

St. Kieran music ministry is a technology-enriched organization. Matt has created a feature-packed Web site to help aid you in keeping track of your music and schedule and to eliminate the need for excess paper waste.

CREATING AN ACCOUNT

The first thing you should do if you are able is to create an account on our Web site. A user account will add you to our roster, and help you keep track of the schedule, music and everything you will need in one place.

1. Click the "Login" link in the menu bar.
2. On the Login page, click the bottom link, "Not registered yet?..."
3. Enter the registration keyword, "praise"
4. Fill out the form and click the register button when finished.
5. You should be returned to the Login screen where you can now log in using the credentials you just created.

THE CONTROL PANEL

The Control Panel is a recent addition to our site and offers a single place to view all of your information based on your involved ministries (choir, cantor, etc.). It is also the place where any important announcements will be when needed.

ADULT CHOIR RESOURCES

CHOIR CALENDAR

In the past, schedules were printed out, changes were made, and the schedule was printed out again. This process continued through the year. The choir calendar page looks to solve this waste of paper and revision issue with its elegant mosaic showing the most current schedule. The schedule is color coded for different mass times and rehearsals (these colors are used consistently throughout the site). The choir schedule will not be printed out for you. However, if you wish to have a printed schedule yourself, simply click the "print calendar" link for a printer friendly version. Changes will be noted in rehearsals and reflected automatically on the calendar page.

REHEARSAL PLANS

Clicking on a calendar date will bring up the Rehearsal Plan. This is where you will find what will be covered at each rehearsal. A list of people who will be absent is located at the bottom of the Rehearsal Plan

ABSENCES

If you are unable to make a rehearsal or mass, it is greatly encouraged to let Matt know using the site. There are two ways to indicate when you will be absent:

1. On the Rehearsal Plan page, click "AbsentForm." Your name is automatically filled in the Name box. If you'd like to indicate a reason, that is appreciated though not necessary. This is simply a courtesy to let Matt know you will not be at rehearsal
2. From the Control Panel, you can click the Manage link under "Choir Absences" to get to the absent page and select the desired date from the list. You can also get her from the Adult Choir menu in the navigation bar at the top.

You can remove your absences if you later realize you are able to attend a rehearsal or mass through the Manage page.

ROSTER

Previously, the roster was printed and passed around. This will now be managed entirely online. Those that do not access the internet will be helped by others in the choir to make sure your information is in the roster and the roster can be printed for you.

Please note that the roster is only viewable if you are logged in, so your information is safe from outside viewers.

LITPLANS

litPlans (short for Liturgical Plan) is where you can keep track of what music is being done at masses. Click a desired date from the list and it will appear on the right.

If you are logged in, you could see three icons next to the songs.

The first is a PDF link: This will take you to a PDF version of the music if it is available. This is especially useful if you miss a rehearsal and something was handed out.

The second is an audio link (looks like music notes).

The third is a link to the Spirit & Song Web site to offer more information on the song. This link is available even if you aren't logged in.

THIS DOCUMENT COVERS THE BASICS FOR USING THE WEB SITE, STKIERANMUSIC.ORG, AS A CHOIR MEMBER. THERE ARE MORE FEATURES THAT ARE NOT INCLUDED IN THE DOCUMENT THAT AUGMENT OTHER MINISTRIES SUCH AS CANTORS AND LECTORS.