



# Using Integra Planner

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# Creating an Integra Account

## Step 1



1. Navigate to: <https://unison.integraplanner.net/reg>
2. Type in the personal email address you would like to use for Unison. If your festival liaison has initiated an account for you, be sure to use the same email address they entered for you!

Note: Integra is designed to work with personal user accounts and to assign roles to individuals (e.g. festival liaison, president, artistic director). Please do not create accounts using role-based email accounts (e.g. [secretary@bestchorus.ca](mailto:secretary@bestchorus.ca)). You will get a chance to enter those email addresses when you designate your role(s) in relation to your choir.

3. Click on “Check for account”.

A screenshot of a web form titled "User account details". It features a label "Email address" next to a yellow input field. To the right of the input field is a green button labeled "Check for account".

# Creating an Integra Account

## Step 2



The Integra system will ask you to enter a password and your first and last name.

Click on the check box to accept the Integra Planner Terms of Use, then click “Create account”.

**Create account**

There is no existing user account with the email address you supplied. Please enter the details below to create a user account, or [check a different email address.](#)

User account details

Email address filiarara@gmail.com

Password  at least 6 characters, at least one letter and one number

Name

Terms  I accept the Integra Planner [Terms of Use](#)

**Note:** You won't be able to change your last name in Integra once your account has been created. Make sure you enter it correctly on this screen!

# Creating an Integra Account

## Step 3



Fill in your contact details.

The following fields are mandatory:

- One phone number
- Street address
- City
- Province or State
- Postal Code
- Country

You may choose to provide additional phone numbers and to opt in to receive emails or postal mail from Unison Festival or Integra Planner.

### Contact details

Please enter your contact details and email preferences. Some of the fields below are required.

**Name**

**First name**

**Last name**

[Show additional name fields](#)

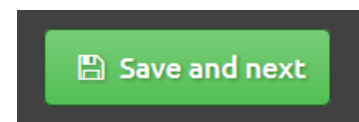
For more guidance on names, see [this page](#). Names are displayed in this system in one of the following formats:

- Informal: Cora Testing
- Formal: Cora Testing

**Email**

**Email address**

When you finish, click "Save and next".



# Creating an Integra Account

## Step 4



Indicate which chorus you belong to.

1. Type the name of your chorus in the field provided.
2. Select your chorus from the options that come up.

### Organization membership for Cora Testing

Please tell us which organizations (for example choir, orchestra or ensemble) you are a member of. This is particularly important if you will be performing at the festival as part of this group.

Start typing the organization name below and a list will appear that you can choose from. If your organization is not listed yet, you can update your memberships later, after the organization has registered.

If you would like to register your organization for a festival, please proceed to the "Registration menu" page and select "Add organization".

If you have a specific role in the organization, such as a manager, or Musical Director, please enter your role or job title.

Add chorus, ensemble or festival chorus

BarberEllas

BarberEllas

**i** You are not a member of any organizations.

Save and next

When you finish, click "Save and next".

Save and next

If you don't belong to a chorus, skip this step by clicking "Save and next" right away. Proceed to Step 6.

# Creating an Integra Account

## Step 5



1. Select your primary role in the choir from the drop-down list. If you have a role in addition to being a singer, please consider the non-singing role the primary role for the purposes of your Integra account.  
If your role does not appear in the drop-down list or if you have a second role, please enter it in the free text field.  
If there is an email address associated with your role, please enter it in the last field.

2. Select your voice part from the drop-down menu, if applicable.

If your role in the choir is a non-singing role, then leave this field blank.

A screenshot of a web form titled "Demo Choir" with a red close button. The form has a dark grey background and a light green header. It contains four input fields: "Role (predefined)" is a dropdown menu; "Role (free text)" is a text input field; "Voice part" is a dropdown menu; and "Email address for this organisation" is a text input field with a placeholder "If different from your logon email address". A green "Save and next" button is at the bottom right.

# Creating an Integra Account

## Step 6



The final step is to verify your email address. It is best to log out of your account before proceeding. (See [Logging out of Integra.](#))

You will receive an email from “Unison Festival Unisson” asking you to confirm your email address.

1. Click on the link provided in the email. A page will open with the message that your email address has been confirmed.
2. From this page, you can log back into Integra, if you wish to continue browsing the system.

**Personal dashboard: Cora Testing**

! Email address not verified  
A verification email has been sent. Please check your inbox and/or spam folder.

**Generic navigation menu**

- Registration
- Contact details
- Membership

✓ Email address confirmed.

Log in

# Logging into Integra



Note: If you are logging into Integra for the first time, follow the steps for [creating an Integra account](#).

1. Navigate to: <https://unison.integraplanner.net/reg/user/login>
2. Type in the email address you are using for Unison and your password.
3. Click on “Log in”.

User account details

Email address

Password

I consent to the [use of cookies](#) on this web site.

