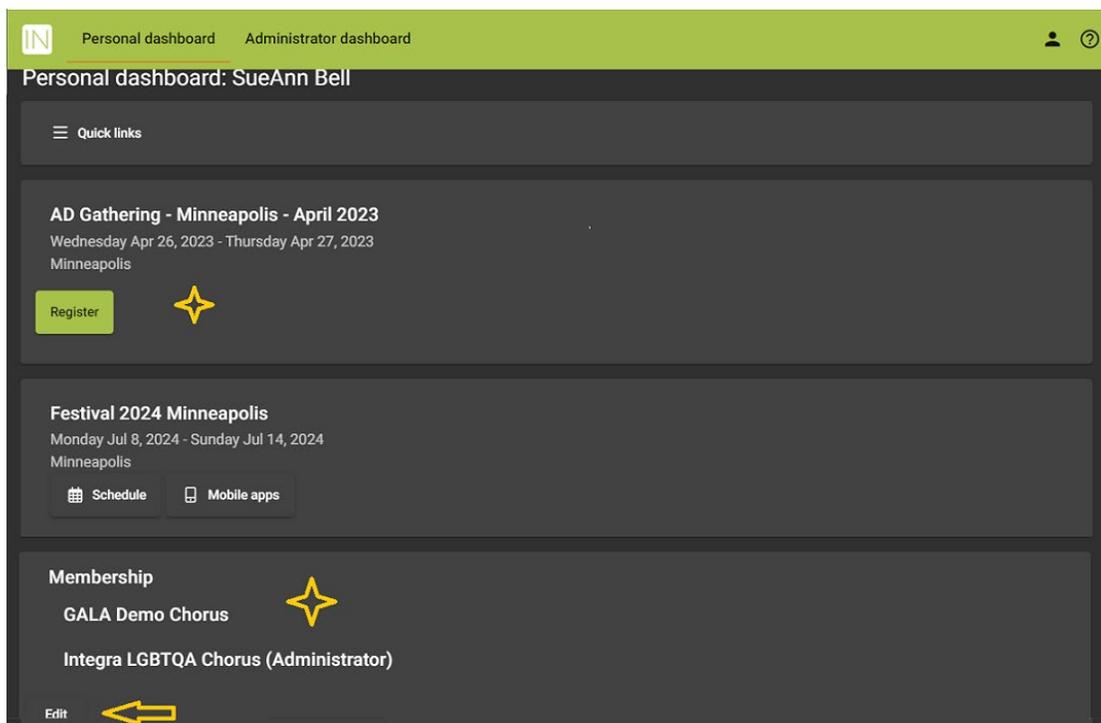


## HOW TO REGISTER FOR A GALA EVENT IN THE INTEGRA PLANNER SYSTEM

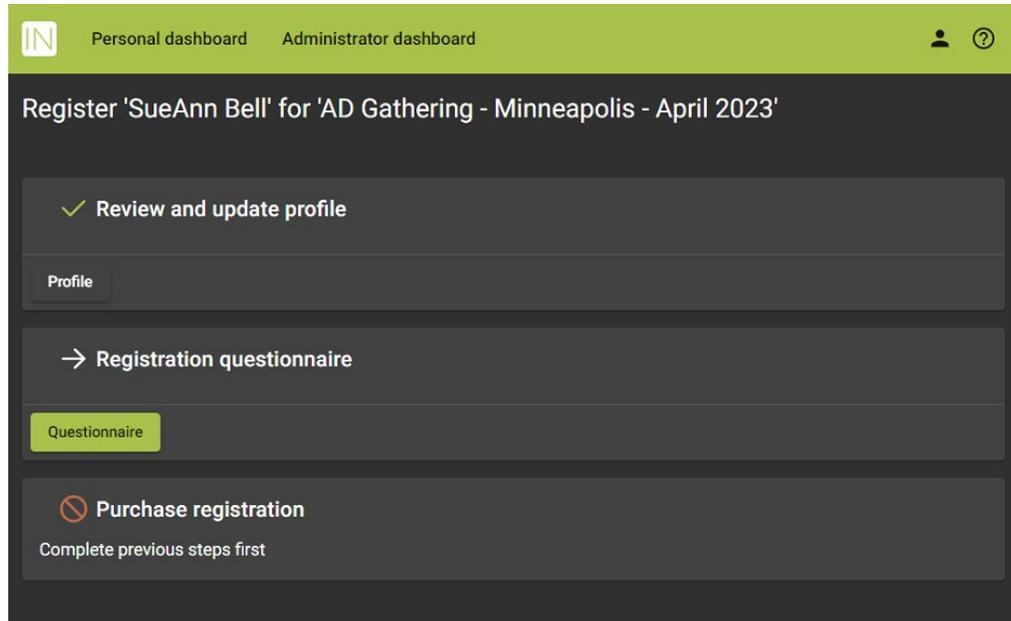
- **Log in** to Integra at <https://galachoruses.integraplanner.net/> using your personal email address as your username ([me@gmail.com](mailto:me@gmail.com) and not [treasurer@chorus.org](mailto:treasurer@chorus.org)), and the last password you remember. Even if you don't think you have an account, try your email address and a likely password.
- If you do *not* have an Integra account, click on the "Sign up" link in the top green menu bar.



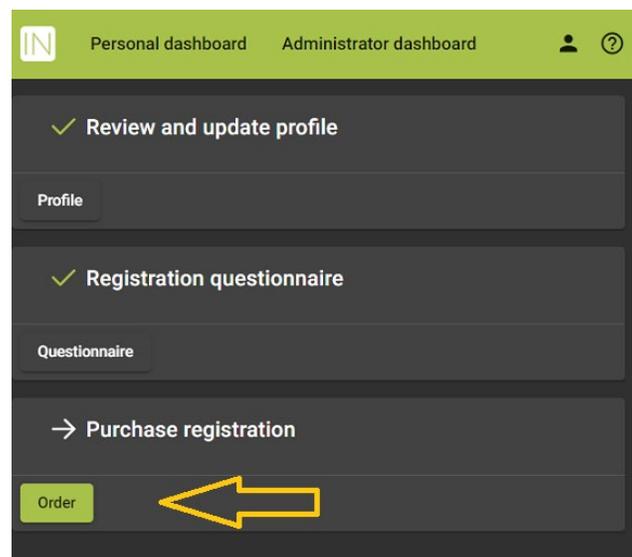
- Again, your username should be a unique and personal email address, not a chorus role address. **Passwords** need to be at least 8 characters in length, with at least one letter and one number; special characters are allowed. For data security purposes, it's recommended that you use a mix of upper and lower-case letters, number(s) and special character(s).
- Upon successful log-in, you'll see your homepage, also known as your **Personal Dashboard**. On this page, you'll see your name, any GALA events open for registration, and your chorus membership. In the upper-right corner, you'll also see an icon for your Profile and a Help icon. If this is a new account, please do add your chorus membership by clicking on the 'Edit' link under the 'Membership' header:



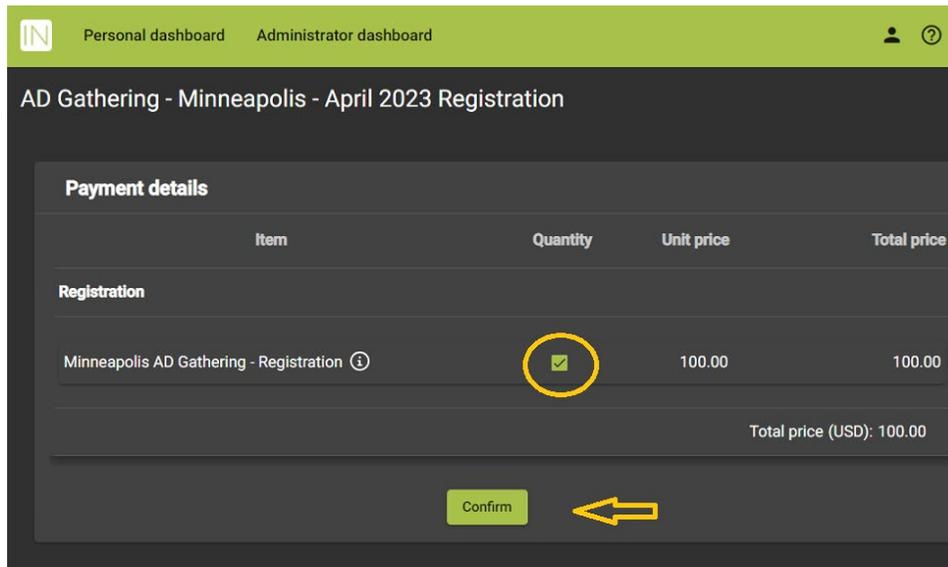
- To register for an upcoming event, click on the green **'Register'** button below the header for that event.
- You will be prompted to review and/or update your user **profile**. Add or update your contact information (address and phone). Be sure to **SAVE** your profile information.
- Most event registration will include a **questionnaire** that helps the GALA staff to better meet your needs. If this is the case, you will need to answer all the required questions before you can continue. Be sure to **save** your responses.



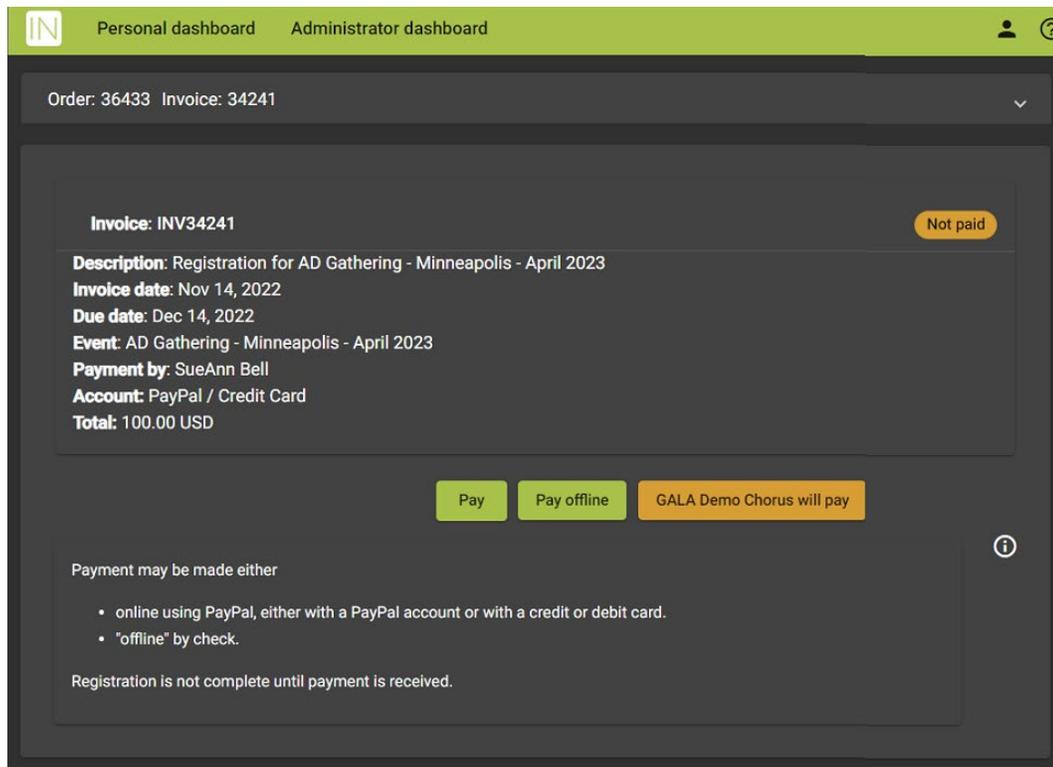
- After answering any questionnaire, an **'Order'** button will become active. Click on that green button.



- Now you'll be on the registration purchase page. **Select** the registration type you want, and click on the green **'Confirm'** button.

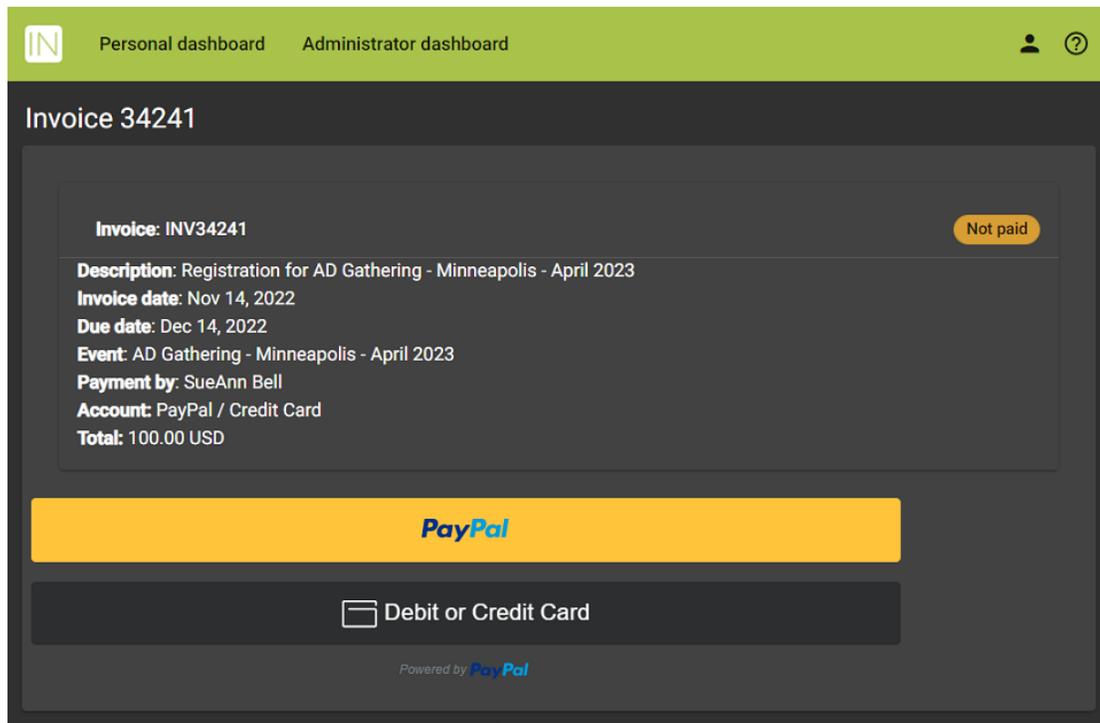


- Now you'll be on the Invoice page. You can choose to pay online with a credit card or offline via cheque. Some choruses will pay for your registration; if that's your case and you do not have access to the chorus credit card, click on the orange 'Chorus will pay' button. To pay with a credit card immediately, select the "Pay" button. If you want to mail in a cheque, click the 'Pay offline' button. Registration is not complete until payment is received.



If you've elected to pay by cheque, our mailing address is GALA Choruses, PO Box 99998, Pittsburgh PA 15233.

- If you select the “Pay” option, you’ll be directed to another Invoice Payment page. On this page, you have the choice to pay with a “PayPal” account or a bank card.



- To pay by bank card, click the ‘Debit or Credit Card’ button and fill in all the required information. When finished, click the blue ‘Pay now’ button. That’s it – all done.

Personal dashboard Administrator dashboard

Card number

Expires CSC

Billing address US

First name Last name

Street address

Apt., ste., bldg.

City

State

ZIP code

Mobile +1

Email

Ship to billing address

By continuing, you confirm you're 18 years or older.

**Pay Now**

**THANK YOU!**

If you have any questions or hit any obstacles, contact Sue at [memberservices@galachoruses.org](mailto:memberservices@galachoruses.org)