



Communication is essential to any organization's success and the Chorale is no exception. Your Technical Committee works hard to keep modern communication links open for up-to-the-moment important information. We use email and a members-only website for these purposes.

### **SVC Mailing Lists**

The email address that you provided on your registration form has been subscribed to two mailing lists, [members@shenangovalleychorale.com](mailto:members@shenangovalleychorale.com) and [offtopic@shenangovalleychorale.com](mailto:offtopic@shenangovalleychorale.com). **If you do not currently have an active email address we strongly urge you to get one immediately!** (Let the director or president know if you don't know how to obtain one and they will arrange for someone to assist.) Email is used for last minute schedule/practice changes.

Think of these lists as broadcast channels: an email sent to the list address will be broadcast to the entire Chorale. You can then "reply-all" to a message, and your reply will be sent to the whole group as well. The members@ list allows the Chorale to communicate up-to-the-minute information in the event of a schedule or practice change. The offtopic@ list can be used for just about everything else, including humor (clean, please), announcements, and other information not related to the performance functions of the Chorale. You may unsubscribe from offtopic@ if you wish. **Subscription to members@, however is required.**

**If you receive an email from the Chorale lists that you do not want, please just delete it. Do not mark it as junk or spam, as doing so can severely impair others singers' ability to receive email from the Chorale. Technical Committee members can help you if you have questions.**

### **How to Add/Change the email address subscribed to SVC Mailing Lists**

#### **Option #1 (Recommended)**

Send an email from your new email address to : [changemyemail@shenangovalleychorale.com](mailto:changemyemail@shenangovalleychorale.com)

#### **Option #2**

Visit the SVC Members-Only area (instructions on next page) and click the "Mailing List Info" button on the main menu. Then click on the "Members@ List Info" or "Offtopic@ List Info" link. On the following page enter the email address used to subscribe to the list in the box at the bottom of the page. Click on the **"Unsubscribe or edit options"** button. On the next page, enter your password and click the "Log in" button to edit your subscription options. The system sends password reminders to the list members monthly. However, if you do not know your password, you may request it via the "Remind" button at the bottom of the page. Finally, you may unsubscribe from the list by clicking the "Unsubscribe" button in the middle of the page.

**Reminder: Subscription to members@ is required for all singers.**

#### ***FAQ: Why am I not getting email sent from members@shenangovalleychorale.com ?***

**Answer:** Sometimes email providers attempt to protect you from unwanted email, so when an email arrives from an unknown source it is directed into a holding location (i.e. spam or junk). If email messages from the Chorale are directed into this location, **then you will have to open that folder, open the email and find a button or dropdown menu selection that will transfer the particular email and all future emails from the Chorale into approved email.** For most email services you only need to perform this task one time, but it is a good idea to recheck the hold location occasionally to be sure you're not missing important messages.

Please check your junk or spam folders and contact your email provider for support on "whitelisting" email. Just in case an important message is missed the SVC Members-Only Area provides access to important past messages. On the "Mailing List Info" page, click on the "Members@ List Archive" link and on the following page enter your subscribed email address and password.

## **How to access the Members-Only Area at shenangovalleychorale.com:**

Open your favorite browser (Microsoft Edge, Internet Explorer, Google Chrome, Firefox, Safari, etc.) and browse to [www.shenangovalleychorale.com](http://www.shenangovalleychorale.com). When you type this into your web browser program address bar the Chorale website homepage will display on your computer screen. Click the "Membership" button on the top menu, then click on the "Member Login" button on the following page. A security panel will open, where you will need to enter the username and password shown below.

**Username: *member* ( be sure to type the word "member", and not your name)**

**Password: *sing\_365#***

Inside you will find practice files, section leader names and numbers, along with other important information, including. . .

## **The SVC Roster of Singers**

The contact information you provided to the Chorale via the registration form has already been added to password-protected areas of the website. This roster is the source of names for our concert programs. If your personal information is not correct, please send an email to [webmaster@shenangovalleychorale.com](mailto:webmaster@shenangovalleychorale.com).

**Note: For your protection, access to this information requires the correct usage of user name followed by the password listed above.**

Once inside the roster, click on anyone's last name to see their contact information. You can refine the list by selecting a column name in the drop-down box and typing a search term in the search field. To list all sopranos, for instance, select "Voice Part" from the drop-down and type "soprano" in the search box.

### **And finally...**

The Chorale has a gift shop at Cafepress.com. If you purchase gifts or personal items from this shop the Chorale receives a portion of your purchase. It is a fun way to shop and there are some really cool items available. You may click on the link after you sign into the member page or simply type <http://www.cafepress.com/svchorale> into the address bar of your web browsing program. All purchases are secured for your protection.

Your Technical Committee stands ready to support The Shenango Valley Chorale and you, so after reading this if you still have questions contact one of the committee members listed below for assistance.

### **2018 Technical Committee**

Chair – Mark Nelson, Webmaster – Mark Nelson, Member – Arch Messer, Member – Adam Garon  
Member/Advisor – Stephen Barr