How to edit your choir's online profile and add concerts to the NZCF website

NZCF now has a new fully-responsive/mobile-friendly website, that is still located at nzcf.org.nz, with several features that benefit our member choirs:

- own online profile/mini-site with contact details and other information, listed under Choir Finder and Regions/Choirs
- free advertising of upcoming concerts and membership of your choir.

Please contact the NZCF Finance and Membership Manager Ann Gibbard during office hours on 021 682 014 or at ann.gibbard@nzcf.org.nz should you need assistance with obtaining your username and/or password, or any other matters relating to communications with NZCF.

The **username**: must be the email address of the choir contact person.
The **password**: the password should contain capitals/small letters/symbols/numbers – don't make it too obvious e.g. your choir's name.
The username and password can be changed by you, once you have logged in.

TIP: print these instructions for ease of reference while accessing your choir's profile.
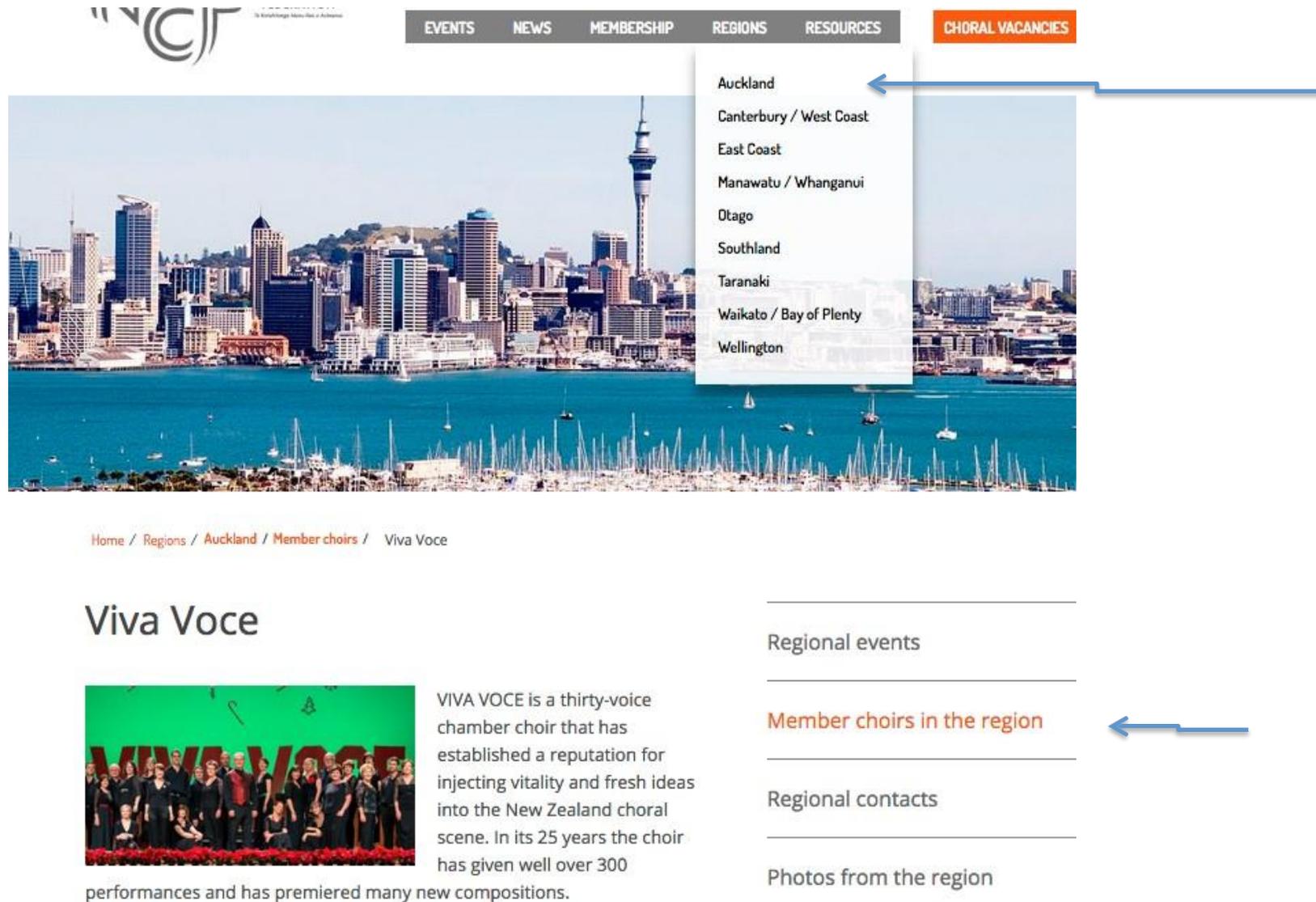
How to edit your choir's online profile

1) View your choir's profile on our website by selecting **Regions,** choose your appropriate region, select **Member choirs in the region** and then click on your choir's name.

