TRAINING GUIDE · WARD EDITORS

Music coordinator

The ward music coordinator fills in the music for each Sunday's program — hymns, prelude and postlude, the musical number, the music leader and accompanist — straight into the bulletin. Everything else on the bulletin is kept by the ward's editors.

Demo sign-in (Demo accounts → Sign in with email and password):
`music1@steepl.test` · password `music1`

What you can do

- Edit the **Music** section of each Sunday's bulletin, and nothing else on it
- Pick hymns by number or title from all 423 hymns (Hymns and Hymns—For Home and Church)
- Check how each hymn opens for members in the hymn viewer
- Print the QR poster for the chapel doors

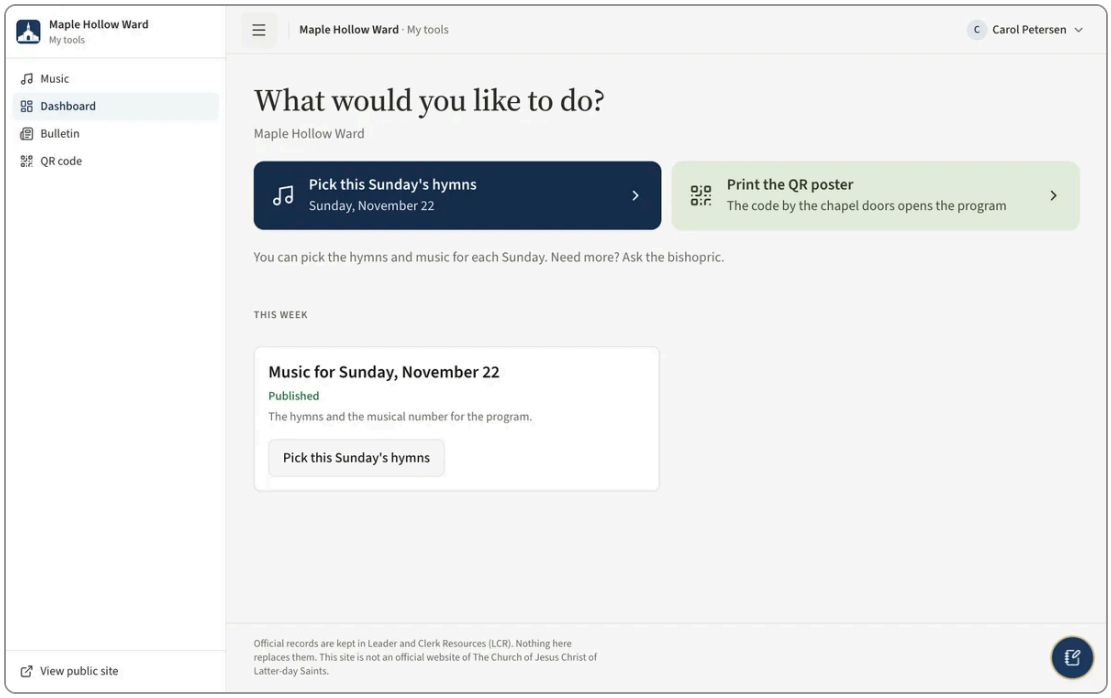
Before you start

- To sign in, tap **Sign in** at the top right. Choose **Sign in with Google**, or type your e-mail address and choose **Email me a sign-in code**, then type the 6-digit code from the e-mail and choose **Sign in**. Use the e-mail address the ward clerk has for you. Trying the demo: on the sign-in page open **Demo accounts** and choose **Sign in with email and password**. Enter the test account e-mail and its demo password (the start of the e-mail address — see **Demo accounts** on the Instructions page), then choose **Sign in**.
- Choose **Admin** in the ward menu. Your sidebar shows **Music**, **Dashboard**, **Bulletin** and **QR code**.
- The line under the dashboard buttons reads **You can pick the hymns and music for each Sunday. Need more? Ask the bishopric.**
- You do not have to wait for an editor: saving the music on a Sunday nobody has started starts its bulletin as a draft for the editors.
- On a phone or a tablet held upright the sidebar is tucked away — open it with the menu button at the top left.

01 Pick this Sunday's hymns

1. Open **Dashboard**. It asks **What would you like to do?** Choose **Pick this Sunday's hymns** (or **Music** in the sidebar).

