



New members' timeline

New members can expect to;

<p>Before arrival</p> <ul style="list-style-type: none"> • Have their email address added to our secure members' database • Be sent invite to register on ChoirManager (this is essential for future communication). Only name and email required, no other personal data should be entered. We enter singing part. • Be given the location and times of the rehearsals. • Be advised that they are welcome to 3 free rehearsals to try us out. 	<p>Becca</p>
<p>Week 1/first rehearsal</p> <ul style="list-style-type: none"> • Be asked to sign the attendance record • Receive a music folder (to be handed back in at end of each rehearsal until they start paying fees) • Receive the password for the Visitors area of the website, which gives access to MP3 files and scores for all our songs - NewHarmonyChoir2021 • Be asked to confirm that they have registered for ChoirManager as this is our primary means of communication, especially for any last-minute notifications • Be advised that we expect payment of fees after 3 attendances. Fees are £120/year, paid at £10/month. • Be introduced to other members of their section of the choir 	<p>Nikki</p>
<p>Week 3</p> <p>At this point, new members who plan to join will be;</p> <ul style="list-style-type: none"> • Be given a form to start paying subscriptions • Be reminded about what's expected in terms of attendance and practice out with rehearsals (as on website) 	<p>Douglas</p>
<p>Once payment is set up</p> <ul style="list-style-type: none"> • Receive a music folder to keep • Be given the password for the Member's area of the website • Be given a HarmonyChoir polo shirt • Be given a HarmonyChoir red tie or corsage (only in advance of any formal concerts) 	<p>Douglas</p>

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<p>If a person decides not to join after the trial period, or subsequently leaves HarmonyChoir, they can expect to:</p> <ul style="list-style-type: none">• Return their music folder• Return their red tie or corsage• Have their details removed from Choir Manager site• Be asked if they would like to receive emails about HarmonyChoir events. If not, their details will be removed from the database	<p>Douglas Douglas Becca Becca</p>
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