

HOW TO REGISTER YOUR CHORUS/ENSEMBLE FOR GALA FESTIVAL 2024 MINNEAPOLIS

In order to register a chorus or small ensemble for Festival 2024 Minneapolis, you must be designated as a *Chorus Administrator* for your chorus/ensemble in our [Integra Planner](#) software, and the chorus' membership dues must be current.

For the purposes of Festival, a CHORUS is defined as a member organization of GALA Choruses in good standing, with at least 12 singers. An ENSEMBLE is defined as a sub-group of a member chorus. There is a LIMIT of 2 ensemble registrations per parent member chorus.

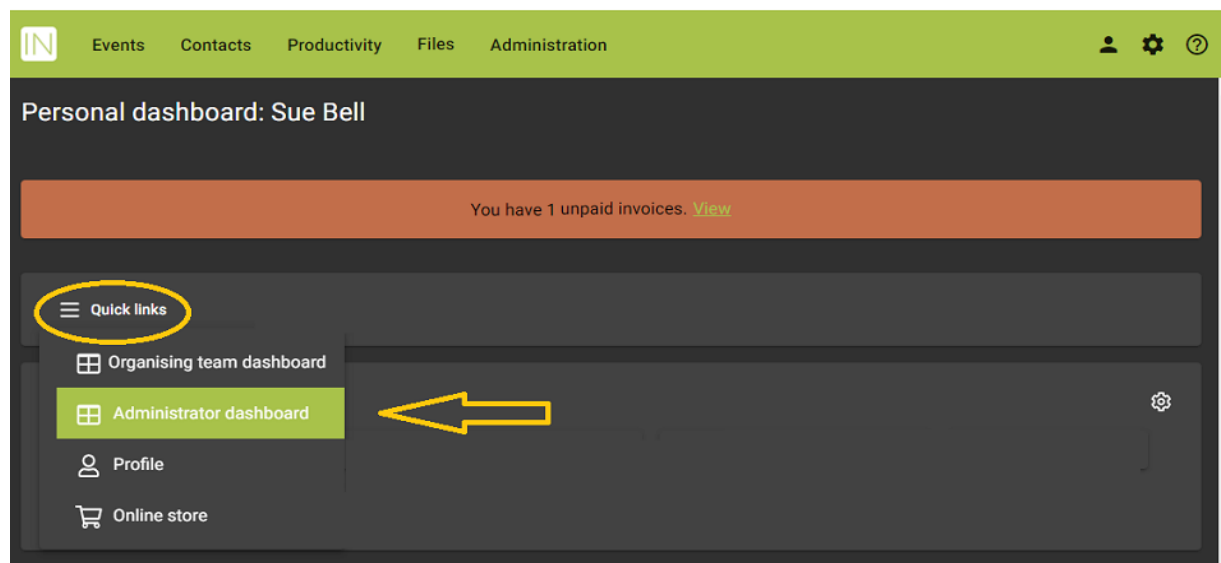
The *Integra Planner* system is our integrated database, financial management, event planning & registration, and membership software. So, it's important to update your chorus' Integra record when any chorus information changes.

1. **Log in** to Integra at <https://galachoruses.integraplanner.net/> using your personal email address as your username (that is, me@gmail.com and not treasurer@chorus.org), scroll down to the "Membership" section and verify that your chorus(es) and ensemble(s) are listed, and that you are shown as an Administrator.

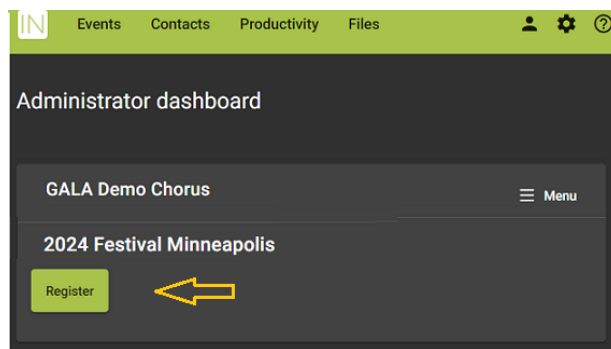
The screenshot shows the 'Personal dashboard' for Sue Bell. At the top, there are navigation tabs for 'Personal dashboard' and 'Administrator dashboard'. A notification bar indicates 'You have 1 unpaid invoices. [View](#)'. Below this is a 'Quick links' section. The main content area is titled '2023 AD Gathering - Minneapolis' with dates 'Friday Apr 28, 2023 - Saturday Apr 29, 2023' and location 'Minneapolis'. Underneath is a 'Membership' section with a list of choruses: 'GALA Choruses', 'Integra LGBTQA Chorus (Administrator)', and 'Reach Out'. The 'Integra LGBTQA Chorus (Administrator)' entry is highlighted with a yellow underline. An 'Edit' button is located at the bottom left of the membership list.

