The Dentdale Choir website user guide

Website structure:

Section 1: Public information about the choir, rehearsals, performances and locations
Section 2: Private Members areas with Rehearsal Tracks library and other private documents
Section 3: Private communications channel for choir messages, reminders and discussion

Log into private Members area with Username or email address
Initial password is dentdalechoir but please change

Highlights upcoming performances

To access the private "Members" area you must log in either with a username or your email address.
Username uses the format lowercase firstinitial+surname   i.e. sbramall, jhartley, jrobinson
Alternatively it accepts your email address your registered with the choir
Password is " dentdalechoir" but please change this quickly

The Dentdale Choir

How to update your profile

Edit ⌄   Connections ⌄
☑ Update Your Profile
Change your profile settings

Jayne Smith (JayneSmith)
👥 2 Connections 👁 2 Views
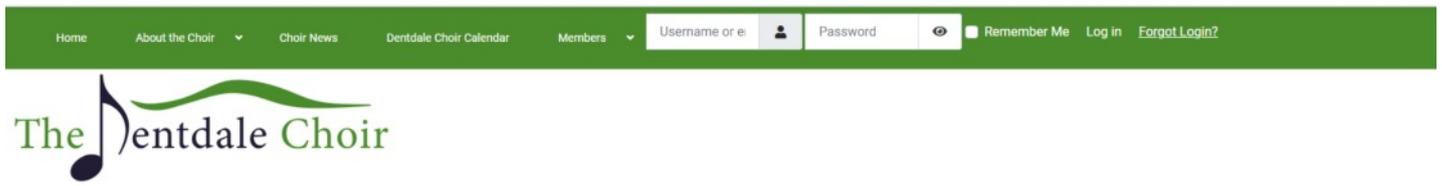
Update your contact details

Edit Your Details
★ Required field | 👁 Field visible on your profile | 🚫 Field **not** visible on profile | ℹ Information: Point mouse to icon

Contact Info   Canvas   Portrait

First Name	Jayne	★ 👁 ℹ
Last Name	Smith	★ 👁 ℹ
Address 1	111 Nowaythrough Street	★ 👁
Address 2		👁
City, Town or Village	Dent	★ 👁
Post Code	LA10 6DF	★ 👁
Voice	Soprano 1 / Soprano 2 / Alto 1 / Alto 2	★ 👁
Username	JayneSmith	👁 ℹ

|		
Email	jaynesmith@gmail.com	★ 🚫 ℹ
Current Password	thisismypassword	Hide 🚫 ℹ
Password		Show 🚫 ℹ

You can add your address
Please enter your Voice(s)

Change your password - you need
 to enter it twice to confirm spelling

Update your Portrait Photo to put a face to a name

★ Required field | 👁 Field visible on your profile | 🚫 Field **not** visible on profile | ℹ Information: Point mo

Contact Info   Canvas   Portrait

Profile image

No change of image ⌄   👁

No change of image
Upload new image
Remove image

Update   Cancel
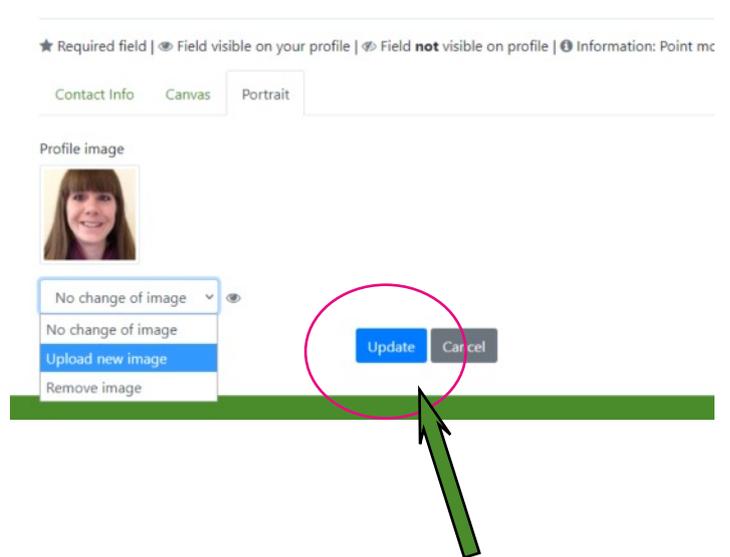
Remember to press update to save

