

How-to: Record Songs on the Song List Spreadsheet

Introduction

The church is required to keep a record of the songs it uses for copywrite purposes. Each site saves the list of songs they use on their own version of the song list spreadsheet.

Step 1: Open Correct Spreadsheet

Be careful that you open the correct version of the song list spreadsheet, there are often several versions accessible. The correct version will usually be the one that has been most recently opened and will have the song list from the previous week already entered.

The current version is synced with the church's SharePoint.

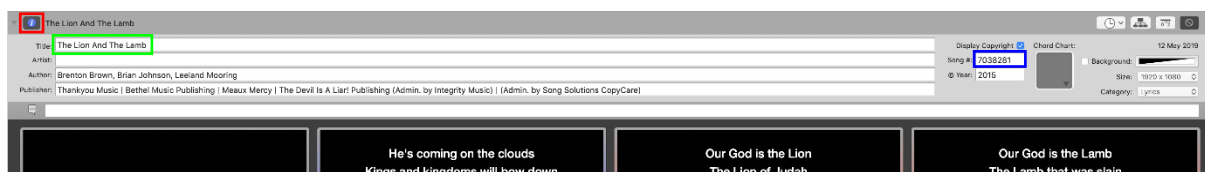
Step 2: Enter Service Details

The header rows for a service are coloured pail blue, find the header for your service. This should be the first header with no songs recorded below it. Enter the name(s) of the worship leader(s) in the cell beneath the cell showing the date, after the "Worship leader:" heading, as shown below (highlighted with a red box).

Date: 12/05/2019	Site: Lee
Worship leader: Phil V & Sarah T	Time: 10.30
Song first line:	CCLI song number:

Step 3: Enter the Song Details

Enter the first line / title and CCLI number for every song used during the service. These can be found by clicking the information icon above each song (shown below in the red square), the first line / title is shown in the green square, the CCLI number in the blue square.



Both the first line / title and the CCLI number should be entered into the spreadsheet as shown below.

Date: 12/05/2019	Site: Lee
Worship leader: Phil V & Sarah T	Time: 10.30
Song first line:	CCLI song number:
This Is Amazing Grace	6333821
Ancient of days	798108
The Lion And The Lamb	7038281
The head that once was crowned (Resurrecting)	7051507
You are here (Way Maker)	
I will give You all my worship	
O Come To The Altar	7051511

Occasionally the CCLI number is not recorded (this may be because the song was written by a song writer at King's), in this case leave the CCLI column blank.

Step 4: Save the Spreadsheet

Finally save the spreadsheet using the File menu and selecting 'Save'.