

My Pop Choir (MPC): Choir Genius How-To Guide

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V1.3

How To Create a New MPC Choir Genius(CG) Account and Link to App (Imported Contact)

For use by My Pop Choir members who have received an email with the subject line: "Come log in to your MPC Choir Genius account" from sender: My Pop Choir ,no-reply@mypopchoir.choirgenius.com

Introduction

The purpose of this guide is to provide the steps needed to create a new MPC Choir Genius account and profile. Once the task has been completed, a Choir Member will be able to access their Choir Genius (CG) account, which is required for:

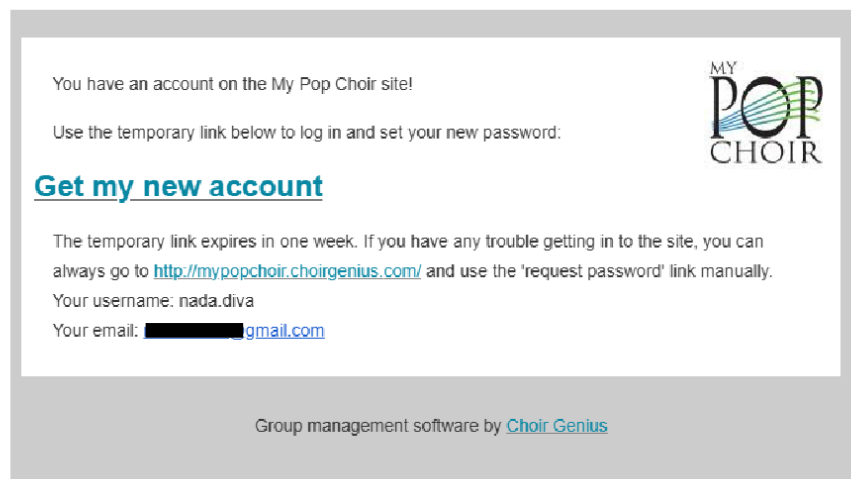
- term registration and payment,
- accessing music resources (e.g., song tracks, sheet music, etc.)
- receiving regular choir communications and updates

***TIP:** The steps listed below will only work if the choir member has received the required invitation email - see screenshot below.

***NOTE:** The link to 'Get my new account' in the invitation email **expires one week from date sent.**

Come log in to your MPC Choir Genius account  

My Pop Choir <no-reply@mypopchoir.choirgenius.com> [Unsubscribe](#)
to me ▾



Materials Needed

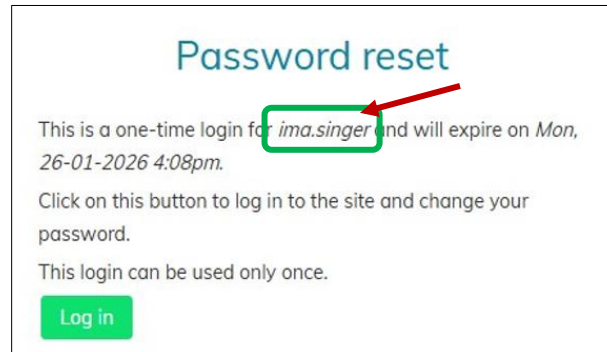
- A mobile device/tablet with access to your email and a web browser, **OR**
- A computer with access to your email and a web browser



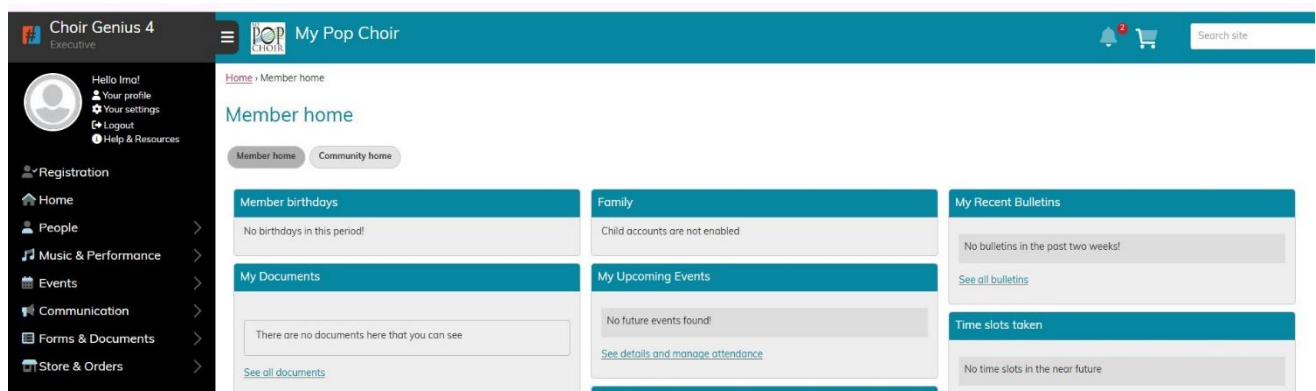
Step-by-Step Instructions

A. Creating your Choir Genius login credentials

- Step 1:** Navigate to your invitation email with the subject line: “Come log in to your MPC Choir Genius account”, then click on the **Get my new account** link.
- Step 2:** This will take you to the one-time login for your account (***TIP:** You may want to note of your *username listed in italics* identified in your email – see screenshot). Read the instructions and click on the **Log In** button.

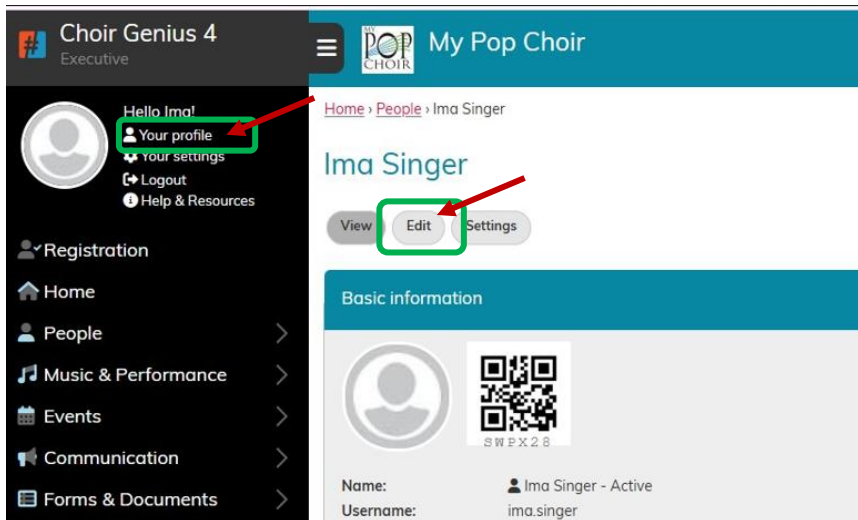


- Step 3:** You will be sent to the password reset page. Enter your **email address or username**. Then click on the **Send password reset** button. (***TIP:** If this step has been done correctly, you will receive a new email with the subject: ‘Password reset’ from sender: My Pop Choir ,no-reply@mypopchoir.choirgenius.com)
- Step 4:** Navigate to the new ‘Password reset’ email, then click on the **Reset my password** link. This will take you to the MPC Choir Genius ‘Enter your new password’ screen. Create your password for your CG account (***TIP:** Be sure your password meets all requirements listed and is one that you can easily remember). Once you have created and confirmed your password, click on the **Submit** button.
- Step 5: Congratulations you have created and activated your MPC Choir Genius account!** If your password has been successfully activated, you will have been taken to the MPC Choir Genius app’s Member Home page and dashboard (see screenshot below)



B. Updating your Choir Genius Profile

1. **Step 1:** Click on **Your Profile**, then click on the **Edit** button



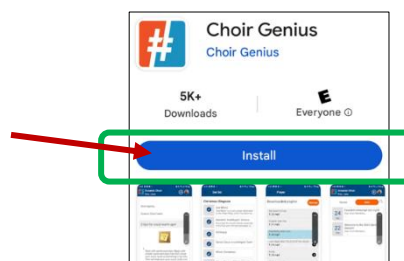
2. **Step 2:** Scroll through each section and complete each field to set up your profile. While only the fields with an asterix (*) are mandatory, **we highly recommend completing the following fields:**

- Birthday (this lets us celebrate and recognize your birthday)
- Contact details – add all your desired contact information here and be sure to select if your preferred contact method, email preference, and if you want your details shared with other MPC members.
- Medical Information including your emergency contacts and medical notes (e.g., medications, allergies, mobility requirements, etc.)
- Add your Profile picture (we'd love to see your smiling beautiful face!)

