



Using Integra Planner

Volunteers



Table of Contents

<u>Purpose of this Guide</u>	3
Are you a festival delegate?	
Yes	
➤ <u>Add volunteer registration</u>	4
No	
➤ <u>Create an Integra account</u>	9
➤ <u>Register as a volunteer</u>	14
<u>Update your volunteer registration</u>	19

Purpose of this Guide



To provide guidance for individuals registering as volunteers for the Unison Festival.

When you register as a volunteer, you provide:

- Personal contact information
- Areas of interest
- Availability

**There is no fee for
volunteer registration.**

Who is this resource for?

- Anyone interested in volunteering for the Unison Festival
- This includes:
 - Members of the Calgary host choirs
 - Members of the Calgary community at large
 - Members and friends of choirs coming from across Canada



Delegates

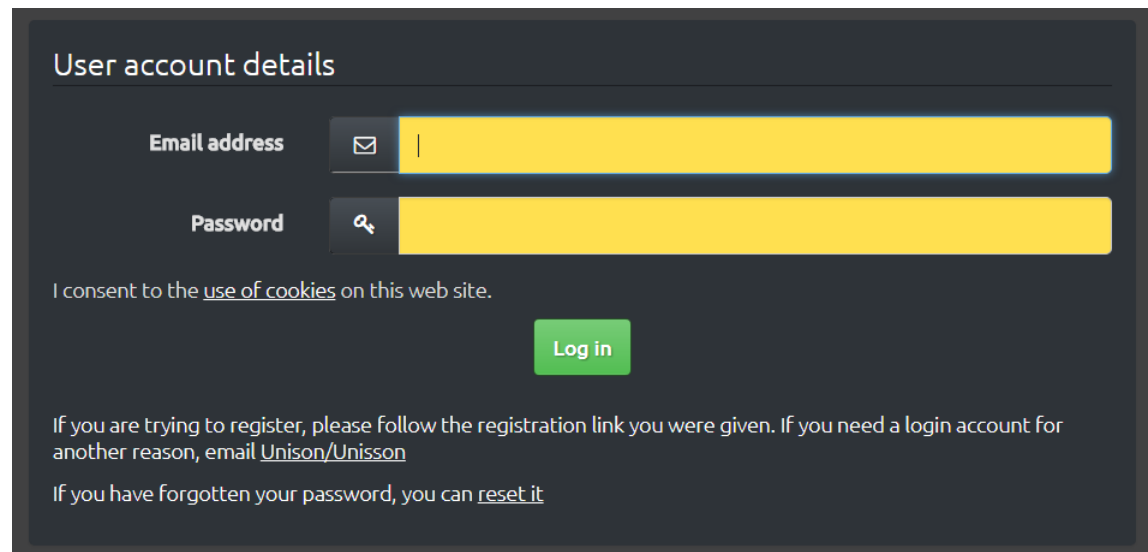
Add volunteer registration (1)



Step 1: Sign into Integra

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”.

If you have forgotten your password, click on the reset link at the bottom of the sign-in screen.

A screenshot of the login page for Unison. The page has a dark grey background. At the top, it says "User account details". Below this, there are two input fields: "Email address" with an envelope icon and "Password" with a key icon. Both fields are highlighted with a yellow border. Below the input fields, there is a line of text: "I consent to the [use of cookies](#) on this web site." followed by a green "Log in" button. At the bottom, there is a paragraph of text: "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](#)" and "If you have forgotten your password, you can [reset it](#)". A blue arrow points from the text on the left to the "reset it" link.

Delegates

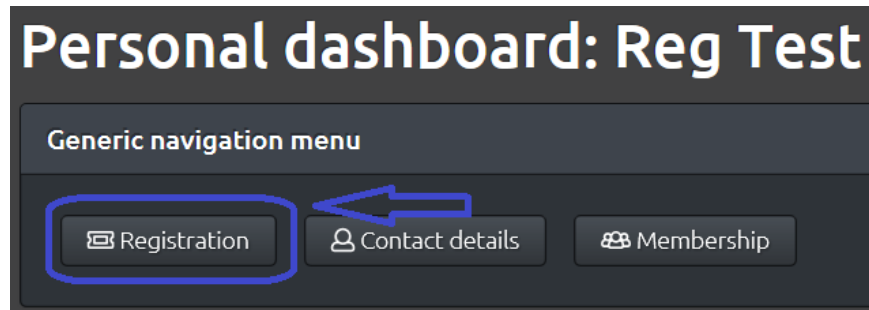
Add volunteer registration (2)



