

# Secret Chorus Business

2 November 2022

## THIS WEEKS REHEARSAL

This week's rehearsal will be in the Pacifica Room.

- Arrival: 6.30pm onwards
- Rehearsal starting at 7.30pm
- Departure: 10.30pm – 11.00 pm

This week's rehearsal will also be shared on our private Facebook page Circular Keys Chorus – On- Key via Facebook live for those who are unable to make rehearsal or prefer not to attend in person.

Unfortunately there will be no zoom meeting for this week's rehearsal.

### *Please Note:*

1. On arrival at St Josephs, sign in as usual at the front desk
2. Please think of your chorus sisters and keeping them safe. We ask that you do not attend in person if:
  - a. You have tested positive for Covid within the last week
  - b. You are a close contact of someone with Covid
  - c. You are not well or have any symptoms, even if you have tested negative for Covid
3. If you are a casual contact with a covid case, should you attend rehearsal, we ask that you wear a mask



## Rehearsal Songs

- Do You Want to Build A Snowman - medley
- Text Me Merry Christmas
- Holly Jolly Christmas
- Up On The Housetop
- All I Want For Christmas Is You
- It's Beginning To Look A Lot Like Christmas
- Here Comes Santa Clause
- Various themes of "Fa-La-La"
- Jingle Bells

*Integrity ★ Commitment ★ Fun*  
*Dare to be Different*

## Christmas Songs for 2022

*Get those risers recorded if you want to perform*

The list of Christmas songs for 2022 is:

- All I Want for Christmas is You
- Christmas Chopstix
- Do You Hear What I Hear
- Do You Want to Build A Snowman - medley
- Have Yourself a Merry Little Christmas
- Here Comes Santa Claus
- Holly Jolly Christmas
- It's Beginning to Look A Lot Like Christmas
- Jingle Bell Rock
- Jingle Bells
- Santa Baby
- Santa Claus Is Coming to Town
- Text Me Merry Christmas
- The Little Drummer Boy
- Up On the Housetop
- Various Themes Of "Fa-La-La"
- We Need A Little Christmas



We have 2 Christmas sing outs booked at this stage:

- Thursday 24th November Blacktown Christmas Performance – 5pm -7pm
- Saturday 3rd December Kenthurst Christmas Carols – 6pm -9pm

Please check the website and mark your attendance for these events. If you plan to join in the performances, you will need to have passed risers for the above songs. Check out your song status on the website and submit recordings for assessment for those that are not **Approved**.

For your convenience, you can download the [Christmas Carols Book 2022 \(Double sided print\)](https://circularkeys.org/node/7705) containing these songs at: <https://circularkeys.org/node/7705> You can print this double sided and bind it if you wish.



This week we have been contacted about performing as part of the City of Sydney's Choirs in the City. Jane has sent in a list of dates that suit us and fingers crossed we get some additional performances.

## RISER RECORDINGS

*Check out the new guides from our wonderful Music Team*

On the website, under Chorus Documentation there is a new entry called: All about Risers and Recordings. This has all the information about recording and submitting risers.

Check them out: <https://circularkeys.org/node/12093>

Oh and they are also at the back of this SCB. 😊

## CHRISTMAS PARTY

*Are you getting a little excited yet?*

We hope you've all put in your diaries for Wed 14th December for our CKC Christmas Party.

As mentioned last week - make sure you fill in the survey that was sent out (if you haven't already) by this Wed night, so we can be democratic in our decisions.

Put your thinking caps on if you have any spare Christmas decorating items that we can 'borrow' for the night. We'll be dressing the room prior to our dinner, and then will be busy little elves and take it all down before 10.30pm - being careful not to damage the space. Here's a list of items we're on the look out for:

- Indoor lights (we're thinking fairy lights - white or colourful) that we can plug in, or put in batteries
- An easy 'pop up' Christmas tree (not too big)
- Large Christmas decorations that are easy to put up and fill the space

If you think you have any items that fit the brief (or other ones that could work well) that you could bring in by Wed 30 November then email Jessi ([j-fo75@hotmail.com](mailto:j-fo75@hotmail.com)) prior so we can confirm that it is still on our wish list. Ideally, bring them in a bag or box with your name on it, so we can get them back to you easily.

We're looking forward to having a magical night with you all!

The Christmas Angels Social Committee

Jessi, Anne-Maree, Jen K, Dani



❖	Alison Anderson	November 05
❖	Emma Edwards	November 21
❖	Anne Thompson	November 23
❖	Cathy Horner	November 24
❖	Belinda Stewart	November 27

## Quartetting

*Why not just give it a go?*

**Are you interested in quartetting?**

**Don't know where to start?**

**Want to know what's involved?**

**Want to try another part?**



Circular Keys is starting a Quartet Program, so if you've ever wanted to try it, now is a great time.

How it will work:

- Register your interest by emailing Jenny Do Rozario and Rachael Moessis – nominate your **first and second** preference for singing part (Bass, Bari, Lead, Tenor)
- Vicki and the Music Team will place volunteers in quartets based on voice matching (if you would like to sing with someone in particular, let us know)
- Each quartet will decide on a Christmas song from CKC repertoire which they can perform for the chorus at our Christmas Party in December
- Each quartet will give itself a name and meet and rehearse in their own time
- Resources will be provided to help you get started
- Members of the Music Team will be available to support quartets and individual singers along the way with tips on how to get started, vocal and performance skills, and rehearsal techniques (usually before or after chorus rehearsal, by arrangement)
- If you want to try another part to the one you sing in chorus, give it a go! We will need Tenors!

**Quartetting is challenging and fun. It can also take your singing to the next level by building vocal and performance skills, understanding of interpretation and delivery ... and much more.**

**Go on, try it!**

Quartet Program Team: Jenny D, Kaity and Rachael ☺



# CONVENTION PLANNING

## *Get ready to Rise Shine and Sing in Brisbane – 4-7 May 2023*

Next year the Region 34 convention will be held in Brisbane at the magnificent Brisbane Convention and Exhibition Centre located in Southbank.

