

## LEARN \* HOW TO PARTICIPATE

Welcome to the learning page where we have step by step instructions for recording and submitting your video. Joining a virtual choir may be unlike anything you've ever done before, so please read these instructions before getting started.

### STEP ONE \* LEARN

- The whole Discalced Carmelite Order -- Nuns, Friars and OCDS -- are invited to sing in the Salve Regina Virtual Choir. However, **ONLY** the Discalced Carmelite contemplative Nuns are invited to sing Nada Te Turbe. **Click on LEARN** and choose the choir you want to sing in.

### STEP TWO \* RECORD

- **Click on "RECORD"** in the navigation bar to get started.
- Select the choir you want to sing in and the voice part you would like to record.
- On the LET'S RECORD page, your webcam screen will appear at the top right side of the page, **if this screen requests access to your camera, click on 'Allow'. If your image does not appear on the webcam screen after clicking 'Allow' look for the pop-up bar underneath the tool bar and click 'Allow' or 'Enable.' DO NOT click on Record button on the right yet.**
- Center your face in the webcam screen and make sure you're well lit. One person per track -- no groups. Also, be sure to turn off anything that makes noise. We want only the sound of your voice.
- Get started by pressing the play button on the screen **BELOW**. Follow the instructions on the screen. When instructed, press the RECORD button on the webcam screen.
- Sing your part following the conductor. When you are instructed, press the STOP button in the webcam screen.
- Press PLAY in the webcam screen to review your video. You can start over as many times as you'd like. Just press STOP, then RECORD, again. When you are satisfied with your recording, **Click on SAVE**.
- After saving your video, **Click once on the URL link** that appears in the webcam screen to copy it. (The link is automatically copied.) Then, click on SUBMIT MY TRACK.

### STEP THREE \* SUBMIT

- **Paste the link** into the 'Video Link' text box. (Right Click > Paste). Fill out the rest of the form and click on 'Submit My Track'.

## NEED HELP?

If you have questions or need help, you can contact the producer by clicking on the "Contact Us" button at the bottom of this website OR send an email to [info@stj500choirs.com](mailto:info@stj500choirs.com). Someone will respond to you as soon as possible.