



Step-by-Step Delegate Registration

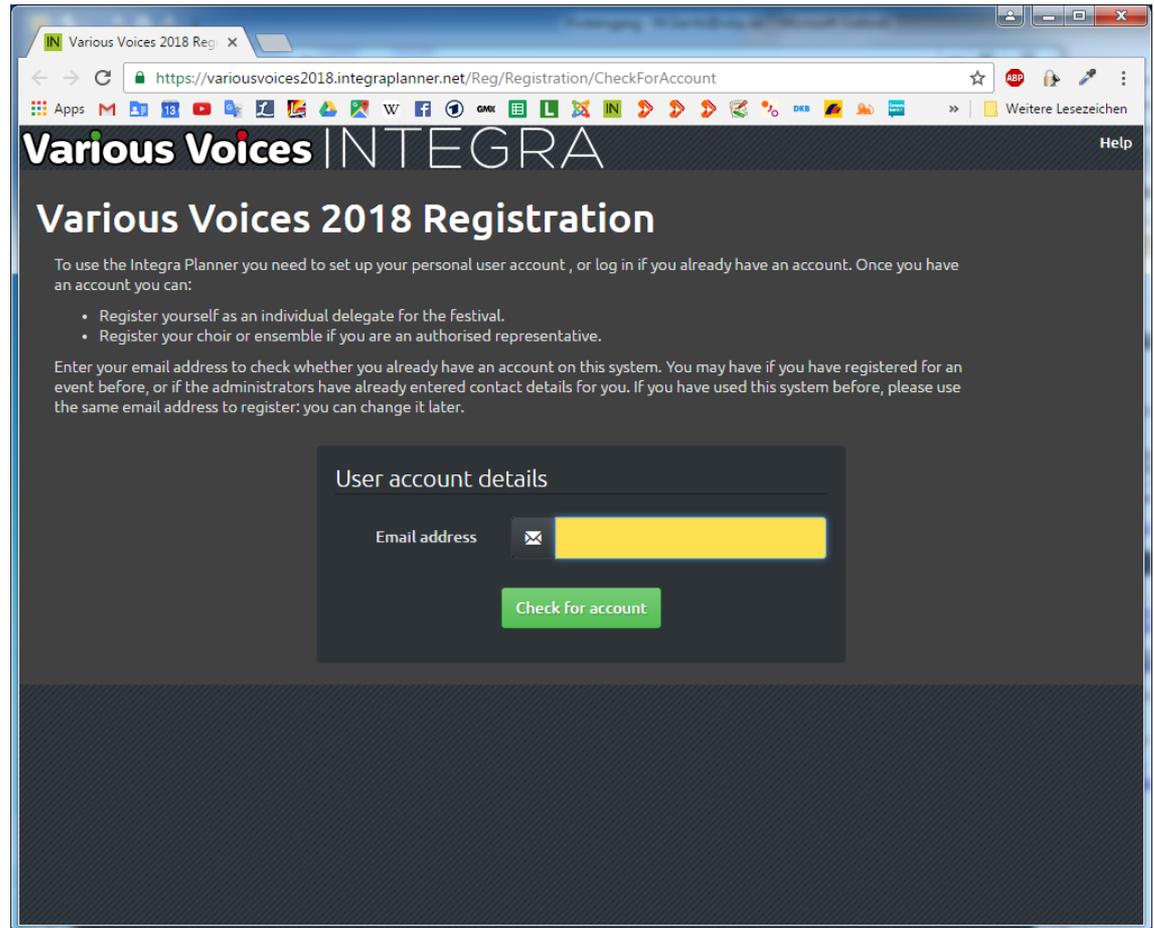
As of 28.03.2017

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).



Various Voices 2018 Reg

https://variousvoices2018.integraplanner.net/Reg/Registration/CheckForAccount

Various Voices INTEGRA Help

Various Voices 2018 Registration

To use the Integra Planner you need to set up your personal user account , or log in if you already have an account. Once you have an account you can:

- Register yourself as an individual delegate for the festival.
- Register your choir or ensemble if you are an authorised representative.

Enter your email address to check whether you already have an account on this system. You may have if you have registered for an event before, or if the administrators have already entered contact details for you. If you have used this system before, please use the same email address to register: you can change it later.