Competition is a central part of the Sweet Adelines International experience, not just so a proportion of members can win medals and be recognised for their achievements, but so that all ensembles have something to strive for. Performing at convention gives us something to work towards and is a hugely valuable opportunity for learning. We learn from watching each other's performances and also gain expert feedback from a highly trained panel of judges.

We, Circular Keys Chorus, are planning to compete on stage in Brisbane.

Contest Songs: **I Wish You Love** and **Almost Like Being in Love**

To compete on stage, you need to have been assessed as **Performance Ready** on both these songs. This means you have mastered the interpretation of the piece such as dynamics and vocal textures and also the visual communication aspect such as physical moves, facial expressions and commitment to the story. We will be working on these in the lead up to competition, and Vicki will let us now the deadline for achieving Performance Ready as we approach competition.

In the meantime, you need to decide if you will be coming to Brisbane to compete. This requires a personal commitment to attendance and learning, along with a financial commitment.

Expenses you will need to cover:

- Accommodation – minimum 3 nights
  - you must arrive by Thursday 4<sup>th</sup> May and stay until Sunday 7<sup>th</sup> May
  - goggle search shows price range from \$166 - \$464 per night for a double room
- Flights (or other transport to Brisbane) – flights currently from \$154 to \$268 return according to google 😊
- Food and spending money
- Contest Registration Fees – budget estimate: AUD \$150 (Youth) AUD \$300 (Adult) – there is usually an early bird reduced price

Accommodation is not being organised by Region this year, so you will need to book your own—your management team is currently compiling a list of preferred accommodation as we would like everyone to stay close together. There are a number of options in Southbank which are close to the convention centre. Stay tuned for more details and start thinking about a room buddy, as a number of rooms have multiple beds and this can help offset some costs.



## **2023 Regional Convention**

**Brisbane Conv & Expo Centre, 4-7 May 2023**

About **12** Wednesday rehearsals  
before we take the stage 😊



## CONVENTION ACCOMMODATION

*Thanks to Jane for the following research*

I have been looking into accommodation for the Brisbane Convention in May. The following is a list of places that we suggest you book as they are with 5-10 minutes walk of the Convention Centre and each other:

CLLIX Group have a number of hotel apartments close to the convention centre, with a mixture of 1,2 and a few 3 bedroom apartments.

- Atlas Apartments - 39 Cordelia Street
- Brisbane 1 Apartments - 1 Cordelia Street
- Soda Apartments - 27 Cordelia Street
- Arena Apartments - 9 Edmonstone Street
- Ivy & Eve Apartments - 22-28 Merivale Street
- Hope Street Apartments - 19 Hope St

If you book with CLLIX directly we have been offered a 10% discount. Use code "**CKCBris23**" when booking <http://www.cllix.com>

You will also find them on Booking.com, Wotif and other accommodation sites, so shop around and make sure you're getting the best rate at the time of booking. A 2 bedroom apartment is approximately \$460 a night for 4 people, so hopefully you will find this affordable.

If you would prefer somewhere more budget friendly you might also consider:

- Somewhere to Stay Backpackers. 47 Brighton Road. Double room with ensuite is approx \$100/night on Booking.com. This is the furthest option from the Convention Centre, approx 15 mins walk, so you will need to take this into consideration.
- Morgan Suites, 14 Merivale Road. This is only 5 mins to Convention Centre and is approximately \$303/night for a 2 bed apartment on Booking.com

If you would think you would be happier in a hotel:

- The Novotel and Rydges are both close to the Convention Centre and CLLIX Apartments, but are potentially the most expensive option.



### Post Convention Trip?

How about some R&R with chorus friends in Fiji?  
Sue Gray is planning to go to Fiji and is wondering if anyone else would like to go.

Please see the information in last week's SCB and have a think about it.

## CONVENTION ACCOMMODATION continued

### *Things to Consider*

The cheapest rate is often the least flexible, so you might want to pay a little more for free cancellation should anything happen to stop your travel plans.

None of the above accommodations have guaranteed availability, so please start finding your room mates so you can get something organised. Feel free to reach out to the Management Team if you are finding it difficult to find someone to share with.

If you would prefer to book somewhere other than the options above, please make sure you're not on the other side of town so that we can still meet up easily. South Brisbane/Southbank is the area you need to be looking at.

Hope the above is helpful. Let me know if anything needs clarifying.

Cheers!

Jane

## YOUR 2022 MANGAGEMENT TEAM

- |                                 |                |
|---------------------------------|----------------|
| • Team Co-Ordinator             | Carol Lutz     |
| • Finance Manager               | Sue Gray       |
| • Secretary                     | Pippa Anderson |
| • Public Relations Co-Ordinator | Candace Deller |
| • Performance Co-Ordinator      | Jane Masters   |
| • Membership Chair              | Anne Thompson  |

Appointed members:

- Diane Jenkins
- Susan Kelly
- Marea Witt



It's important to remember our chorus etiquette. We need to work as a team and respect each other when rehearsing. Look out for the Riser etiquette signs at each rehearsal.

## COMMITTEES

### HOSPITALITY COMMITTEE

★ Inese Kamenyitzky – Chair

★ Anne Harris

★ Kaye Kendall

★ Alison Anderson

★ Madellen Cunningham

★ Jenny Do Rozario

★ Amanda Lovegreen

★ Cathy Sugar

★ Anna Joseph

★ Stephanie Wallbank

### SOCIAL COMMITTEE

★ Chair tba

★ Jessi Foulke

★ Anne-Maree Magi

★ Jen Kumar

★ Dani Groeschel

### COACH COORDINATION COMMITTEE

★ Alison Anderson

★ Kath Ware

### FUND RAISING COMMITTEE

★ Courtney Churchward – Chair

★ Jen Senior

★ Ann Keating

★ Amanda Lovegreen

★ Alison Anderson

★ Frances Gurto

★ Jennifer Timms

★ Kaity Dwyer

★ Linda Vitali

### REHEARSAL EQUIPMENT COMMITTEE

★ Kaye Kendall – Chair

★ Emma Edwards

★ Barb Morris

★ Rachael Moessis

★ Belinda Stewart

★ Cathy Sugar

★ Steph Wallbank



To all our wonderful members who  
volunteered to help on the various committees.  
You rock!



