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1 First time Login:

- a) If you have been sent a password email then login using that password.
Otherwise please request a new password:

<http://www.bschorus.co.uk/reset-password>

Enter your email address then click <Reset Password>

You will be sent an email with a link to reset your password.

This is valid for 30 minutes.

Further help can be found here: <http://www.bschorus.co.uk/help>

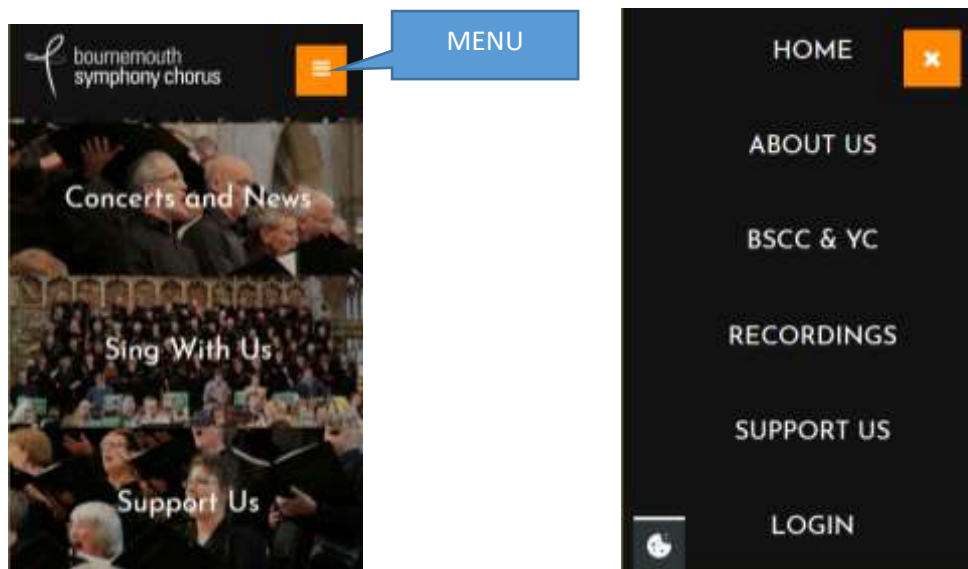
2 Brief Guide:

For greater detail see section 0

- a) Web Site address: <http://www.bschorus.co.uk/>
b) <LOGIN> - Username: your email address;
Password: Your password
c) If your subscription is due – please pay it before trying to proceed. Click <Pay>
d) Click <MEMBERS> menu item
e) Click "Members – Availability and Ordering"
f) Enter your Availability
g) Order Music, Transport and Accommodation as appropriate.
h) Once you have selected all the items you require then go to your shopping cart and pay.

NOTE: Even if you have ordered “Free” items you must still <Pay Now> on your shopping cart (you won’t be sent to Paypal) for it to be registered on our system.