User account details

Email address

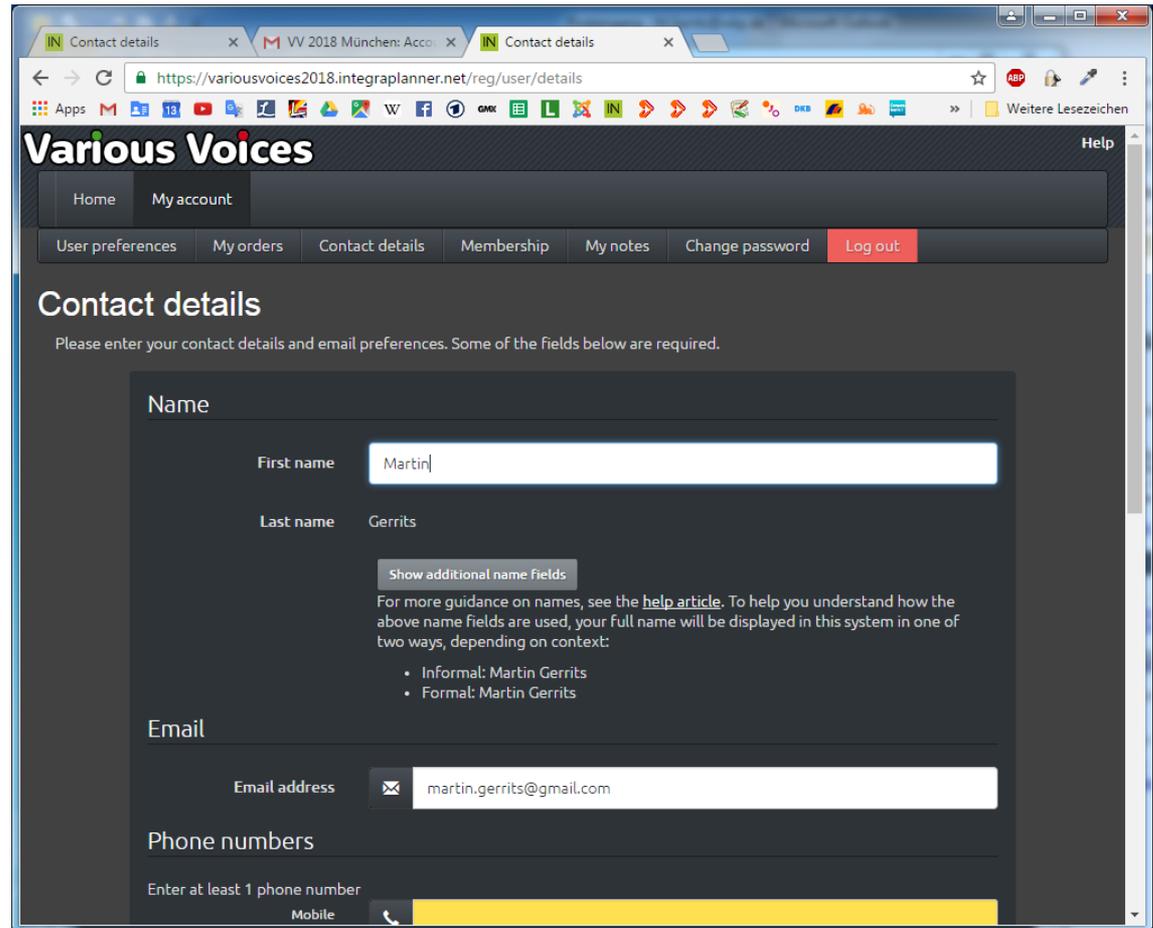
Check for account

Step 1.2

open a personal account

Please fill in your personal contact data.

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



Various Voices

Home My account

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

Contact details

Please enter your contact details and email preferences. Some of the fields below are required.