- If you are *not* shown as being an Administrator for your chorus, contact Sue Bell at memberservices@galachoruses.org to get it ironed out.

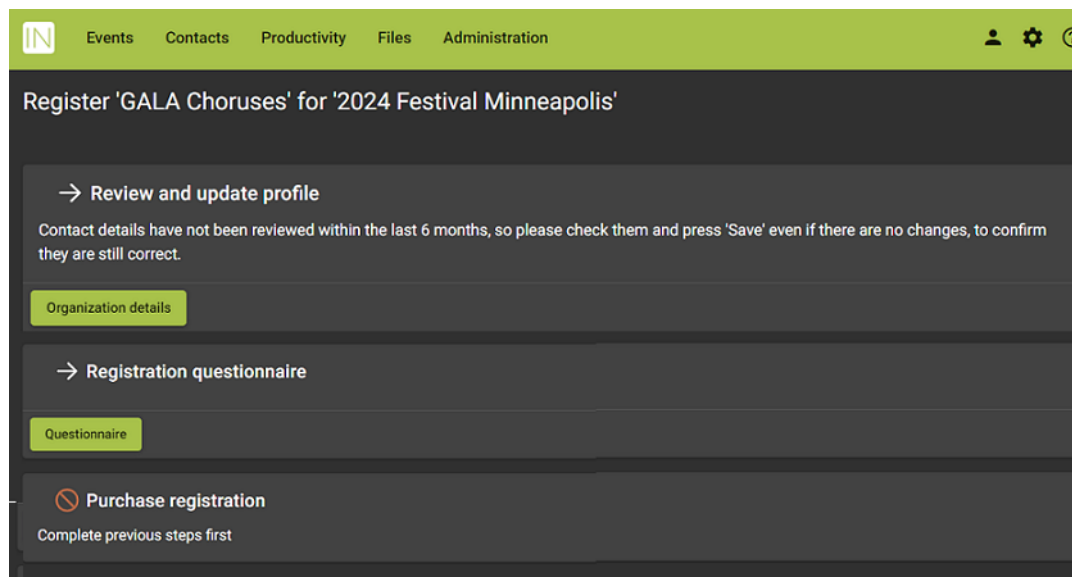
- When you log into Integra, your home page is your Personal Dashboard. To perform chorus administrative tasks, you need to move to your Administrator Dashboard. You can either click on the link in the top green menu bar or open the 'Quicklinks' menu to navigate to your **Administrator Dashboard**.