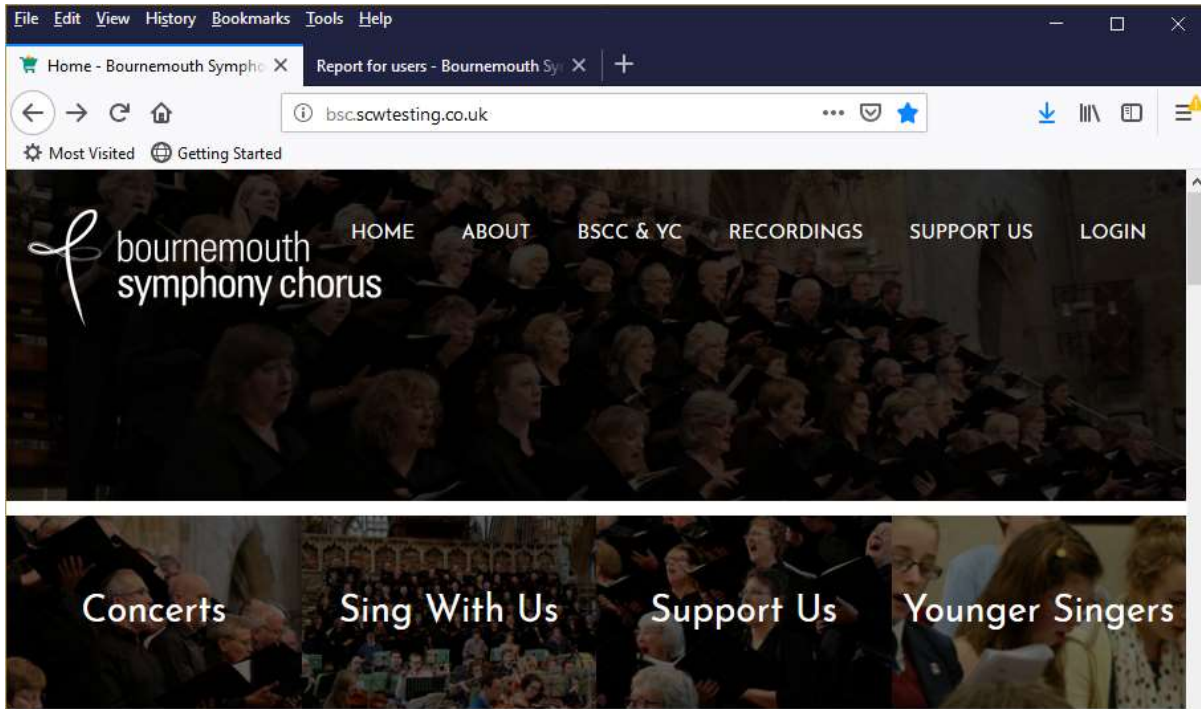
NOTE: On Android devices the Menu is displayed by clicking on the Orange Square on the top right of the screen:



3 How do I? - Details:

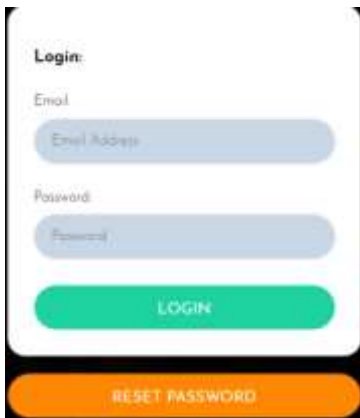
3.1 How do I see the BSC web site?

On your web browser enter: <http://www.bschorus.co.uk/>



3.2 How Do I login as a member?

- b) Click <LOGIN>
- c) Enter your email address and password (first-timers see d) below)



- d) If you have received an email with a first-time use password then click <LOGIN> enter your email address then enter your password.
- e) OR click <reset password> (scroll down to it if necessary)
<http://www.bschorus.co.uk/reset-password>

Enter your email address
Then click <reset password>
You will then receive an email with a new password.

The email says:
A password reset token has been requested.
This is valid for 30 minutes and 1 reset attempt.

Please click the below link to reset your password.

Click on the link and change your password.

Please ensure your password has :
Between 8 - 20 Characters
At Least 1 Number
Note: Your Password is case sensitive.

Once logged in you will see a members menu item.
Click on this and a new menu set will appear on the page.
Click on "Members – Availability + Ordering" to see availability and music etc ordering.
But note you have to pay your subscription first (when due).

f) Repeated failure to log in.

