

## Vivace Chorus: instructions for ordering music to buy or hire

If you would like to make use of our music ordering facility, you will need to order and pay for the items you require in advance, online. Payments can be made either by Debit/Credit card or using a PayPal account. We no longer accept cash or cheque payments for hire/buy music.

### How will I order my hire/buy music in future?

1. A link will be sent round in NoticeBoard to a page on the Vivace Chorus website.
2. The link will **only be active for 2-3 weeks** and the date it will expire will be stated in NoticeBoard. After that date you will need to make your own arrangements for obtaining music.
3. On the page you will see a list of the hire/buy music for the next concert.
4. You will be able to hire or buy **up to two** copies of each piece (in case you are ordering for a partner/friend, as well as yourself).
5. Once you have chosen the number of copies you need, you will be taken to a PayPal page to make your payment. **You do not need to have a PayPal account to make payment.** You can pay using your usual credit or debit card.
6. Once you have paid, you will receive a confirmation email from PayPal. Please keep this until you collect your music, in case of any queries.
7. The website will create a list of all orders for the librarians who will order your music for you.  
**Please note: this will be the only way to order music.** Librarians will not be able to accept orders by email, verbally etc. If you do not order anything using this process, the assumption will be that you do not need to hire / purchase any music from us.
8. As with the old cash-based system, once orders have been placed with suppliers, we will not be able to process any refunds.

### What happens if I need some help with the process?

The process has been designed to be as straightforward as possible, but we have provided an illustrated guide below showing what to do at each stage. If you still have any questions after reading this guide, please email [librarian@vivacechorus.org](mailto:librarian@vivacechorus.org) and we will try to help you.

If there really are reasons that prevent you ordering music in this way yourself, then asking a choir friend to include your music in their order, or to make a separate order on your behalf, is fine. They will need to collect the music for you, as it will be under their name on the list because they will be the purchaser.

### How will I collect my hire/buy music in future?

1. Music will be issued at the first rehearsal, as usual. If you aren't able to attend that rehearsal, the librarians will keep your music for you until the next week, as before.
2. You will still need to collect your hire and buy music separately (because the music comes from different places and the hire music numbers need to be recorded), but because we will already have paid, the whole process will be quick.

## How to order music – detailed instructions

The link to the purchasing page will be advertised on NoticeBoard and the website. When you visit the link, you will see a page similar to this, showing the music and prices:

### Music purchase for Elgar 20th Nov Concert

Please use the form below if you wish to order sheet music for our concert of Elgar's Dream of Gerontius on 20th Nov 2021.

You can choose up to two rental copies along with up to two new copies.

Click on the black Debit or Credit Card button if you wish to pay with a card. Alternatively, you can click on the yellow PayPal button to use your PayPal account.

Please note, this service is available to Vivace Chorus members only.

|                                  |                                |             |                                |
|----------------------------------|--------------------------------|-------------|--------------------------------|
| <b>Elgar: Dream of Gerontius</b> |                                |             |                                |
| Buy: £15.00                      | <input type="text" value="0"/> | Hire: £2.50 | <input type="text" value="0"/> |

|                          |
|--------------------------|
| Total cost: <b>£0.00</b> |
|--------------------------|

Use the up/down arrows to select the number of buy / hire copies you want (or enter the number in the box)

Once you have selected some copies, you will see that the total cost is updated, and you are shown a choice of methods to pay:

### Music purchase for Elgar 20th Nov Concert

Please use the form below if you wish to order sheet music for our concert of Elgar's Dream of Gerontius on 20th Nov 2021.

You can choose up to two rental copies along with up to two new copies.

Click on the black Debit or Credit Card button if you wish to pay with a card. Alternatively, you can click on the yellow PayPal button to use your PayPal account.

Please note, this service is available to Vivace Chorus members only.

|                                  |                                |             |                                |
|----------------------------------|--------------------------------|-------------|--------------------------------|
| <b>Elgar: Dream of Gerontius</b> |                                |             |                                |
| Buy: £15.00                      | <input type="text" value="2"/> | Hire: £2.50 | <input type="text" value="1"/> |

|                           |
|---------------------------|
| Total cost: <b>£32.50</b> |
|---------------------------|



Powered by **PayPal**

You can choose to pay either using a PayPal account or by using a debit / credit card.

### Paying using a debit / credit card:

If you want to pay using your card then click the black button and you will be taken to the card payment page where you should enter your card and contact details and then click the 'Buy Now' button:

The screenshot shows the PayPal 'Debit or Credit Card' payment form. Handwritten annotations in blue ink provide additional instructions:

- N.B. Select GB flag for UK cards/addresses**: An arrow points to the GB flag dropdown menu next to the 'Billing address' label.
- names exactly as on your card**: A bracket groups the 'First name' and 'Last name' input fields.
- omit leading '0' (replaced by +44 international code)**: A bracket groups the 'Mobile' input field, which has '+44' pre-filled.
- Don't untick - no delivery will happen - music can be collected at the 1<sup>st</sup> rehearsal.**: An arrow points to the 'Deliver to billing address' checkbox, which is currently checked.