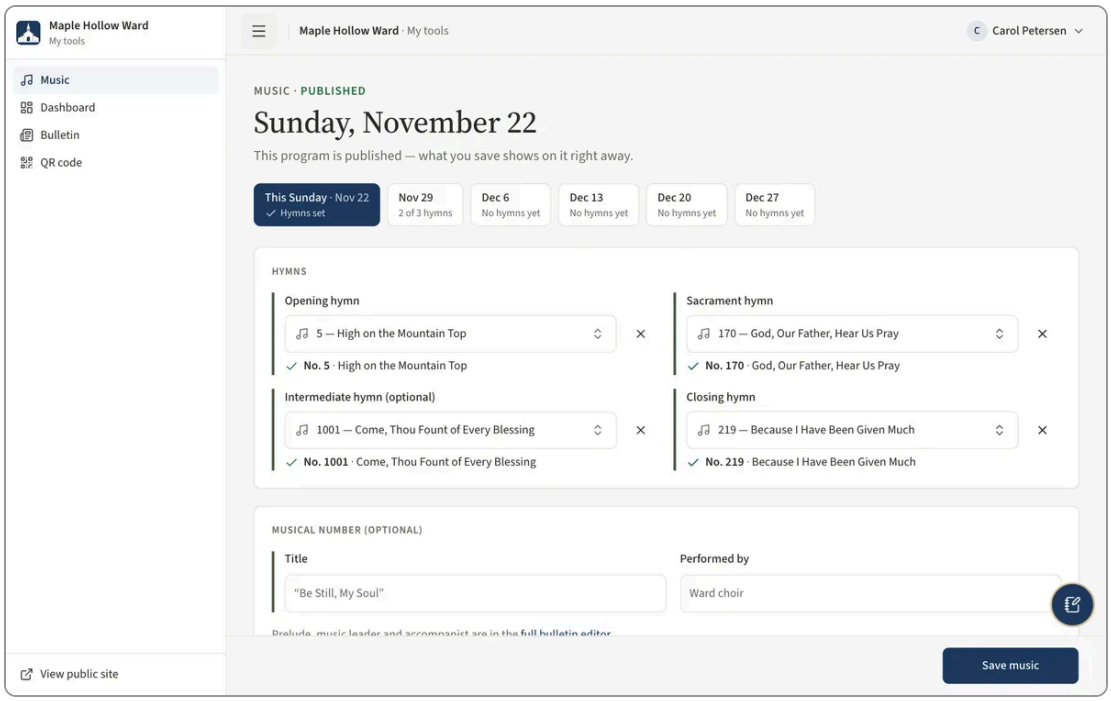
2. On **Music**, type a hymn number and press Enter — it moves on to the next hymn. Fill in **Musical number (optional)** if there is one.
3. Choose **Save music** once at the end. Then **See it on the program**, or **Done — next Sunday** to plan ahead.
4. Prelude, postlude, music leader and accompanist are in the **full bulletin editor** (the link under the musical number).



The music coordinator's dashboard in the fictional demo ward, Maple Hollow Ward.

02 Fill in the music for a Sunday

1. Open **Bulletin**. Each coming Sunday shows **Hymns set**, how many hymns are picked, or **No hymns yet**. Tap the Sunday you want.
2. Under **Hymns**, pick the **Opening hymn**, **Sacrament hymn**, **Intermediate hymn (optional)** and **Closing hymn**.
3. Add the **Musical number (optional)** and **Performed by** if there is one.
4. Choose **Save music**. Then choose **See it on the program**, or **Done — next Sunday** to plan ahead.
5. Prelude, postlude, music leader and accompanist are in the **full bulletin editor** (the link under the musical number). There, only the **Music** section can be changed.



