



Step-by-Step Delegate Registration

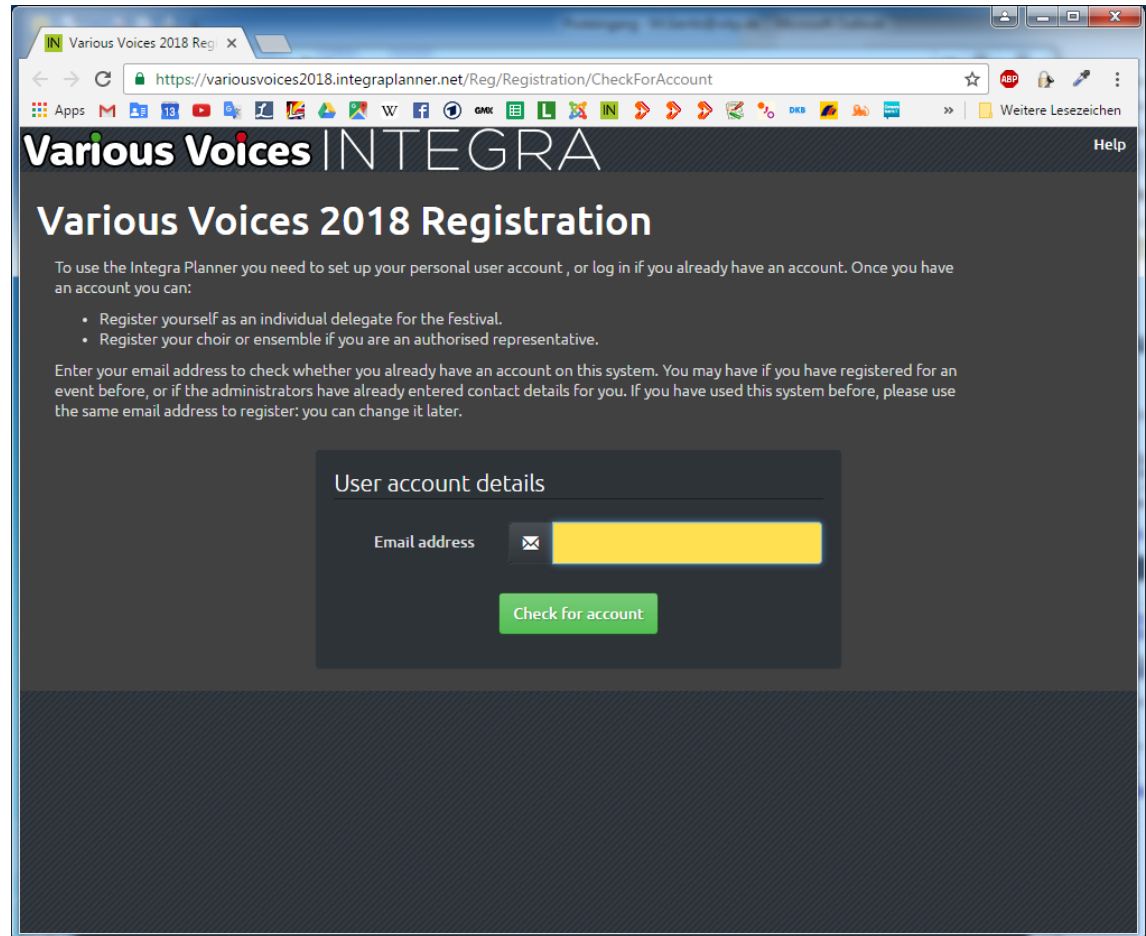
As of 28.03.2017

Step 1

open a personal account

Go to the Festival website
www.various-voices.de and
follow the link for
registration.

First enter your personal e-mail address. The system will check if there is already an account for this address. Please use your personal address and later on your own name and not a general address of your choir (because among other things we will use this to produce personal name badges).