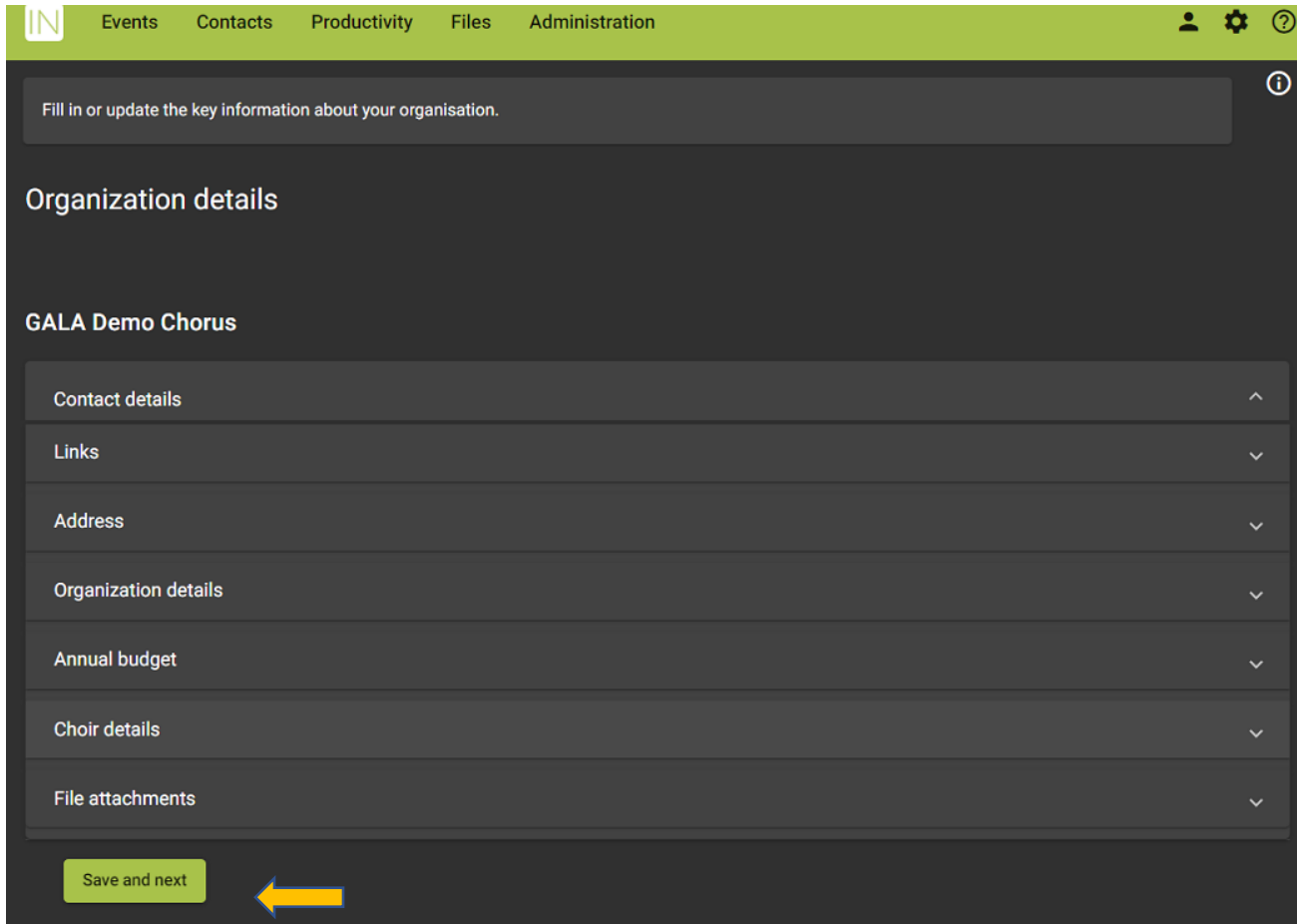
- On the Administrator Dashboard, scroll down to the section for your chorus and click the green "Register" button under the Festival 2024 Minneapolis heading.



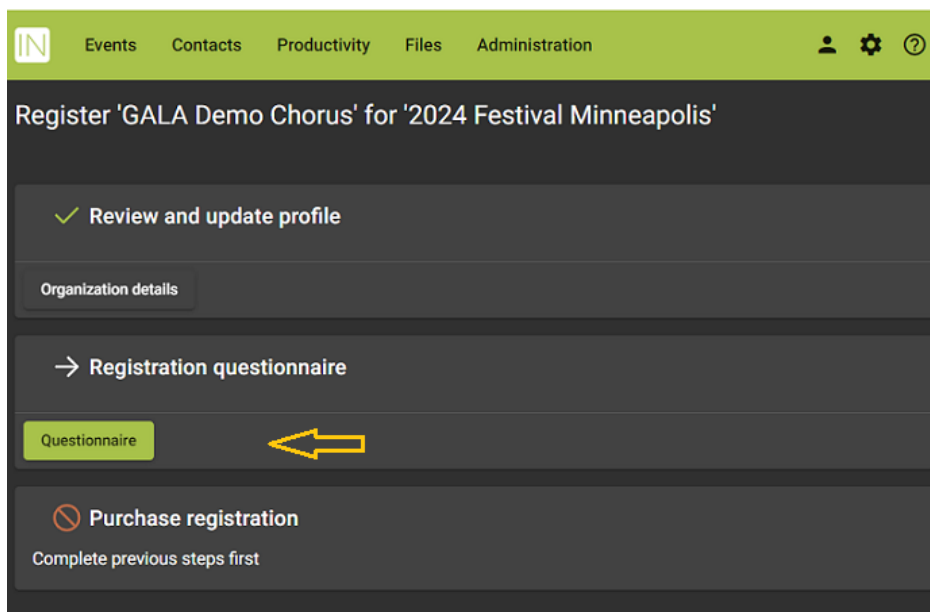
- You'll now be prompted to **review** your chorus information in the database. Click on the "Organization Details" button and go through the data fields, updating any data as needed. Be sure to **SAVE** any changes as you go through the data.