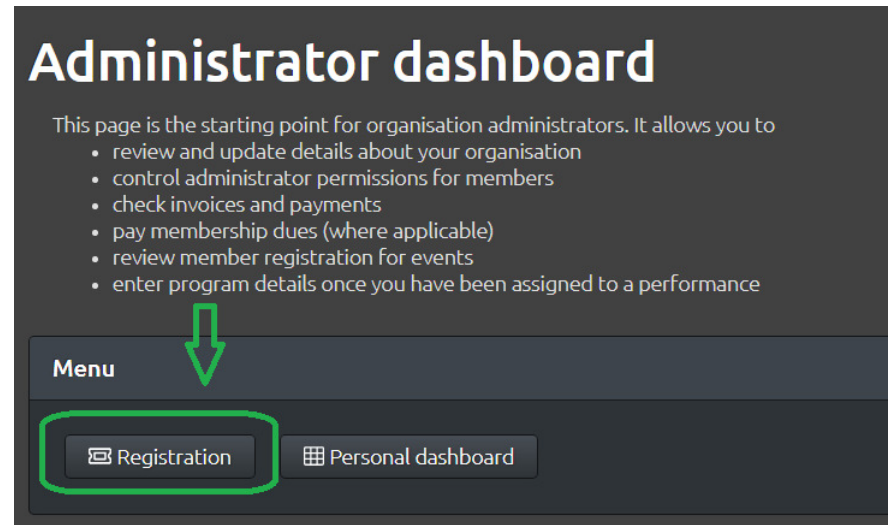
Step 2: Go to 'Registration'

Choose 'Registration' from your dashboard.

Personal dashboard



Choir administrator dashboard



Delegates



Add volunteer registration (3)

Step 3: Register as a volunteer

Click on **Register as a volunteer**.

A screenshot of a web interface for event registration. The header is "Events". Below it is a table with two columns: "Event" and "Registration date". The first row shows "Test Unison Festival Unisson 2018" and "Jan 16, 2018". To the right of the table are two green buttons: "Update delegate registration" and "Register as a volunteer". Below the table are two buttons: "Contact details" and "Membership". Annotations include: an orange arrow pointing down to the "Register as a volunteer" button; a blue arrow pointing from the "Update delegate registration" button to the text "Only click on Update delegate registration if there are changes you want to make to your registration."; a blue arrow pointing from the "Contact details" button to the text "Contact details allows you to update your contact information."; and a blue arrow pointing from the "Membership" button to the text "Membership allows you to update the organization(s) you belong to.".

Event	Registration date
Test Unison Festival Unisson 2018	Jan 16, 2018

[Update delegate registration](#) [Register as a volunteer](#)

[Contact details](#) [Membership](#)

Contact details allows you to update your contact information.

Membership allows you to update the organization(s) you belong to.

Only click on **Update delegate registration** if there are changes you want to make to your registration.

Delegates

Add volunteer registration (4)



Step 4: Availability and areas of interest

Indicate your availability and your areas of interest. Select all that apply.

Availability

- ☐ Festival Preparation
- ☐ Onsite Friday Afternoon
- ☐ Onsite Friday Evening
- ☐ Onsite Saturday Morning
- ☐ Onsite Saturday Afternoon
- ☐ Onsite Saturday Evening
- ☐ Onsite Sunday Morning
- ☐ Onsite Sunday Afternoon
- ☐ Onsite Sunday Evening
- ☐ Onsite Monday Morning

When you have finished,
click **Save and next** at the
bottom of the screen.

Areas of interest

- ☐ Advertising Sales (Administration)
- ☐ Delegate Welcome Package (Hospitality)
- ☐ Festival Merchandise Coordination (Administration)
- ☐ Festival Program Preparation (Communications)
- ☐ Festival Promotion (Communications)
- ☐ Festival Store (Logistics)
- ☐ Fundraising
- ☐ Onsite Accommodations Check-in (Hospitality)
- ☐ Onsite Choir Host (Production)
- ☐ Onsite Delegate Check-in (Logistics)
- ☐ Onsite Hospitality Suite (Hospitality)
- ☐ Photos & Videos (Communications)
- ☐ Social Events (Hospitality)
- ☐ Social Media (Communications)
- ☐ Transportation (Hospitality)
- ☐ Volunteer Coordination (Logistics)
- ☐ Website (Communications)