## SUGGESTION BOX

### *Submitting Suggestions*

Have a suggestion you want to raise? Simple the [suggestionbox@circularkeys.org](mailto:suggestionbox@circularkeys.org)

This email has been set up so that it is sent to me (Team Coordinator) only and as you can see in this screenshot, I do not know who sent the email unless you want to sign it.

All suggestions will be discussed by the management team and outcomes of the discussions will be included in SCB.

## CHORUS PAYMENTS

Please be advised that EFT should be used for your payments to chorus. Please contact Sue Gray if you need further details, or if you have an issue that prevents you from paying using EFT.

Make sure you include your relevant information in the reference field so Sue knows who the payment is from and what it is for.



### **CKC Bank Account Details for online payments:**

Westpac Bank: BSB: 032170

Account Number: 273702

Account Name: Circular Keys Chorus Incorporated

## ABOUT THE STAR OF THE WEEK

Any member of the chorus can nominate someone who has gone above and beyond, who has personally helped you, who has made a special difference or contribution to the Chorus or who has tried extra hard.

There are many other positive attributes that can be recognized with this award.

To nominate a member, simply email Anne Thompson ([amthompson@live.com.au](mailto:amthompson@live.com.au)) with the member's name and short description as to why you would like to nominate them.

If no nominations are received, the star will not be awarded.



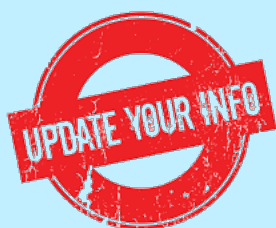
Congratulations to

**Jane Masters**

our star of the week for her fabulous work in booking us for performances and searching out convention accommodation options

## DIARY DATES

2022	
Friday 11 <sup>th</sup> November	Management Team Meeting – 7.30pm – Sue Gray's House
Thurs 24 <sup>th</sup> November	Blacktown Christmas Performance – 5pm -7pm
Wed 30 <sup>th</sup> November	November Shared Supper and Birthday night
Sat 3 <sup>rd</sup> December	Kenthurst Christmas Carols – 6pm -9pm
Wed 7 <sup>th</sup> December	Last rehearsal for 2022
Wed 14 <sup>th</sup> December	CKC Christmas Party
2023	
Wed 1 <sup>st</sup> February	First rehearsal 2023
Wed 8 <sup>th</sup> March	COMPULSORY ATTENDANCE for competing members
Wed 15 <sup>th</sup> March	COMPULSORY ATTENDANCE for competing members
Wed 22 <sup>nd</sup> March	COMPULSORY ATTENDANCE for competing members
Wed 29 <sup>th</sup> March	COMPULSORY ATTENDANCE for competing members
Wed 5 <sup>th</sup> April	COMPULSORY ATTENDANCE for competing members
Friday 7 <sup>th</sup> April – Monday 10 <sup>th</sup> April	EASTER 2023
Wed 12 <sup>th</sup> April	COMPULSORY ATTENDANCE for competing members
Wed 19 <sup>th</sup> April	COMPULSORY ATTENDANCE for competing members
Wed 26 <sup>th</sup> April	COMPULSORY ATTENDANCE for competing members
Wed 3 <sup>rd</sup> May	No rehearsal – night before convention
Thu 4 <sup>th</sup> May	Start of Convention - you need to be in Brisbane on or before this day



Please don't forget to logon to the website and update your attendance and song status on a regular basis. Your Music Team and Management Team work very hard behind the scenes and if you can assist by taking responsibility for always making sure your status is up-to-date this will certainly assist

## LOCK UP ROSTER

*If you are not able to make it on the night, please arrange with someone else on the roster to swap weeks and let me know so I can update the roster.*

DATE	NAME
Wed 2 November	Kath Ware
Wed 9 November	Anne Thompson
Wed 16 November	Carol Lutz
Wed 23 November	Deb Martin
Wed 30 November	Rachael Moessis
Wed 7 December	Marea Witt
Wed 14 December	Amanda Lovegreen
Wed 1 February	Alison Anderson
Wed 8 February	Inese Kamenyitzky
Wed 15 February	Cathy Sugar

## MEMBER LEAVE

### *Current member leave*

Are you planning on taking holidays or unable to attend rehearsal?

If so please email  
[absence@circularkeys.org](mailto:absence@circularkeys.org)

Using this email address ensures the Musical Director, Team Coordinator, Membership and the Music Team are all notified at the same time.

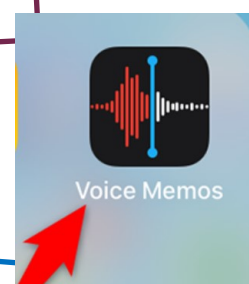
Sue Winter	9 September - 23 October
Barb Morris	10 October- 14 October
Liz Perry	5 October- 26 October (estimated)
Jen Senior	12 – 26 October
Jenny DoRozario	13 – 24 October
Alison Anderson	18 October - 6 November
Anne Harris	18 October- 20 November
Kath Ware	26 October – 15 November

# How to Record for Song Assessment



## WHY?

- ◆ Recording songs for assessment is an important part of CKC's **chorus culture**.
- ◆ We record to make sure that our notes, words, breaths, and timing are accurate because we want to present the **best** music that we can to our audiences and to do the right thing by our fellow members.
- ◆ Mistakes can have a ripple effect through the chorus and reduce the **quality** of the music. While we all make mistakes sometimes, we want to minimise this.
- ◆ Recording songs for assessment is often referred to as '**risers**' because in the past the recordings were done live on the risers during rehearsal.
- ◆ Although this is still done sometimes, usually we record at **home** using the **All** or **Part Missing** learning track as a backing track. This ensures that the singer is always singing with music that is in the correct key and tempo.
- ◆ You need to be '**Approved**' on songs in order to **perform** them to the public.
- ◆ Periodically all members will need to **re-submit** recordings for all songs – this is to make sure that no errors have crept in over time, or because the interp has changed significantly.



## WHAT WILL YOU NEED TO START?

1. A **recording device**: there are digital recording devices that you could purchase, but most members use a free **voice recorder/voice memo app** on their mobile phone. You can use the app that comes with your mobile phone or download one (ask if you need help with this!)
2. A **device** on which to play the learning track which you will sing along with: **computer/laptop/tablet**
3. A **speaker** to ensure that the learning track can be heard in the recording (necessary if your playing device is not loud enough to be heard on the recording)
4. A **quiet** space with minimal distractions (not rooms with tiled walls/floors—too echoey!!)

<https://www.howtogeek.com/769338/how-to-record-audio-on-iphone/>

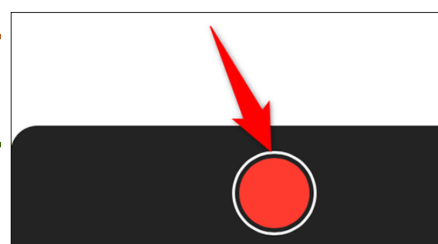
<https://www.samsung.com/au/support/mobile-devices/using-voice-recorder/>

## HOW TO PREPARE?

1. Make sure you **know** the song well and can sing it **without referring** to the sheet music before you start recording.
2. You will be assessed on correct **notes, words, breaths** and **timing**. Your assessor may offer some advice on how to improve your singing & breathing too.
3. Make sure you have a good amount of **time** to record – often we need to record several times before we have a recording that we are happy with.
4. Do a short **test** recording to make sure that both the track and your voice can be heard **clearly**, but that your voice is heard predominantly.
5. Take some deep breaths to help you relax!



In Voice Memos, at the bottom, tap the large red button to start recording.



## HOW TO RECORD?

1. Press '**record**' on your device or phone app.
2. Start the **backing** track – either the **All** track or your **Part Missing** track
3. Breathe out as the pitch pipe is sounding, then breathe in and sing with the track (it can be tricky to start at exactly the same time as the track, but you will get better at this, and as long as you're close, that will be fine)
4. Sing with the track to the end of the song and then press '**stop**' on your recording device.
5. If you make a larger error (such as losing your place in the song), don't worry, just stop the recording, and start the process again.
6. If you make one or two small errors such as an incorrect breath, note or word, keep singing to the end. Then make **separate** correct recordings of those sections where you made errors – this shows your song assessor that you are aware of the errors and can sing it correctly.
7. **Listen** back to your recordings and check that they are correct.
8. When you are satisfied that the recording is correct, if possible please **label** the recording with your **name** and the **song title**; (if you need help doing this, just ask!)
9. **Send** the recording to your assessor. You can upload this onto the website, or send by email or a message app – check which method your assessor prefers. Mp3 format is preferred (see p4).
10. Your assessor will listen to your recording and send you **feedback** and either mark the song as '**Approved**' on the website, or ask you to re-submit parts or the whole song. (You'll receive a confirmation email from Groupanizer about this status change).
11. If after several days you haven't heard from your song assessor, check that they have received your recording.

Status: Approved

Update status

Change the state to

Approved ▼

## ARE THERE OTHER METHODS?

1. Some songs are more difficult than others. If there is a song that you find difficult to get right, you can record the song in **sections**. Make sure you **overlap** the recorded sections so that the assessor knows that you can do the transitions. Send **all** the sections to your assessor at the same time.
2. If you make a **mistake** while you are recording, you can stop or pause the recording, rewind the track to a place before the error occurred and continue recording from there.
3. Occasionally, '**live risers**' can occur during rehearsal. You will sing into the assessor's ear while the chorus is singing, and you are given feedback straight away. This method is not the norm – it might be used to check that you have corrected an error in a recording, or to check that you are singing long-term repertoire correctly (eg Christmas repertoire).
4. If you use either 1 or 2, be aware that you need to be able to sing and perform the **whole** song, so make sure you keep practising until you have it right!



## FAQ'S

1. **When should I record for assessment?**  
As soon as you feel confident that you have mastered the song, then submit your recording – don't wait to be told to submit
2. **What should I do if I am struggling with a song?**  
Contact your Section Leader/s if you need help. Send an email outlining your difficulties, or speak to them at rehearsal. They may arrange to meet with you to work together on the song - this would usually be before or after chorus rehearsal
3. **What happens if I haven't passed all the songs listed for a performance?**  
If you have passed some but not all the songs for a performance, you may (depending on the type of event) be able to perform the songs you have passed and discreetly step down from the risers/ performance space for those songs you have not passed. This decision will be made by the Musical Director.
4. **How do I change my recording format (convert file to mp3)?**  
See separate handout!

