

Choir Genius: The basics to help you get the most out of our season

Members only website to streamline communication and documents

To log in from a computer: type in the url bcas.choirgenius.com

Username: email address on file with BCAS or FirstNameLastName (i.e. DavidCurtis)

Password: BCAS2024 (would recommend changing)

To log in on the app: download choir genius to your phone from the apple store or google play store.

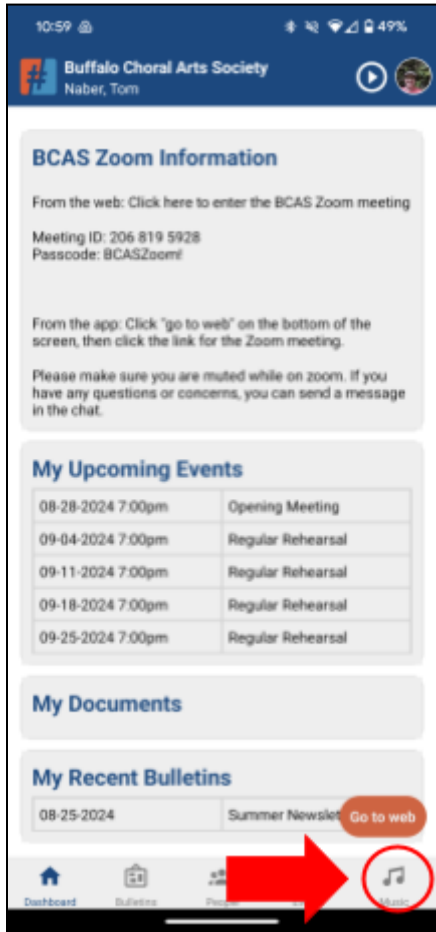
- Once downloaded click link account
- Your choir genius site: bcas.choirgenius.com
- Username: email address on file with BCAS or FirstNameLastName (i.e. DavidCurtis)
- Password: BCAS2024 (would recommend changing to a more secure password)

****Note: If you use the app, you need to click “go to web” on the bottom right corner, to get to the Choir Genius website. From there you can access all files and bulletins and edit your profile.****

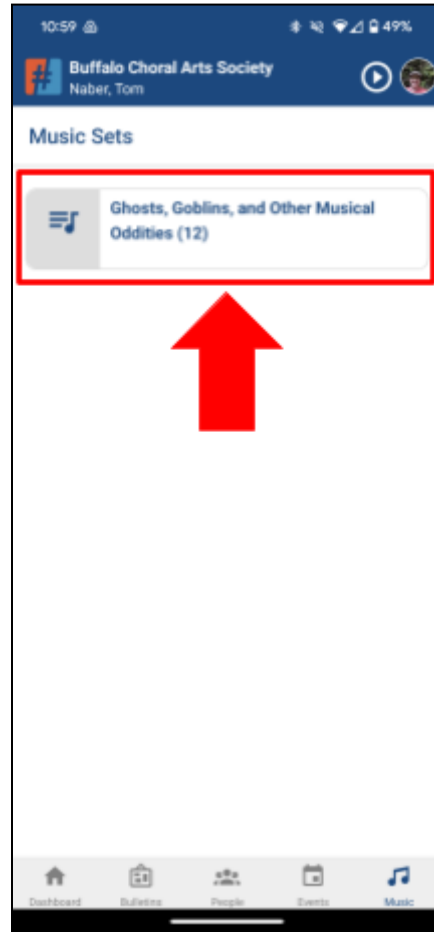
| How do I find... | |
|---|---|
| Newsletters/Bulletins | Most recent newsletters will be displayed. Click the bulletin tab for all past bulletins sent. Bulletins will also be sent to your email before weekly rehearsal. |
| Rehearsal Plans | Click <u>rehearsal plans</u> under <i>documents</i> |
| Notifications (web version) | Click the bell in the top right corner. This will tell you everything that was posted since the last time you logged in. |
| Member email (app version) | Click on people on the bottom tab. Select a member's name to view their email address. |
| Change my email/password/personal information (web version) | Click on your profile. Click on edit. Scroll down to the information you want to change. |