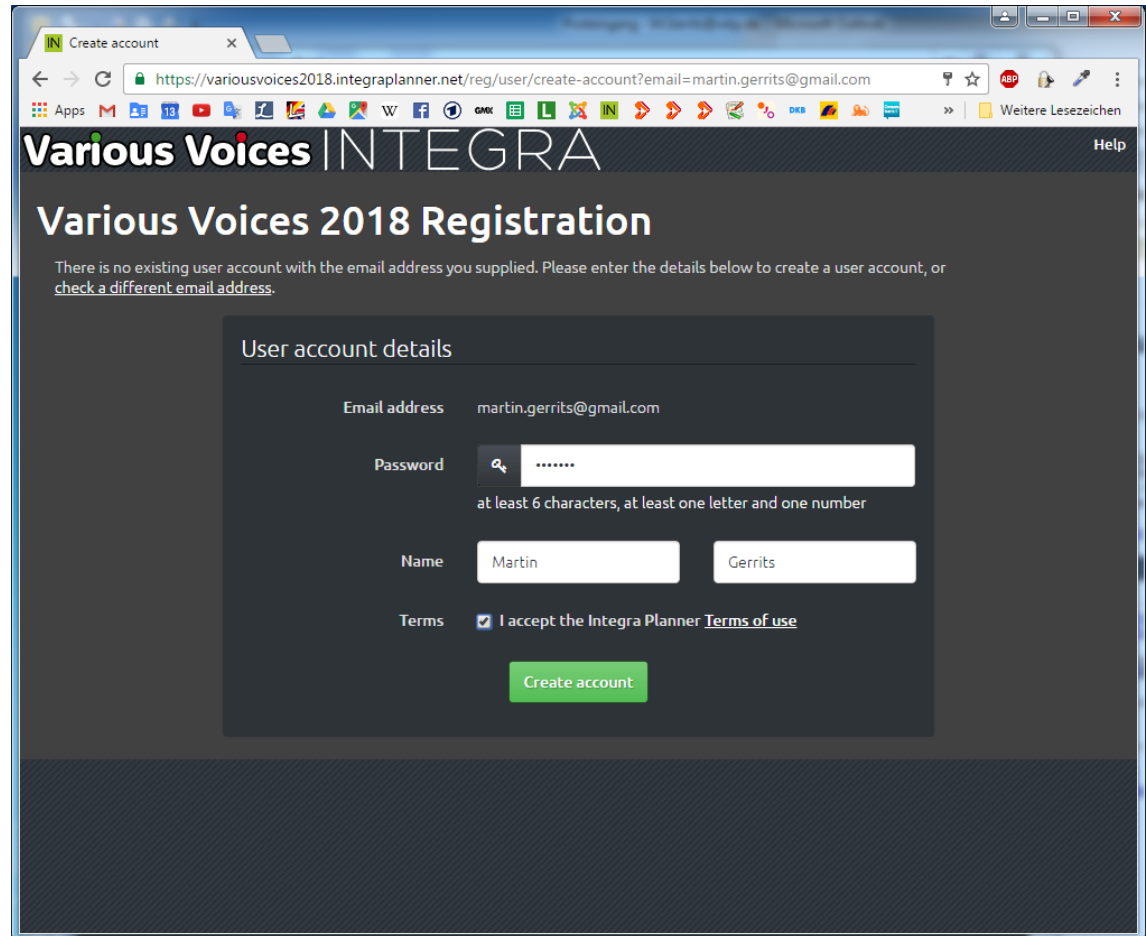
The screenshot shows a web browser window with the URL <https://variousvoices2018.integraplanner.net/Reg/Registration/CheckForAccount>. The page header features the 'Various Voices INTEGRA' logo and a 'Help' link. The main heading is 'Various Voices 2018 Registration'. Below this, a paragraph explains that users need to set up a personal account or log in if they already have one. A bulleted list provides options: 'Register yourself as an individual delegate for the festival.' and 'Register your choir or ensemble if you are an authorised representative.' Another paragraph instructs users to enter their email address to check for an existing account, noting that they should use the same email address if they have used the system before. The 'User account details' section contains an 'Email address' label, an email icon, and a yellow input field. A green 'Check for account' button is positioned below the input field.

Step 1.1

open a personal account

After it has been confirmed that there is not yet an account for your address, enter a password for your account, and your own name (given name and then family name).

Tick to accept the “terms of use” of the Integra Planner. This database tool is what we use for organising the festival (it was also used for the Dublin 2014 Various Voices and Denver 2016 GALA festivals).