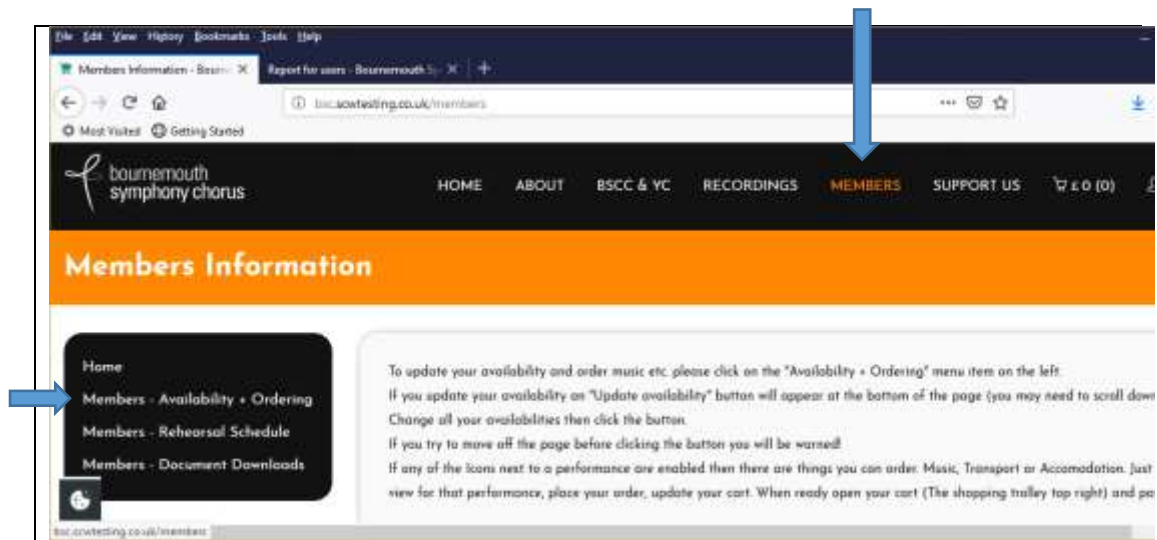
You get up to four attempts at which point you get the following message:

You are now locked out of your account for 60 minutes.
We apologise for any inconvenience caused but keeping your data secure is our top priority.
If you have forgotten your password please click the reset password link when your account is no longer locked.
If you are still having problems after resetting your password please call us on 01635 528790

So I suggest you do reset password after the third failed attempt!

3.3 How do I record my availability?

- a) Login as a member.
- b) Once logged in you should see a menu item "Members"

