

# Welcome to HarmonyKings.org

Our website has public areas and private areas. Only active and current members will have access to the private areas. If you do not see “SINGER’S LOUNGE” in the menu then you must log in using your unique username and password.

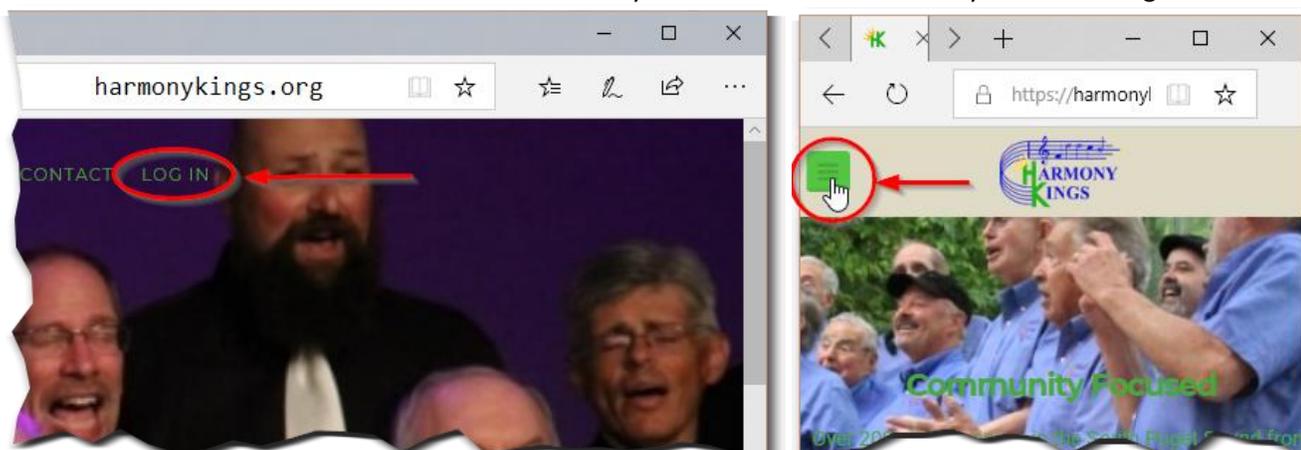
**You will receive an email from HARMONYKINGS.ORG titled “Welcom, new member!”** Remember your username! Click on the link in the email to set your initial password. You can either try to remember the long crazy random password, or choose your own!

New password  
PickApw4U!  
Medium  
Hint: The password should be at least twelve characters long. To make it stronger, use upper and lower case letters, numbers, and symbols like ! " ? \$ % ^ & .  
Reset Password

## Access to the private website (after you have set your password)

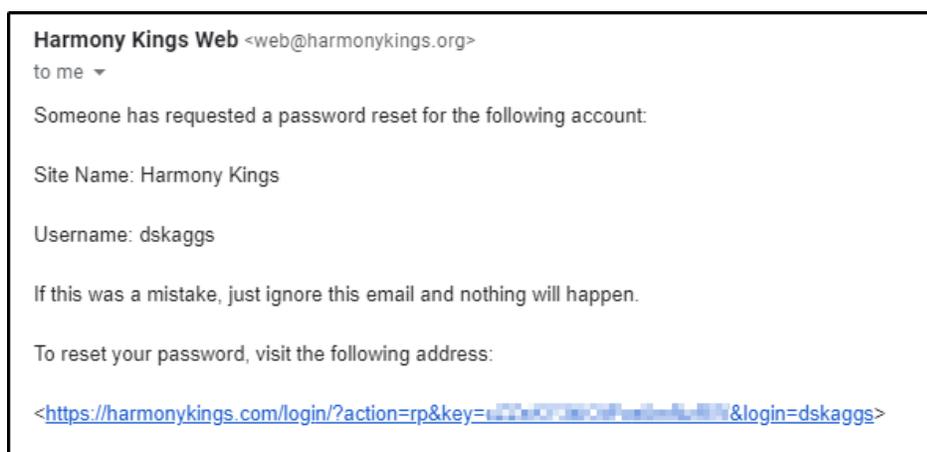
In your internet browser’s address bar, go to “harmonykings.org” then click on “LOG IN” in the menu.

NOTE: Mobile devices and small browser screens may hide the menus behind a fly-out “hamburger” menu icon.



