

General information for Song and Production entry into the [Integra Planner](https://galachoruses.integraplanner.net/) system allows us to track your equipment and production needs for each song and makes for a smooth performance at Festival. General information on programme and production entry is available on the GALA website: <https://galachoruses.org/resource/festival-song-entry/>

1. Log in to the Integra Planner at <https://galachoruses.integraplanner.net/> and move to your Administrator Dashboard.
2. Scroll down to the Festival schedule information for your chorus.
3. Click on the 3-dots menu at the far right of your scheduled concert and select “Program.”

The screenshot shows the 'Phoenix Women's Chorus' dashboard for the '2024 Festival Minneapolis' (Monday Jul 8, 2024 - Sunday Jul 14, 2024). It features a table of scheduled events and a 3-dot menu for the 'Chorus Concerts 2-CLC' event on Thursday, July 11, 2024. The menu options are 'Program' and 'Performance information'.

Event	Category	Date	Start time	Duration	Location	Role
Warm-up - Techs - Chorus Concerts 2 (CLC)	Call & Warm-up	Wed Jul 10, 2024	11:45 AM CDT	1 hr 15 mins	Central Lutheran Upper	warm-up
			PWC: 12:45 PM, 15 mins			
Techs - Chorus Concerts 2 (CLC)	Tech Rehearsal	Wed Jul 10, 2024	12:15 PM CDT	1 hr 15 mins	Central Lutheran Stage	
			PWC: 1:15 PM, 15 mins			
Warm-up - Chorus Concerts 2 (CLC)	Call & Warm-up	Thu Jul 11, 2024	2:45 PM CDT	2 hrs 30 mins	Central Lutheran Upper	warm-up
			PWC: 4:45 PM, 30 mins			
Chorus Concerts 2-CLC	Chorus Concert	Thu Jul 11, 2024	3:30 PM CDT	2 hrs 30 mins	Central Lutheran Stage	
			PWC: 5:30 PM, 30 mins			

**Questionnaires**

- Chorus Registration Questionnaire for Festival 2024
- Ensemble Registration Questionnaire for Festival 2024
- Festival 2024 Consigned Merchandise Form

4. On the *Event Program* page, all choruses performing in your block are listed. Scroll down to the section for your chorus and click on the green “+ Add song” button.

The screenshot shows a web interface for an event program. At the top, there is a header with the following information: Category: Chorus Concert, Start time: Thu, Jul 11, 2024 3:30 PM (CDT), Duration: 2 hrs 30 mins, End time: 6:00 PM (CDT), and Location: Central Lutheran Stage, Central Lutheran Church, Minneapolis. Below this is a section titled 'Participants' which contains a table with the following data:

Name	Role	Approx start time	Approx duration (minutes)	Approx end time
OUTside VoicesKC		3:30 PM	30	4:00 PM
Hartford Gay Men's Chorus		4:00 PM	30	4:30 PM
MenAlive, the Orange County Gay Men's Chorus		4:30 PM	30	5:00 PM
The Rainbow Chorale of Delaware		5:00 PM	30	5:30 PM
Phoenix Women's Chorus		5:30 PM	30	6:00 PM

Below the table is a section titled 'Program : 'Phoenix Women's Chorus''. It features a dropdown menu labeled 'Show songs for performer' with 'Phoenix Women's Chorus' selected. Below the dropdown are two buttons: a green '+ Add song' button (circled in yellow) and a grey 'Information about overall performance' button (with an arrow pointing to it). At the bottom of this section is a yellow bar with the text 'This list is currently empty'.

5. You should now be on the main page for song, copyright, and production detail entry, *Add Event Program*.
6. You can enter the information in stages, starting with the first song *Title*, but be sure to SAVE what you have entered before moving to the next page or logging out.

( continued... )

### ☰ Add Event program

**i** You can fill out the information in stages, starting with just the title. However, for a song to be counted as "complete", you must fill in all fields marked with a

#### Key info

**Song/other**  Song  
 Other, such as movement or speech

**Duration**   
hours:  minutes:  seconds:

**Publish**  
Include in program (recommend hiding speeches and encores for example)



Performers

Program info (songs only)

Copyright

Other info (songs only)

7. After entering the event item title, type, and duration, click NEXT to continue entering information.

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Key info ⚠ ▼

Performers ▼

Program info (songs only) ▼

Copyright ▲

Download the [help document](#) for detailed guidance.

Type  (Choose copyright type for this song) ▼

**Grand rights**  Yes  No

Are you adding any dramatic elements to this song (i.e. dance, costumes, sets, spoken word) that attempt to mimic the original production from which the song is taken or are you using the song as part of an overall story or dramatic narrative?

Previous **Next**

Other info (songs only) ▼

**Instrumentation and microphones** ▼

- Questions about specific information can be directed to [AD@galachoruses.org](mailto:AD@galachoruses.org).

## ☰ Add Event program

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### Key info ⚠ ^

Title \*

Song/other  Song

Other, such as movement or speech

Duration

hours

0

minutes

0

seconds

0

Publish

Include in program (recommend hiding speeches and encores for example)

Next

Performers ∨

Program info (songs only) ∨

Copyright ∨

Other info (songs only) ∨