

## QUICK GUIDE TO CKC WEBSITE FOR MEMBERS (updated 26 April 2019)

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### LOG IN

1. Go to [www.circularkeys.org](http://www.circularkeys.org)
  2. Left click on Log In
  3. Enter username and password and left click on Log In
  4. This should open your Dashboard.
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### VIEW DASHBOARD

Your Dashboard has all the information and links you need in one place, for easy access:

- My attendance
- Next rehearsal program
- My Music to learn
- Next performance program
- Upcoming birthdays

### UPDATE PROFILE AND ACCOUNT DETAILS

1. Click on your name in top right corner and then My account
  2. Notice there are eight tabs. Left-click on Edit (the second tab).
  3. Notice there are six tabs.
  4. In Account info you can change your password.
  5. In Profile you can change your picture, contact details and other personal details
  6. In Group information you will find your part, Sweet Adelines member ID, and the date your dues are paid until.
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### TO RECORD ATTENDANCE

(There are several ways of getting to Attendance.)

1. From the Dashboard, under My Attendance Plan you can update your status for the next five events
  2. Left-click on 'See the rest of your attendance' to see later events.
  3. For each event, left-click the down arrow in the Plan field and then left-click your response (No response/Will Attend/Might Attend/Won't Attend). Note that your response is saved automatically.
  4. To add an explanatory note, left-click on the green plus sign to open a Notes textbox.
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### TO DOWNLOAD LEARNING TRACKS

(There are several ways of getting to the Music Library)

1. From the Dashboard, look under My Music To Learn and left-click on the name of a song
2. This opens the page for that song. You will see song details and a list of attachments.
3. To play a music file, left-click on the play icon next to it. A music player will open within the page.
4. To download a music file, left click on the download icon next to it.

TIP: Download the PlayGenius app on your Android or Apple device, and log in to your CKC member account. You will be able to access all the music from the website via the app.

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## **TO UPDATE YOUR SONG STATUS**

1. From the Dashboard, click on My Music to learn
  2. Click on the song that you want to update your status for.
  3. Under Music assignment, click on Manage your status
  4. Click the down arrow to choose from 'Not started'; 'Learning'; 'Test Ready'.
  5. If you want to upload your riser recording for your Riser Checker to listen to, scroll down to Recordings and click on Choose File, then Upload.
  6. (Ask your Section Leader how they prefer to receive your recordings – it may be easier to email them)
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## **TO SEND AN EMAIL**

There are various email groups set up on the website. You can send an email to everyone in a group from your email program by addressing the email to the group, e.g. [members@circularkeys.org](mailto:members@circularkeys.org). You can also send an email from the website:

1. From the left-hand menu, click on Communication area.
  2. Left click on Email lists
  3. You will see the Email Lists to which you have permission to send emails.
  4. Left-click on View to see emails that have been sent to this list.
  5. Left-click on Post to send a new email.
  6. Enter a subject and type your message in the body.
  7. If you want to send an attachment, scroll down, left-click on Attachments, left-click on Choose File to locate the file on your computer, then left-click on the plus sign.
  8. When you are ready, left-click on 'Send'.
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## **TO SEARCH THE CKC WEBSITE**

1. Type your search term in the Search for content field
  2. Press Enter on your keyboard.
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## **TO VIEW MEMBERS**

1. From the Left-hand Menu, left-click on Members.
  2. Notice that you can filter this list by clicking on Filters (e.g. to only view Leads).
  3. To see an individual's profile, left-click on their name.
  4. If you want the Member List exported to csv format, click on Printable roster and then choose CSV or PDF format.
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## **TO VIEW RISER PLACEMENTS**

1. From the Left-hand Menu, left-click on More
  2. Left click on Riser Placements
  3. Left click on the event for which you want to view riser placements.
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## **TO VIEW THE CALENDAR OF EVENTS**

1. From the Left-hand Menu, left-click on Master Calendar.
2. Notice that you can change the calendar format (Agenda/Calendar/Year/Month/Week/Day)
3. Use the arrows to navigate to past or future dates.
4. To view the details of an event, click on the name of the event.

NOTE: where there are two versions of an event, the top one is members only (and has extra details) and the bottom one is for public viewing.

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#### **TO FIND A DOCUMENT**

1. From the Left-hand Menu, left-click on Documents
  2. From the list of Pages, left-click on the one you want.
  3. Attachments to the page are listed at the top, and 'child' pages are listed below.
  4. To open a 'child' page, left-click on it.
  5. To open an attachment, left-click; or to save an attachment, right-click on it to open the shortcut menu, then left-click on 'Save link as' or 'Save target as'.
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