Save and next

Delegates

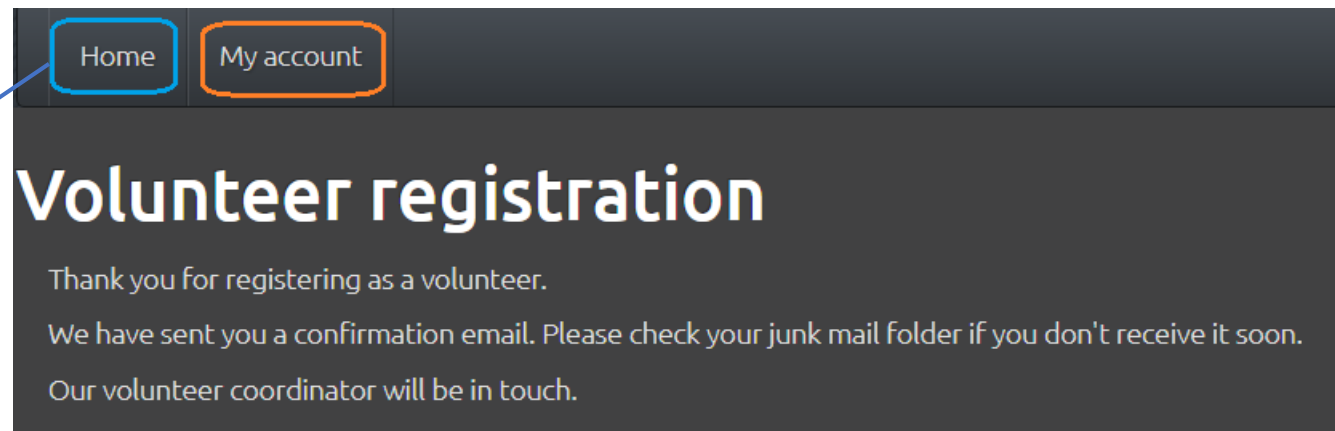
Add volunteer registration (5)



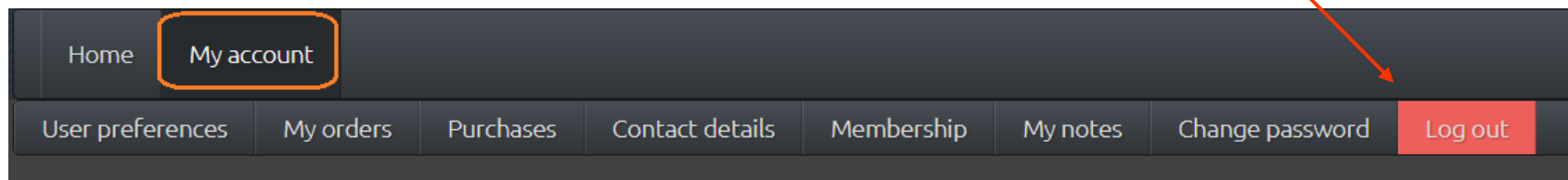
Congratulations!

You have completed your volunteer registration. The Unison Festival Volunteer Coordinator will contact you with specifics about the volunteer tasks available.

Home takes you back to your dashboard.



To log out, first click on **My account**, then on **Log out**.



Non-Delegates

Create an Integra Account (1)



Step 1: Enter email address

1. Navigate to: <https://unison.integraplanner.net/reg>
2. Type in the personal email address you would like to use for Unison.
3. Click on **Check for account**.

User account details

Email address

Check for account

Non-Delegates

Create an Integra Account (2)



Step 2: Create account

1. Enter a password and your first and last name.
2. Click on the check box to accept the Integra Planner Terms of Use.
3. Click **Create account**.

A screenshot of a web form titled "User account details" on a dark grey background. The form contains the following fields: "Email address" with the value "testemail@domain.com"; "Password" with a yellow input field and a strength indicator below it stating "at least 6 characters, at least one letter and one number"; "Name" with two yellow input fields for "First name" and "Last name"; and "Terms" with a checkbox and the text "I accept the Integra Planner [Terms of Use](#)". A green "Create account" button is at the bottom, highlighted with a blue rounded rectangle. Three blue arrows point to the Password, Name, and Terms sections respectively.

Important:

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!

Non-Delegates

Create an Integra Account (3)



Step 3: Contact details

Fill in your contact details.

Your email address will be entered automatically; you can edit it at this stage, if there's a typo.

The following fields are mandatory:

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

Click **Save and next** once you have entered your contact details.

A screenshot of a web form titled "Contact details" with a dark grey background. The form includes several sections: "Name" with fields for "First name" and "Last name" (pre-filled with "User"), a "Show additional name fields" button, and explanatory text about name formats; "Email" with an "Email address" field (pre-filled with "emailaddress@domain.c"); and "Phone numbers" with a prompt "Enter at least 1 phone number" and three rows for "Cell", "Home", and "Work" phone numbers, each with a dropdown icon and a yellow input field. A "Save and next" button is visible at the bottom right of the form area.

Non-Delegates

Create an Integra Account (4)



Step 4: Organization membership

Organization membership is optional for non-delegates.

If you belong to a group, for example Calgary Pride or the Unitarian Church of Calgary, you may choose to indicate your membership on this screen. The name of your organization would appear on your volunteer name badge.