How to find the Rehearsal tracks library

The rehearsal tracks library is only visible after you have logged in.
Under "Members" please find the Rehearsal tracks   link
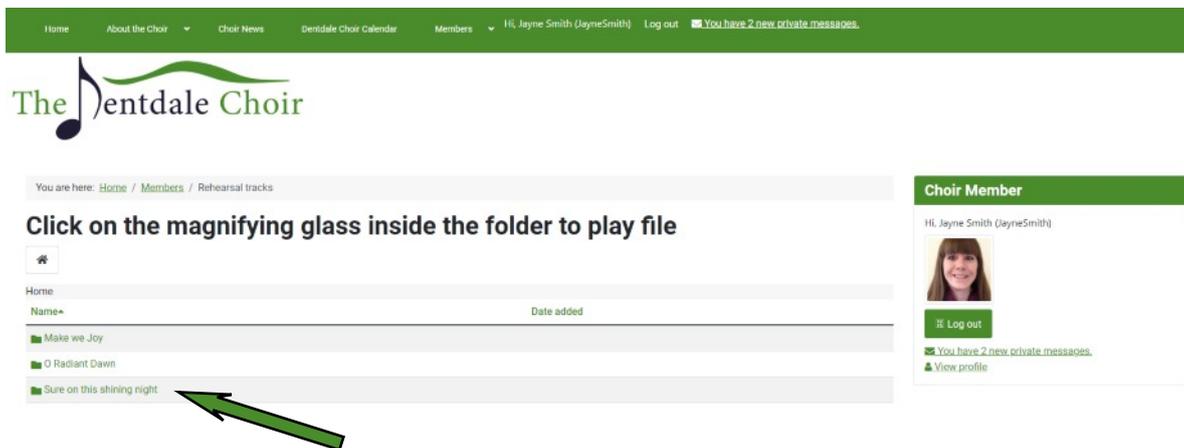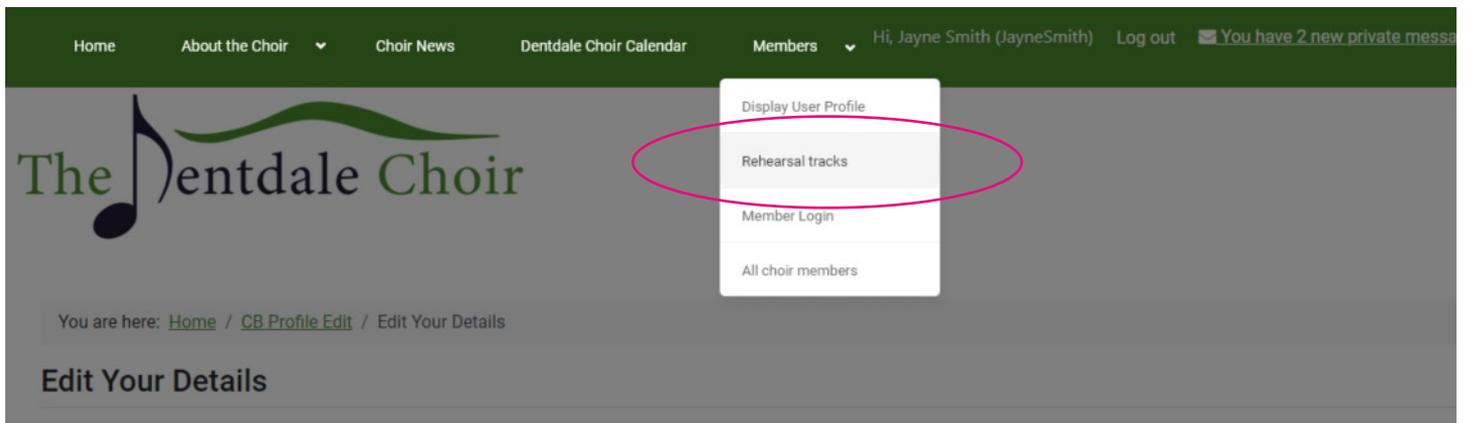
The folders are created by Music Director into which the individual files are placed.



