle (all music) – \$55. Choose this if you do not already own *In Terra Pax* by Gerald Finzi (Boosey & Hawkes Christmas edition, last sung by NCS in Winter 2014)
- Fall 2022 Music Bundle (without Finzi) – \$30. Choose this if you already own *In Terra Pax* by Gerald Finzi (Boosey & Hawkes Christmas edition, last sung by NCS in Winter 2014)

Note that the price of music has gone up substantially this year due to increased paper costs. We have done our best to keep this expense as low as possible for members.

2022 Fall Mandatory Tickets – \$42 for two tickets. You will buy these tickets now and choose later which concert dates you want. You will also be able to sell or transfer them to someone else. Note that choosing a quantity of 1 will get you both tickets.

Once you have paid for everything, your **Payments Center (My Account menu and then Payments Center)** should appear like this:



The screenshot shows the 'Payments Center' interface. At the top, it says 'Account Status: ✓' with a green checkmark and a note: 'Note: no payments are required at this time.' Below this is a green success message: 'Payment Successful! This charge will appear on your bank statement as NEWBURYPORT CHORAL SOC.' There are two buttons: 'Payment Methods' and 'Payments History'. A table lists items with columns for 'Item', 'Price', 'Required', 'Quantity', and 'Total'. The items are '2022 Fall Dues', '2022 Fall Music', and '2022 Fall Mandatory Tickets'. The '2022 Fall Mandatory Tickets' row shows a price of \$42.00 and a quantity of 0. At the bottom, it says 'Cart: \$0.00'.

Item	Price	Required	Quantity	Total
2022 Fall Dues		Yes (already paid)	(click for options)	
2022 Fall Music		Yes (already paid)	(click for options)	
2022 Fall Mandatory Tickets	\$42.00	Yes (already paid)	0	

The NCS Board of Directors recognizes that costs have risen sharply this year for everyone. We do not want finances to be an obstacle to anyone's participation. Please contact NCS Treasurer John Moreland at [treasurer@newburyportchorsociety.org](mailto:treasurer@newburyportchorsociety.org) if you would like to discuss payment options.

## **STEP 6**

Once you have paid for your dues, music, and tickets, feel free to click around the rest of the website and discover the other parts of Chorus Connection. The **Calendar** is already filled in for the semester, so you can see when rehearsals and concerts are. Other sections of Chorus Connection, including **Music** files, will be added soon.

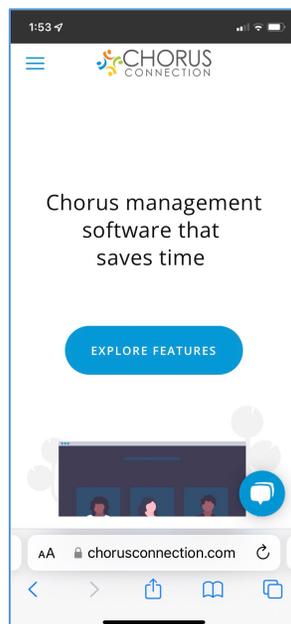
To log out of Chorus Connection, click the **My Account** menu in the upper right and then click **Log Out**.

## **SIGNING BACK INTO CHORUS CONNECTION**

To sign back into Chorus Connection, just go to [chorusconnection.com](http://chorusconnection.com), click **LOGIN** in the upper-right corner and sign in using your email address. If you have forgotten your password, just click **Forgot your password?** and a link will be emailed to you to reset your password.

## **A WORD ABOUT MOBILE DEVICES**

There is no "app" to access Chorus Connection on a phone or tablet. Just use your regular web browser (e.g., Chrome, Safari, Explorer) on your mobile device and go to [chorusconnection.com](http://chorusconnection.com). You will see a screen that looks similar to this:



Click (touch) the three horizontal blue lines (also known as a “hamburger”) at the top-left of the screen. This brings up the menu. From there, click **LOGIN** and enter your email address and password. After signing in, the menu (three horizontal black lines) to access the various options (Home, Members, Calendar, Music, etc.) is on the top-right of the screen.

### **HOW TO GET ASSISTANCE**

Again, if you have any questions or problems using Chorus Connection, send an email to [help@newburyportchoralsociety.org](mailto:help@newburyportchoralsociety.org) and you will receive assistance. There will also be opportunities for you to ask questions prior to rehearsals. We want everyone to become comfortable with this new system so that NCS members can use it to its fullest potential.

### **A NOTE FROM THE NCS BOARD OF DIRECTORS**

We hope that you are as excited about Chorus Connection as the Board of Directors is. We believe it is going to make the administration of NCS much easier for all of us, giving us even more time to practice our parts and sound great! Please feel free to share any comments about Chorus Connection with a BOD member or by sending an email to [help@newburyportchoralsociety.org](mailto:help@newburyportchoralsociety.org).

See you at our first rehearsal!