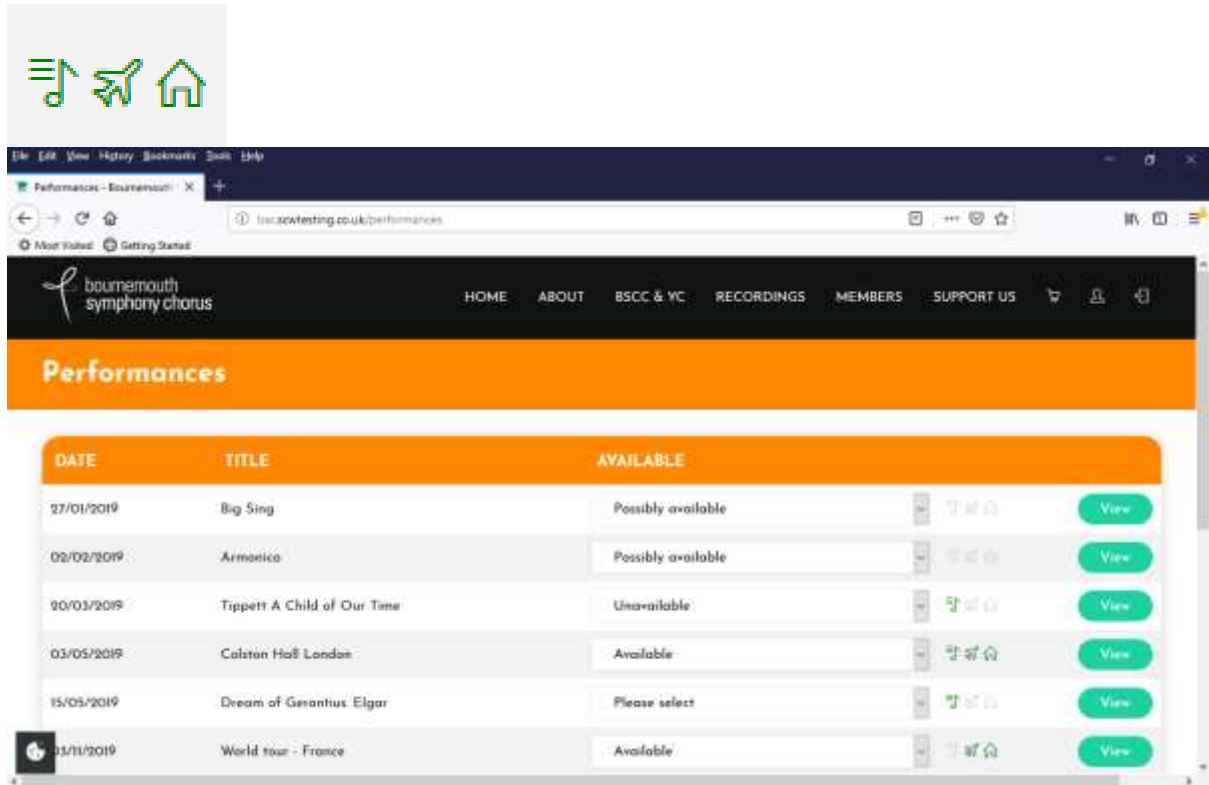


- c) Click "Members – Availability and Ordering"
- d) The screen shows future performances for which you can set your availability.
- e) When you update availability an "Update Availability" button appears at the bottom of the screen. Update all your availabilities as required then click < Update availability>
- f) If you try to move off the page without saving your changes you will be warned!