Accessing Rehearsal Tracks in the Choirgenius App

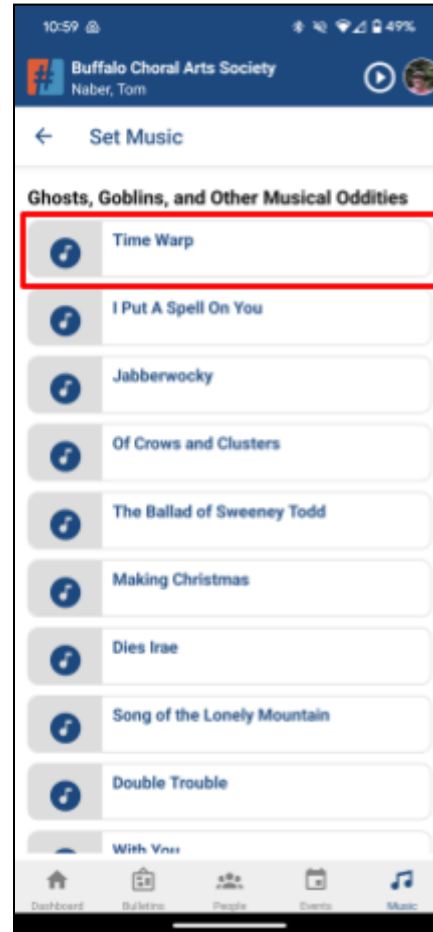
1. Click “Music” on the bottom, right-hand corner



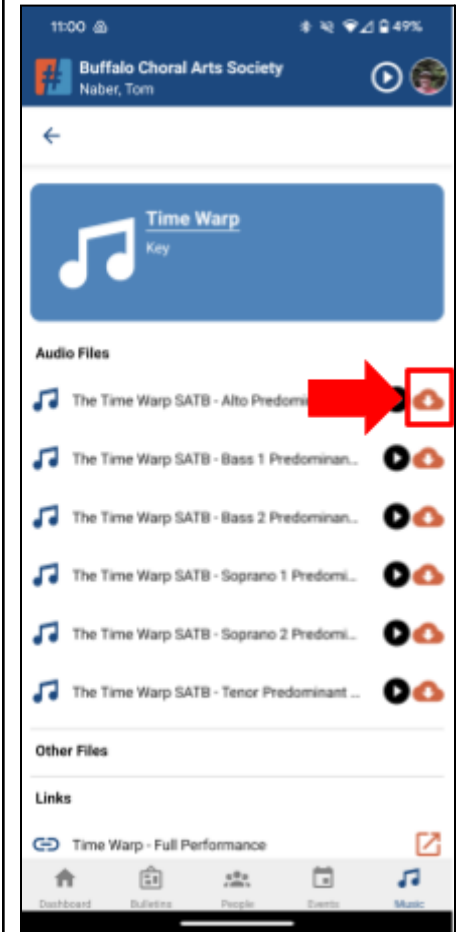
2. Click the setlist for the concert you are rehearsing for:



3. Click the piece you want to download your rehearsal track for:

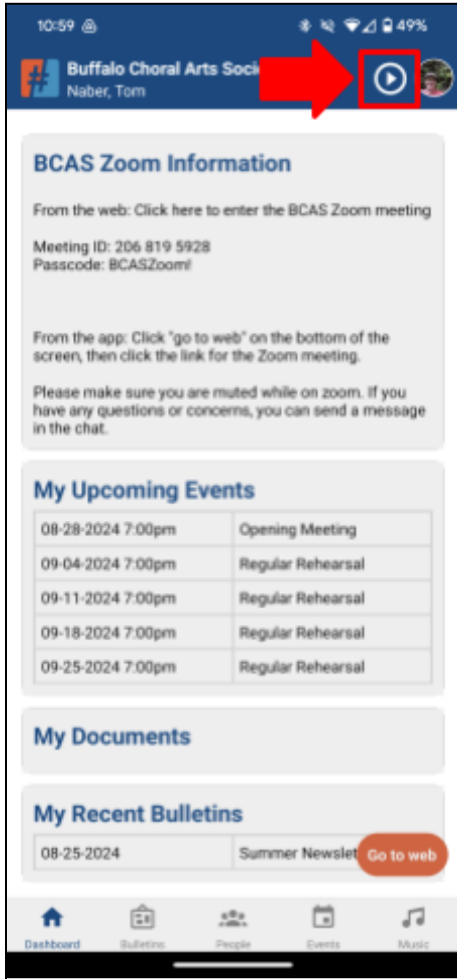


4. Find your part and click the download button

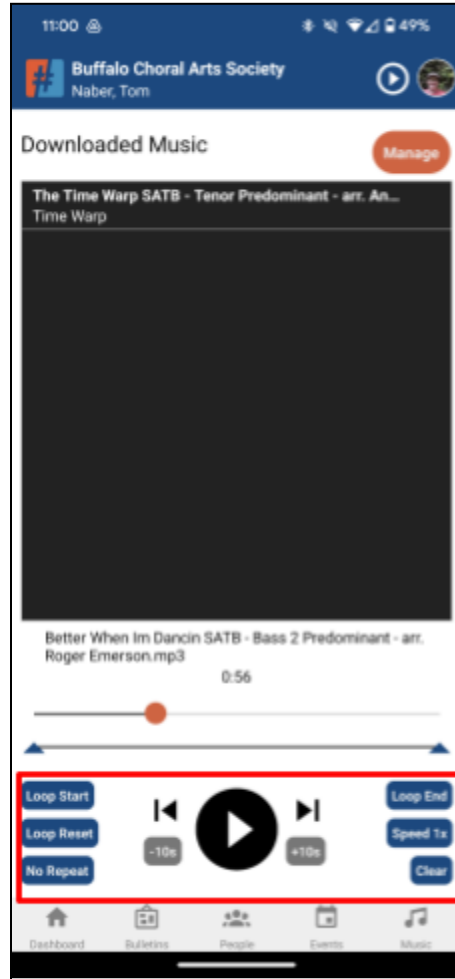


5. Repeat steps 3 and 4 for all pieces in the concert

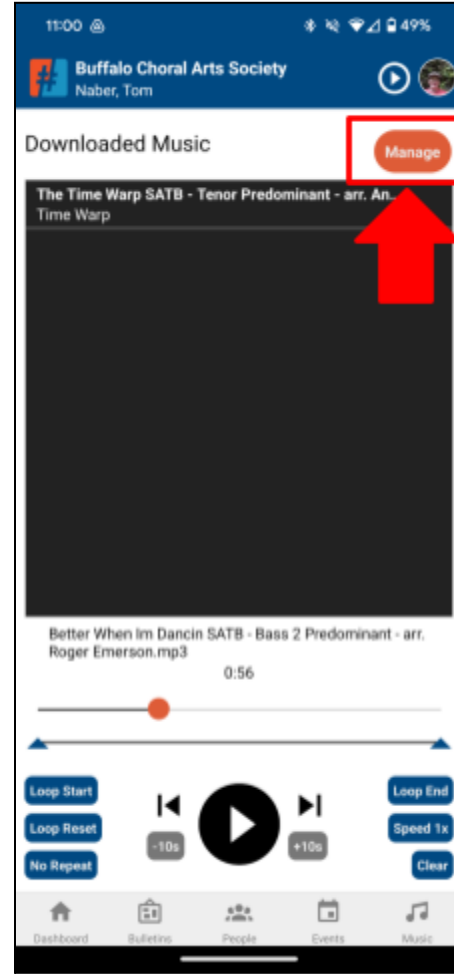
6. From any screen on the app, click the play button on the top right.



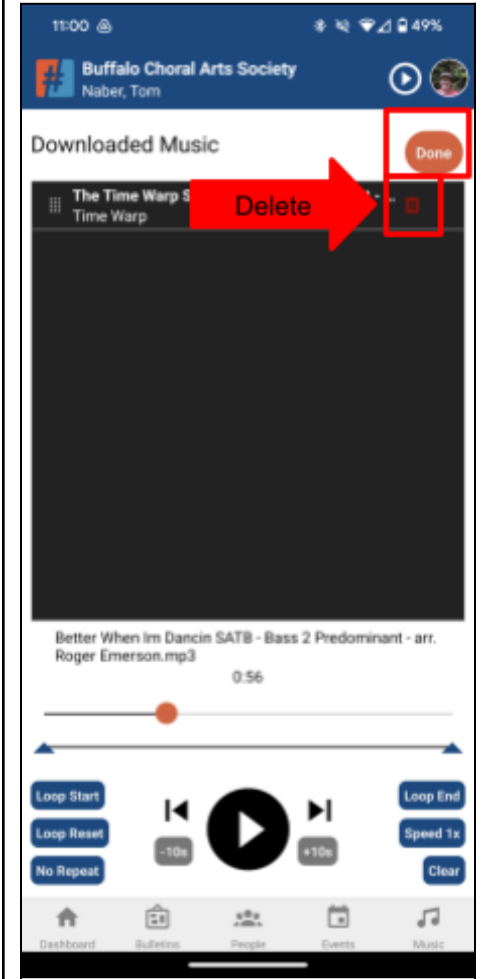
7. Use the controls on the bottom to play your rehearsal tracks!