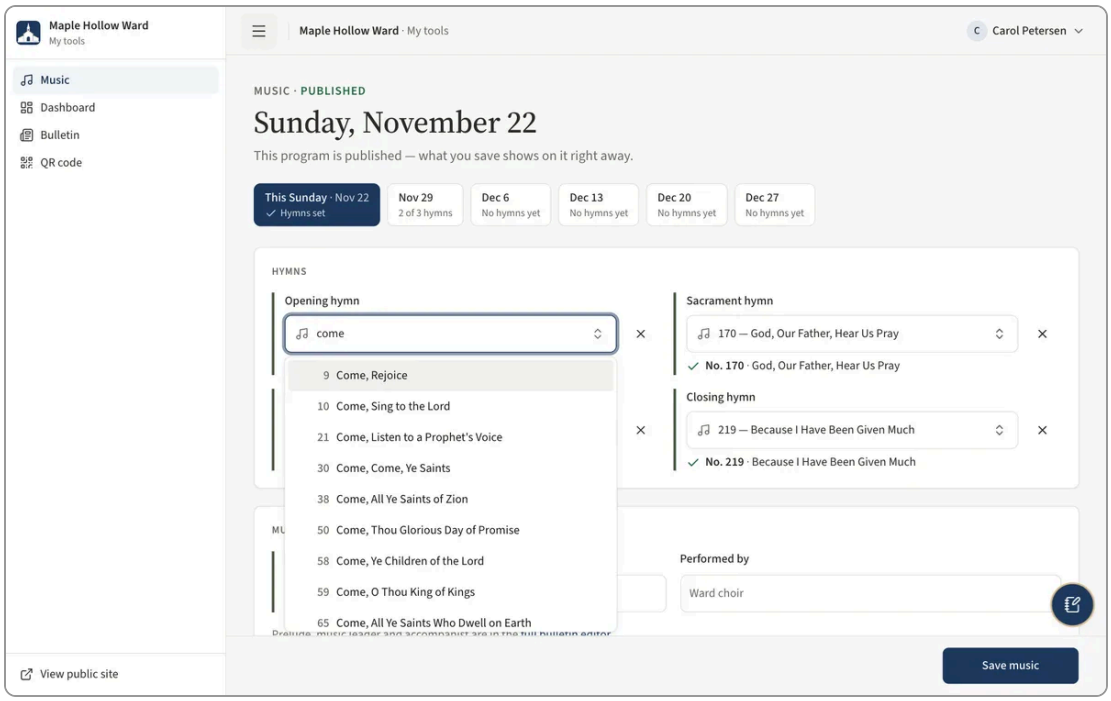
The music for a demo Sunday.

> ⓘ **Tip.** Publishing is done by an editor. Your saved music appears on the program as soon as it is published (or straight away if it already is).

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03 Search for a hymn

1. Tap a hymn box (it reads **Type a number or title**).
2. Type a number — “30” finds hymn 30 first, then 300–309 — or words from the title, such as “come come”.
3. Pick the hymn; on a keyboard, press Enter and it moves on to the next hymn. Hymns—For Home and Church show **new**. The hymn you picked is written out in full under the box.
4. Not listed? Choose **Not in the list? Type a title**. Use the ✕ button beside a box to remove a pick.



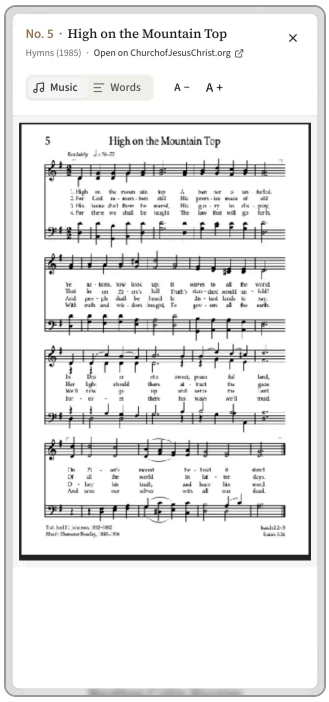
Searching the hymn catalog in the demo ward (nothing is saved).

> **Tip.** Programs list number and title only; the site links to the official hymn page rather than reprinting words.

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04 Check the hymn viewer

1. Open the ward site's **Bulletin** (use **View public site** at the bottom of the sidebar).
2. On a phone or tablet, the hymn's number and title (centred under its label) open it in the **Gospel Library** app, or on the Church's website without the app. Tap **View here** under it (on a computer, the hymn itself) — the viewer opens with **Music** and **Words**.
3. Check the sheet music shows: it scales to fit the screen, and a longer hymn stacks its pages one under the other. **Open on ChurchofJesusChrist.org** opens the official page.



A hymn from the demo program in the viewer.

UAT checklist

Tick each flow once you have confirmed it works as described. Note anything unexpected — a wrong label, a missing button, an error — under “What did you see?” and send it to your UAT coordinator.

- [ ] The sidebar shows only **Music**, **Dashboard**, **Bulletin** and **QR code**
- [ ] On **Music**, typing a number and pressing Enter picks the hymn and moves to the next; **Save music** shows **Saved**
- [ ] In the **full bulletin editor**, only the **Music** fields can be edited
- [ ] The hymn picker finds a hymn by number and by title
- [ ] On a Sunday nobody has started, **Save music** starts its bulletin as a draft (nothing is published)
- [ ] The picked hymns open in the hymn viewer on the public bulletin

What did you see?

Account used, date, device, and anything that did not match this guide.

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