

AUTOMATION OF INVITATIONS TO EVENTS

Firstly, it is important to state that GCS assumes ALL singers will sing in ALL concerts and, by and large, they do.....

BUT.....

GCS has a number of events each year where singers are invited to “sign-up”, traditionally on scraps of paper at rehearsals or by emailing to Allen or a specific gloucesterchoral.com address.

These events include:

- Carols for All on Boxing Day
- Carol singing in various venues (this year will probably include Waitrose Cheltenham, Gloucester Services on the M5, Gloucester Royal Hospital and Gloucester Quays)
- Evensong
- Hire the Choir events, wedding, funerals, corporate “do’s”
- Special projects e.g. Proms, Festival Hall concerts etc

The current method of inviting and recruiting is very inefficient and time-consuming for us as organisers and you as singers (taking time at rehearsal from you when you could be socialising, for example).

SO.....

We are going to use an automated system ON A TRIAL BASIS with a formal review in the first quarter of 2017 after what is our busiest period for invitation events.

The system will store these events and issue email invitations to all the members of the choir because **ALL** events and opportunities are open to **ALL** members.

The system is called:

MUZODO

What is it?

It is an Internet based system for managing events or concerts for choirs and other musical groups (orchestras, brass bands etc).

What does it do for us?

- It forms a key part of the membership database for us
- For the event organisers, it automates the issuing of invitations and tracking of replies which will allow to create the teams that will sing at any given event much more easily than we can at the moment.



- It issues one email which links to invitations for an event (or many events at a time in busy periods like the Christmas one fast approaching!!)
- It issues automatic reminders at set times before the event so singers do not forget.
- It issues automatic cancellation notices if an event is scrapped.

What does it do for you?

- It gives you an easy way to respond to invitations. You get buttons for:
 - YES
 - NO
 - MAYBE
 - A place to put comments
- It allows you to copy the accepted events into you own electronic calendar automatically if you wish

When will this happen?

The first invitations will come out in the week ending 25th November 2016:

- The first email you will get is for you to register to use the system, creating your own password for your security
- We will allow a day to elapse and then issue the first invitation email to you; this will invite you to all the events that are open at that point
- After that initial email, you will receive more invitations whenever we get new bookings of GCS

We really hope you will be active and supportive of this initiative. THANK YOU

A user guide follows on the next page.



GLOUCESTER CHORAL SOCIETY

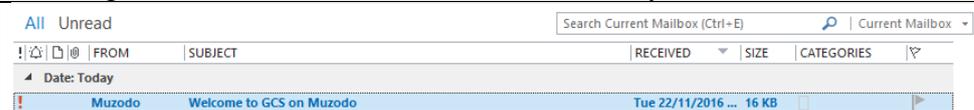
MUZODO – a brief guide to using it

This guide will help you to use Muzodo for accepting or declining invitations to events like Carols for All, Hire the Choir weddings, Evensong – basically anything where you can choose to sing. We are not using Muzodo for our mainstream concerts as yet.

Your first email item from Muzodo will look like this.

Please note all emails will show as High Importance (we cannot change this)

This example is for an Outlook user



When you open it the email will read as shown here

“Welcome to Muzodo.

Allen Prior has added you to the group **Gloucester Choral Society** on Muzodo. Muzodo is a fast and efficient music group member scheduler. It makes keeping track of who can attend each performance easy.

How does Muzodo work?

Your conductor needs to know who can make an upcoming performance. He/she enters it in Muzodo and Muzodo emails the group. In the email you receive, you can view the event details and respond with 'Yes', 'No' or 'Maybe'. You can optionally add a note (recommended when answering 'No' or 'Maybe') as well as click on the 'update my calendar' button.

When you receive an event notification, please respond promptly - this will make your group admin's life so much easier. To help with this, Muzodo sports a [Response Score](#) which provides for a little 'competitive spirit' when responding!

Can I use for this other groups too?

Yes - it's great to see the upcoming performances and details for all your music groups on one page. You can do this by clicking on 'Add Group' in the Groups tab - see how to log in below. If you're not the one who schedules the events in this group, click [suggest Muzodo](#) and send a message to them.

Can I log in?

You can log in at any time to see the details of your upcoming performances as well as who can attend them. Although Allen Prior has signed you up, your account is your own and you can subscribe to other groups. To log in, visit <https://muzodo.com> and login using your email address. You first need to set up your password which is easiest done by clicking on the following link:

The first thing to do is click on “Set My Password”

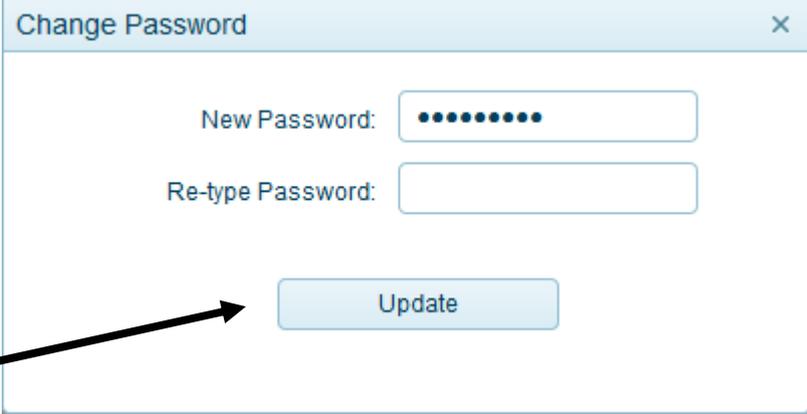
[Set My Password](#)

Note: For security reasons, this link will only be active for 7 days.

This screen appears for you to set your password.

Choose something easy to remember using letters (both upper and lower case) and numbers.

Then click "Update"



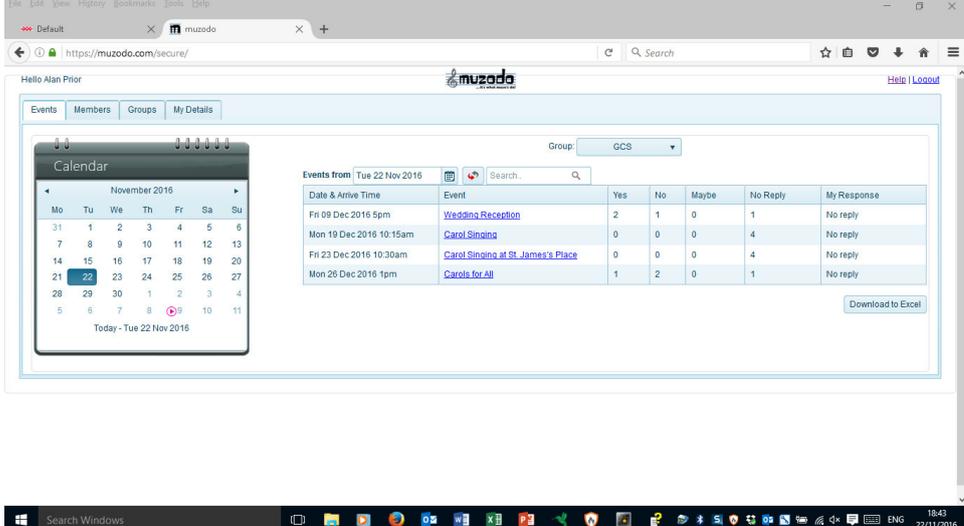
Change Password

New Password:

Re-type Password:

Update

You will now be shown the schedule of events available in the system



Group: GCS

Date & Arrive Time	Event	Yes	No	Maybe	No Reply	My Response
Fri 09 Dec 2016 5pm	Wedding Reception	2	1	0	1	No reply
Mon 19 Dec 2016 10:15am	Carol Singing	0	0	0	4	No reply
Fri 23 Dec 2016 10:30am	Carol Singing at St. James's Place	0	0	0	4	No reply
Mon 26 Dec 2016 1pm	Carols for All	1	2	0	1	No reply

Download to Excel

YOU CAN NOW CLOSE MUZODO BECAUSE YOU WILL SOON RECEIVE EMAILS INVITING YOU TO ACCEPT OR REJECT

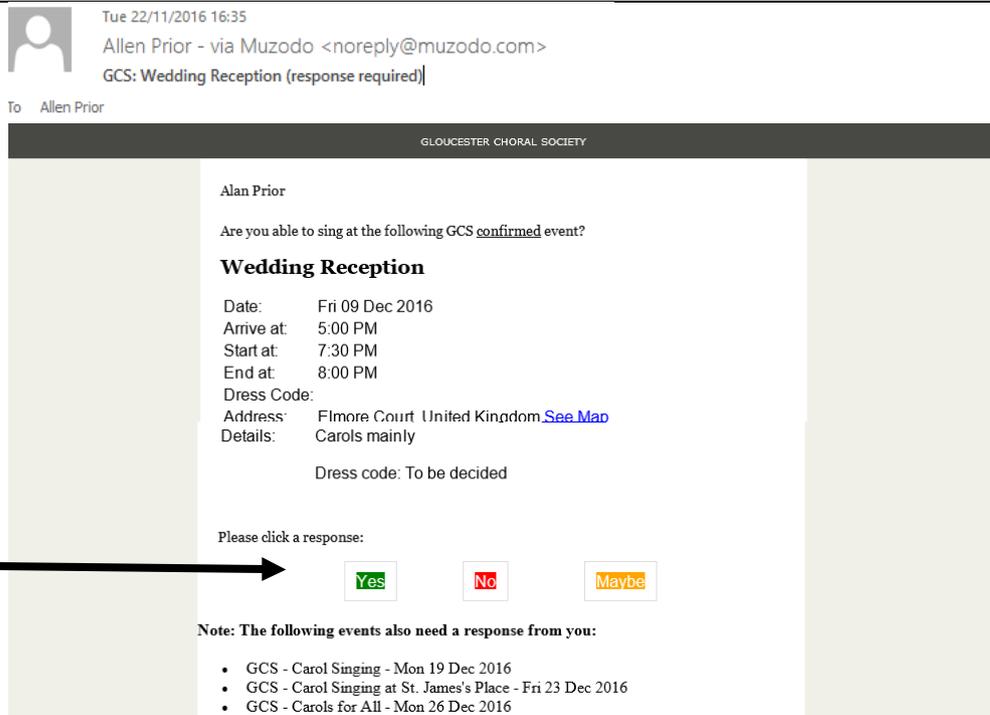
This next section takes you through what happens when you receive an invitation

The email will arrive in your inbox like this:



Again it is high importance

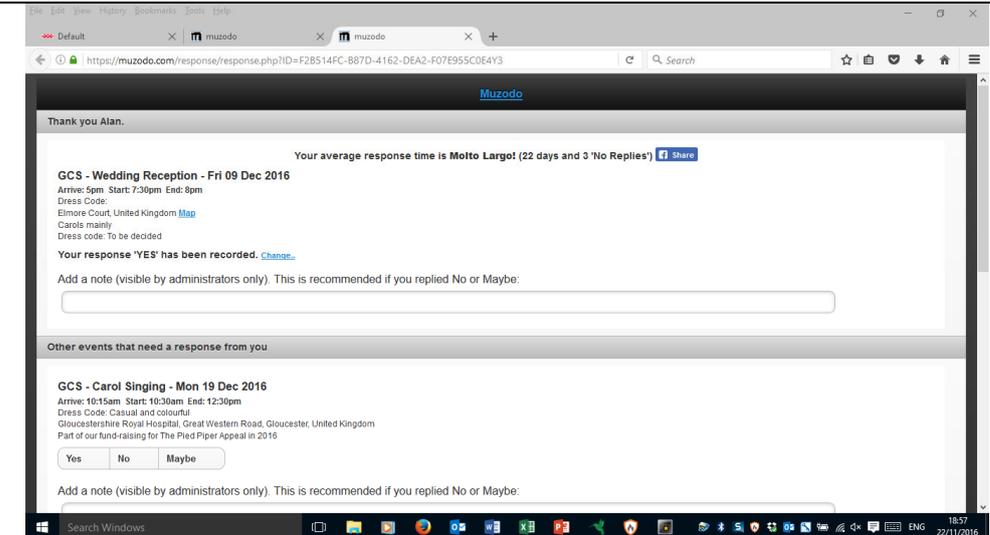
When you open the email, you will see this:



Notice it gives details of the FIRST event AND all others coming up.