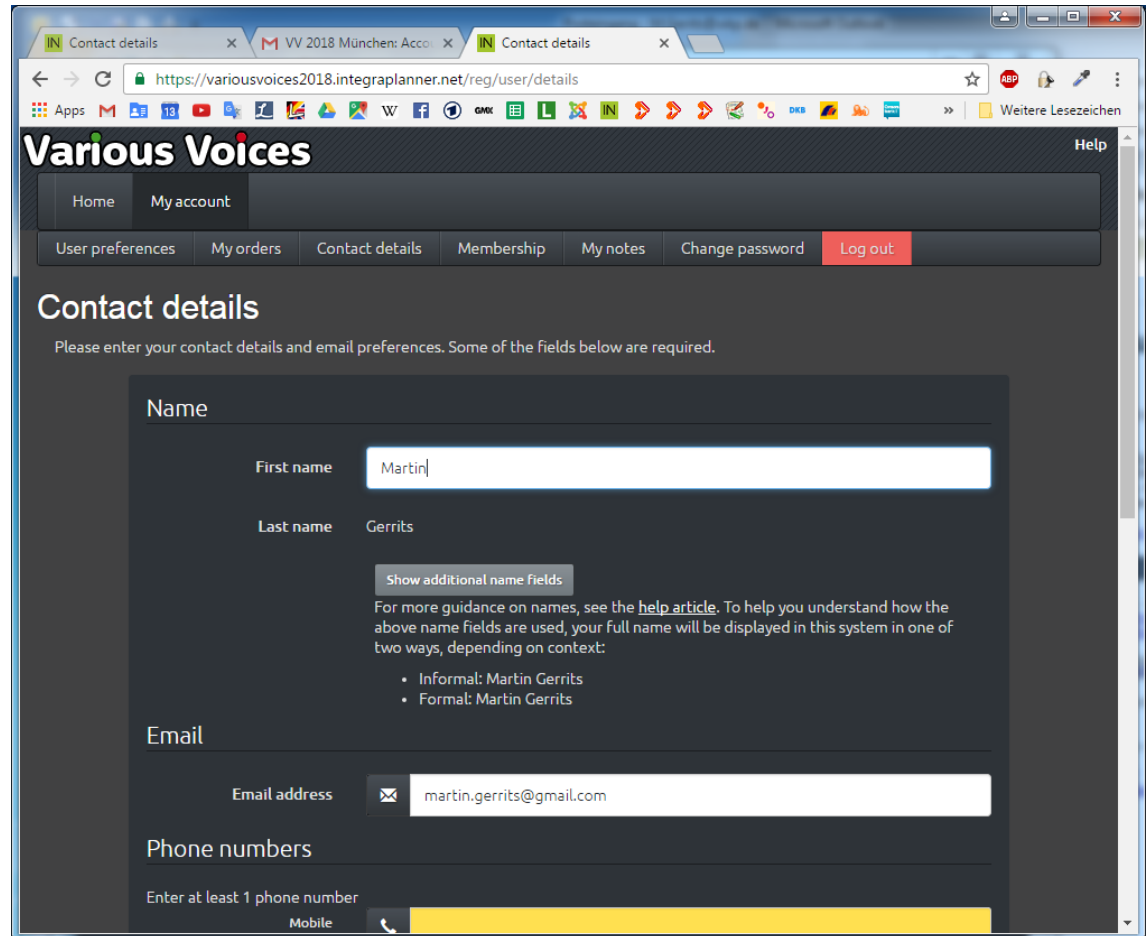


Step 1.2

open a personal account

Please fill in your personal contact data.

The yellow fields are mandatory, they must be filled in.



The screenshot shows a web browser window with the URL <https://variousvoices2018.integrallplanner.net/reg/user/details>. The page title is "Various Voices" and the header includes navigation links: Home, My account, User preferences, My orders, Contact details, Membership, My notes, Change password, and Log out. The "Contact details" section is active, with a sub-header "Contact details" and a note: "Please enter your contact details and email preferences. Some of the fields below are required." The form contains the following fields:

- Name**
 - First name: Martin
 - Last name: Gerrits
 - Show additional name fields
- Email**
 - Email address: martin.gerrits@gmail.com
- Phone numbers**
 - Enter at least 1 phone number
 - Mobile: (yellow field)

Below the "Name" section, there is a help article link: "For more guidance on names, see the [help article](#). To help you understand how the above name fields are used, your full name will be displayed in this system in one of two ways, depending on context:"