8. To delete pieces from your list after a concert, click manage:

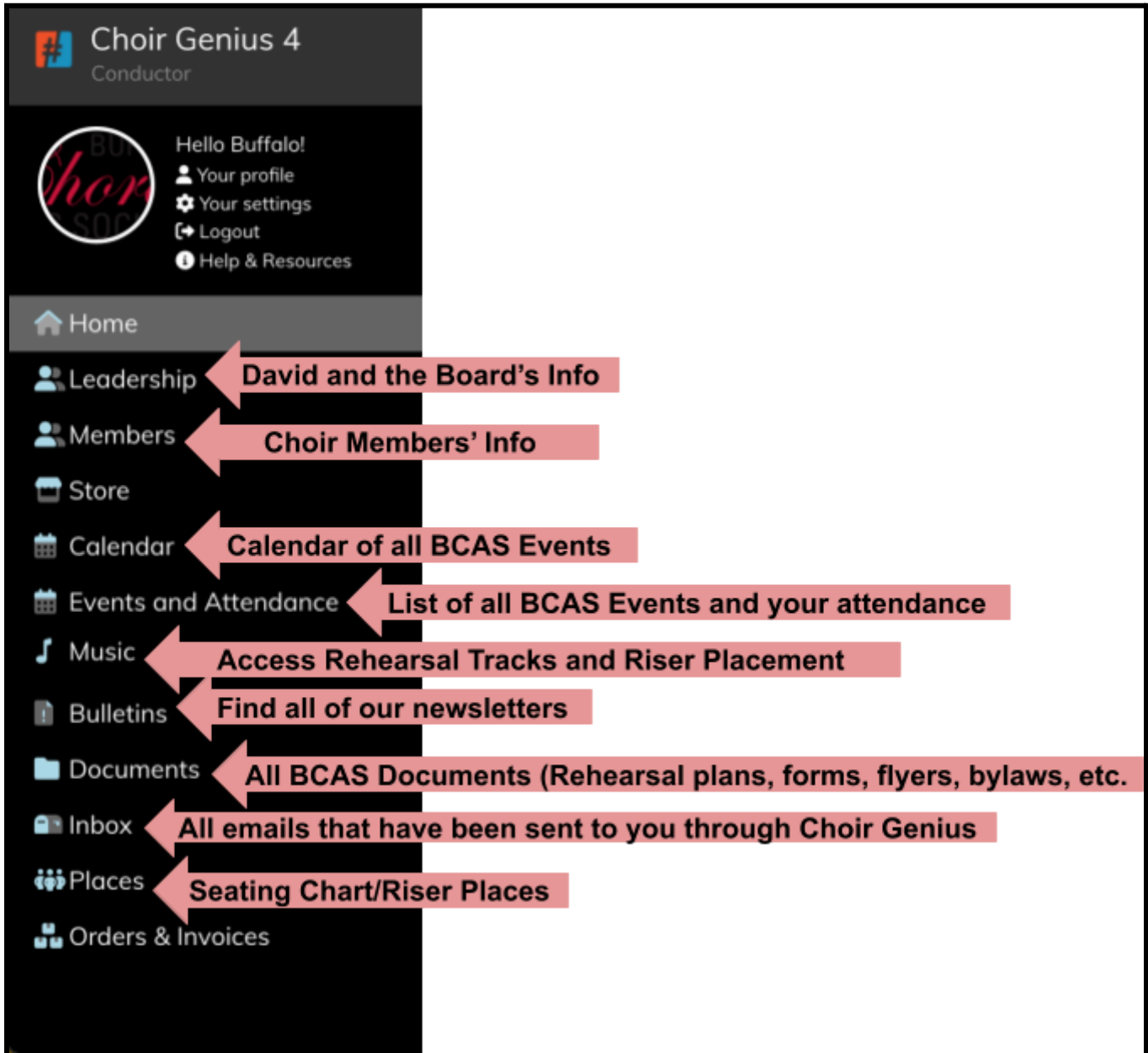


9. Click the "delete" button for each piece you want to remove, then click "done."



Navigating the Choir Genius Website From a Computer:

What everything on the left side of the page will take you to:

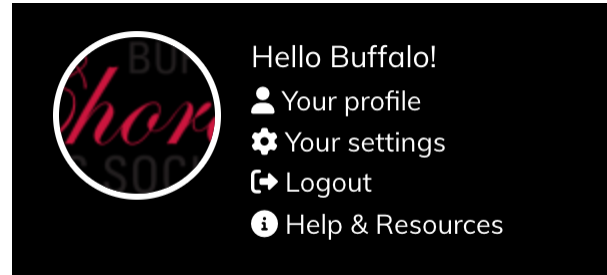


Note: You can ignore the “store” and “orders/invoices” sections as we are not using them.