If you are trying to register, please follow the registration link you were given. If you need a login account for another reason, email [Unison/Unisson](#)

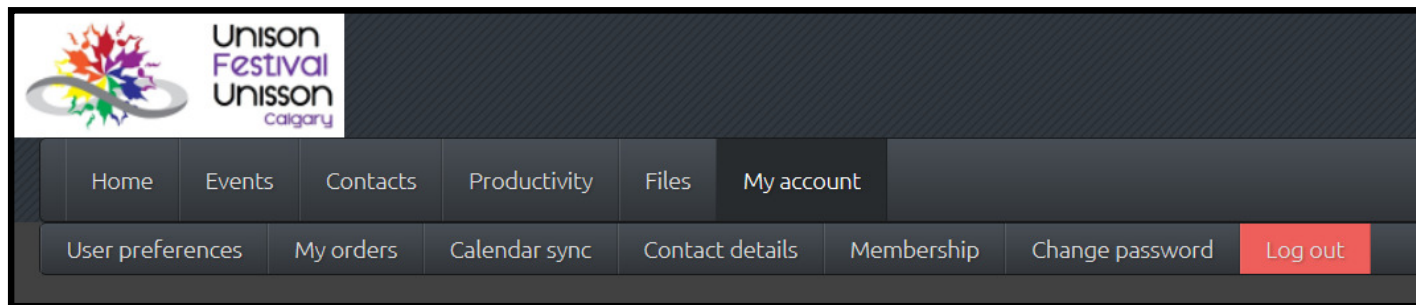
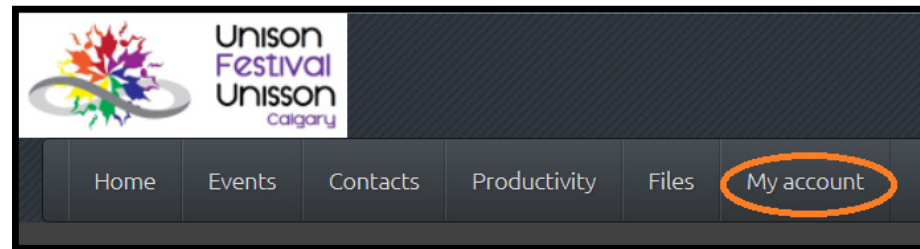
If you have forgotten your password, you can [reset it](#)



# Logging out of Integra



1. Select "My account" on the top menu bar.
2. Click on "Log out".



# Resetting Your Password

## Step 1



Have you forgotten your password for Integra? Not to worry, it's easy to reset it!

User account details

Email address

Password

I consent to the [use of cookies](#) on this web site.

If you are trying to register, please follow the registration link you were given. If you need a login account for another reason, email [Unison/Unisson](mailto:Unison/Unisson)

If you have forgotten your password, you can [reset it](#)

1. Navigate to:  
<https://unison.integra.planner.net/reg>
2. Click on “reset it” at the bottom of the Integra screen.

# Resetting Your Password

## Step 2



Integra will take you to a password reset screen. Type in the email address you used when you created your Integra account and click on “Reset password”.

A screenshot of a web interface titled "Reset password". It features a dark grey background. At the top, the text "Reset password" is displayed. Below this, there is a label "Email address" followed by a search icon and a yellow input field. Underneath the input field is a green button with the text "Reset password".

- ✓ We have sent a password reset email to the address you gave us. We send the email immediately. If you do not receive it within a few minutes, check your junk mail folder and/or wait longer. Some email providers, particularly free ones, can take a long time to deliver mail.  
When you have the email, follow the instructions to reset your password.

# Resetting Your Password

## Step 3



You will receive an email from “Unison Festival Unisson” with instructions for (re)setting your password.

1. Click on the link provided in the email. A password reset page will open.
2. Enter and confirm your password, then click on “Reset password”.

Reset password

<b>Name</b>	Cora Testing
<b>Email address</b>	filiarara@gmail.com
<b>New password</b>	<input type="password"/>
<b>Confirm new password</b>	<input type="password"/>

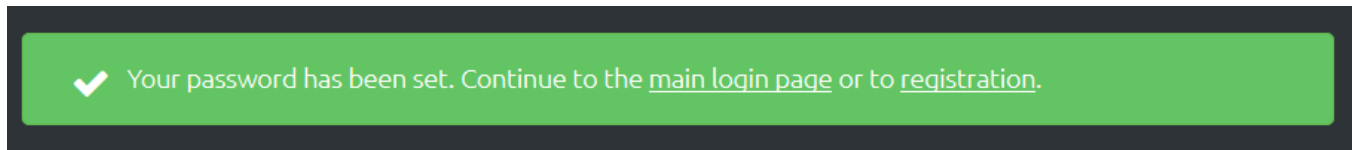
[Reset password](#)

# Resetting Your Password

## Step 4



Almost done!  
Click on “main login page”.



User account details

Email address

Password

I consent to the [use of cookies](#) on this web site.

If you are trying to register, please follow the registration link you were given. If you need a login account for another reason, email [Unison/Unisson](#)

If you have forgotten your password, you can [reset it](#)

Type in your email address and the password you just created, then click on “Log in”.

You’re back in business!