You have the option to respond "Yes", "No" or "Maybe"

Whatever you click, it will take you to this screen:



The response you gave appears first followed by the other events for which you can accept the invitation.

If you answer “No” or “Maybe” you must write a brief comment too. You can ask questions here too.

When you have answered all the invitations, simply click “Submit” to send your responses.

GCS - Carol Singing at St. James's Place - Fri 23 Dec 2016

Arrive: 10:30am Start: 11:30am End: 12:30pm
Dress Code: As for Bowling Day (Lounge suits and colourful ties for men, colourful and smart for women)
1 Talbury Road, Cirencester, United Kingdom

Yes No Maybe

Add a note (visible by administrators only). This is recommended if you replied No or Maybe:

Other events that need a response from you

GCS - Carols for All - Mon 26 Dec 2016

Arrive: 1pm Start: 3pm End: 4:15pm
Dress Code: Lounge suits and colourful ties for men and similar for women
Gloucester Cathedral, Gloucester, United Kingdom

Yes No Maybe

Add a note (visible by administrators only). This is recommended if you replied No or Maybe:

Submit

When you have done all these, you can logout of Muzodo until next time you receive an invitation or reminder email

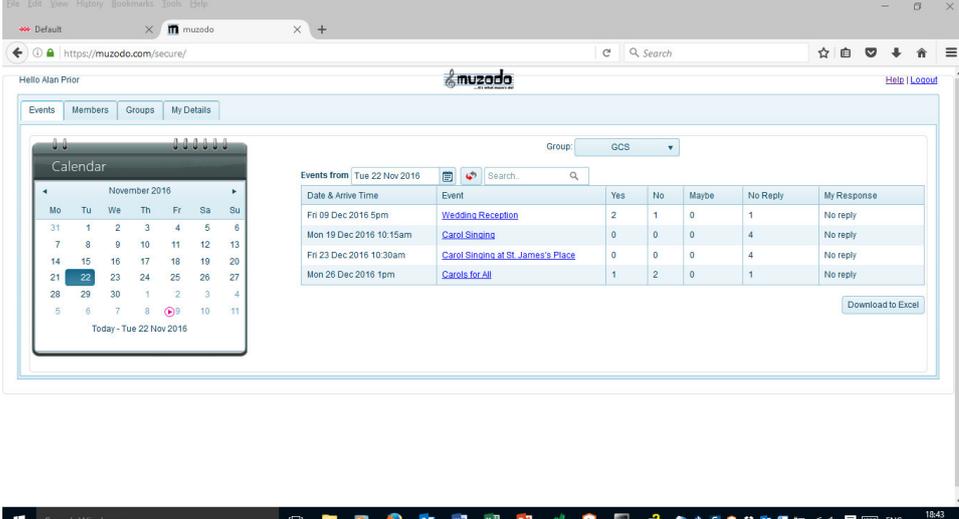
What if you want to check what's on?

Simple:

It will ask you to login with your email address and the password you set-up.

You will then see this screen

Search Muzodo.com



Calendar

Date & Arrive Time	Event	Yes	No	Maybe	No Reply	My Response
Fri 09 Dec 2016 5pm	Wedding Reception	2	1	0	1	No reply
Mon 19 Dec 2016 10:15am	Carol Singing	0	0	0	4	No reply
Fri 23 Dec 2016 10:30am	Carol Singing at St. James's Place	0	0	0	4	No reply
Mon 26 Dec 2016 1pm	Carols for All	1	2	0	1	No reply