HARMONY KINGS  
Username or Email Address  
dskaggs  
Password  
Remember Me  
Log In  
Lost your password?  
← Back to Harmony Kings

On the login page, enter your username or email address and password then click “LOG IN.” NOTE! Your username was probably assigned as first-initial-plus-last-name. In this example, Donovan Skaggs’ username is “dskaggs” so try that format if you are having trouble. Users with access to editing or administrative features must use “strong” passwords.



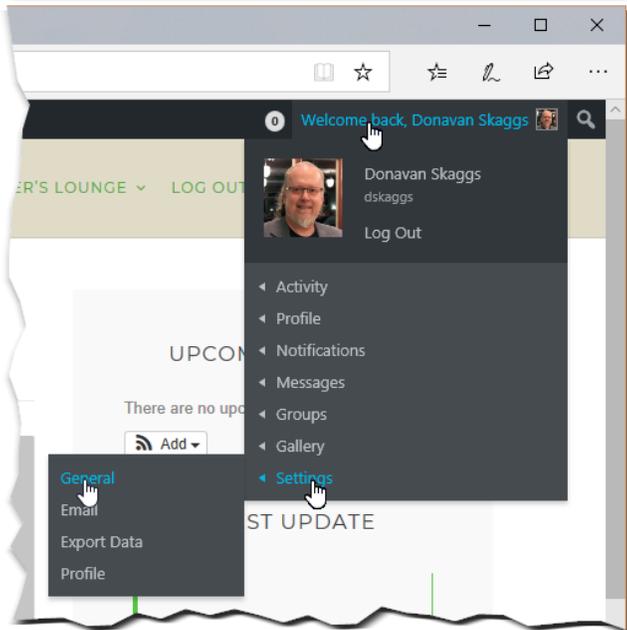
## I Can’t Remember my Password!

On the same login page, click the “Lost your password” link. Enter your username or email address and click “Get New Password.” You will receive an email at the current email address. Follow those instructions password (example above).

## Update your email address or password.

Considerable resources have gone into improving email reliability for the HK website. The biggest challenge is, was and always shall be outdated or incorrect email addresses.

It is each member's responsibility to ensure that their contact info is up-to-date, especially email!



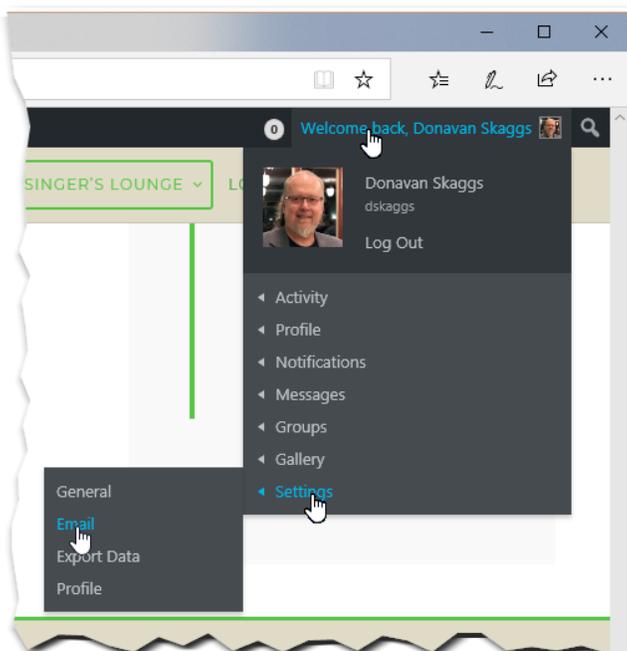
Hover your mouse over "Welcome back" then over "Settings" and then click "General." Make your changes then SAVE.

Note: You must enter your CURRENT password if you are changing your EMAIL or setting a NEW password.

A screenshot of the 'Email & Password' settings page. The page title is 'Email & Password' and the instruction is 'Update your email and or password.' There are three main sections: 'Current Password (required to update email or change current password)' with a text input field; 'Account Email' with a text input field containing 'dskaggs@gmail.com' and a red arrow pointing to it with the text 'Update your email address here'; and 'Add Your New Password' and 'Repeat Your New Password' sections, each with a text input field. At the bottom, there is a 'SAVE CHANGES' button with a red arrow pointing to it and the text 'Don't forget to save!'.