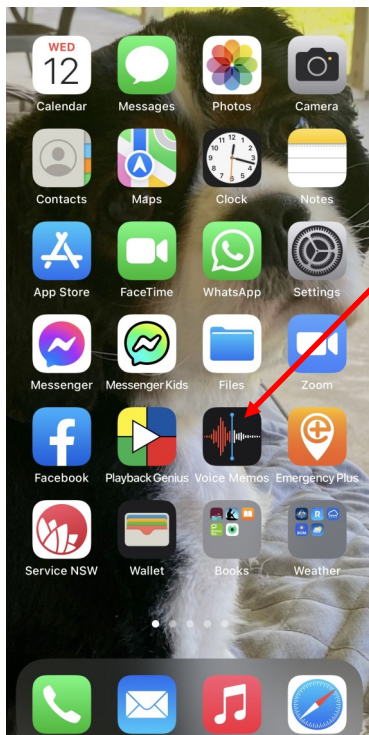


# How to convert audio files to mp3 For iPhones

## FAQ'S

### 1. What format am I recording in?

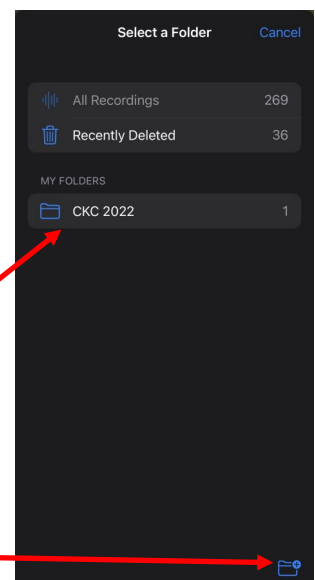
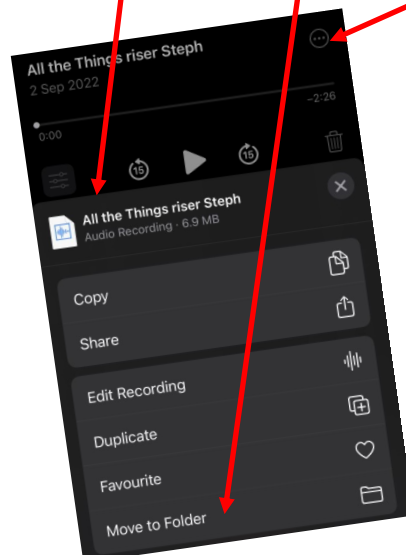
- ♦ If you record on your mobile or computer your file may record in a format like **m4a**, **wav** or **aac**.
- ♦ These files can be easily converted to the smaller **mp3** format to make sure all assessors can access them easily on their platforms!
- ♦ It's a good idea to **save** your recordings (files) to your mobile file folder (\*) or on your computer for easy access.



## FAQ'S

### 2. How do I save my files? (\*)

- ♦ Click on your audio app (**Voice Memos**) on the Home screen
- ♦ Select the **song** you want to move & send
- ♦ Click 3 dots in top righthand corner & select '**Move to Folder**'.



- ♦ If you already have a **Folder** created (eg **CKC 2022**) click on this.
- ♦ If you want to create a **new folder**, click on this & name it for next time.

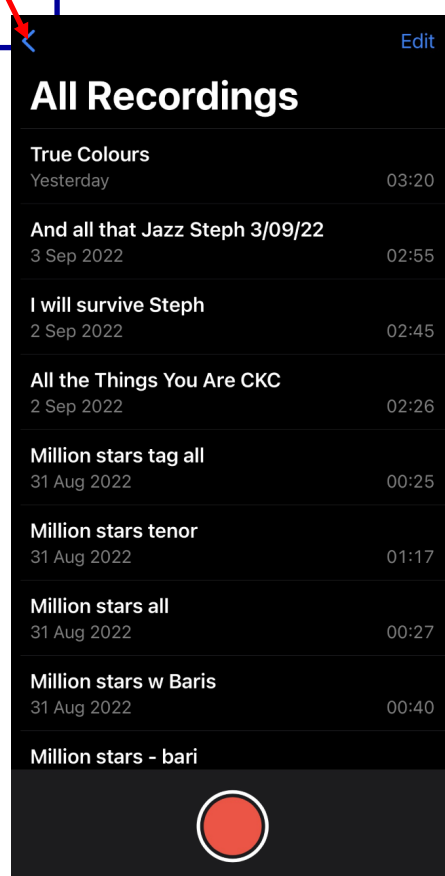
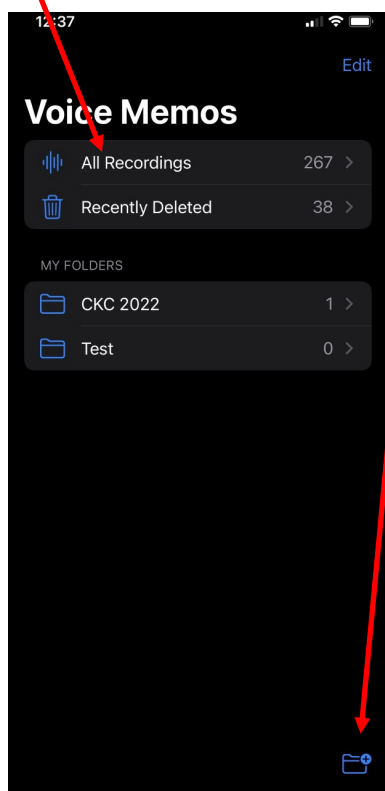
- ♦ Your song is now in this **folder** (eg **CKC 2022**)



## FAQ'S

### 3. How can I find these files again?

- ♦ Open **Voice Memos**, click the **left blue arrow** in the left corner above **All Recordings**
- ♦ You'll see **All Recordings**, **Recently Deleted**, and your **Folders** (eg CKC 2022, which you can also edit or even create new Folders).

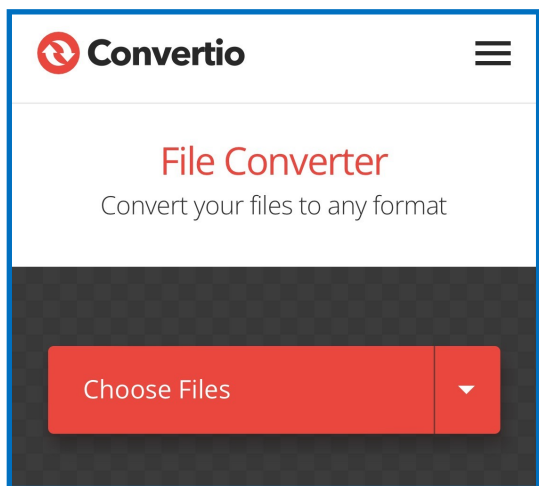


## FAQ'S

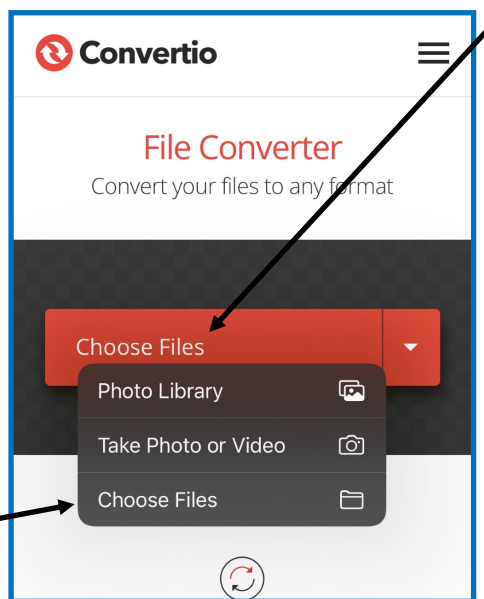
### 4. What program or app can I use to convert files?