Name

First name

Last name

Show additional name fields

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

Email

Email address

Phone numbers

Enter at least 1 phone number

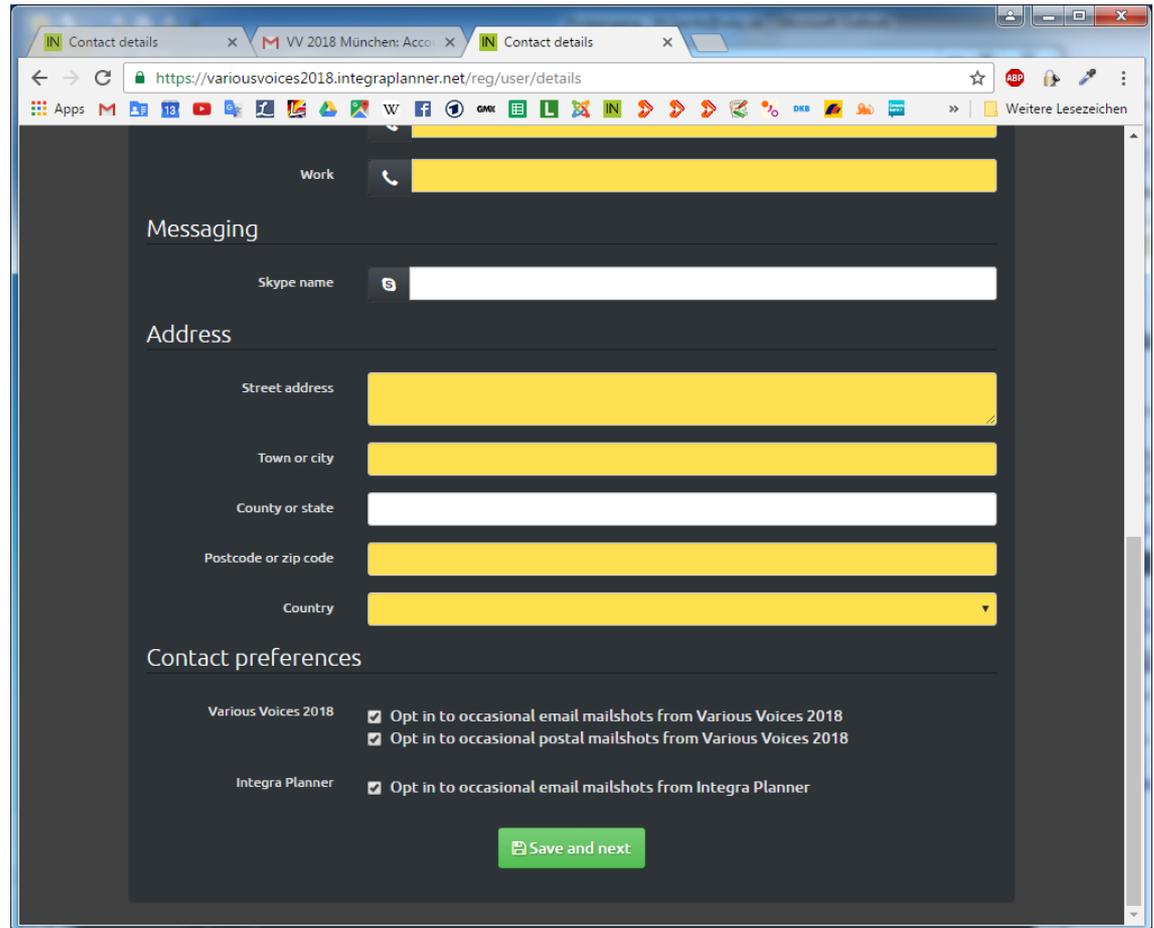
Mobile

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

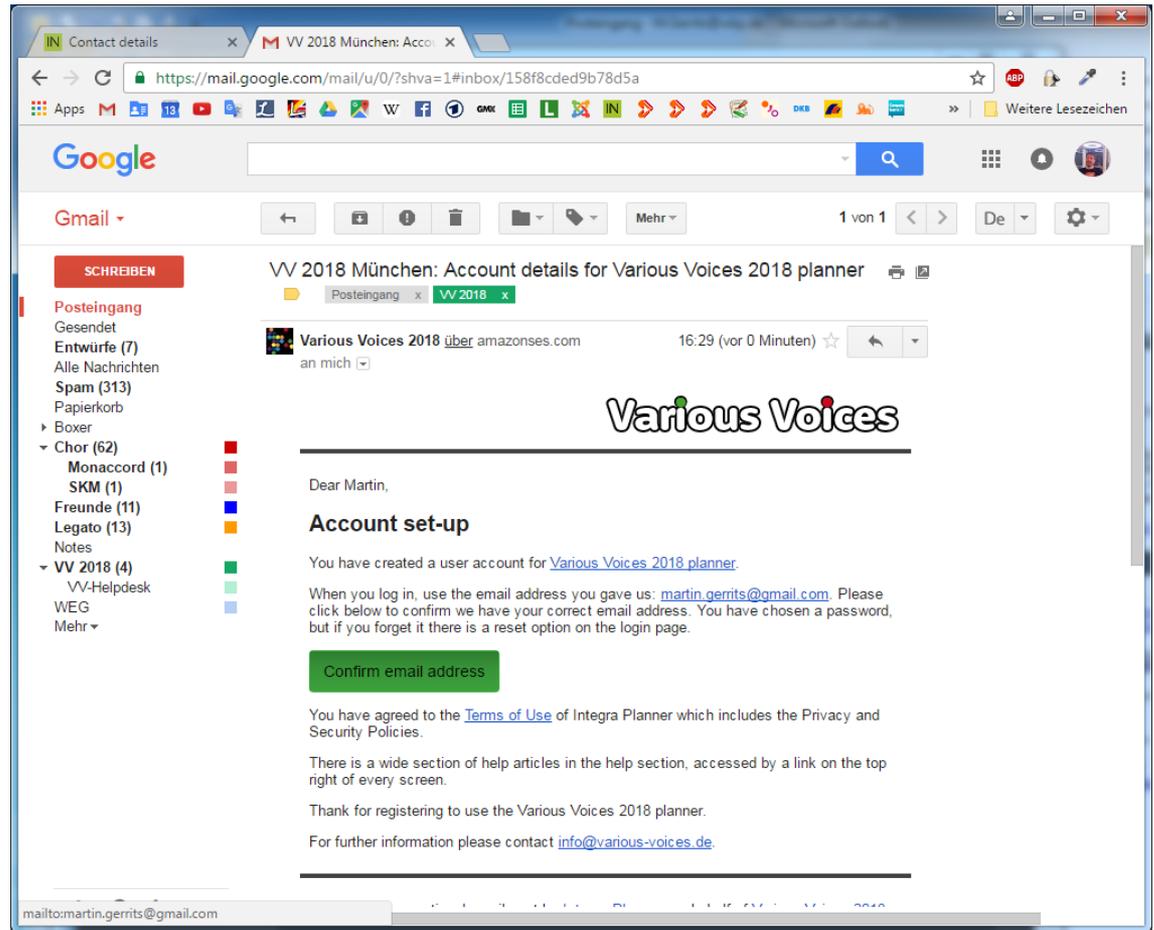
Integra Planner Opt in to occasional email mailshots from Integra Planner