## Change your email preferences.

On this page you can configure how often you receive email from the group. It is recommended that you NOT disable these notifications, as this is how the chorus now communicates with each other. If you are getting more emails than you feel is productive, contact the sender and let them know. For suggestions on improving the process for all, contact the chapter president. DO NOT MARK HARMONY KINGS EMAILS AS SPAM or you will block the important ones too!



Hover your mouse over "Welcome back" then over "Settings" and then click "Email." Make your changes then SAVE.

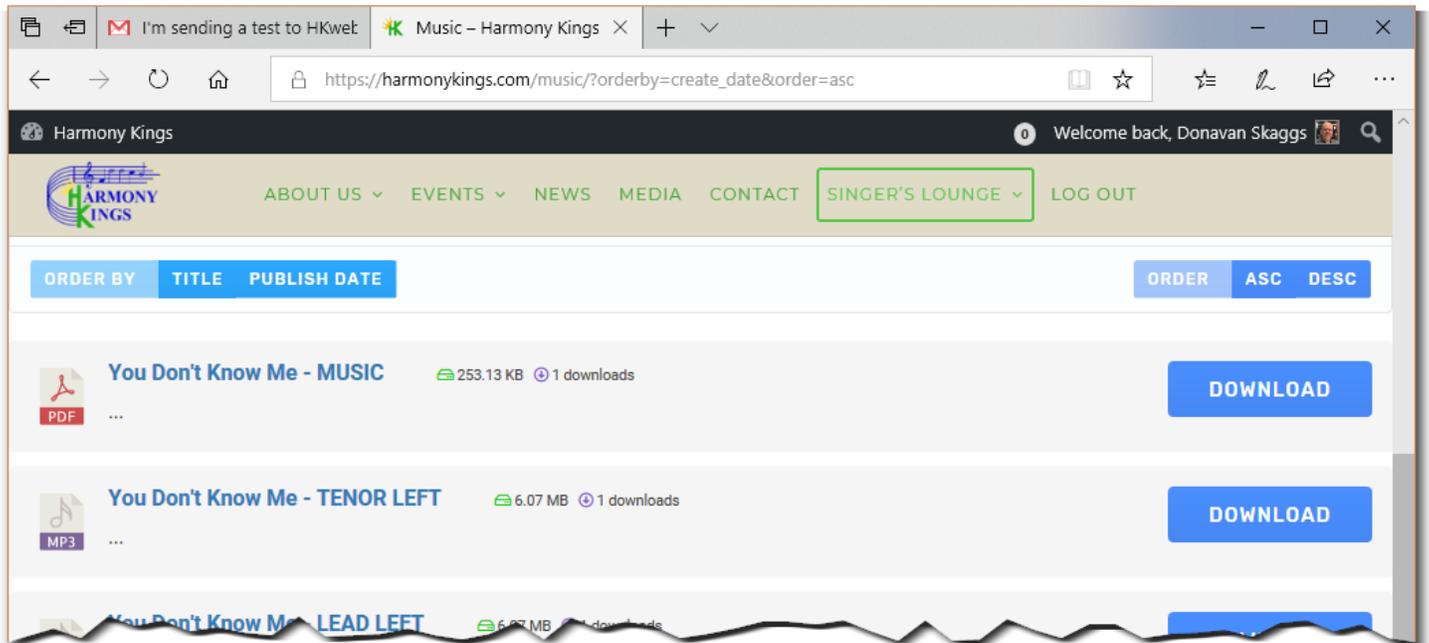
A screenshot of the 'Email Notifications' settings page. The page title is 'Email Notifications' and the instruction is 'Set your email notification preferences.' There are three sections: 'Activity' with two rows of radio buttons for 'Yes' and 'No'; 'Messages' with two rows of radio buttons for 'Yes' and 'No'; and 'Groups' with three rows of radio buttons for 'Yes' and 'No'. Below these sections is the text 'Individual Group Email Settings' and 'To change the email notification settings for your groups, go to My Groups and click "Change" for each group.' At the bottom, there is a 'SAVE CHANGES' button with a red arrow pointing to it and the text 'Don't forget to save!'.

## Getting the most from the SINGER'S LOUNGE

Please explore these important features of the Harmony Kings private members' website with advanced features to make chorus life better. These features are custom-built for our purposes based on feedback (both good and bad).