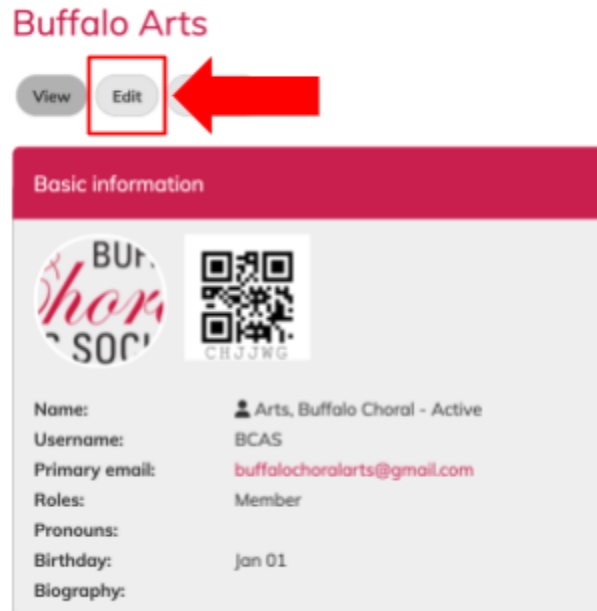
To access the same information from the website, on your phone, click the three lines at the top left of the screen.

Changing your Information and Profile Picture

1. Click “your profile” to view your current information.



2. Click “edit” to change any of the information.



3. Add/change any of the information you'd like. Ideally we would like the following:
 - a. Name
 - b. Address
 - c. Email Address
 - d. Phone Number
 - e. Birthday
 - f. Profile Picture
 - g. Emergency Contact

4. To specifically change your profile picture:
 - a. Make sure the picture you want is downloaded to your device.
 - b. Scroll to that section
 - c. Click “Choose file”
 - d. Select the photo from your device.

5. Scroll to the bottom and click Save. If you do not do this, you'll need to re-enter/change everything again!

What Can you Find on the Choir Genius Home Page:

Note: Depending on the shape/size of your computer screen, these boxes may be in different positions. The website changes them to fit your screen as nicely as possible!

The screenshot shows the BCAS website home page with several sections highlighted by pink callout boxes:

- Home** (top left)
- Member home** and **Public home** (top navigation)
- Helpful Links and Attendance Info** (top left callout box)
- My Documents** (middle left section)
 - 2024-2025 Board Meeting Minutes
 - Ad Campaign and Friends of BCAS
 - BCAS Policies and Bylaws

All of your BCAS Documents (callout box)

[See all documents](#)
- BCAS Zoom Information** (top middle section)

From the web: [Click here](#) to enter the BCAS Zoom meeting

Meeting ID: 206 819 5928

Passcode: BCASZoom!

All of the instructions for joining the BCAS Zoom (and a link to the meeting) (callout box)
- My Upcoming Events** (top right section)

| | |
|-------------------|-------------------|
| 09-04-2024 7:00pm | Regular Rehearsal |
| 09-11-2024 7:00pm | Regular Rehearsal |
| 09-18-2024 7:00pm | Regular Rehearsal |

Upcoming BCAS Rehearsals, Concerts, and other Events (callout box)

[See details and manage attendance](#)
- Member birthdays** (bottom middle section)

Birthdays from 08-01-2024 to 09-12-2024

 - Aug 13 - Jutzin, Kristen
 - Aug 14 - Fabiniak, Mike
 - Aug 22 - Searer, Ali

Upcoming birthdays for members who have provided them (callout box)
- My Recent Bulletins** (bottom right section)

Recent Newsletters (callout box)

[See d](#)
- Our Concert Season:**

Goblins, Ghouls, and Other Oddities

The Current Season Schedule (callout box)

12/13, Swan Auditorium at Hilbert College

12/15, Mount. St. Mary Academy

All of this information will show up on your screen when you access the website on your phone. You'll see one block at a time and need to scroll to see each of them.