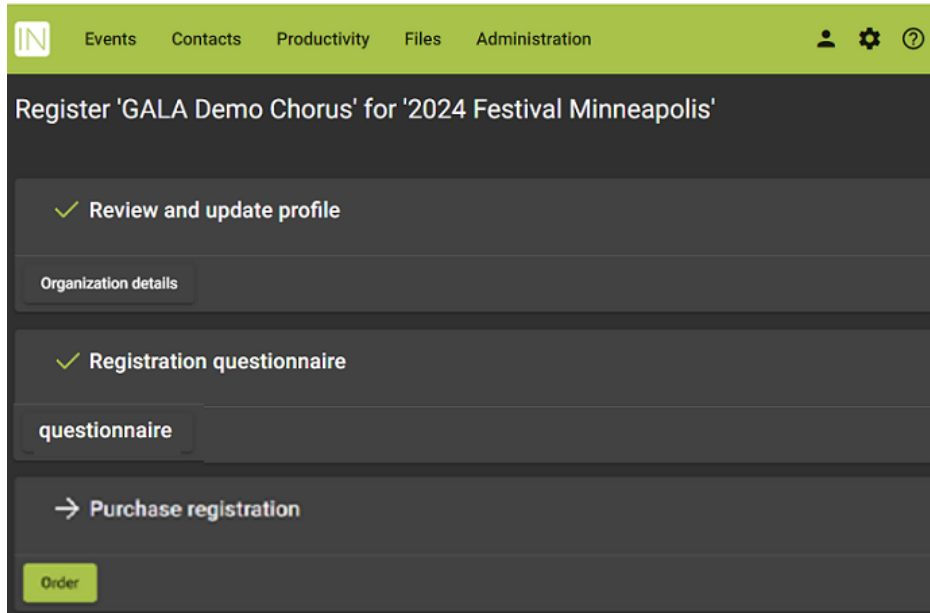
- When you've completed reviewing the chorus data, click the green "Save and Next" button.



- If membership dues are not current, you'll be prompted to renew your membership with a green "Membership dues" button. If it is active and green, click on it and catch up on dues before returning to the registration process. When you're ready to come back to complete registration, log in and again click on the green "Register" button on your Administrator Dashboard (see step 3).
- After your chorus profile is updated, the next step in registration is to complete the Registration Questionnaire for your chorus or ensemble. Click the green "Questionnaire" button to continue.



8. Now you're ready to purchase a registration for chorus and any ensembles (finally!). Click the green "Order" button under "Purchase registration."