- Indicate group membership
 - Start typing the name of your group.
 - Select your group from the list.
 - If your group does not appear in the list, you may choose to add it.
 - Click **Save and next** to continue.

OR

- Skip this step
 - Click **Save and next** to continue.

Organization membership for Test User

Please tell us which organisations (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 organisation name below and a list will appear that you can choose from. If your organisation is not listed yet, you can update your memberships later, after the organisation has registered.

If you are about to register your organisation for the festival, you can't add your membership yet, but you can add your organisation next from the registration menu.

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

Add chorus, ensemble or festival chorus



Start typing to search ...



You are not a member of any organizations.

Save and next

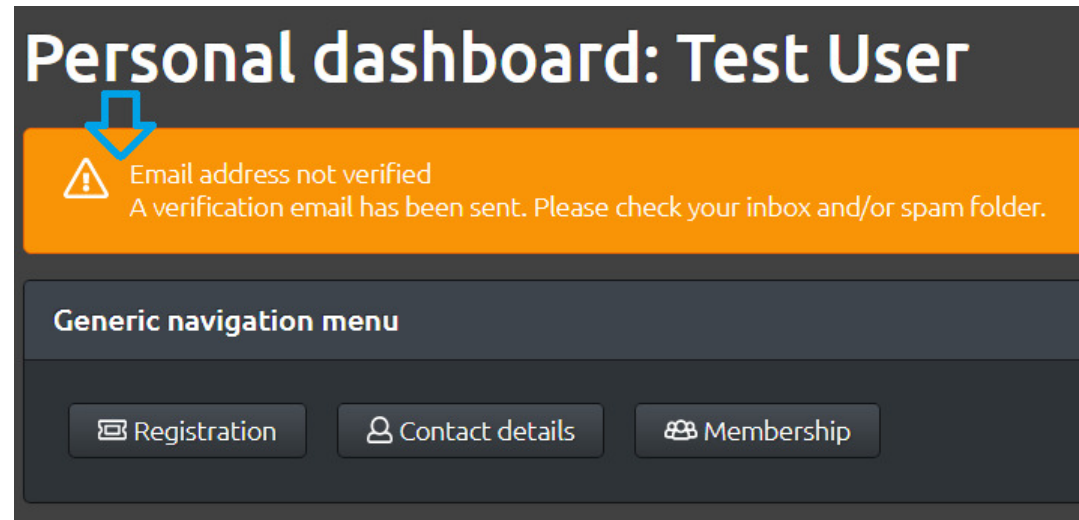
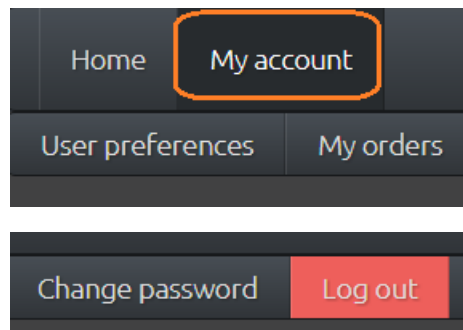
Non-Delegates

Create an Integra Account (5)



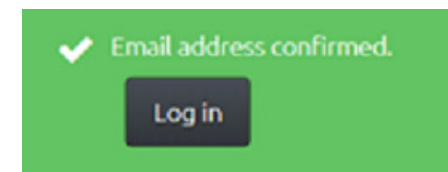
Step 5: Verify email address

The final step is to verify your email address. It is best to log out of your account before proceeding.



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 to register as a volunteer.



Non-Delegates

Register as a volunteer (1)

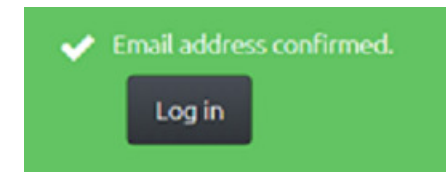


Step 1: Sign into Integra

Click on the **Log in** link on your email verification screen.

OR

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”.



If you have forgotten your password, click on the reset link at the bottom of the sign-in screen.