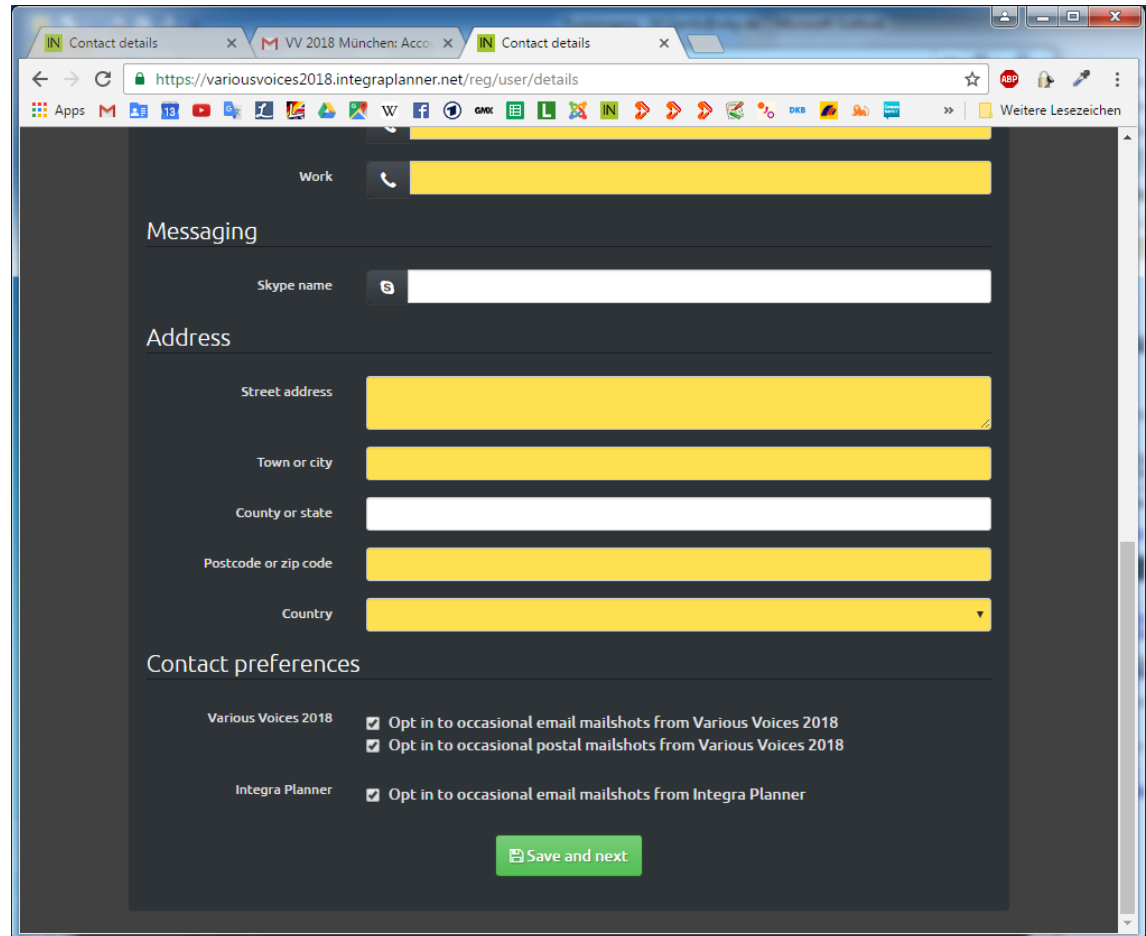
- Informal: Martin Gerrits
- Formal: Martin Gerrits

Step 1.3

open a personal account

This is the lower part of the data entry form.

At the end, click the green button “Save and next”.