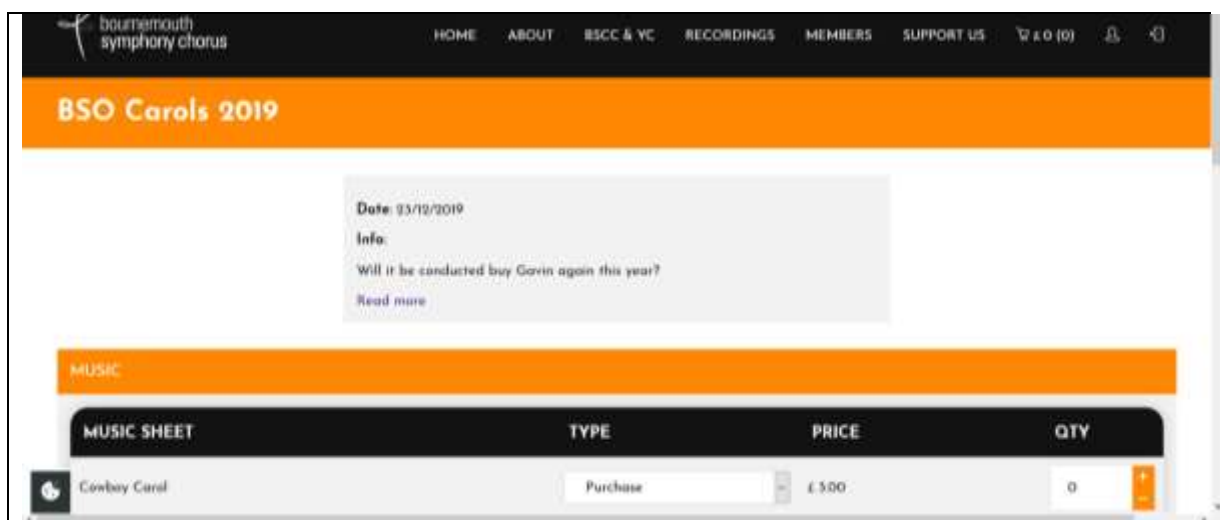


3.4 How do I order music, transport or accommodation?

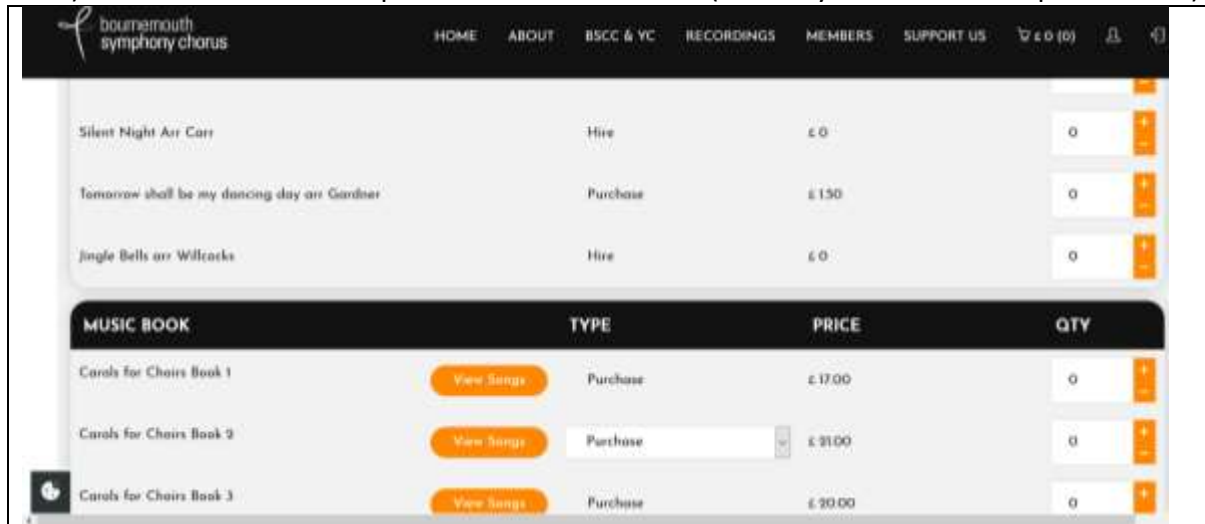
- a) Login as a member
- b) Go to the “Availability and Ordering” page
- c) Look to the right of the performance you are interested in and you will see little icons which indicate there is Music; Travel; Accommodation available to order for that performance.



- d) Click on the icon or on <View> and you will see a screen with further details of that performance eg:



e) Select Music or Transport or Accommodation: (You may need to scroll up and down)



f) Choose Purchase or Hire (if available) and the quantity you require. Where there is a drop down menu under 'Type' please select either Purchase or Hire You may have to scroll right to see the 'QTY' (Quantity) field.

g) Update Cart (at bottom of page)



h) You can also look at details of the performance by clicking <PDF>

Title: BSO Carols 2019

Date: 23/12/2019 19:30:00

Description:

Will it be conducted buy Gavin again this year?

Music sheets:

- Cowboy Carol
- Joy to the World arr Wilberg
- O Holy night arr Battiwalla
- Silent Night Arr Carr
- Tomorrow shall be my dancing day arr Gardner
- Jingle Bells arr Willcocks

Music books:

- Carols for Choirs Book 1
 - O Come all Ye Faithful
- Carols for Choirs Book 2
 - il Est ne le devin enfant
 - P134: The Twelve days of Christmas
- Carols for Choirs Book 3
 - P116 In Dulci Jubilo
 - P22 Three extracts from Christmas Oratorio (Bach)

Travel:

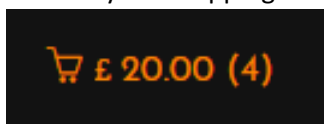
- None

Accomodation:

- None

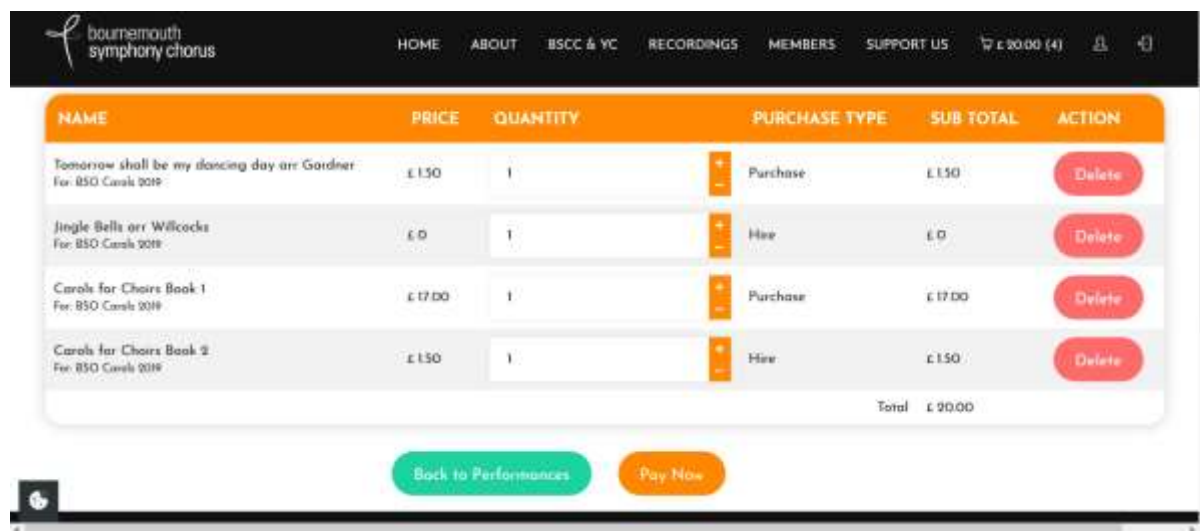
3.5 How do I pay for my orders?

- a) Click on your shopping cart – the shopping trolley icon at the top right.



This displays the number of items in your cart and the total value.

You will then see a screen similar to this:



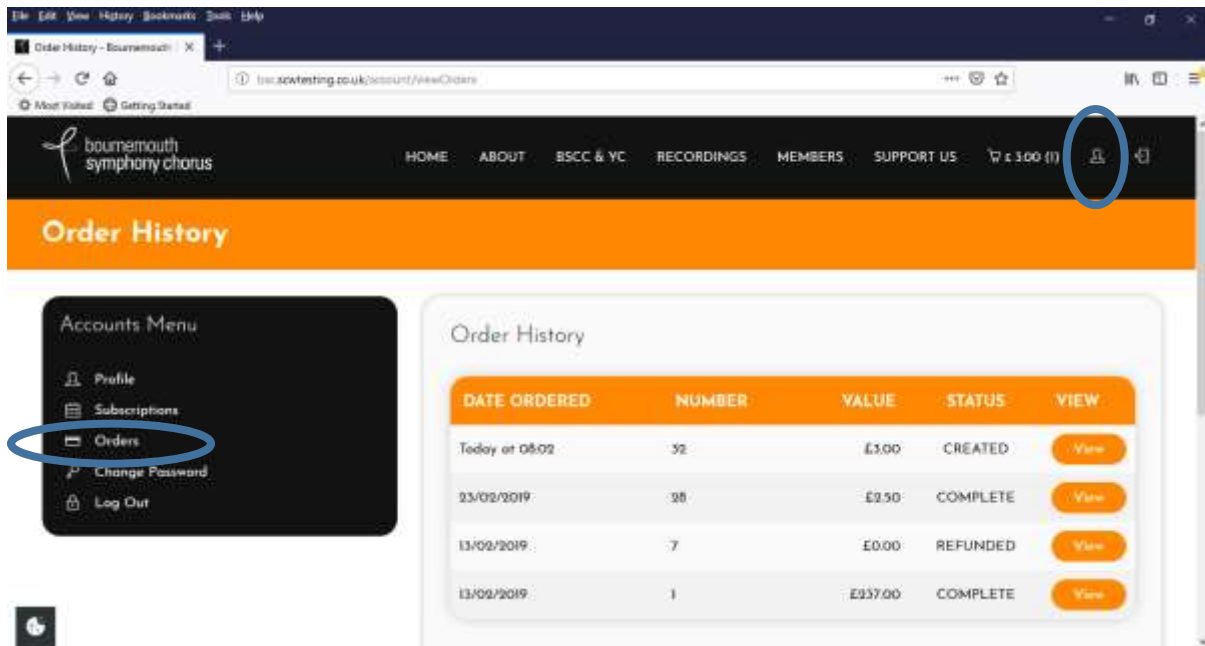
- b) Check that you are happy with the details.
c) Click <Pay Now> (you may have to scroll down)