User account details

Email address

Password

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

[Log in](#)

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](#)

Non-Delegates

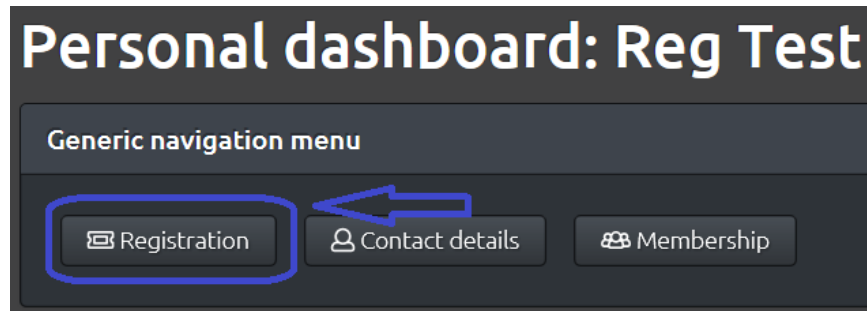
Register as a volunteer (2)



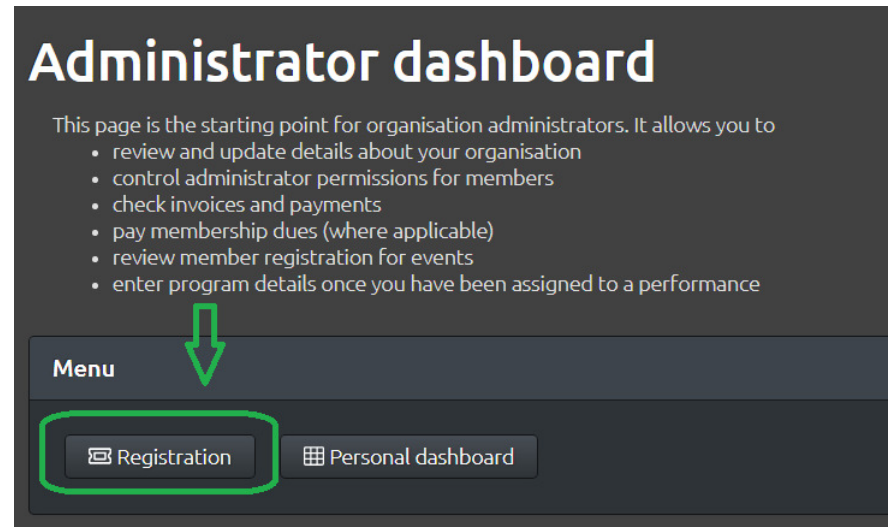
Step 2: Go to 'Registration'

Once logged in, choose 'Registration' from your dashboard:

Personal dashboard



Choir administrator dashboard



Non-Delegates

Register as a volunteer (3)



Step 3: Register as a volunteer

Scroll down to **Events** and click on **Register as a volunteer**.

Event	Registration date
Unison Festival Unisson 2018	Not registered

[Contact details](#) [Membership](#) [Register as a delegate](#) [Register as a volunteer](#)

Contact details allows you to update your contact information.

Membership allows you to update the organization(s) you belong to.

Delegate registration is for singers participating in the festival and fans who wish to attend all the concerts and social events during the festival. Volunteers do not need to register as delegates.

Non-Delegates

Register as a volunteer (4)



Step 4: Availability and areas of interest

Indicate your availability and your areas of interest. Select all that apply.

Availability

- ☐ Festival Preparation
- ☐ Onsite Friday Afternoon
- ☐ Onsite Friday Evening
- ☐ Onsite Saturday Morning
- ☐ Onsite Saturday Afternoon
- ☐ Onsite Saturday Evening
- ☐ Onsite Sunday Morning
- ☐ Onsite Sunday Afternoon
- ☐ Onsite Sunday Evening
- ☐ Onsite Monday Morning

When you have finished,
click **Save and next** at the
bottom of the screen.

Areas of interest

- ☐ Advertising Sales (Administration)
- ☐ Delegate Welcome Package (Hospitality)
- ☐ Festival Merchandise Coordination (Administration)
- ☐ Festival Program Preparation (Communications)
- ☐ Festival Promotion (Communications)
- ☐ Festival Store (Logistics)
- ☐ Fundraising
- ☐ Onsite Accommodations Check-in (Hospitality)
- ☐ Onsite Choir Host (Production)
- ☐ Onsite Delegate Check-in (Logistics)
- ☐ Onsite Hospitality Suite (Hospitality)
- ☐ Photos & Videos (Communications)
- ☐ Social Events (Hospitality)
- ☐ Social Media (Communications)
- ☐ Transportation (Hospitality)
- ☐ Volunteer Coordination (Logistics)
- ☐ Website (Communications)

