

Create a choir setlist

Open Choir, enter celebration details and arrange the songs in order.

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Before you begin

- ✓ You must be able to manage choir setlists.
- ✓ Prepare the date, occasion and an initial song order.

1

STEP 1 OF 5 · 2 MIN

Open Choir

From the dashboard enter the Choir section.

Choir shows accessible setlists and the creation action to authorised users.

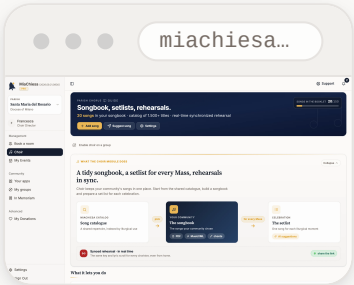


Fig. 1 From the dashboard enter the Choir section.

2

STEP 2 OF 5 · 2 MIN

Start the setlist

Choose New setlist.

New setlist opens the form without changing published setlists.

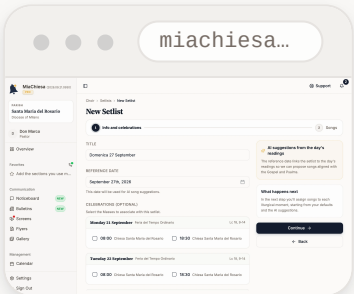


Fig. 2 Setlist creation with the New setlist action and initial details.

3

STEP 3 OF 5 · 2 MIN

Enter the details

Fill in the date, title and requested information.

Date and title help the choir recognise the correct celebration.

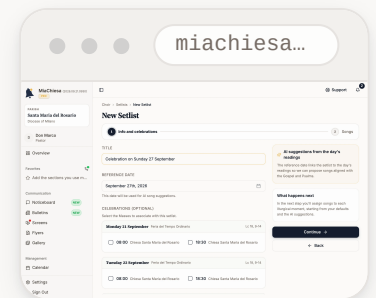


Fig. 3 The title identifies the celebration before songs are added and ordered.

4

STEP 4 OF 5 · 2 MIN

Add and order songs

Find songs, add them and arrange them in the planned order.

Search adds existing songs; arrange them after completing the selection.

5

STEP 5 OF 5 · 2 MIN

Save and review

Open the setlist detail and check sequence and visibility.

The saved detail should show the same order rehearsed by the choir.

What you have achieved



The setlist is saved in the Choir section.



The song order is ready for rehearsal or sharing.

Troubleshooting

New setlist is missing



Check that you have [Manage choir setlists](#).

I cannot find a song



Search the available repertoire or check that it has been added to the catalogue.