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.

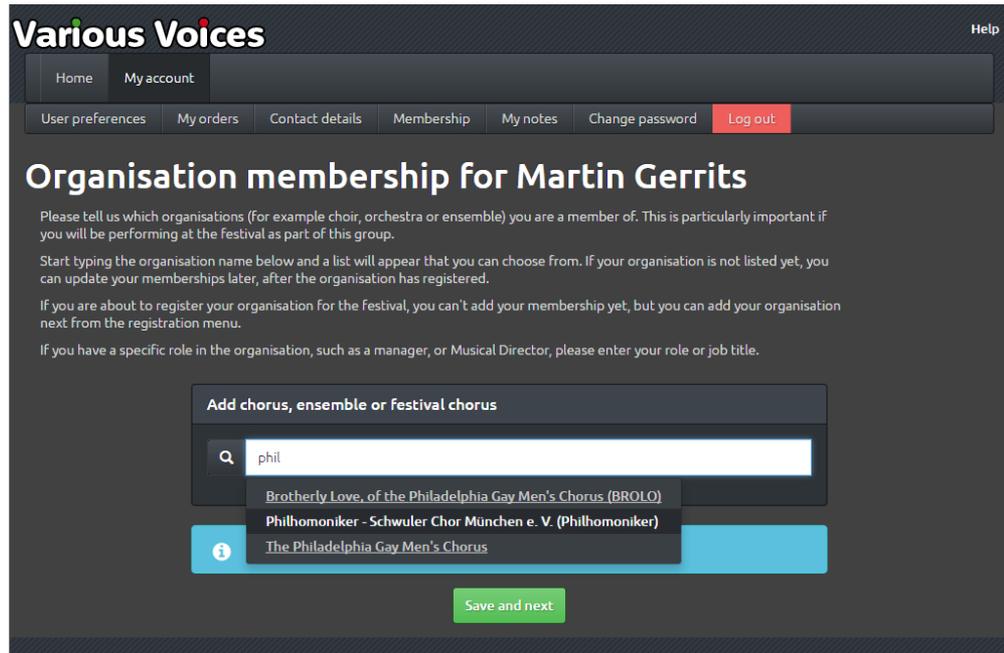


The screenshot shows a Gmail interface in a browser window. The address bar displays the URL: <https://mail.google.com/mail/u/0/?shva=1#inbox/158f8cde9b78d5a>. The email subject is "VV 2018 München: Account details for Various Voices 2018 planner". The sender is "Various Voices 2018 über amazonses.com" and it was received 16:29 (vor 0 Minuten). The email content includes the "Various Voices" logo, a greeting "Dear Martin," and a section titled "Account set-up". It states: "You have created a user account for [Various Voices 2018 planner](#). When you log in, use the email address you gave us: martin.gerrits@gmail.com. Please click below to confirm we have your correct email address. You have chosen a password, but if you forget it there is a reset option on the login page." A prominent green button labeled "Confirm email address" is visible. Below this, it says: "You have agreed to the [Terms of Use](#) of Integra Planner which includes the Privacy and Security Policies. There is a wide section of help articles in the help section, accessed by a link on the top right of every screen. Thank for registering to use the Various Voices 2018 planner. For further information please contact info@various-voices.de." The left sidebar shows the Gmail navigation menu with folders like "Posteingang", "Entwürfe (7)", "Spam (313)", "Boxer", "Chor (62)", "Monaccord (1)", "SKM (1)", "Freunde (11)", "Legato (13)", "Notes", "VV 2018 (4)", "VV-Helpdesk", and "WEG".

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)
- Philhomoniker - Schwuler Chor München e. V. (Philhomoniker)
- The Philadelphia Gay Men's Chorus

Save and next

Step 2.1

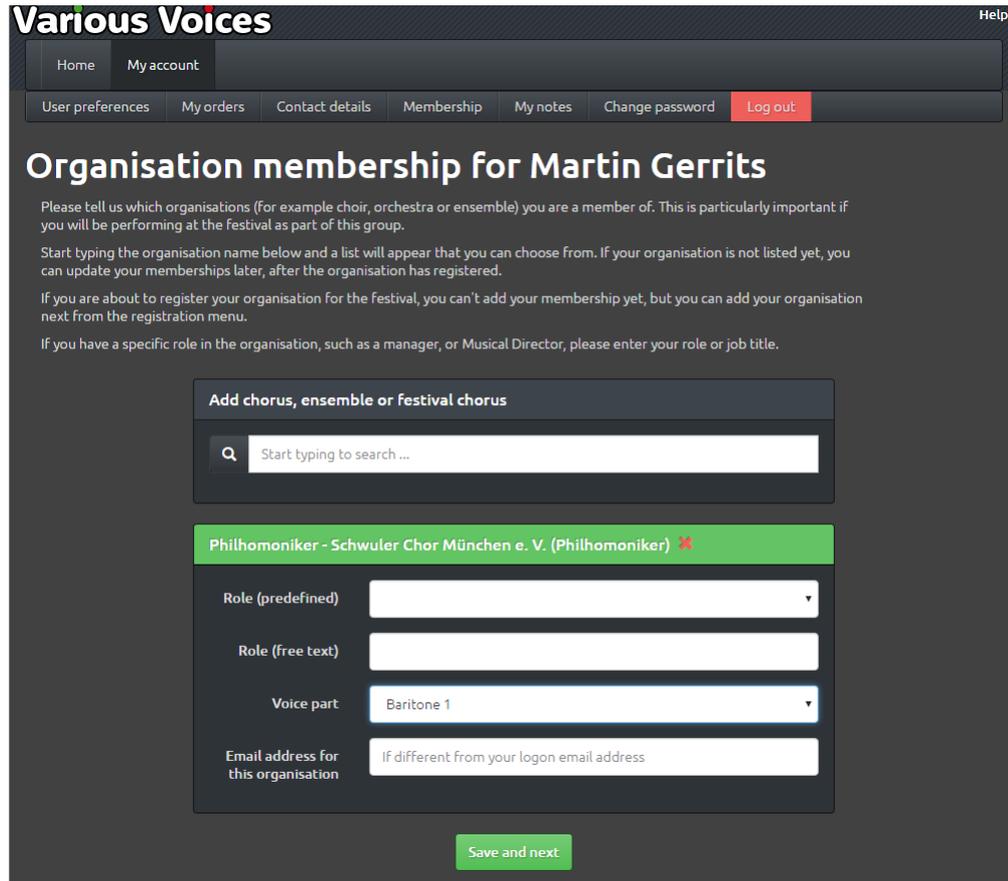
check your own choir membership

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.

A screenshot of a web browser showing the 'Various Voices' registration questionnaire. The page has a dark grey header with the 'Various Voices' logo on the left and a 'Help' link on the right. Below the header is a navigation bar with 'Home' and 'My account' links. The main content area is titled 'Delegate registration questionnaire' and shows the name 'Martin Gerritss'. A sub-header reads 'Mandatory for registration'. The first section is 'Accessibility requirements', which contains text about venue accessibility: '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).' Below this text is a 'special requirements?' section with a text input field. The second section is 'Carmina Burana', which contains text: '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

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 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.

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


The safer, easier way to pay