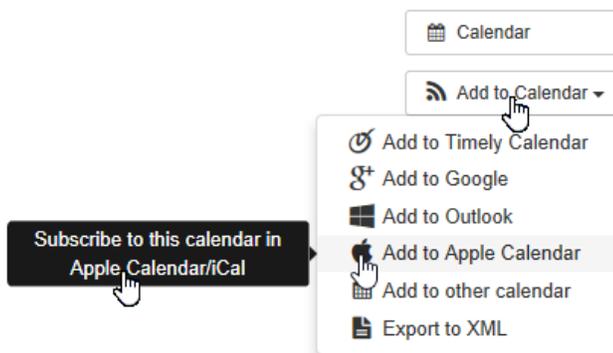
### Music:

The Music Librarian curates the collection of sheet music and learning tracks. It should be somewhat sorted, but there are some additional options. Please note that we must pay for EACH PRINTED OR DIGITAL COPY of sheet music, so do not use this for sharing or simply replacing lost copies. Inform the Music Librarian about special needs.



### Calendar:

This contains the details for Harmony Kings members regarding upcoming events, meetings, performances, etc. The time listed in the event should be considered CALL TIME for all participants, not the PERFORMANCE TIME unless otherwise specified. ALWAYS CHECK the details to be certain when you need to arrive for an event, what you need to bring, uniform class, etc.



Click on an event to get more details. The Chorus Manager is responsible for keeping the content updated.

If you use any form of online or phone calendar app (such as Google, Apple, Outlook, etc) It is recommended that you SUBSCRIBE to an individual event or the entire CALENDAR. This will sync the event or calendar with your favorite app, including any changes or updates. Just click on "Add to Calendar" (single event) or "Subscribe" (entire calendar) and follow the instructions for your app.

Please note that this calendar is not visible to the public, or to members unless logged in.

Since there are actually very few Harmony Kings events and performances truly open to the public, those events to which the public are invited will be individually posted and/or marketed on the **EVENTS** page.

## Sign Ups:

Sometimes it is important to know how many will be participating in a sing-out or other event, what voice parts will be represented, what items will be brought, what jobs will be handled, etc. Paper lists at rehearsals are not the most effective way to track this. We now have a space on the private website where the Chorus Manager or other event organizers can post sign-up sheets. You can add or remove yourself as needed, see who else is coming, and you will get email reminders leading up to the event.

**HKBS: Music and Magic Event**

**No Event Chair contact info provided**

**DETAILS:**

HKBS: Music and Magic Event  
Friday, June 21 - 3:00 - 7:00pm  
Town Square Park - 31600 Pete von Reichbauer Way South, Federal Way, WA 98003  
Singers and support staff are needed for this event

**Sign up below...**

**June 21, 2019**

Task/Item	Start Time	End Time	Available Spots
Tenors	3:00 pm	7:00 pm	#1: <a href="#">Sign up &gt;</a>
Leads	3:00 pm	7:00 pm	#1: <a href="#">Sign up &gt;</a>
Baritones	3:00 pm	7:00 pm	#1: <a href="#">Sign up &gt;</a>

## Cooke Rooster:

Don't forget to check if it is your turn!

**Cookie Rooster**



**Harmony Kings Refreshment Roster**

**Please Bring 2 Dozen Cookies Each**

Feb 5 - Ken Antonius, Jim Burbidge  
Feb 12 - Karen Caldwell, Bob Edwards  
Feb 19 - Bob Edwards, Dale Ehrenheim  
Feb 26 - Bill Esworthy, Ric Ewing  
Mar 5 - Bob Edwards, Dale Ehrenheim  
Mar 12 - Bill Esworthy, Ric Ewing

## Help!

This page will contain links to user-guides such as this one, possibly additional links to help you find useful BHS information, internet tips and tricks, that sort of thing. The intent is also to list who in the chorus (by role) is responsible for certain tasks, to get your questions answered by the right person. This page is a work-in-progress, so stay tuned!

## Chorus Communications:

The fundamental purpose of the website redesign is to improve membership communication. This is accomplished using dedicated email services (for more reliable message delivery) and a website-based communications platform, which minimizes lost emails, since everything always resides on the website and can be viewed or recalled from there. Self-management of email information by the members also improves the likelihood of message delivery.

## Membership Roster:

Click on “[Members](#)” to see a list of all current and active members. Once you find the member you seek, click on their name to see a link to their **Profile** containing additional personal info. (Some but not all fields can be hidden by users).