- ♦ Use a free online converter (try Google!), eg [convertio.co](https://convertio.co) (see below for iPhone steps) or [online-audio-converter.com](https://online-audio-converter.com), or iTunes.
- ♦ How do I do this? (see p3-4!)

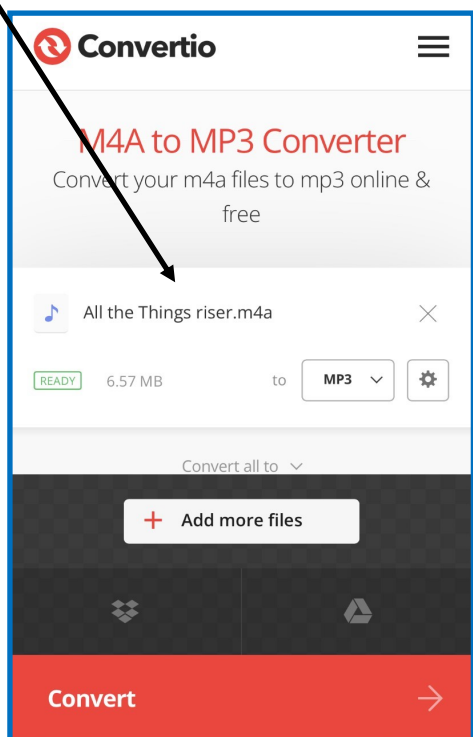
1. Open free program eg [Convertio.co](https://convertio.co) on web browser (on your iPhone or computer)



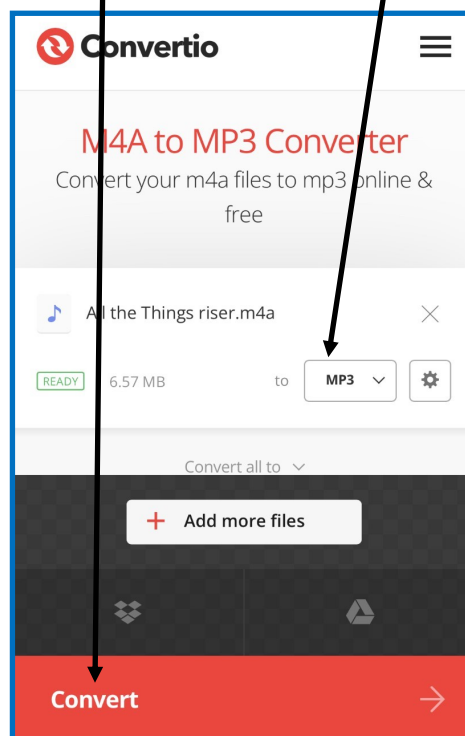
2. Click on **Choose Files** to see drop down menu



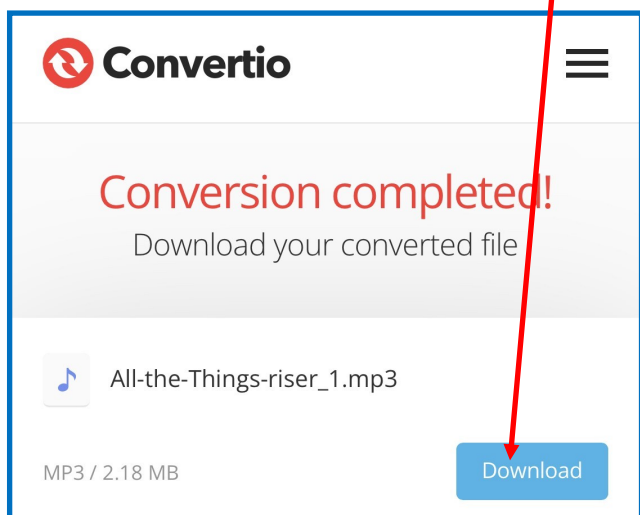
3. Select **Choose Files** again & find your audio file from folder on your mobile (see p2!).



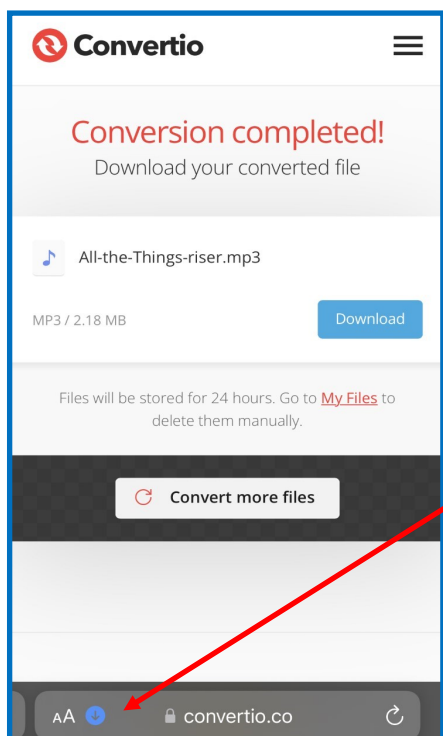
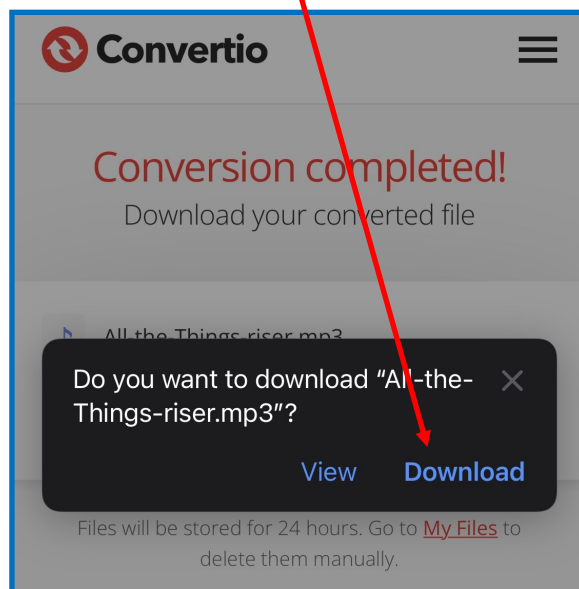
4. Click the file then 'to **MP3**' then **Convert** (note it's in the m4a format).