This will take you to a PayPal screen. Follow the instructions to either pay using paypal or a debit/credit card.

Note: Whilst it is easiest to pay using a PayPal account you do not need to register for an account if you do not want to. You can choose to pay using a debit card or credit card. Just follow the on-screen instructions.

3.6 How do I know what I have ordered?

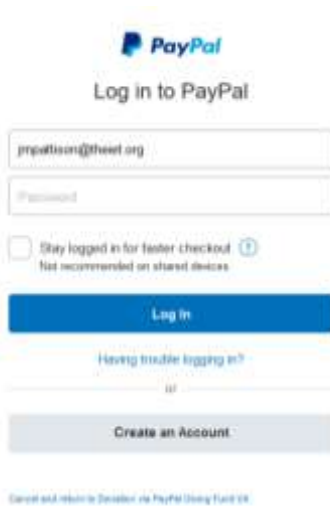
- a) You should have received an email. You can also see it on your profile page:
- b) On your profile click on Orders



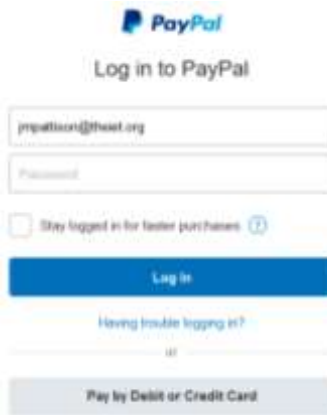
You can then <View> individual orders.

3.7 How do I use PayPal?

- a) Login to Paypal by entering the email you registered with PayPal and your PayPal password:

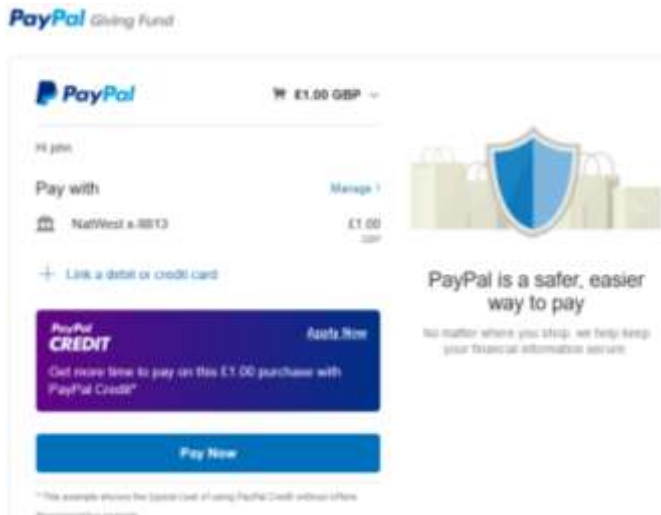


or this



- b) <Log in> or <Pay by Debit or Credit Card> or <Create an Account>

If you <log in> This should open up your personal Paypal account similar to this:



If you are happy with the details click <Pay Now>

If you choose to <Pay by Debit or Credit Card> you should see a form similar to this:

PayPal £2.20 GBP

Pay by debit or credit card
Your financial details won't be shared with the merchant

Country: United Kingdom

Card type: [dropdown]

Card number: [input]

Expiry date: [input] Security code: [input]

First name: [input] Last name: [input]

Phone number type: Mobile Mobile number: +44 [input]

Billing Address

PayPal is the safer, easier way to pay
No matter where you shop, we help keep your financial information more secure

Enter your details as requested on the form.