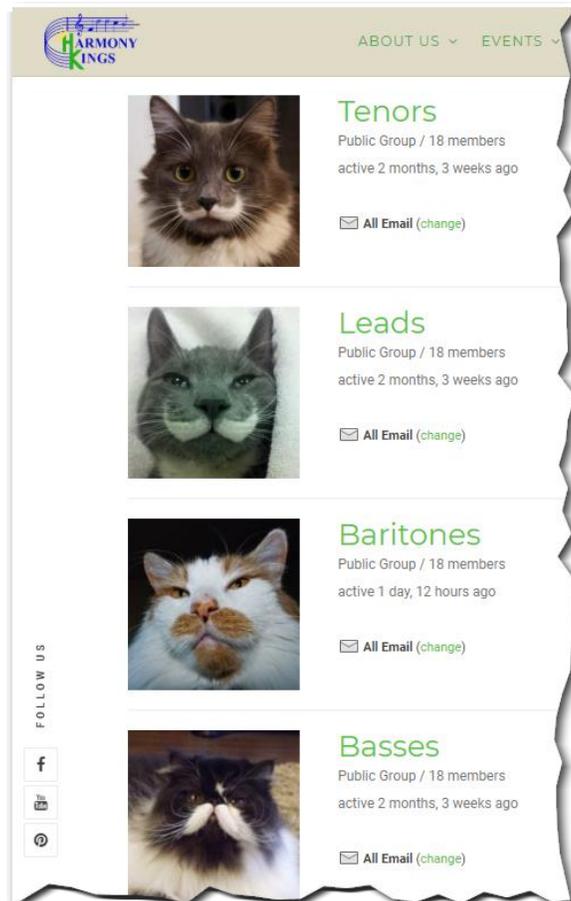
You can send any member a private message, which will notify them via email.

If you receive such an email notification, it will include a “Go to the website” link, so you can see any attachments or comment on the message.

Members also get email notifications if they are mentioned in a post or comment (so keep it friendly!).

## Groups:

This is where you can send messages to your sections, committees or the chorus as a whole. Please consider who needs to receive your message when you select which group to message, as everyone in that group will get an email about it.



The old website used “contact us” forms with long “CC” lists. This had numerous problems with delivery reliability, being flagged as SPAM, not able to comment, and difficulties keeping the CC lists updated. Our new communications system eliminates the “contact us” forms in favor of a system specifically designed for groups like ours, with the ability to manage your own contact info.

You may not see all groups. For example, if you sing with the “Leads” you may not be part of the “Basses” group. If you are not part of the “Show Team” then you may not see that group. You may request membership to most groups. Approval is at the discretion of the administrator of that group, and pruning the group is also their responsibility.

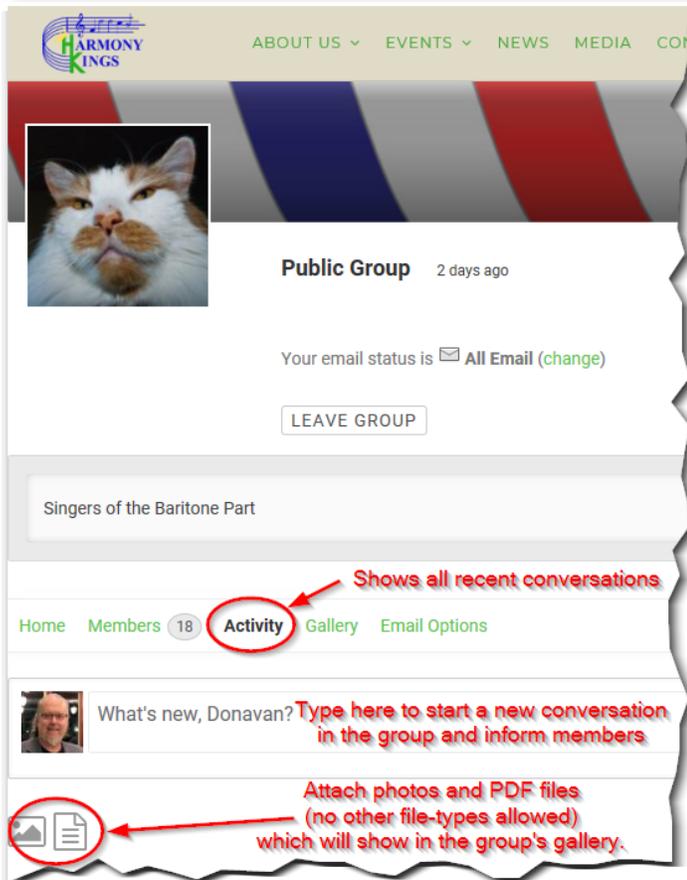
You communicate with group members by posting a message within a group. this will send an email notification about the new post (or a new comment) to members of that group, with a link to quickly return to the website if you wish to leave a comment or new post.

