

Vivace Chorus: instructions for ordering music to buy or hire

These instructions apply from: June 2021

Background

The Covid-19 risk assessments carried out by the Committee identified several areas where changes would be needed to the process of issuing hire and buy music, to minimise the risk to members. These also presented us with the opportunity to make the process quicker and more efficient, and so enable members to spend more time in rehearsal, doing what we love – singing! – rather than queueing up to pay for music.

What changes are we making?

We will no longer accept cash or cheque payments for hire/buy music. All music will need to be ordered and paid for in advance, online.

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 any hire / purchase music.
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, as it's new, 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 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 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 quicker.

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.

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

Total cost: **£0.00**

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.

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

Total cost: **£32.50**

PayPal

Sofort

Debit or Credit Card

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:

Debit or Credit Card

Billing address UK

Deliver to billing address

You acknowledge the [terms](#) of the service PayPal provides to the seller and agree to the [Privacy Statement](#). No PayPal account required.

Buy Now

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 Hire: £2.50

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

PayPal

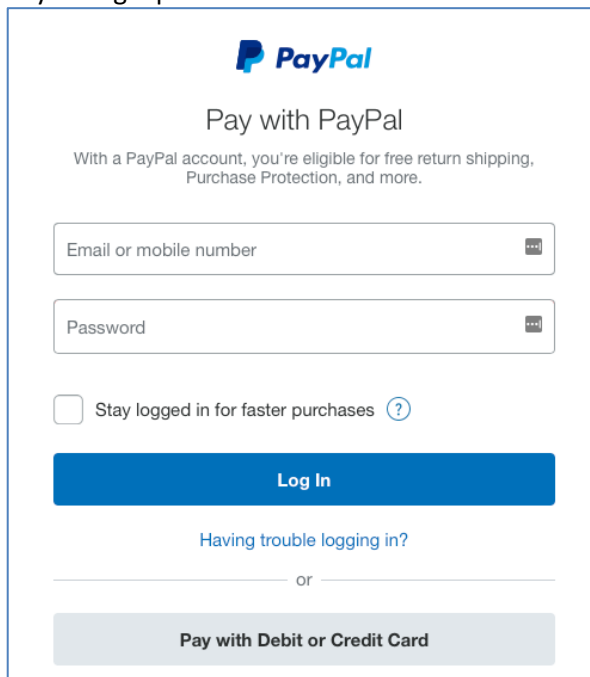
Safort

Debit or Credit Card

Powered by PayPal

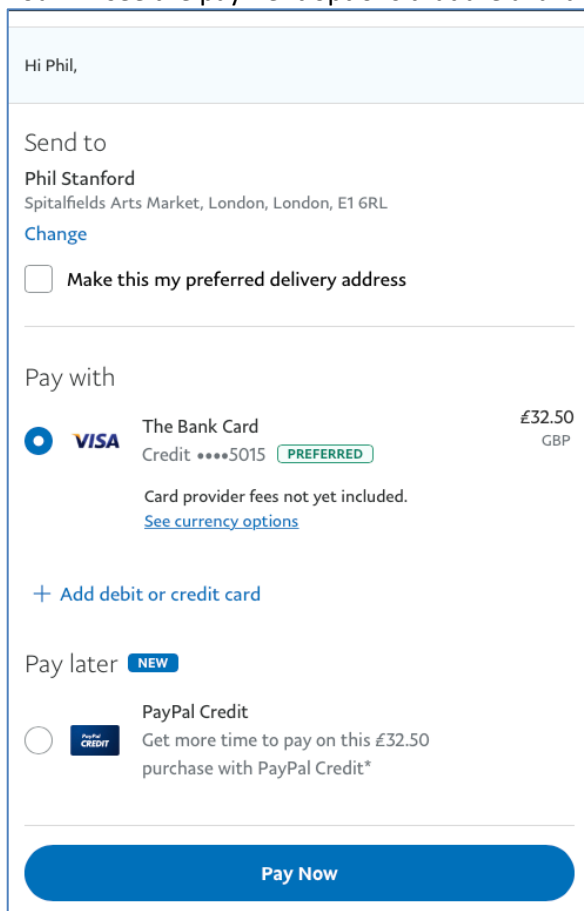
Paying by PayPal:

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



The screenshot shows the PayPal login interface. At the top is the PayPal logo. Below it, the text reads "Pay with PayPal" and "With a PayPal account, you're eligible for free return shipping, Purchase Protection, and more." There are two input fields: "Email or mobile number" and "Password", both with eye icons for visibility. A checkbox labeled "Stay logged in for faster purchases" with a help icon is present. A prominent blue "Log In" button is centered. Below it is a link "Having trouble logging in?". A horizontal line with "or" in the center separates this from a grey button labeled "Pay with Debit or Credit Card".

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



The screenshot displays the PayPal payment options page. It starts with a greeting "Hi Phil,". Under "Send to", the recipient is "Phil Stanford" at "Spitalfields Arts Market, London, London, E1 6RL", with a "Change" link. A checkbox "Make this my preferred delivery address" is unchecked. The "Pay with" section shows "The Bank Card" (VISA) for "£32.50 GBP", with a "PREFERRED" badge and a note that "Card provider fees not yet included." with a "See currency options" link. A "+ Add debit or credit card" link is below. The "Pay later" section, marked "NEW", features "PayPal Credit" with a description: "Get more time to pay on this £32.50 purchase with PayPal Credit*". A large blue "Pay Now" button is at the bottom.

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

General points

- Please note that although the payment process mentions a 'delivery address', nothing will be delivered to you – all music will need to be collected at rehearsals.
- You should receive an email confirming your order – this will record the payment as being to 'Guildford Philharmonic Choir' – it is proving very difficult to get PayPal to update the name of our account!