General information for Song and Production entry into the [Integra Planner](#) 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."

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.

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

ⓘ 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 ⚠ ∧

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) ⌄

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

- Questions about specific information can be directed to AD@galachoruses.org.

☰ Add Event program

ⓘ 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 ⚠ ^

Title *

Song/other ⦿ Song
⦾ Other, such as movement or speech

Duration ☑
hours	minutes	seconds
0	0	0

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

Next

Performers ⌄

Program info (songs only) ⌄

Copyright ⌄

Other info (songs only) ⌄