Please note that you do NOT have to create a PayPal account if you do not wish, so leave the details blank as below: (and uncheck the 'receive offers...' checkbox)

Create a PayPal account
Protect your eligible purchases with **PayPal Buyer Protection**

Email address: [input]

Password: [input]

Date of birth: [input]

Nationality: United Kingdom

By creating an account, you're agreeing to the [PayPal User Agreement](#) and [Privacy Statement](#) and certifying that you're at least 18 years old. Read more about PayPal in the [Key Payment and Service Information](#).

Receive offers and promotions from PayPal by email. You can always opt you receive whenever you want. [More Information](#).

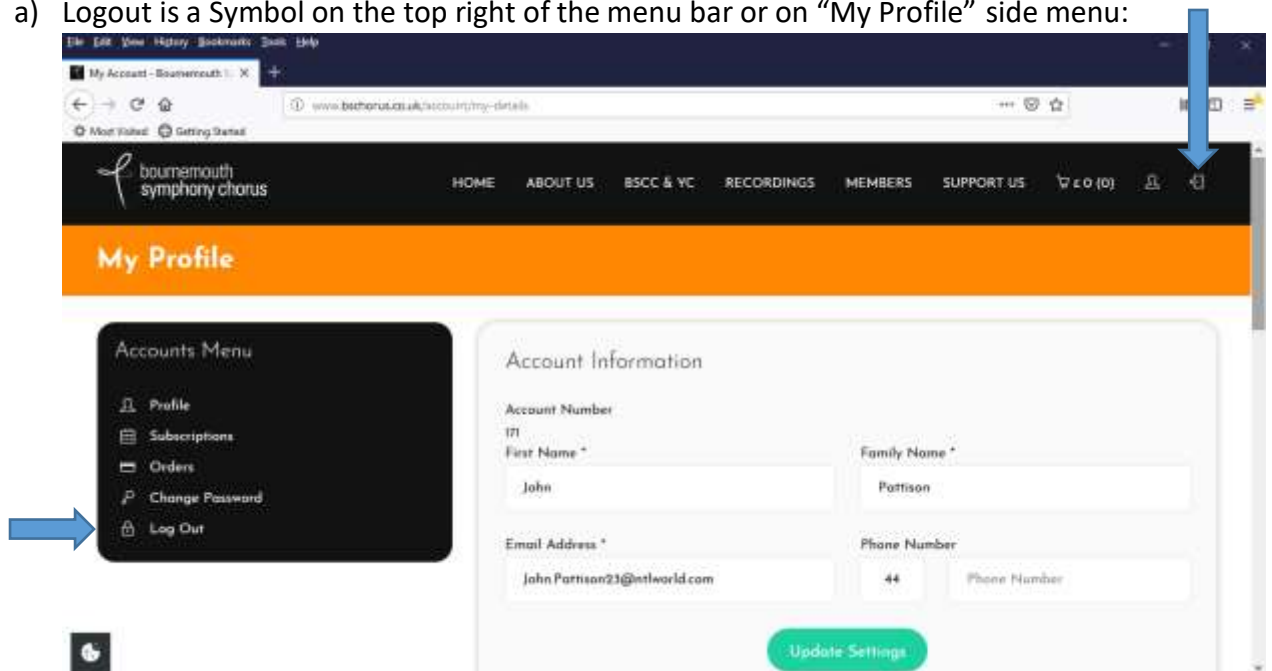
Agree and Continue

General information is provided for informational purposes only.

Click <Agree and Continue>

3.8 How do I Logout?

a) Logout is a Symbol on the top right of the menu bar or on “My Profile” side menu:



b) Or on an Android:

