

# Choral Rehearsal Notes

## