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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

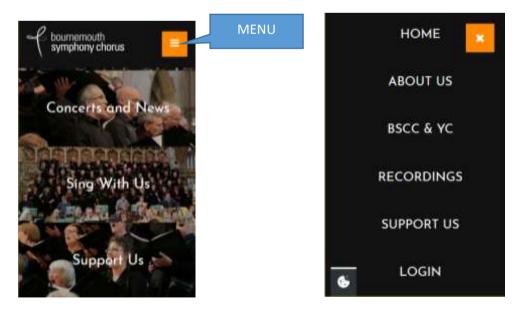
2 Brief Guide:

For greater detail see section 0

- a) Web Site address: <u>http://www.bschorus.co.uk/</u>
- 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.

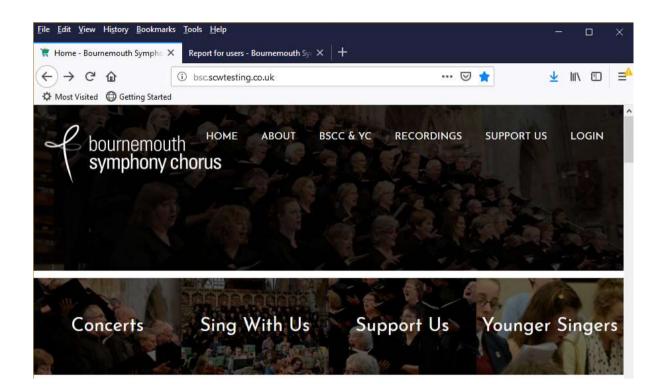
NOTE: Even if you have ordered "Free" items you must still <Pay Now> on your shopping cart (you won't be sent to Paypal) for it to be registered on our system.

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: <u>http://www.bschorus.co.uk/</u>



3.2 How Do I login as a member?

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

Login: Emol	
Eriel Addeps	
Poseward	
(Freed)	
LOGIN	

- 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.

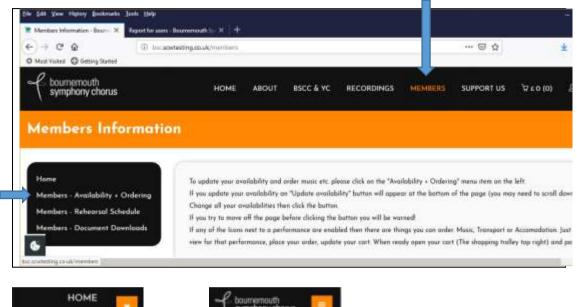
We apologise for any inconvenience caused but keeping your data secure is our top priority. If you have forgotten your password please click the reset password link when your account is no longer locked.

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!

data you have ent	ng you to confirm that y	
	ered may not be saved	L.
	Leave Page	Stay on Page

- 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.

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DATE 27/01/2019 02/02/2019 20/03/2019	TITLE Big Sing Armonica Tippett A Child of Our Time		Possibly availe Possibly availe Unavailable			9 7 6 6 9 6 6		View		

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

BSO Carols 2019					
	Date: \$3/12/2019				
	Info.				
		again this year?			
	Read more				
MUSIC					
MUSIC SHEET		түре	PI	NCE	ατγ

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

C bournemouth symphony charus	HOME	ABOUT	BSCC & VC	RECORDINGS	MEMBERS	SUPPORT US	Ø€0(0)	ъ
Silent Night Arr Carr			Hire		٤0		0	i
Tomorrow shall be my duncing day are Gardner			Purchase		£150		0	
Jingle Bells an Willcacks			Hire		6.0		0	
MUSIC BOOK			түре		PRICE		QTY	
Carals for Chairs Book 1	View 3	inge-	Purchase		£ 17.00		0	
Carols for Choirs Book 2	C Yest	inega:	Purchase		£ 91.00		0	
Carals for Chairs Book 3	View		Purchase		€ 20.00		ö	

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)

TRAVEL.			Č.
	Update Carl P	N 8	
ages	Resources	Contact	

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:

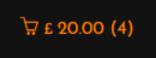
• None

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:

NAME	PRICE	QUANTITY	PURCHASE TYPE	SUB TOTAL	ACTION
Tomorrow shall be my dencing day are Gordner For BSO Carels 2019	£130	0	Purchase	£1.50	Dulete
lingle Bells orr Wilcocks for BSO Carols 2019	6.0	Ē.	Hee	60	Delete
Carals for Choirs Book 1 For BSO Carals 2010	£ 17.00	£	Purchase	£ 17.00	Delete
Carols far Chors Baok 2 For 850 Good 2019	£150	10	Here	£150	Delete
			Total	t 30'00	

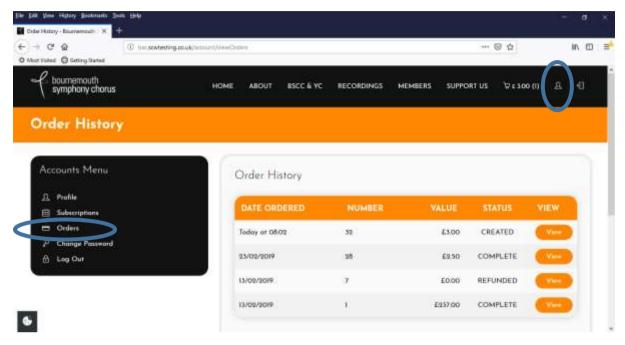
- b) Check that you are happy with the details.
- c) Click <Pay Now> (you may have to scroll down)

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

<u>Note</u>: 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:

Log in to PayPal	PayPal
mpattisongpheiet.org	Log in to PayPal
mined	prestinori@theat.org
Stay logged in for faster checkout ① Not recommended on shared devices	Paramet
Log in	Dray loggest in for faster just haves. (2)
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Having truthle logging in?	Having Isouble Traging H7
w	Having Isouble Traging H7

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:

PayPal	₩ £1.00 GBP ~	
6 patron		
ay with	Managa 1	
NatWest # 8013	61.00	
+ Link a datal or credit card		PayPal is a safer, easier way to pay
CREDIT	Austa Now	to matter where you stup, we help been your thinks at internation secure.
Get more time to pay as this EX.0 PayPal Cost?	O parchase with	
Payline		

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	W £2.20 GBP ~	
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Card type	~	his matter where you shap, we belo keep your france internation more secure
Cart number		
Espiry date	Security code	
Festname	Lastourse	
Please number light	Millio surflar	

Enter your details as requested on the form.

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

Citial address	1
Password	
Date of birth	
Nationally United Kingiltom	
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And the second s	

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:

Protected © dering states	My Account - Routhernouth 1. X								
Year ADDUT US BECCA VC BECCARDINGS BUPPORT US \$		www.bachorus.cs.ak/secoulry/my-	autry/my-skriets				🖾 🕁 🕴		
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