



Step by Step Adelaide Choral Network Registration Guide

How to upload your details, add images and pay your registration

Once you have hit



you will find yourself in the registration pages.

Step 1: Organisation Details

Data about your **ORGANISATION** goes here.

If you have **MULTIPLE CHOIRS** in your organisation, check that box at this point— you will be prompted to complete profiles for each of them. You can always add additional choirs later.

Individual choirs can have their own discrete events, conductors and description, but will always link back to your main organisation.

If your organisation is large and your choirs operate across multiple sites, we ask you negotiate a suitable fee rate before you continue.

Choose an **EMAIL ADDRESS** that other members or your organisation can use to login if necessary. You can choose a different email for the public to contact you in the next section.

WHERE DO YOU MEET REGULARLY— list the place you sing most of the time, such as your rehearsal venue. Adding your usual meeting time will help people who looking for a choir to join.

You can upload a **LOGO**, one **MAIN BANNER IMAGE** (1920x400 pixels – short and wide), and up to **8 GALLERY IMAGES** (400 x 400 pixels - square)—you can add or edit these later. There is a crop tool to help resize your images, but choose images that lend themselves to these shapes to start with. You can come back and add or change your images any time after you have registered.

Have your **SOCIAL URLS** to hand and use the full link—e.g <https://www.facebook.com/yourpage>.

Make a note of your password before you go to the **NEXT** page.

Step 2: Choir Details

Details about your choir(s) are entered here.

Choose a **DIRECTOR/CONDUCTOR** from the existing list or add one, plus a short bio and pic. If your director/conductor works with more than one organisation, only the first will be able to enter and edit this information, so request a bio from your director that covers all their activities.

We recommend 400 words for the **ABOUT THE CHOIR** profile. It will appear as a single block of text.

Check the boxes for **VOICE TYPE** (SATB etc) and as many boxes as you like for **CHOIR TYPE** (a cappella/Barbershop/auditioned etc).

If you have multiple choirs, you will complete a profile for the whole organisation as well as one for each choir.

Step 3: Preview and Payment

You can [PREVIEW](#) (use the 'x' to exit the preview screen) and edit your profile ([BACK](#)) before you [SUBMIT](#).

Everything you have entered will be publicly searchable through the [CHOIR DIRECTORY](#) as soon as your registration is activated. (This is different from your [EVENTS](#), which will sit in the portal where only other choirs can see them until you are ready to Publish.)

If you choose to pay by [CREDIT CARD](#), you will receive notification by email after you [SUBMIT](#).

If you select [BANK TRANSFER](#), pay with the bank details provided on your confirmation email and we will activate your account as soon as the payment is received.

Step 4: Activation

We will activate your registration within 24 hours and you will be notified by email that you can login to the [PORTAL](#) using the email and password you entered during registration.

Login will take you to the [DASHBOARD](#) where you can access and edit your profile, add and edit events, access those of other choirs, and check out Resources such as COVID information, Opportunities and FAQs.

If your annual fee lapses and your access is deactivated, any data you have entered will be hidden, not lost, and can be activated at any time on payment of the fee.