



# Using Integra Planner

## **Festival Program Entry**

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# Purpose of the Guide



To provide guidance for entering your set and technical information into the Integra system.

Set and technical information is used for:

- Determining performance order for concert blocks
- Unison Festival printed program
- Unison Festival mobile phone app
- Copyright compliance
- Stage crew

Who is this resource for?

- Choir directors
- Choir managers





# General Information

The Unison Festival team will be collecting your festival program information in stages.

## Stage 1: Set List

- Song title
- Composer, lyricist and arranger (if applicable)
- Joint performers (if applicable)

## Stage 2: Full program information

- Choir name and biography
- Artistic director, accompanist(s) and other key credits
- General description of your set (if applicable)
- Full information for all songs and other program elements

## Stage 3: Copyright information

- Copyright type and details
- Proof of appropriate copyright and licensing

## Stage 4: Technical information

- Sound and lighting
- Staging



# Timeline for Program Entry

The deadlines for each stage of the program entry process are set out below.

- Jan 30**      **Deadline for set list (stage 1)**
- Feb 7**        **Deadline for full program information (stage 2)**
- Feb 25**      **Announcement of concert block schedule**
- Mar 1**        **Deadline for copyright information (stage 3)**
- Mar 15**      **Deadline for technical information (stage 4)**
- Mar 15**      **Review & approval of copyright information complete**

Note: Once entered, your Festival program information can be changed up until the deadline date for each stage.

If you need to make changes after the deadline dates, please contact the Unison administrator for direction:

[admin@unisonfestivalunisson.ca](mailto:admin@unisonfestivalunisson.ca)

# Getting Started



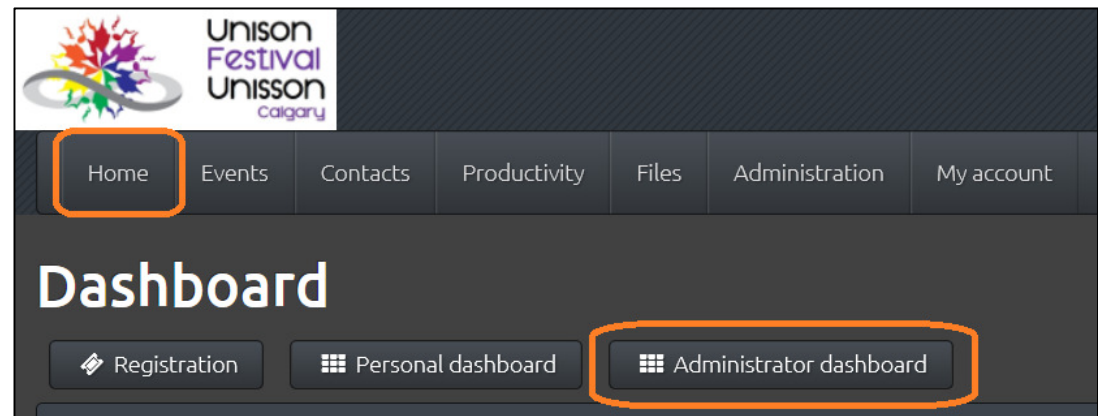
To enter song and program information in Integra, you must first be designated as an administrator for your choir.

**Contact your festival liaison or the  
Unison Festival Administrator  
([admin@unisonfestivalunisson.ca](mailto:admin@unisonfestivalunisson.ca))  
to find out whether you have choir administrator status.**

For choir administrators, everything starts from the **Administrator dashboard**.

## Navigating to the Administrator dashboard in Integra:

From your “Home” screen, click on the “Administrator Dashboard” button.



# Stage 1 – Entering Set List

## What to Enter



### Required:

- ✓ Song title
- ✓ Program element type: song
- ✓ Joint performers
- ✓ Composer
- ✓ Lyricist
- ✓ Arranger (*if applicable*)

### Optional:

- Song duration
- Other song information: overall composition, language, other notes
- Other program elements, such as movement or speaking

# Stage 1 – Entering Set List

## Integra Step-by-Step (1)



1. On the **Administrator dashboard**, look for the concert block your choir is singing in.

Note: Choirs will be assigned initially to a **Placeholder Concert Block** for the purpose of collecting song information. Once the Festival Artistic Directors have reviewed song information from all the choirs, they will assign choir to actual concert blocks.

2. Click on the **Program** button.

### Administrator dashboard

This page is the starting point for organisation administrators. It allows you to

- review and update details about your organisation
- control administrator permissions for members
- check invoices and payments
- pay membership dues (where applicable)
- review member registration for events
- enter program details once you have been assigned to a performance

**Menu**

Registration Personal dashboard

**Demo Choir**

Your role: Artistic Director

Event	Category	Location	Date	Start time (MDT), Duration	
Placeholder Concert Block (For program entry)	Temporary Event	Calgary	Thu, May 17	Demo Choir timeslot: 7:00 PM, 15 mins (Entire Temporary Event: 10:00 AM, 8 hrs 30 mins)	<b>Program</b> Performance information



# Stage 1 – Entering Set List

## Integra Step-by-Step (2)



Program: 'Demo Choir' ←

Demo Choir

Show songs for performer: ▾

+ Add song Information about overall performance

2. Click on **+ Add song** to begin entering your set list.

1. Ensure that your choir name is displayed. If not, select your choir from the drop-down menu.

This button will be used in stage 2 (full program information) and stage 4 (technical information).