The form includes fields for: Card number, Expires, Security code, Billing address (with a GB flag dropdown), First name, Last name, Address line 1, Address line 2, Town/City, County, Postcode, Mobile (+44), and Email. A 'Buy Now' button is at the bottom.

Don't refresh your screen while the transaction is processed. Once it's completed you will be taken back to the Vivace website where the purchase will be acknowledged:

Please use the form below if you wish to order sheet music for our concert of Elgar's Dream of Gerontius on 20th Nov 2021.

You can choose up to two rental copies along with up to two new copies.

Click on the black Debit or Credit Card button if you wish to pay with a card. Alternatively, you can click on the yellow PayPal button to use your PayPal account.

Please note, this service is available to Vivace Chorus members only.

**Elgar: Dream of Gerontius**

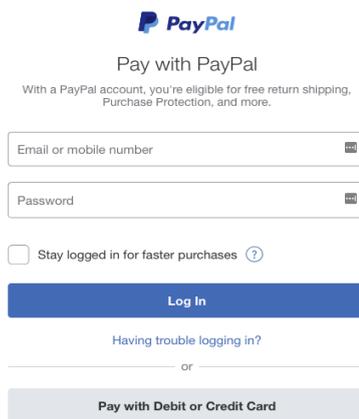
Buy: £15.00    2    Hire: £2.50    1

Total cost: **£32.50**  
Thank you Phil Stanford. The transaction has been completed

Payment options: **PayPal**, **Sofort**, **Debit or Credit Card**

Powered by **PayPal**

## Paying by PayPal:



**PayPal**

Pay with PayPal

With a PayPal account, you're eligible for free return shipping, Purchase Protection, and more.

Email or mobile number

Password

Stay logged in for faster purchases [?](#)

**Log In**

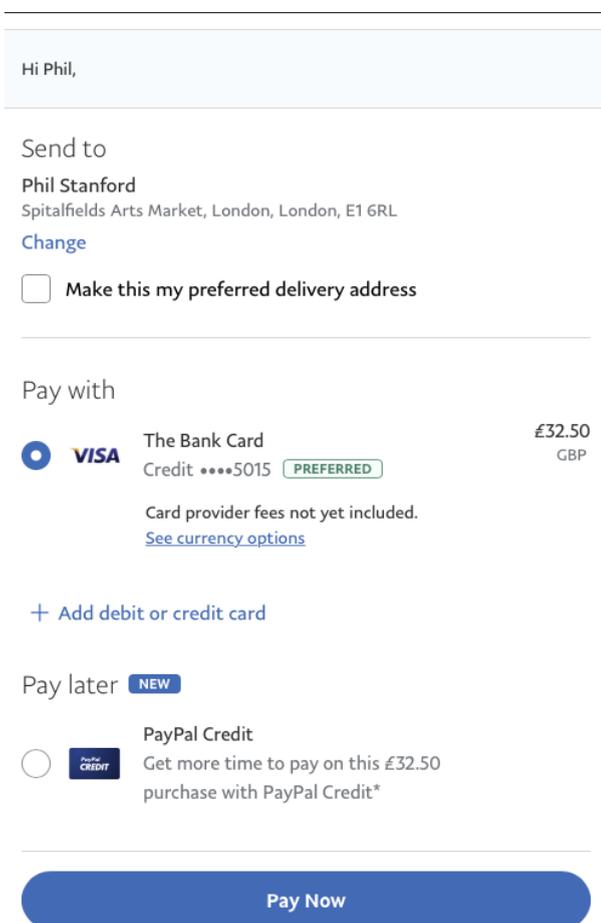
[Having trouble logging in?](#)

or

**Pay with Debit or Credit Card**

If you have a PayPal account and want to use this, then click the yellow button and go through the PayPal login process:

You will see the payment options that are available from your account:



Hi Phil,

Send to  
Phil Stanford  
Spitalfields Arts Market, London, London, E1 6RL  
[Change](#)

Make this my preferred delivery address

Pay with

**VISA** The Bank Card £32.50  
Credit \*\*\*\*5015 **PREFERRED** GBP

Card provider fees not yet included.  
[See currency options](#)

[+ Add debit or credit card](#)

Pay later **NEW**

**PayPal CREDIT** PayPal Credit  
Get more time to pay on this £32.50 purchase with PayPal Credit\*

**Pay Now**

Please ignore all references to Delivery Addresses, leaving the option unchanged. Music will be available for collection at the 1<sup>st</sup> rehearsal for each concert.

Once you have paid, the sale will be confirmed on the Vivace website as for the debit / credit card purchases.