

Choral Rehearsal Notes

Installation Instructions

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Overview

Rehearsal Notes are changes to the music scores, normally given out by Directors. These are entered and maintained in a Google Sheet. When ready, they are downloaded as a CSV file, then uploaded to the WordPress Media Library. To display them to the Singers, a page is created that contains the CRN shortcode.

Each Rehearsal Note has a date stamp. Singers can then filter out notes older than the last time they have copied the notes to their music. The notes can also be filtered by the Singer's voice part.

When the CSV file is uploaded, its path under wp_content/uploads is passed into the shortcode. It is recommended that a plugin, such as "Enable Media Replace" is used to update the CSV file in the Library, so that its path does not change, and the shortcode's path does not need to be updated each time.

Step 1: Creating the Google Sheet

In order for the plugin to read the CSV file downloaded from the Google Sheet, it must be created to exactly match the following schema. First a Google Sheet must be created, and can use any name. It only needs to be shared by those who will be entering the Notes.

Create the sheet as follows:

- It can have any name
- View -> Freeze -> 1 row (this will be the header row)
- Use only columns A - H, the rest should be removed.
- The plugin will ignore empty rows, but to keep the CSV smaller, it's best remove most of the 1000 empty rows.
- Note that header names must be exactly as noted below, including capitalization.

Column A:

- Header = Date
- Select column, except for its header
- Format -> Number -> Custom Date and Time
 - Set to "Month without leading 0" - "Day without leading 0"
 - This should result in a format of m-n
- Optional:
 - Data -> Data validation, change the Criteria to "Date"
 - This will enable double clicking on the cells to bring up a calendar picker
- Resize smaller, to fit

Note that the date stamp does not include the year. The plugin does not currently support rehearsal schedules that span across more than one year.

Column B:

- Header = Song
- This column contains the song names. It can be plain text, but a dropdown is better.

- If any of the song titles have commas in them, the dropdown options must be gotten from a range in another sheet. See the Google Sheets help on how to do this.
- Resize larger to fit the longest song

Column C:

- Header = msr (note, it is not capitalized)
 - This column contains the starting measure for the note, and is primarily used for sorting
- Select column except for its header
- Format -> Number -> Custom Number Formats
 - Choose “0”, number with no decimal places
- Resize smaller, to fit a three digit number

Columns D - G:

- Headers = S, A, T, and B
- Select all four columns, except their headers
- Data -> Data validation, change Criteria to “Checkbox”
- Resize the columns smaller to fit the width of the checkboxes

Column H:

- Header = Note
- Format -> Number -> Plain Text
- Format -> Wrapping -> Wrap
- Resize as large as desired

The resulting Sheet should look something like this:

	A	B	C	D	E	F	G	H
1	Date	Song	msr	S	A	T	B	Note
2	2-7	Hold Me, Rock Me	65	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Women Middle Voices don't sing the intro
3	2-11	I Sing Because	40	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Altos quieter. Tenors take over

Step 2: Set up WordPress

In Google Sheets:

- It is best to enter a few temporary test notes
- File -> Download -> Comma Separated Values (.csv)
 - You can give it any name, but easiest to use the default, which is the name of the sheet.

In WordPress:

- Install and Activate the “Choral Rehearsal Notes” plugin.
- Go to Dashboard -> Media -> Add New, and select the .CSV file downloaded
- After adding it, find it's File URL (not its permalink)
 - Note its subpath - the part that follows .../wp-content/uploads/
- Create a new page to view the notes
- Add the shortcode [crn_rehearsal_notes path=""]
 - Give it the subpath noted above, for example: “/2022/02/rehearsal-notes.csv”

Now, when you view the page, you should see something like:

Rehearsal Notes

+ Filters and Sorting Help

DOWNLOAD

Date	Song	msr	Section	Note
Filters ..				
2-7	Hold Me, Rock Me	65	SA	Women Middle Voices don't sing the intro
2-8	I Sing Because	15	A B	What a wonderful Wizard he is

Note that the plugin does not currently support theme styles or multiple languages.

Instructions for Note Takers

These are the ones who enter the notes into the Google Sheets. These are instructions to guide the Note Takers.

Optional, these instructions can be entered as a separate sheet by clicking the + button on the bottom of the page.

These instructions assume that the plugin "Enable Media Replace" has been installed on the site. This plugin makes it possible to update/replace the CSV file without changing its path, so that the shortcode's path attribute does not need to be updated.

Entering Dates	<u>ALWAYS SET TODAYS DATE!</u> ... when adding a new note, or updating an existing note. Double click the date cell to bring up a calendar - date picker. A date can be copied by entering it on two rows, selecting both, then dragging the lower right blue dot. If you only select and drag one cell with the date, the date will increment on each row.
Modifying notes	Never delete a published note! Instead, modify it and update its date stamp so that singers will know that the note's instructions should be removed from their scores. (It is only OK to delete a note that has not yet been published to the website.)

Sorting	<p>Sort before checking for existings notes and before downloading/publishing notes. It is done by right-clicking on the column header and selecting from the menu.</p> <p>The default sorting is a two step process:</p> <ol style="list-style-type: none"> 1. Sort column C, msr 2. Sort column B, Song
Start Measure (msr)	<p>Put only the first measure # the note refers to in msr.</p> <p>This column is only used for sorting the notes.</p> <p>If the note refers to the entire song, enter 0.</p> <p>If the note is for multiple measures, either copy it for each, or explain it in the note itself.</p>
Filling SATB Sections	Click on S, then drag the lower right blue dot across A, T, and B - this will check all four sections.
Middle Voices	If a note is for middle female voices, check both SA, for male middle voices check both TB
Publishing Notes	1. Go to File, Download, and select "Comma Separated Values (.csv)"
	2. On the WP website, go to Admin -> Dashboard, on the left, select Media -> Library
	3. Search the Libary for your CSV file
	4. Hover over the name, and select "Replace Media"
	<p>5. "Choose file" and select the CSV file that was downloaded in step 1.</p> <p>At the bottom of the page, select "Just replace the file", and select "Replace the date with current date"</p>
	6. Verify that the new notes are displaying on the Rehearsal Notes page.