# Stage 1 – Entering Set List

## Integra Step-by-Step (3)




### Key info section

- Enter program element title (song title or description, e.g. “Choir enters”)
- Indicate whether the program element is a song or other element
- *Optional at this stage: Enter duration for program element (use the arrows for best results)*

## Event program

[List](#) [Previous](#) [Next](#)

 You can fill out the information in stages, starting with just the title. However, for a song to be counted as "complete", you must fill in all fields marked with a

### Key info

**Title**

**Song/other**  Song  
 Other, such as movement or speech

**Duration** 

MM	SS
^	^
00	00
v	v

**Publish**  Include in program (recommend hiding speeches and encores for example)

# Stage 1 – Entering Set List

## Integra Step-by-Step (4)



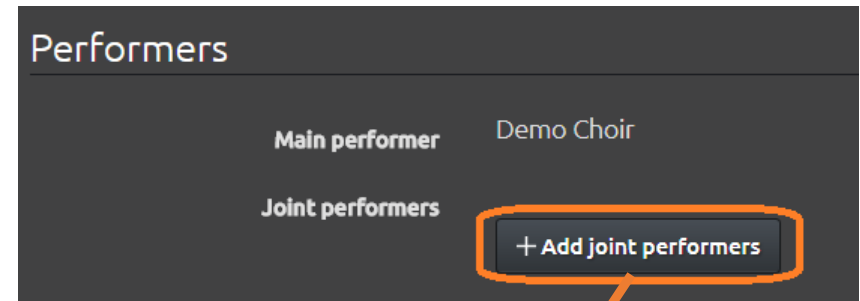
### Performers section

- Add any other choirs or guest artists who will be performing this song with your choir.

**Tip:**

To add guest artists to the participant list, please contact the Unison administrator:

[admin@unisonfestivalunisson.ca](mailto:admin@unisonfestivalunisson.ca)



Select group(s) or individual(s) from the drop-down menu.

# Stage 1 – Entering Set List

## Integra Step-by-Step (5)



### Program info section (songs only)

- Enter composer and lyricist names
- Enter arranger's name, if applicable
- *Optional at this stage: Enter title of the composition the song comes from (if applicable) and the language of the song*
- *Optional at this stage: Enter any other information about the song that you would like the audience to know*

Program info (songs only)

<b>Required</b>	Composer <input checked="" type="checkbox"/>	<input type="text"/>
	Lyricist <input checked="" type="checkbox"/>	<input type="text"/>
	Arranger	<input type="text"/>
Overall composition	<input type="text"/>	E.g. musical, symphony or album this is from
Language	<input type="text"/>	Which language is the song or speech in
Other program info	<input type="text"/>	Lyric translation, song dedication, musical note etc.

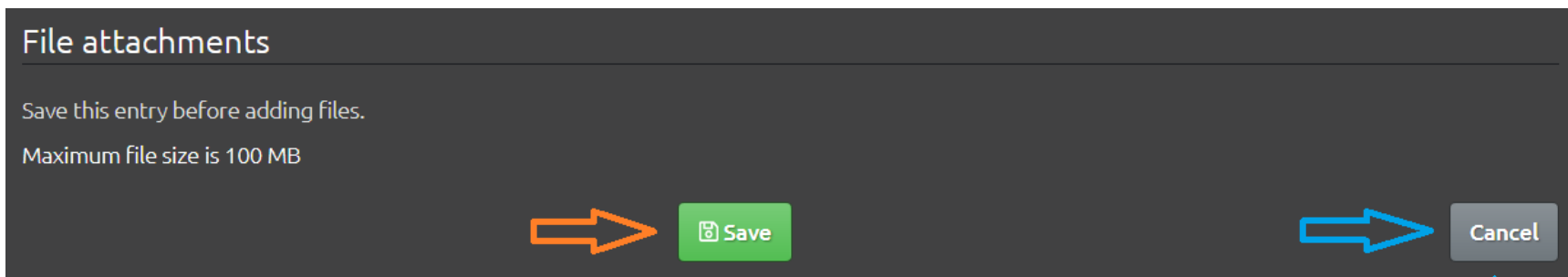
# Stage 1 – Entering Set List

## Integra Step-by-Step (6)



### Save your song information!

Scroll to the bottom of the screen and click on **Save**.



The system will take you back to the program list, where you will see the song you have just entered.

From there, you can continue to add songs and other program elements to your program.

If you do not want to save the information you have entered, click on **Cancel** to return to the program list.

# Stage 1 – Entering Set List

## Sample Program



Here is a sample program for a 15-minute set.

**Note: Choir movements and speaking segments must be included within the duration of the set.**

**Tip:** Plan for about 24 minutes of music in a 30-minute set and about 12 minutes of music in a 15-minute set.

Remember to plan for applause!

Use these arrows to adjust the order of your program elements.

+ Add song		Information about overall performance						
	Title	Performer	Type	Publish	Complete	Approval	Duration (mm:ss)	Start time (approximate)
↕	<a href="#">Choir enters</a>	Demo Choir	Other	X	✓		00:30	9:00 AM
↕	<a href="#">Greeting</a>	Demo Choir	Other	X	✓		00:15	9:00 AM
↕	<a href="#">Song for the Beloved</a>	Demo Choir	Song	✓	✓	...	04:00	9:00 AM
↕	<a href="#">Sarabande</a>	Demo Choir	Song	✓	✓	...	02:00	9:04 AM
↕	<a href="#">Introduction to commissioned piece</a>	Demo Choir	Other	X	✓		01:00	9:06 AM
↕	<a href="#">Joy All Around</a>	Demo Choir	Song	✓	✓	...	03:15	9:07 AM
↕	<a href="#">Finale</a>	Demo Choir	Song	✓	✓	...	03:00	9:11 AM
↕	<a href="#">Choir bows &amp; exits</a>	Demo Choir	Other	X	✓		01:00	9:14 AM
Total duration (hh:mm:ss)							00:15:00	

The **Approval** column will be used to show whether your copyright information has been approved (stage 3).

The system automatically calculates the total time required for your program elements.

Title