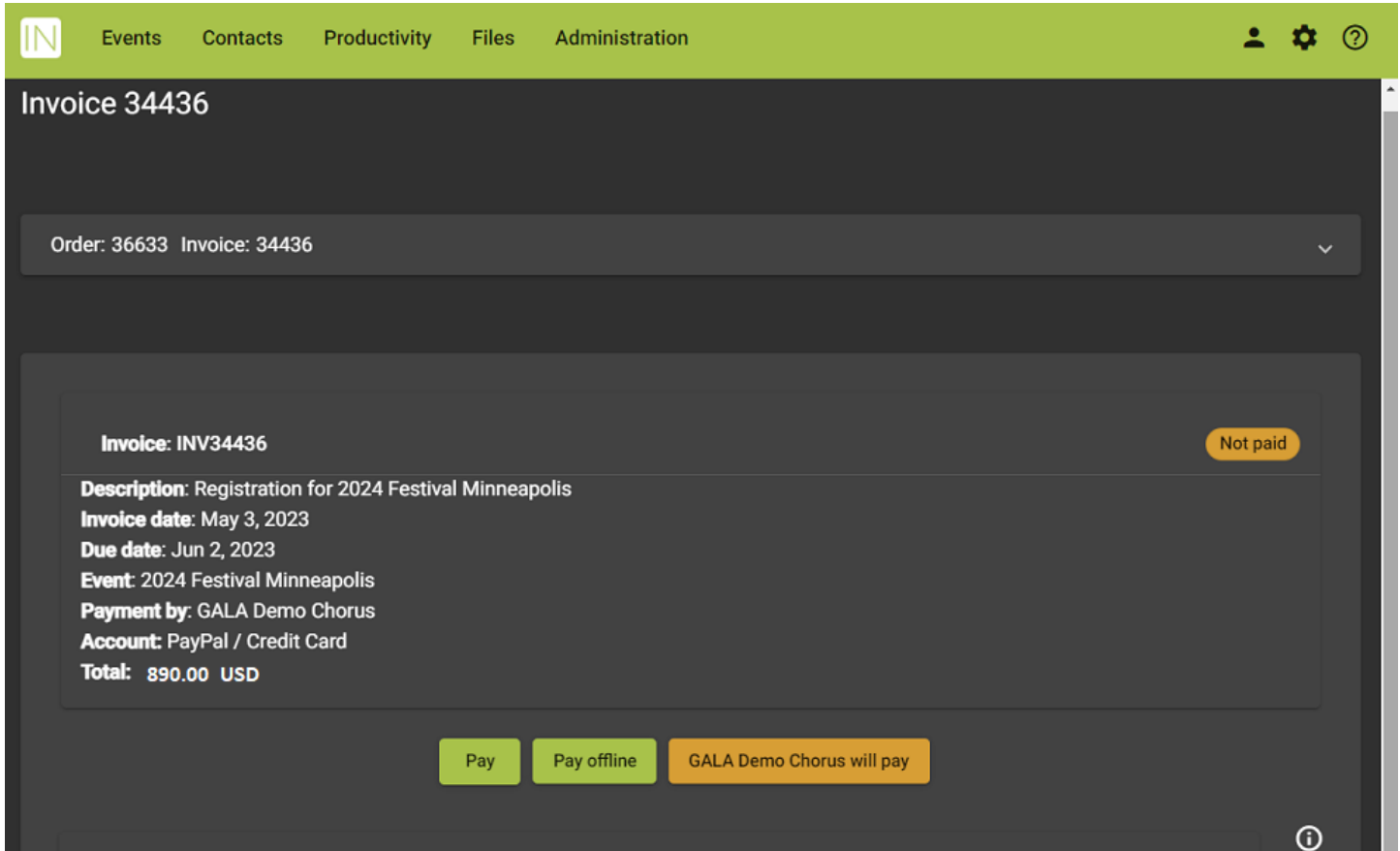


9. You can only purchase one Chorus Registration, but you may also purchase up to two Ensemble Registrations. Check the box for your Chorus Registration and enter the number of Ensemble Registrations (the default is 0) you wish to buy. Integra will keep a running total.

Payment details			
Item	Quantity	Unit price	Total price
Registration for Festival 2024 Minneapolis			
Chorus Registration - Festival 2024 Minneapolis - Chorus Registration ⓘ	<input checked="" type="checkbox"/>	450.00	450.00
Ensemble Registration - Festival 2024 - Ensemble Registration ⓘ	<input type="text" value="1"/>	290.00	290.00
Chorus/Ensemble purchase options for Festival 2024			
Festival Street Banner - Street Banner ⓘ	<input checked="" type="checkbox"/>	150.00	150.00
Rehearsal space - 30 minutes	<input type="checkbox"/>	60.00	0.00
Rehearsal Space - 1 hour	<input type="checkbox"/>	120.00	0.00
Rehearsal space - 90 minutes	<input type="checkbox"/>	180.00	0.00
Rehearsal space - 2 hours	<input type="checkbox"/>	240.00	0.00
Consigned Merchandise Fee - Consignment fee ⓘ	<input type="checkbox"/>	100.00	0.00
			Total price (USD): 890.00
<input type="button" value="Confirm"/>		<input type="button" value="Skip"/>	

You don't have to select any optional purchase items when you register – you can always consider the options and come back to buy them later. Be sure to purchase a registration, though. When you're sure of your purchases, click the green "Confirm" button at the bottom of the page.

10. You'll now be directed to the Payment page. You do not have to pay immediately, but know that your chorus registration is not complete until payment is received.



11. To pay online with a credit card, select the "Pay" button and enter the credit card information as prompted. To pay by check, select the "Pay offline" button and mail GALA Choruses, PO Box 99998, Pittsburgh PA 15233. The "Chorus will pay" button is only applicable to individual delegate purchases, not to chorus registrations.

12. If you have questions or hit any obstacles, contact Sue at memberservices@galachoruses.org.

THANK YOU. We can't wait to see you all next Summer!