Work

Messaging

Skype name

Address

Street address

Town or city

County or state

Postcode or zip code

Country

Contact preferences

Various Voices 2018

☒ Opt in to occasional email mailshots from Various Voices 2018

☒ Opt in to occasional postal mailshots from Various Voices 2018

Integra Planner

☒ Opt in to occasional email mailshots from Integra Planner

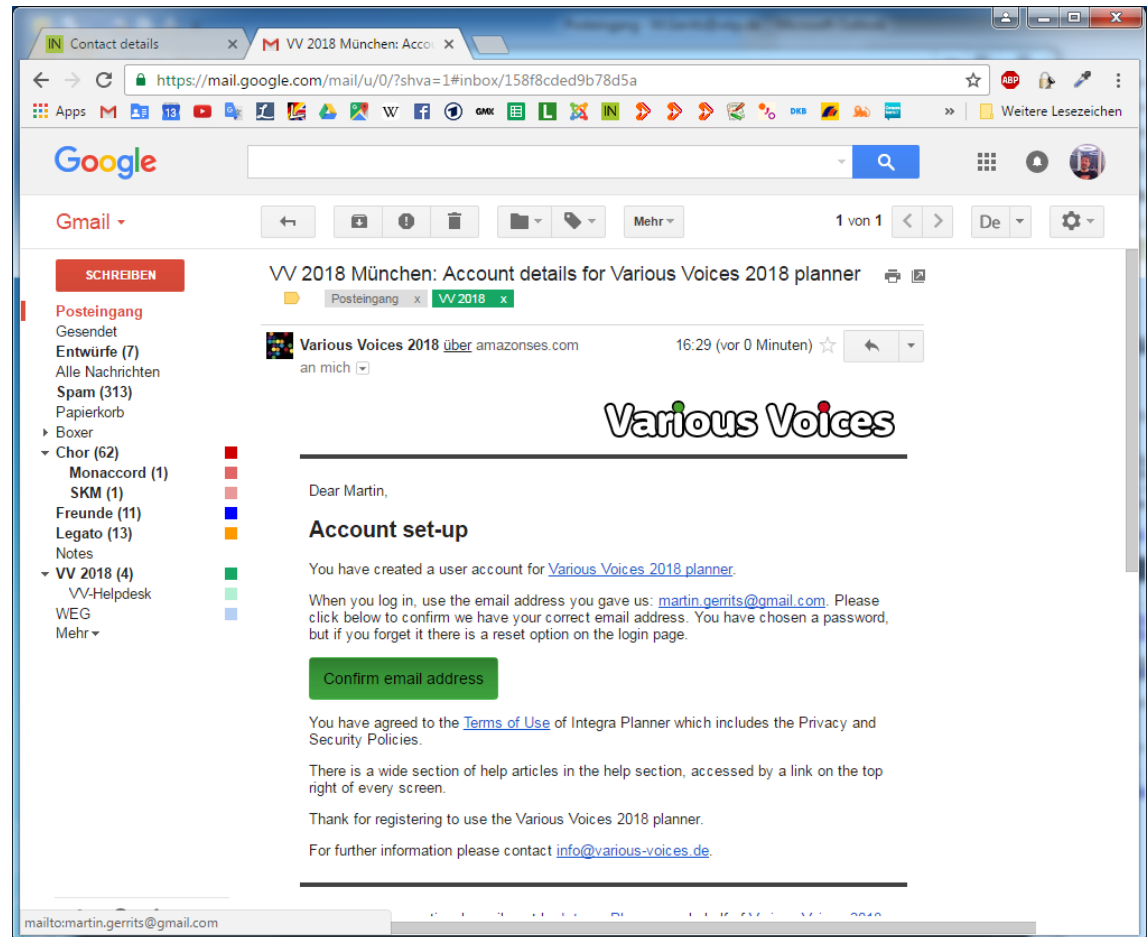
Save and next

Step 1.4

open a personal account

Security feature: please then check in your e-mails for a confirmation message. Click on the green button “Confirm email address” in this e-mail.

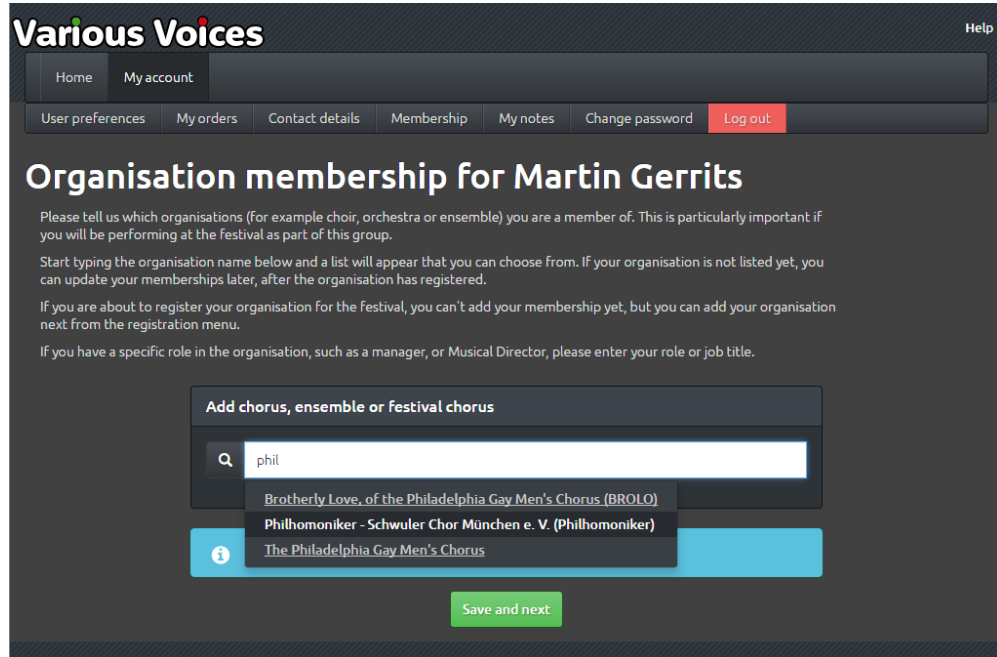
You will also find in this email the link for the “terms of use” and the privacy and security policies.



Step 2

check your own choir membership

Next you will see a form to select the choir that you belong to from a list.
Click then “Save and next”



Various Voices Help

Home My account

User preferences My orders Contact details Membership My notes Change password Log out

Organisation membership for Martin Gerrits

Please tell us which organisations (for example choir, orchestra or ensemble) you are a member of. This is particularly important if you will be performing at the festival as part of this group.

