

WORSHIP DESIGN QUICK START MANUAL

STEP ONE: INVITE YOUR MEMBERS.

1. CLICK ON THE “WORSHIP DESIGN” BOX
2. CLICK ON “MEMBERS”
3. CLICK THE ORANGE “INVITE MEMBERS” BUTTON IN THE TOP RIGHT PORTION OF THE WHITE BOX
4. TYPE IN THE FUTURE MEMBER’S EMAIL ADDRESS, AND THEN CLICK “ADD EMAIL”
5. CLICK “SEND INVITES”
6. CLICK “DONE”

STEP TWO: UPLOAD YOUR SONGS

1. CLICK ON THE “WORSHIP DESIGN” BOX
2. CLICK ON “SONGS”
3. CLICK THE ORANGE “ADD A SONG” BUTTON IN THE TOP RIGHT PORTION OF THE WHITE BOX TITLED “MY SONGS”
4. FILL IN ANY DESIRED FIELDS (PLEASE AVOID THE USE OF ANY APOSTROPHES)
5. TO ATTACH AN AUDIO FILE WITH THE SONG, CLICK THE “CHOOSE FILE” BUTTON UNDER THE “STREAMING AUDIO UPLOAD” TOWARDS THE BOTTOM OF THE BOX
6. TO ATTACH A CHORD CHART, CLICK THE CLICK THE “CHOOSE FILE” BUTTON UNDER THE “CHORD CHART UPLOAD” AT THE BOTTOM OF THE BOX
7. CLICK “DONE”

STEP THREE: CREATE AN EVENT

1. CLICK ON THE “WORSHIP DESIGN” BOX
2. CLICK ON “CALENDAR”
3. FIND THE DATE YOU WISH TO SCHEDULE AN EVENT ON, AND CLICK ON THE NUMBER IN THE UPPER RIGHT PORTION OF THAT DAY
4. ENTER A TITLE AND START AND STOP TIME FOR THE EVENT
5. ADD MEMBERS TO THE GROUP BY CLICKING THE “PLUS” SIGN BY EACH MEMBER’S NAME
6. ONCE THE MEMBER HAS BEEN ADDED TO THE EVENT, YOU CAN SELECT THEIR SPECIFIC PART OR INSTRUMENT BY CLICKING IN THE BOX UNDER THEIR DESIRED INSTRUMENT OR VOICE (ONLY AFTER THEY HAVE BEEN ADDED TO THE EVENT)
7. CLICK ON THE “SCHEDULE” TAB AT THE TOP OF THE “CREATE AN EVENT” BOX
8. ADD SONGS TO THE EVENT BY CLICKING THE “ADD A SONG” BUTTON AT THE TOP RIGHT PORTION OF THE BOX
9. CLICK “DONE”