Save and next

Non-Delegates

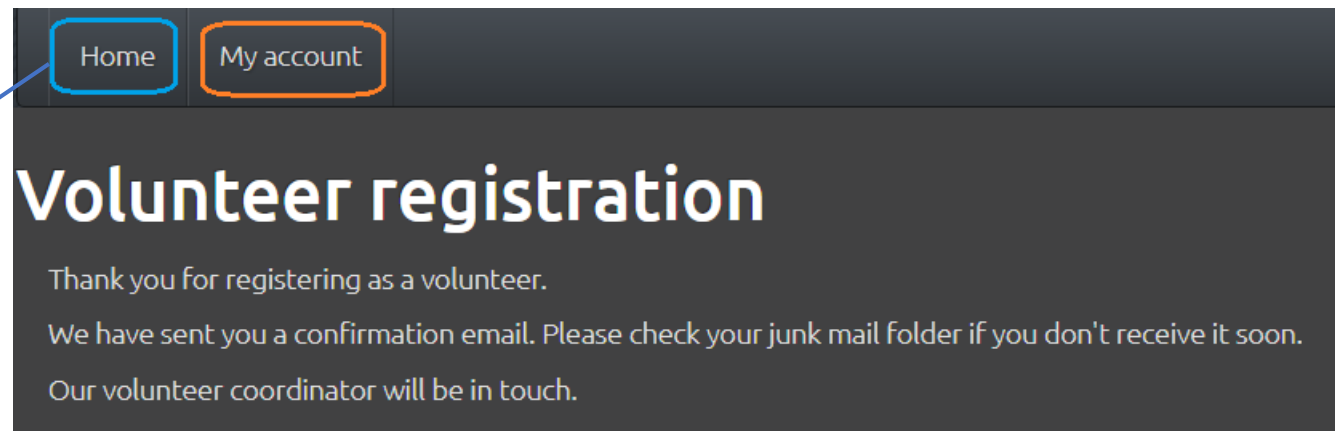
Register as a volunteer (5)



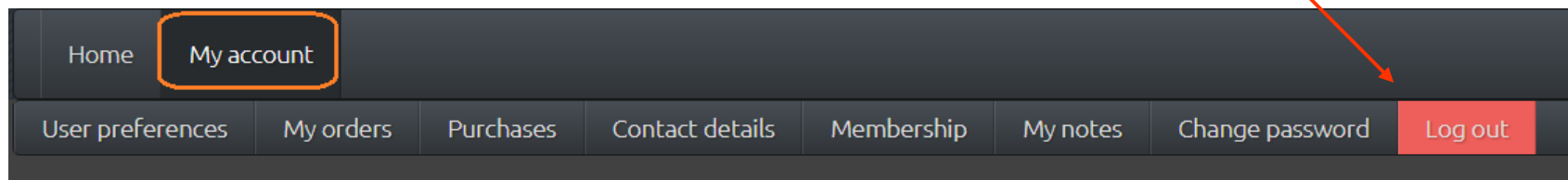
Congratulations!

You have completed your volunteer registration. The Unison Festival Volunteer Coordinator will contact you with specifics about the volunteer tasks available.

Home takes you back to your dashboard.



To log out, first click on **My account**, then on **Log out**.



Update your volunteer registration

Sign into Integra



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”.

If you have forgotten your password, click on the reset link at the bottom of the sign-in screen.

A screenshot of the "User account details" login form. It features two input fields: "Email address" with an envelope icon and "Password" with a key icon. Below the fields is a checkbox for "I consent to the use of cookies on this web site." and a green "Log in" button. At the bottom, there is text providing instructions for registration and a link to "reset it" for forgotten passwords. A blue arrow points from the text on the left to the "reset it" link.

User account details

Email address

Password

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

[Log in](#)

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](#)

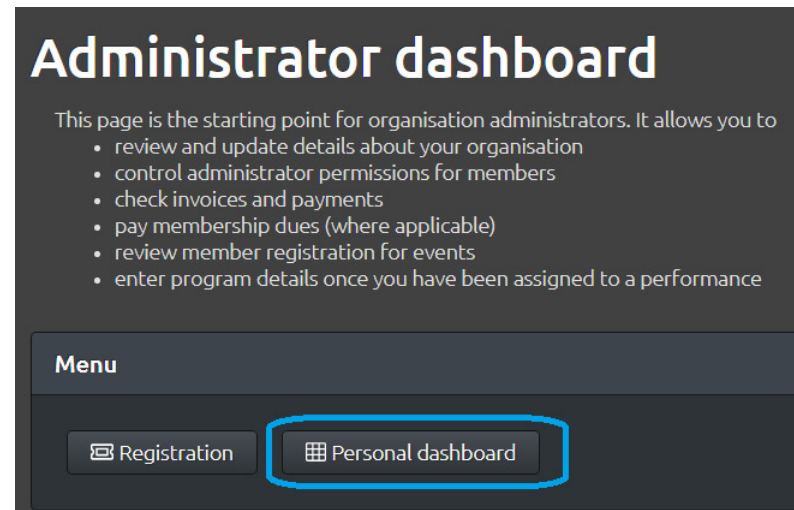
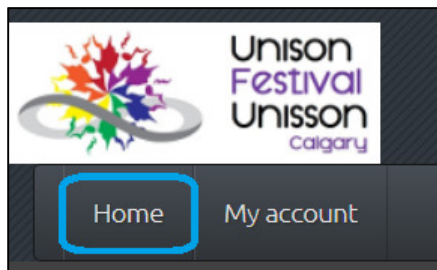
What would you like to update?