Start typing the organisation name below and a list will appear that you can choose from. If your organisation is not listed yet, you can update your memberships later, after the organisation has registered.

If you are about to register your organisation for the festival, you can't add your membership yet, but you can add your organisation next from the registration menu.

If you have a specific role in the organisation, such as a manager, or Musical Director, please enter your role or job title.

Add chorus, ensemble or festival chorus

Q phil

- Brotherly Love, of the Philadelphia Gay Men's Chorus (BROLO)
- Philharmoniker - Schwuler Chor München e. V. (Philharmoniker)
- The Philadelphia Gay Men's Chorus

Save and next

Step 2.1

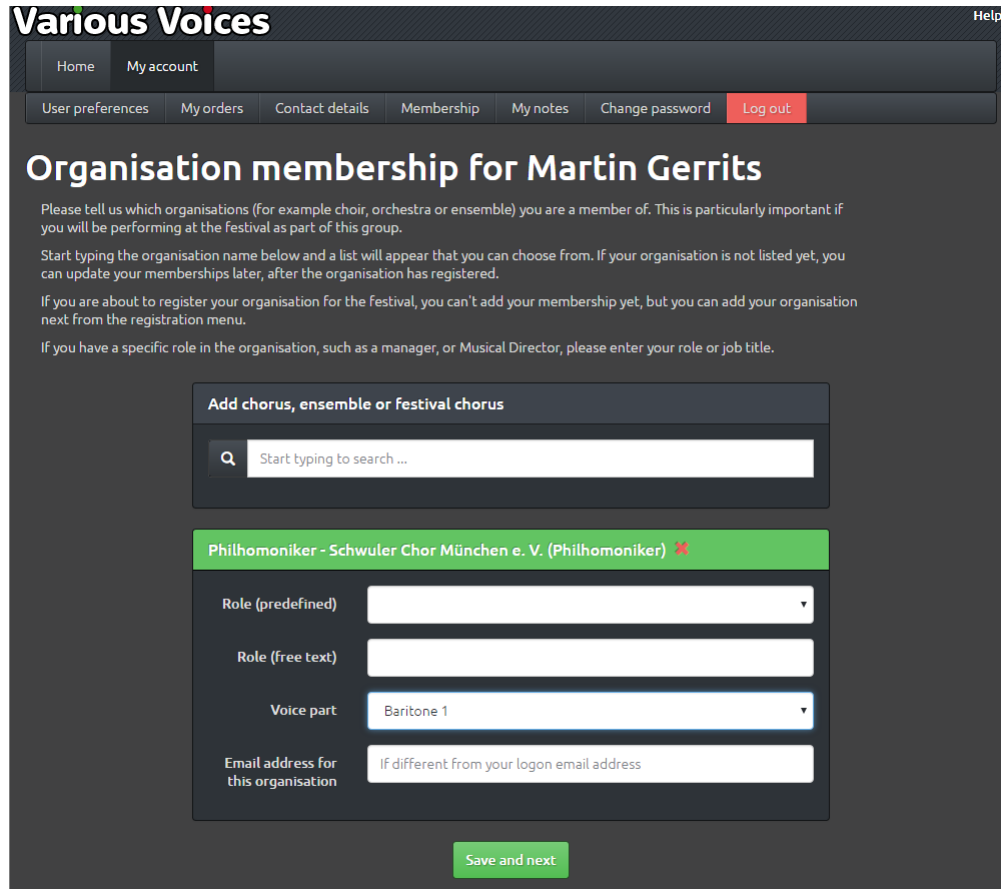
check your own choir membership

Afterwards you can define yourself in case you have a special job in your choir.

Please indicate also your own voice part if you are a singer, or select Instrumentalist or non-singer.

If you sing in a second choir, you can select your choir in the upper list.

In case you want to play in the festival orchestra, please select the “Festival Orchestra” in the list. It’s necessary to apply in a separate questionnaire later on.



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If you have a specific role in the organisation, such as a manager, or Musical Director, please enter your role or job title.

Add chorus, ensemble or festival chorus

Start typing to search ...

Philharmoniker - Schwuler Chor München e. V. (Philharmoniker) ✖

Role (predefined)

Role (free text)

Voice part

Email address for this organisation

Save and next

Step 3

register yourself for the festival


So far, your account is only a data record, but not yet a committed registration for the festival.

To do so you have to click on the button “Registration” in the home menu, and then on the registration page, click on the green button “Register” (see right).