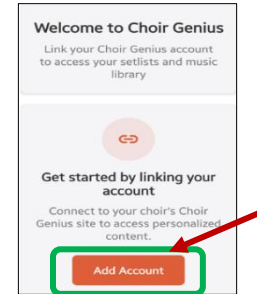
While in **EDIT** mode, be sure to scroll all the way to the **bottom or top** of the page and click on the **SAVE** button to not lose all of your newly entered information.

C. Linking your Choir Genius account to the CG App

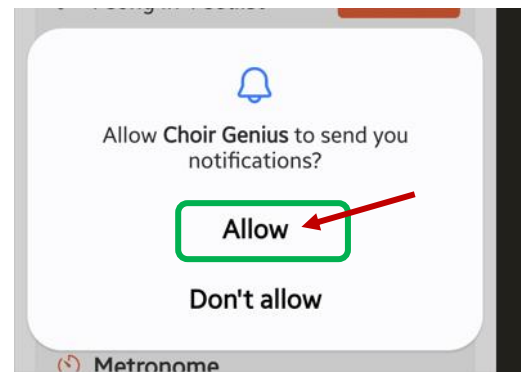
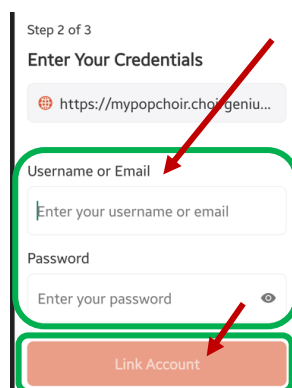
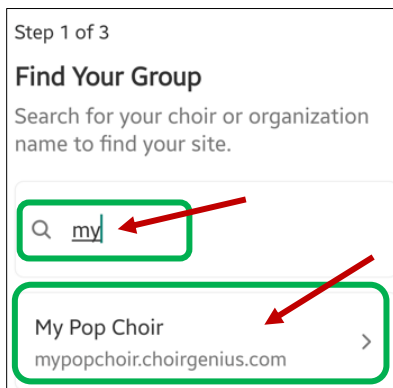
1. **Step 1:** Go to your smartphone's app store (e.g., Google Play Store, Apple App Store, etc.) and install the app to your phone/tablet.



2. **Step 2:** Open the app and link your Choir Genius account by clicking on the **Add Account** button



3. **Step 3:** Complete the three (3) steps needed to link your Choir Genius profile to the MPC account.
 - a. On the 'Find Your Group (step 1 of 3)' page, search for 'My Pop Choir' (***TIP:** Ensure you capitalize the **M**, **P**, and **C** in **My Pop Choir** when searching for your group) and select it when it appears
 - b. On the 'Enter Your Credentials (step 2 of 3)' page, enter your Username/Email and Password,
 - c. Once credentials are correctly entered, click on the **Link Account** button



4. **Step 4:** When asked: "Allow Choir Genius to send you notifications?", select **Allow**
 (***NOTE:** Allowing this notification permission is critical as it will ensure you do not miss any communications from MPC about updates, bulletins, and music resources, etc.).

Conclusion

Upon completion of the instructions of this how-to guide, a choir member will have created, activated, and updated a new MPC Choir Genius account, as well as linked this new account to the Choir Genius app.

- For instructions on how to use Choir Genius App for accessing term music, go to the How-To Guide titled: **Accessing and Managing My Music in Choir Genius**
- For instructions on how to register for choir terms, go to [Insert name of How-To Guide here – under development]