- [Contact details](#) ➤ [Availability & areas of interest](#) ➤ [Organization membership](#)

Update your volunteer registration Contact details

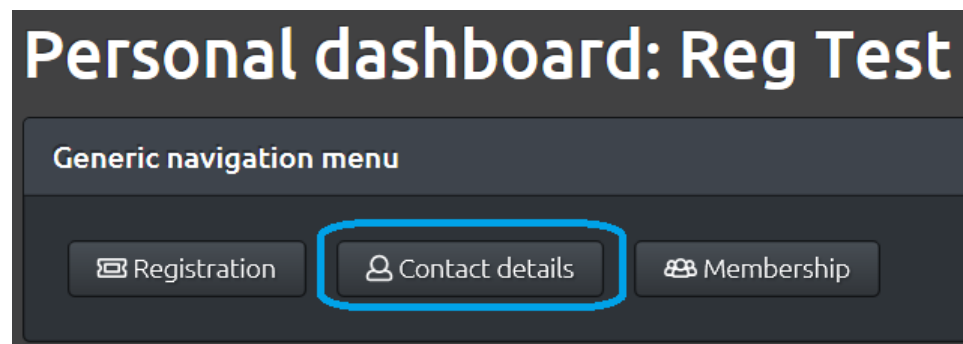


1. Go to your personal dashboard.
 - Choose **Home** from the top menu.
 - If you're an administrator, click on **Personal dashboard**.



2. Click on **Contact details**.

You will be able to update your name, phone number(s), address and contact preferences.

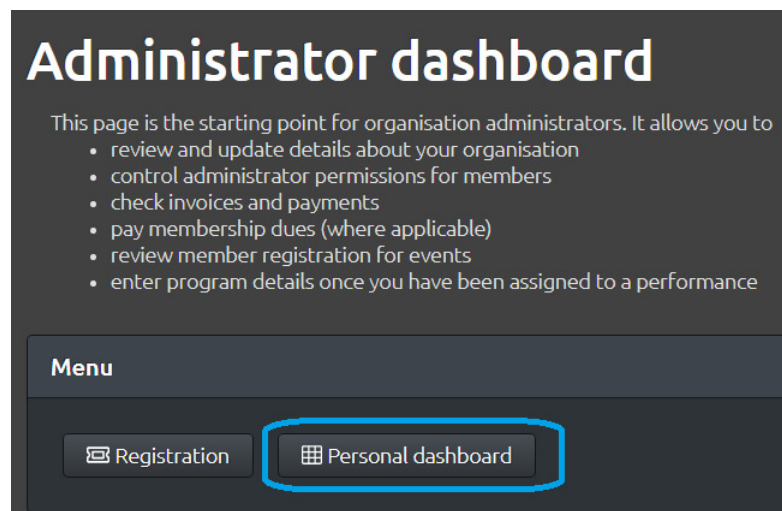
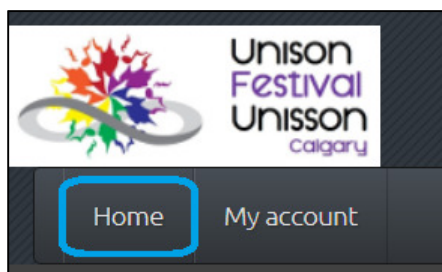


Update your volunteer registration

Availability & areas of interest

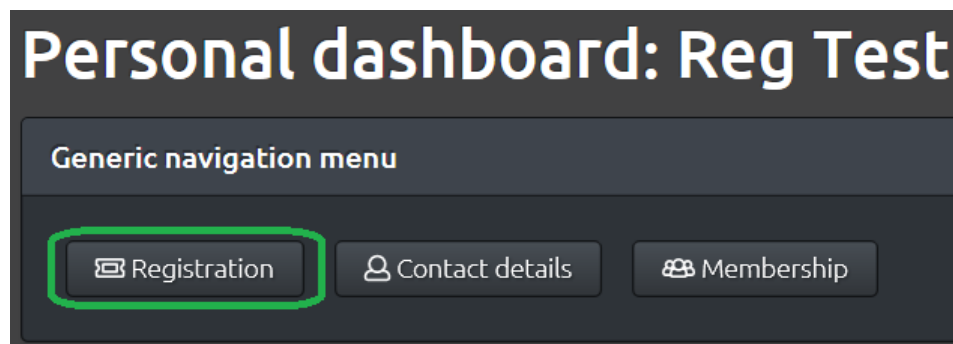


1. Go to your personal dashboard.
 - Choose **Home** from the top menu.
 - If you're an administrator, click on **Personal dashboard**.