Preview opens the audio player
Press Play

Download

Once inside the individual audio files are found
These can either be downloaded or played on the page.
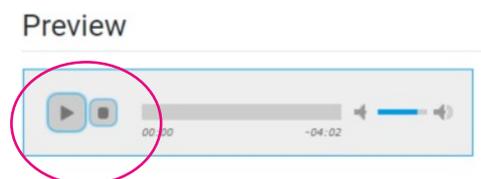
Internal Connections and messages

Back inside your profile you find Connections and Private Messages
To send a private message you must first make a connection with that person which needs to be accepted.
This is a bit like a facebook friends request but totally private inside dentdalechoir.com

First, under Members click on "All choir members" and click on a name to make a connection request
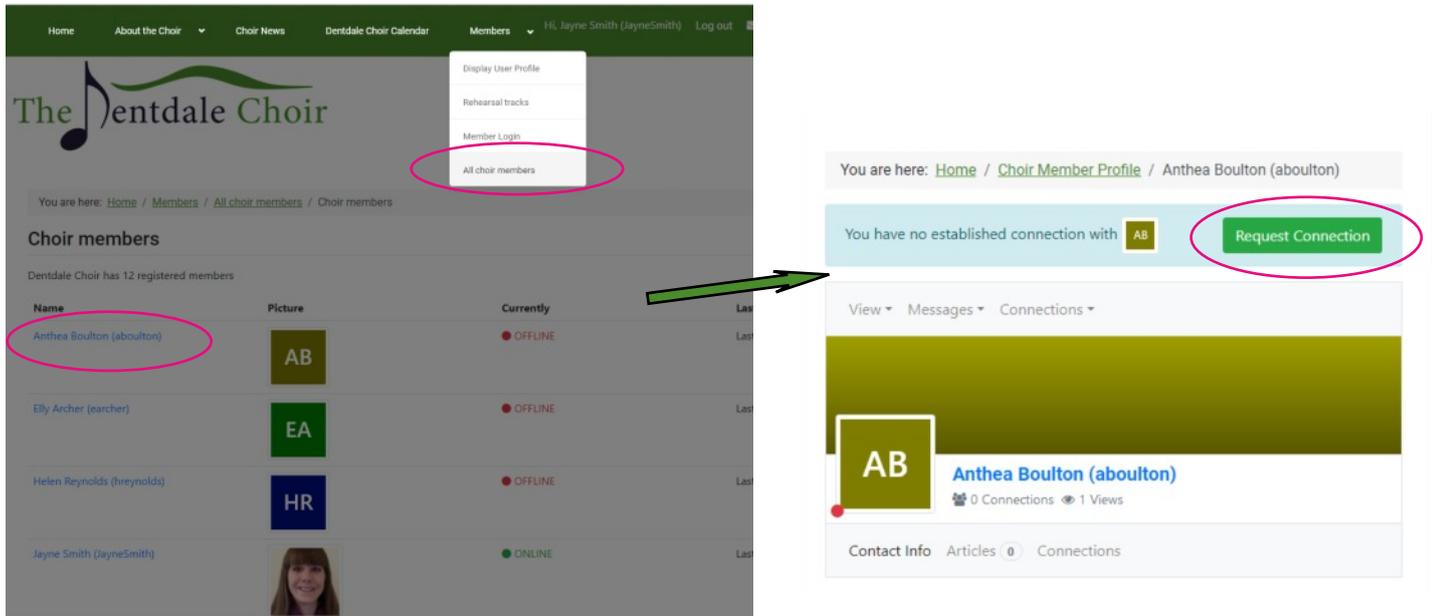
Checking for new messages
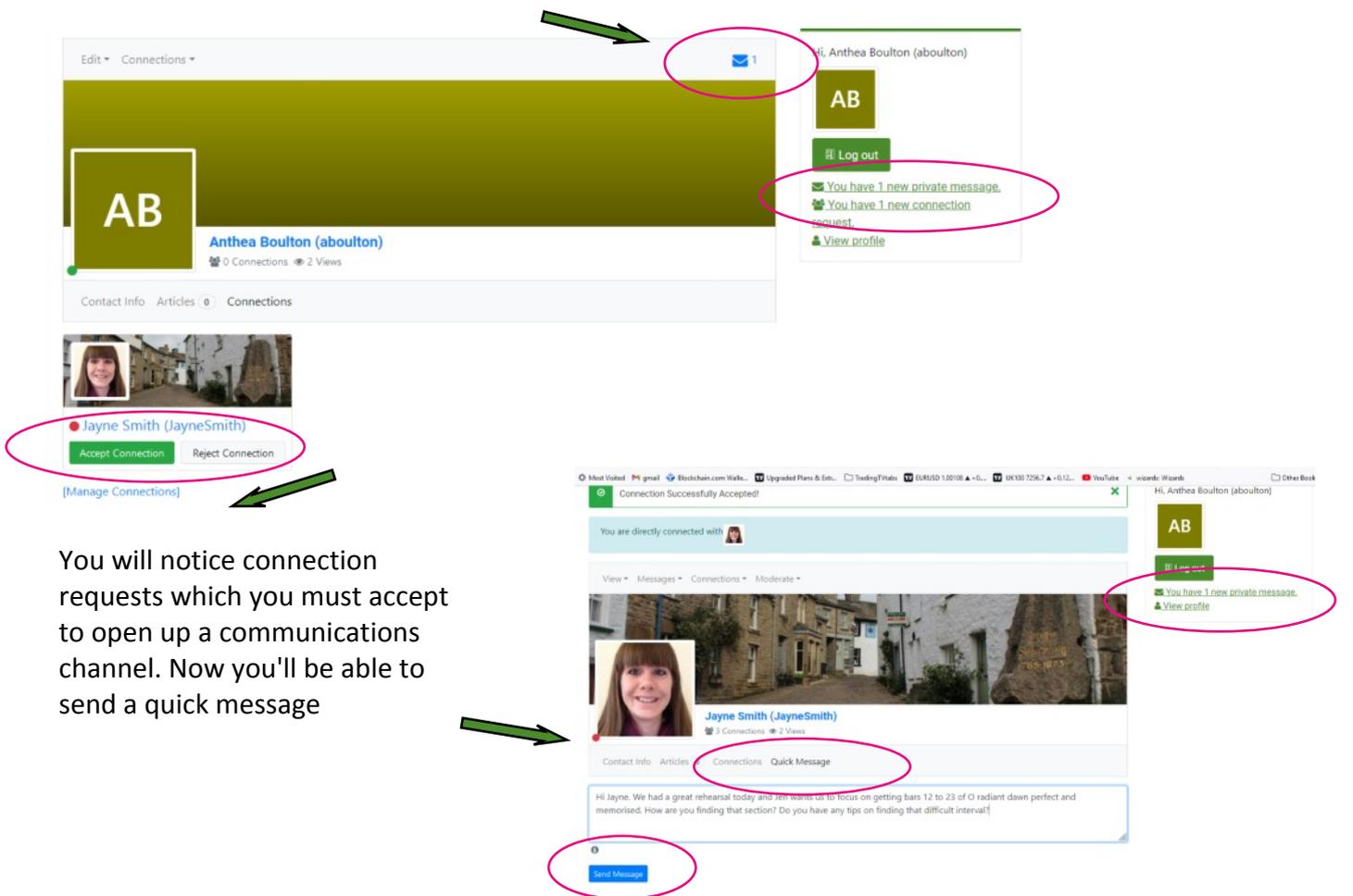
You will notice connection requests which you must accept to open up a communications channel. Now you'll be able to send a quick message