To reduce the amount of email notifications you receive, it is recommended to only join the groups with which you need to communicate. Everyone must be a member of “All Members” and should not remove themselves from this group (or you may not receive important chorus info that used to be sent through the “contact us” forms with the old website).

Each group also has a GALLERY, where all of the photos and PDFs uploaded with new posts are kept. (See menu bar).

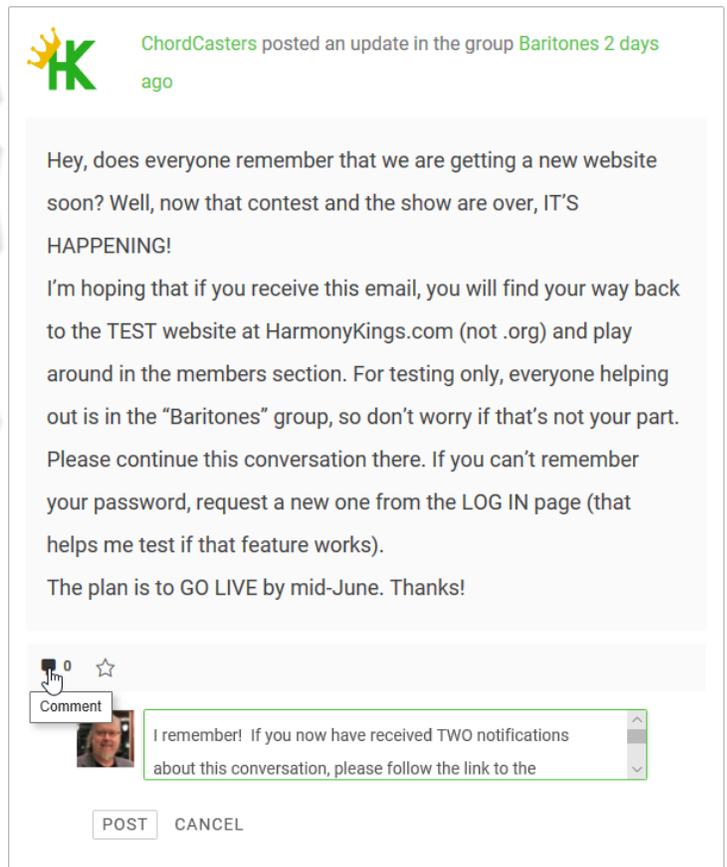
## Sending messages to a group:

From your group's main page, click the "Activity" link to see a summary of the latest posts and comments.



To send a message to the group, just start typing in the "What's new, Member?" field. You can attach photos or PDF files if desired (no other file types are allowed) then click "POST UPDATE" when ready.

All members of the group will receive an email about the new message, with a link to return to the website.



## Commenting on a group message:

If you find a message of interest in your group's Activity tab (even old ones!) you need only click on the "Comment" word-balloon just below the original post and type your comment. That's it! All members of the group will get an email update (unless they turned off that level of notifications, NOT RECOMMENDED). Note: This is not a reply email, just a comment on the original post. Feel free to start new topics if you have something you need to share with your group, such as photos and PDF files.

## Additional Information about Harmony Kings Communications:

- A reminder that there is no longer a common login to the private members area of the website. Each active and current member of the chorus has their own account. Do not share your personal login information!
- To avoid conflicts and to ensure a fresh and steady stream of relevant content, external accounts which represent the chorus (Facebook, Instagram, MeetUp, etc) will be updated by ONE person ONLY (to be assigned)!
- The common Google account (HarmonyKings.Info@gmail.com) will be locked down for restricted access by the webmaster and selected members as access is needed for services like voicemail, YouTube, etc.
- Some members with special roles (section leaders, committee chairs, music librarian, membership secretary, etc) may have additional website features enabled which are not covered in this tutorial.
- Special contacts will be assigned as needed and that person's email address attached to contact forms (i.e. singing valentines, program advertising, tickets, general info). No private email addresses will be published on the website. If you are receiving messages from a Harmony Kings Website contact form, please be aware that any "reply" directly to the sender will expose your email address to them.