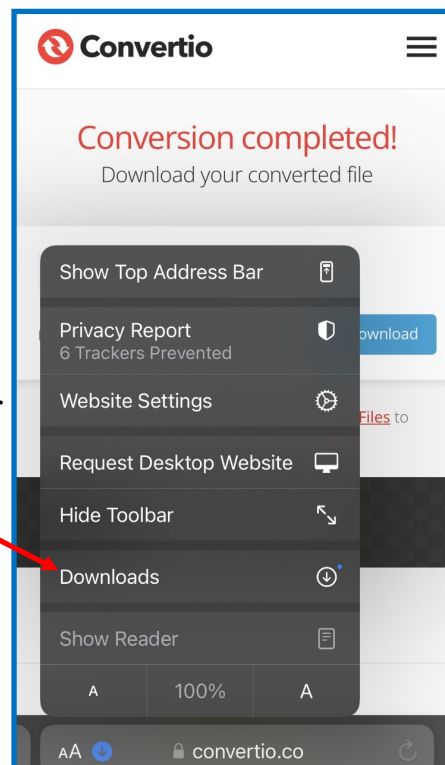
5. When conversion is completed, click **Download**



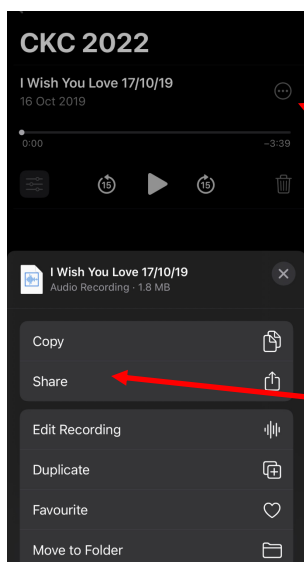
6. Click **Download** again.



7. Click on **blue download arrow** to access your downloaded file. You can also convert more files now.



8. Click on **Downloads** to view it.



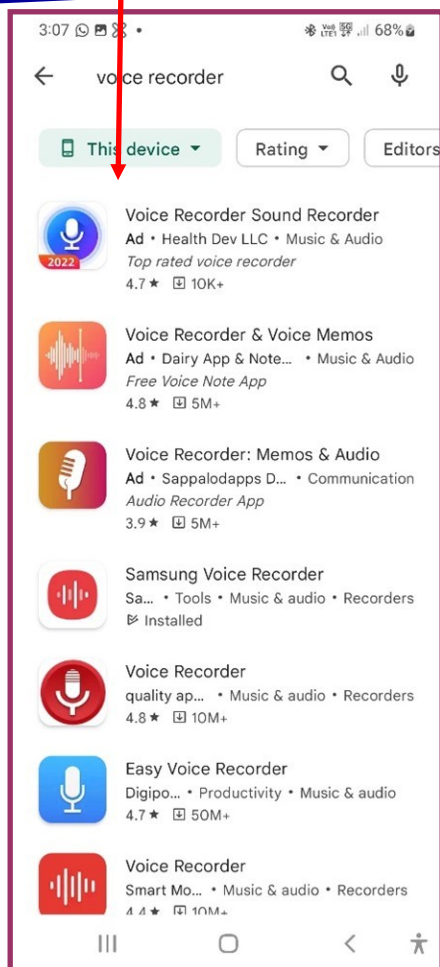
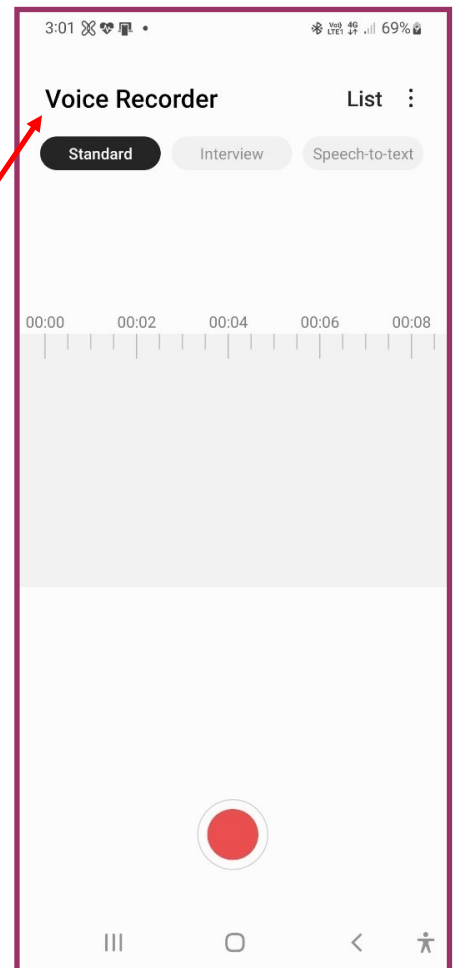
*Then you can click the 3 dots in the top right hand corner of the song selected, then **Share** to send riser to your assessor via email, text message or I-message! Ask for a demo if you need!*

# How to convert audio files to mp3 For Androids

## FAQ'S

### 1. What format am I recording in?

- ♦ If you have an Android mobile you may already have a voice recorder app installed, eg Samsung mobiles have the Samsung **Voice Recorder app** pre-installed.
- ♦ This may record in any of these audio formats: MP3 (preferred format), **M4A**, WMA, WAV, AC3.
- ♦ If you don't already have a voice recorder app on your phone, you can download one from the **Google Play Store**. Search for '**voice recorder**.'