2. Click on **Registration**.

You will be able to update when you are available to volunteer and which volunteer areas you are interested in.

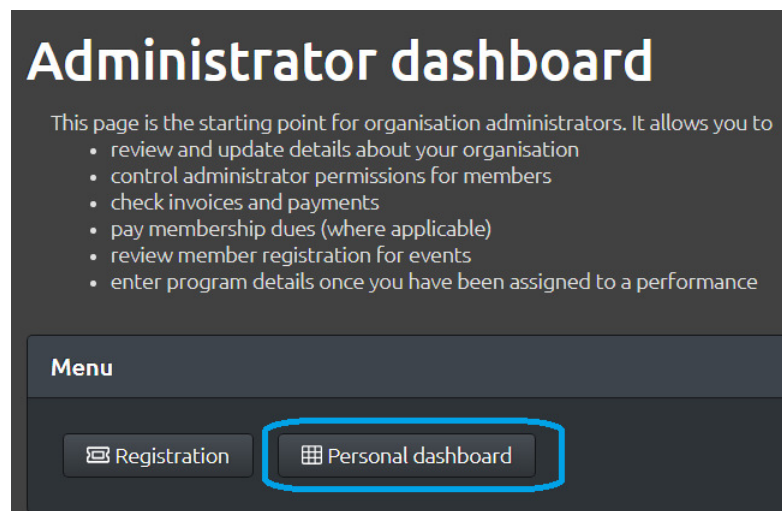
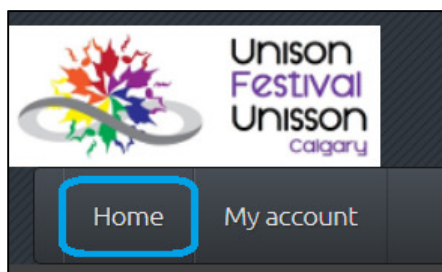


Update your volunteer registration

Organization membership

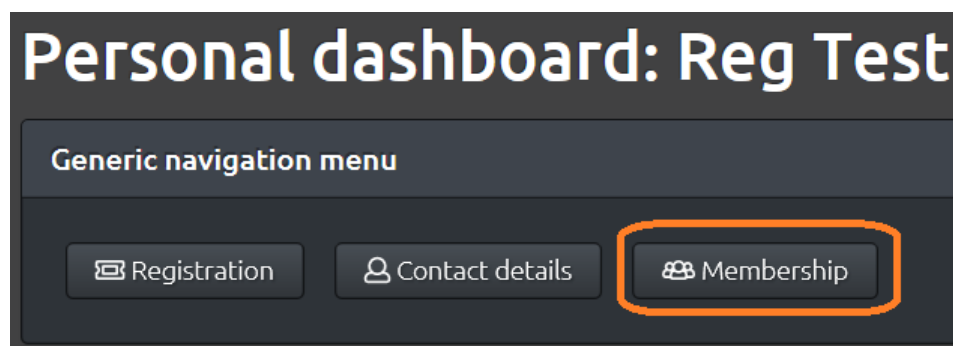


1. Go to your personal dashboard.
 - Choose **Home** from the top menu.
 - If you're an administrator, click on **Personal dashboard**.



2. Click on **Membership**.

You will be able to select or change the organization(s) you belong to.



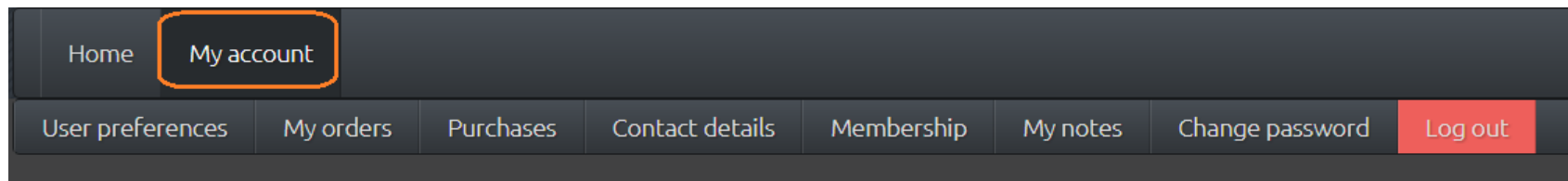
Update your volunteer registration

Log out



Go to your personal dashboard.

- Choose **My Account** from the top menu.
- Click on **Log out**.



Thank you for volunteering for Unison Festival!

Contact us: volunteer@unisonfestivalunisson.ca

Notes