2) To edit your profile or add an event, **login** at the editing portal with your choir's username and password at our Home page www.nzcf.org.nz (top right hand side)
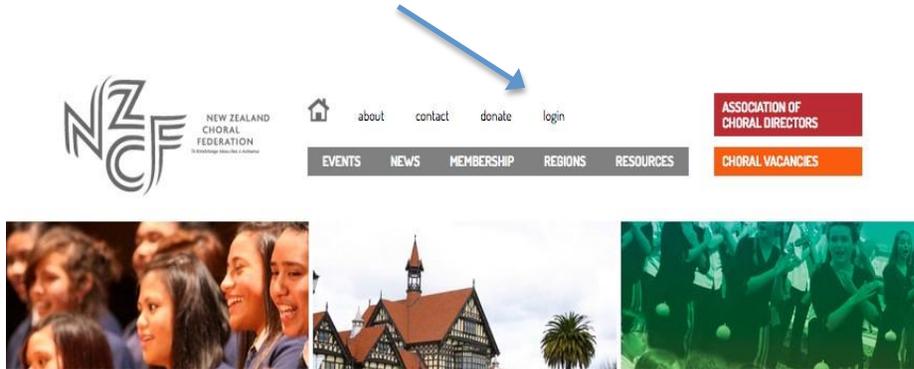
Your choir's profile will appear:

You can change your password, when accessing your profile, but please don't make it too easy for a hacker to guess! Ideally use caps, smaller letters, numbers and a symbol (e.g. Nameofperson@jeff24) for your password. You don't have make any changes to the password field if you want to leave the password as it currently is.

3) Complete the form as fully as possible, using capital and small letters. Please don't write anything in CAPS, except for the name of your City/Town.
4) Once you have completed your profile, click on the orange save button at the bottom of your screen
5) Refresh your browser, go back to the choir online profile and review your changes. Make further changes if necessary. Save and close when finished.

How to add/edit a choir event or concert

1) **Login** to the editing portal with your username and password at our Home page www.nzcf.org.nz as above.

Your choir's profile will appear, as well an **Edit concerts** tab, marked here in orange.

2) Click on **edit concerts**, then either

- click on the **+** (plus) button to add a new concert , or
- click on an existing concert to edit it.

3) Enter the details for your concert, making sure that all fields are completed as fully as possible:

Region:	Select the region that you belong to. Your event can't be found without this.
Event name:	Be creative with the title, if possible. Don't just call it "Annual Concert" or "Christmas Concert"
City or Town:	Enter your city or town in CAPS eg AUCKLAND
Start date / End date:	These are the same dates for concerts. If you have your concert on more than day, enter another new event for each concert.
Start time/end time	Insert, at the very least, the start time!
Choir name:	Believe it or not some choirs have been leaving this one out ☺. You can add more than one choir name here.
Conductor:	It's nice to know who is on the podium!
Venue:	Building name, full street address, suburb, City/Town
Cost:	Ticket prices e.g. $30 (earners), $20 (non-earners)
Contact name:	This is the person people should contact for tickets or further information
Phone:	You can add a mobile and/or home phone number
Email:	Your email address (make sure that it is correct, with no extra spaces)
Website:	Enter your choir website address if you have one, or you can use the website address on choir's NZCF profile page. Even better, use a direct link to your concert if it is on your own website.

Write a promotional piece about your concert at the bottom of the page. Tell us interesting information about the programme, conductor, soloists and instrumentalists, venue… anything that might encourage the audience to come along.

Add a photo to your concert listing

This is a very important step, as we can't approve your event listing without an image

1) **Select** a photo
If you use your official poster (as a jpeg), the text is likely to be too small to read on a computer screen. Instead, take a square screen shot of part of the image associated with your concert or use a choir photo, take a photo of something relevant to your concert or search Google Images using keywords for a relevant photo.

2) **Edit** your photo, as it must be:
- a rectangle shape (portrait)
- **low resolution** (ideally less than 200kB) **jpeg** image, not a PDF.

3) **Add** a photo for your concert by clicking on the 'Browse' button at the bottom of the page, and then selecting the appropriate file on your computer.

4) **Save** your event (orange button at the bottom of the page)
Your event has to be checked and approved first by the NZCF Communications Officer before it will display on our website. This will be done as quickly as possible, but it may take up to 24 hours for the event to be approved. Close the page when finished.

Any problems?
If, after 24 hours, you haven't seen your event listed (remember to refresh your browser first before checking), NZCF Finance and Membership Manager Ann Gibbard during office hours on 021 682 014 or at ann.gibbard@nzcf.org.nz .