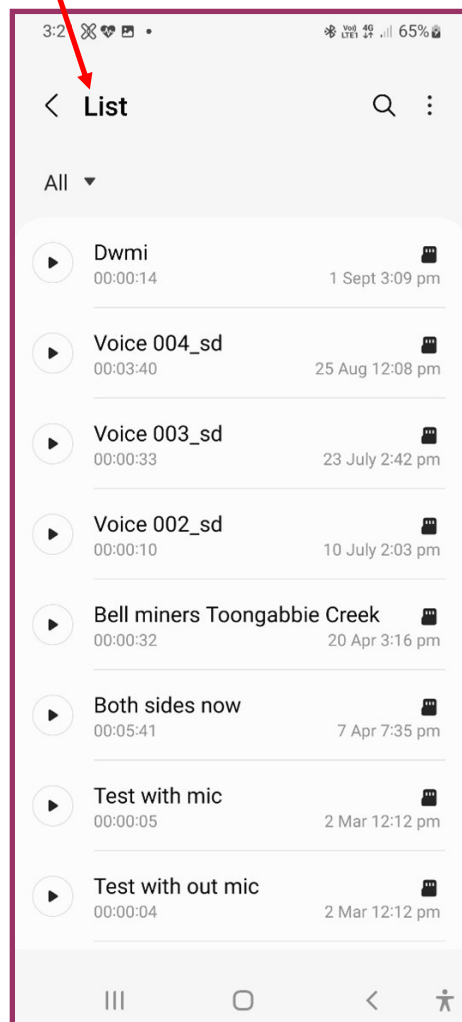
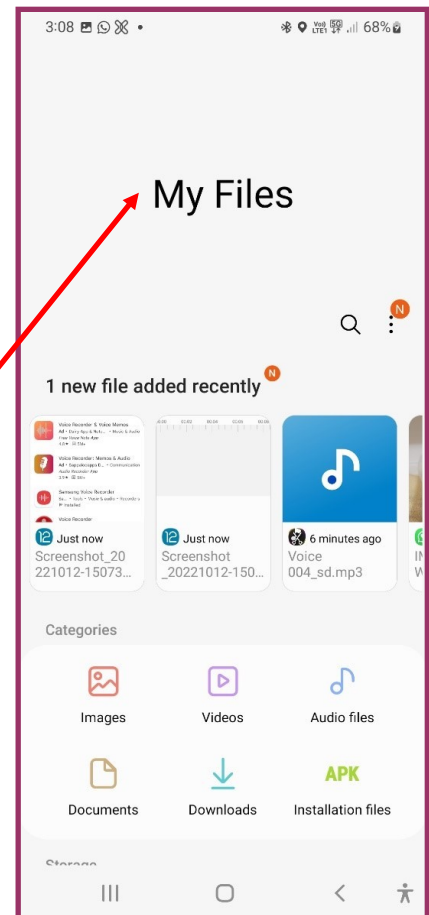
## HINT

- ♦ Look for one that has the option to **save to MP3** (so you don't need to convert your files before you send them to your riser checker/assessor!)
- ♦ Search in the Google Play Store for 'convert to mp3'
- ♦ Be aware that **free** apps often include **ads**, so it may be worth **paying** for an app that is **add free**!

## FAQ'S

### 2. How do I save my files? (\*)

- ♦ When you use the app to save your recording, it is saved as a file to your phone's **internal** storage or SD card.
- ♦ You can view the files on your phone with a file manager app, e.g. Samsung's **My Files**.
- ♦ You can also view your recordings from within the voice recorder app you used.



### NOTE:

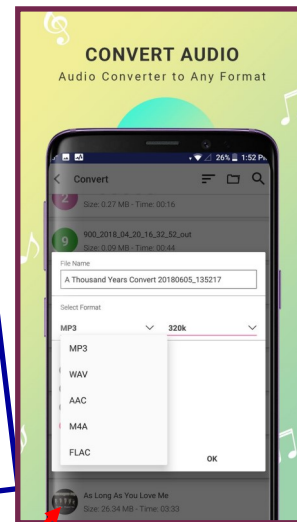
- ♦ You can **share/send** your recording either from **My Files** or from your **voice recorder app**.



## FAQ'S

### 3. How do I convert files to MP3 format?

- ♦ Different apps save recordings to different file formats, eg Samsung Voice Recorder, like the iPhone, records to **M4A** format.
- ♦ To **convert** the recording to **MP3** you can either **share** the file to your **computer** & then use a file conversion app on your computer, or you can use an **Android app** on your phone that converts other sound file formats to MP3.

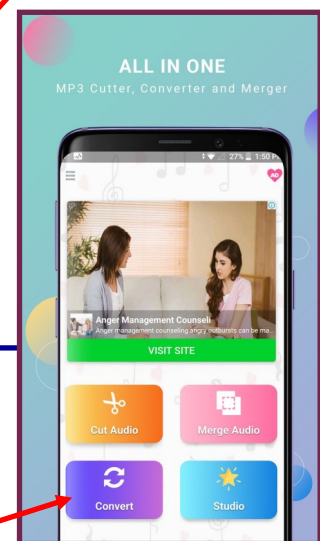


## FAQ'S

### 3. Can you give an example?

- ♦ Different apps will work in slightly different ways. Here's how **MP3 Cutter, Converter & Merger** works (this is free with adds, or pay a subscription for no ads!):

1. **Open** the MP3 Cutter, Converter & Merger app
2. Choose **Audio Converter**
3. **Find the file** you want to convert (the app shows you all the audio files on your phone, so you can scroll through, or search by file-name.
4. Tap on **Next**
5. Choose **MP3** from the list of **File Formats**
6. Tap on **Convert**
7. Choose a different name for your output file (eg your name; optional)
8. Tap on **Start Now**
9. The new MP3 file is **saved** & the app tells you **where** it is saved



### 4. The **Convert to MP3 app** (free with adds) works like this:

1. **Choose song** from alphabetical list (you can search by name, or filter by file type)
2. Tap on **Convert** icon
3. Tap on **Continue**
4. The new mp3 file is **saved** to the **alphabetical** list of songs.
5. You can **share** (to your riser checker) directly from the app by tapping **on 3 dots** next to the file and then **Share**.