



Creating Your ICC Chorus Connection Account

Upon registering for choir with the Indianapolis Children's Choir, you will receive an invitation to create your account for our choir management software, Chorus Connection. ***Creating a login is mandatory*** because Chorus Connection is the only location to access your tuition bill, the choir rehearsal and performance calendar, practice materials, and other important information regarding choir participation.

Each family will receive **one** login for Chorus Connection that is tied to the email provided for your singer's primary guardian during registration. If you have multiple singers in ICC, you will use this one login to access information for each of your singers. If you have any questions regarding Chorus Connection or creating your account, please reach out to Paul Schafer at pfschafe@icchoir.org.

Step One: Watch for an email from Paul Schafer via Chorus Connection.

The message will look similar to this in your inbox. If you cannot locate it in your inbox within one week of registering for choir, be sure to check your spam folder and then contact Paul Schafer if you still have not received the message.

Paul Schafer via Ch. [ICC] Welcome to Indianapolis Children's Choir! - Hi Singer, Paul Schafer from Indianapolis Children's Choir has invited you to join the chorus on Chorus Connection. The site allo...

[ICC] Welcome to Indianapolis Children's Choir! Inbox x

Paul Schafer via Chorus Connection <support@chorusconnection.com>
to me ▾

Hi Singer,

Paul Schafer from Indianapolis Children's Choir has invited you to join the chorus on Chorus Connection. The site allows you to interact with your fellow chorus members, and see important information, like the chorus schedule.

To set up your account, please click the link below.

[Set Up Account](#)

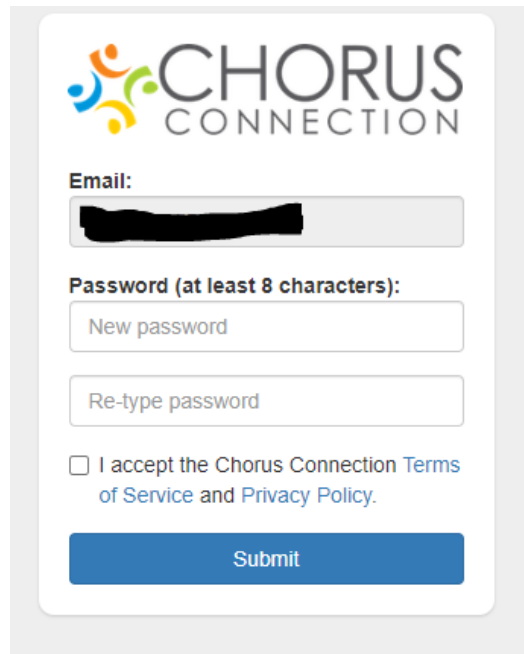
If you believe you received this email in error, feel free to ignore it, or you may contact Paul at pfschafe@icchoir.org.

Thanks,
Chorus Connection Team

Get connected. Never miss a beat.

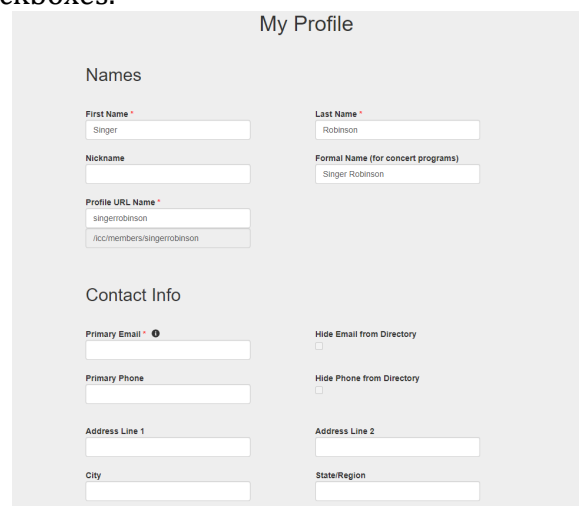
Step Two: From the email, press the *Set Up Account* button, which will take you to the page to set up your password. Follow the steps below to create your password.

- Passwords must be at least 8 characters long.
- Accept the Terms of Service and Privacy Policy by checking the box.
- **SAVE YOUR LOGIN DETAILS** before hitting submit! You will need to regularly log in to get important information about your ICC participation.



The screenshot shows the Chorus Connection account setup form. At the top is the Chorus Connection logo, which consists of three stylized human figures in blue, green, and orange, followed by the text "CHORUS CONNECTION". Below the logo is the "Email:" label and a text input field containing a redacted email address. Underneath is the "Password (at least 8 characters):" label, followed by two text input fields: "New password" and "Re-type password". Below these fields is a checkbox labeled "I accept the Chorus Connection Terms of Service and Privacy Policy." with a blue link to the terms and policy. At the bottom of the form is a blue "Submit" button.

Step Three: Check over the profile information for accuracy and make any necessary changes. Note that any information you provide will be available to other choir families on the choir directory, which will be a great resource for connecting singers, arranging carpools, etc. If you do not wish to have your information included in the directory, use the *Hide From Directory* checkboxes.



The screenshot shows the "My Profile" page. The title "My Profile" is centered at the top. Below the title is the "Names" section, which contains four input fields: "First Name" (with "Singer" entered), "Last Name" (with "Robinson" entered), "Nickname" (empty), and "Formal Name (for concert programs)" (with "Singer Robinson" entered). Below these is the "Profile URL Name" section, with an input field containing "singerrobinson" and a link below it: "/icc/members/singerrobinson". The "Contact Info" section follows, with input fields for "Primary Email", "Primary Phone", "Address Line 1", "Address Line 2", "City", and "State/Region". To the right of the "Primary Email" and "Primary Phone" fields are checkboxes labeled "Hide Email from Directory" and "Hide Phone from Directory", both of which are currently unchecked.

The Other Info section is completely optional, but again, will help connect singers with others in choir. If you do not wish to have this information displayed, do not fill it in. Once you are complete, click **Save**.

Other Info

Height (with concert shoes)
5 ft 2 in

Birthday
July 31

Website

Occupation

New Photo
[Choose Image](#)

About Me
I love to sing! This is optional.

Fun Fact
This is optional.

Social Media

Facebook

Twitter

LinkedIn

Instagram

[Save](#) [Cancel](#)

Your login and profile for Chorus Connection is now complete! You can edit your profile at any time by logging in and going to the My Account section. Here is a sample profile:

CHORUS CONNECTION Home Members Calendar Music Files Bulletin Board [My Account](#)

My Profile

Singer Robinson (Em)

Status:
Active

Section:
Indy Voice - Monday

Primary Contact Info:
eedieb0ld@gmail.com (hidden from directory)
317-123-4567 (hidden from directory)

Address:
(hidden from directory)
123 Main St.
Indianapolis, IN 46220

Birthday:
July 31

Groups:
Everyone

About Me:
I love to sing! This is optional.

Fun fact:
This is optional.

[Edit](#)