Registration menu

You can view and update your contact details, and register for any available events or update your registration details.
If you are an administrator of an organisation, you can also add that organisation to the system or update its details, and register the organisation for any available events.


Generic navigation menu


 Personal dashboard

Martin Gerrits

Events

Event	Registration date	
Test Various Voices 2018	Not registered	Register as a delegate

 Contact details

 Membership

Philhomoniker - Schwuler Chor München e. V.

You are a member, but not an administrator, of 'Philhomoniker - Schwuler Chor München e. V.'

If you should have administrator permissions, ask one of the following administrators to log on and give you permissions. If you can't contact any of those, email [Various Voices 2018](#)

Name

Martin Gerrits

Martin Gerrits (Test2)

[+ Add chorus, ensemble or festival chorus](#)

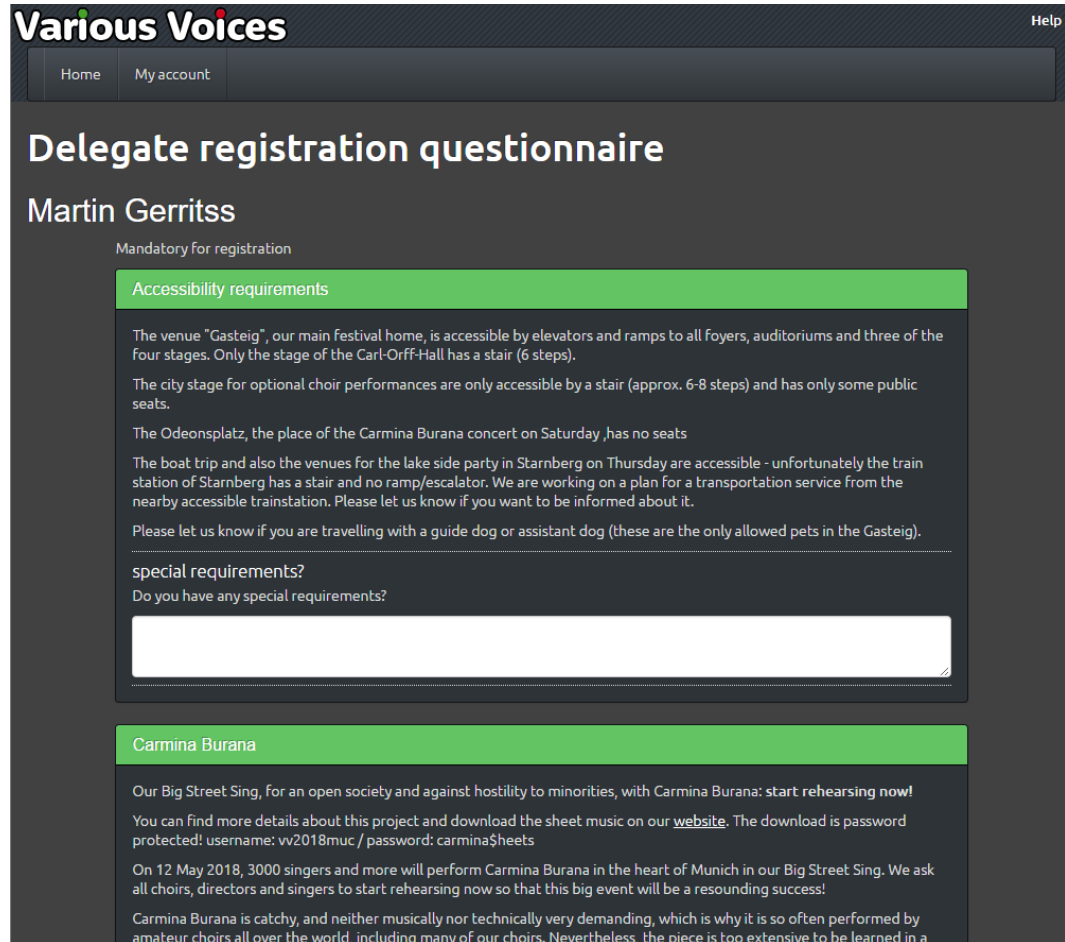
Step 3.1

register yourself for the festival

The registration has two steps.

First there is a questionnaire with further details.

Please note the information about our special musical project “Carmina Burana” inkl. the download link and password for the sheet music. Please give us your voice part. We expect everybody to attend.



Various Voices Help

Home My account

Delegate registration questionnaire

Martin Gerritss

Mandatory for registration

Accessibility requirements

The venue "Gasteig", our main festival home, is accessible by elevators and ramps to all foyers, auditoriums and three of the four stages. Only the stage of the Carl-Orff-Hall has a stair (6 steps).

The city stage for optional choir performances are only accessible by a stair (approx. 6-8 steps) and has only some public seats.

The Odeonsplatz, the place of the Carmina Burana concert on Saturday, has no seats

The boat trip and also the venues for the lake side party in Starnberg on Thursday are accessible - unfortunately the train station of Starnberg has a stair and no ramp/escalator. We are working on a plan for a transportation service from the nearby accessible trainstation. Please let us know if you want to be informed about it.

Please let us know if you are travelling with a guide dog or assistant dog (these are the only allowed pets in the Gasteig).

special requirements?

Do you have any special requirements?

Carmina Burana

Our Big Street Sing, for an open society and against hostility to minorities, with Carmina Burana: **start rehearsing now!**

You can find more details about this project and download the sheet music on our [website](#). The download is password protected! username: vv2018muc / password: carmina\$heets

On 12 May 2018, 3000 singers and more will perform Carmina Burana in the heart of Munich in our Big Street Sing. We ask all choirs, directors and singers to start rehearsing now so that this big event will be a resounding success!

Carmina Burana is catchy, and neither musically nor technically very demanding, which is why it is so often performed by amateur choirs all over the world, including many of our choirs. Nevertheless, the piece is too extensive to be learned in a

Step 3.2

register yourself for the festival

Please note the information about accommodation and additional programme with costs.

Please confirm at the end that you accept the festival terms and conditions that can be found through the link on our website.

Save your data with the green button “Save”.

protected! username: vv2018muc / password: carmina\$heets

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Carmina Burana is catchy, and neither musically nor technically very demanding, which is why it is so often performed by amateur choirs all over the world, including many of our choirs. Nevertheless, the piece is too extensive to be learned in a short time, and must be prepared beforehand. The joint rehearsals during the festival are about creating a 3000-strong choir and developing a sense of community – not about learning the music.

Voice part
Please indicate your voice part for the Carmina Burana (might be different from your own choir voice part)

Required

- ☐ Soprano
- ☐ Alto
- ☐ Tenor
- ☐ Bass

Information about accommodation


Please contact our partner travel agency for help in finding a suitable hotel or hostel in Munich. You can find the contact details on our [website](#).

We offer a limited number of 300 free private accommodations by our Munich singers and friends. You can apply for this opportunity on a separate form in the Integraplanner. We will collect all requests and work on it in order of arrival (first come first served). Singers of the support programme have privileged access to this option in case the choir administrator reserved the beds before 31.3.2017. Please ask your choir administrator if you are not sure.

Information about additional programme with costs

We are offering guided city tours in the mornings with 4 different topics: general city tour, music life tour, historical tour on Nazi dictatorship, LGBTI life in Munich. These tours will be available for a separate payment of 8 Euro. Ticket selling will start approx. in summer 2017 through the Integraplanner.

The whole festival will move on Thursday evening for the lake side party to the nearby town of Starnberg. For the optional boat trip on the lake Starnberg we offer separate tickets of 15 Euro. You can purchase them approx. in summer 2017 through the Integraplanner.

 Save

Step 3.3

register yourself for the festival

As the very last step, you now see the form with the delegate fee.

Please consider whether you are able to donate to support eastern European choirs. You can also come back here later to do this.

Please click at the end on the PayPal button to make your payment. We ask for your understanding that payments can only be made through PayPal in order to ensure the automatic process.

Various Voices Help

[Home](#) [My account](#)

Various Voices 2018 Registration

Choose which registration type you need to pay for, and choose any additional items you would like, then check out with PayPal.

Payment details

Item	Quantity	Unit price (EUR)	Total price (EUR)
Delegate registration			
Early delegate registration	<input type="radio"/>	160.00	160.00
Donations			
Donation to Various Voices			
<i>Various Voices supports the participation all choirs from Southern and Eastern Europe (with no choir contribution, early bird delegation fee is continuous low until the festival begins, privileged access to free private beds).</i>			
<i>Moreover Various Voices can provide further assistance with your donation. Please think about it (you are free to come back again later for your donation).</i>			
<i>50 Euro to subsidise costs for one singer from Bosnia,</i>			
<i>100 Euro to subsidise costs for two singers from Moscow,</i>			
<i>500 Euro to subsidise costs for five singers from Ukraine,</i>			
<i>1000 Euro to subsidise ten singers (a whole ensemble).</i>			
<i>If you are a german tax payer we send you automatically a tax-reduced donation receipt in January of the next year.</i>			
Total price			160.00

 **PayPal Check out**
The safer, easier way to pay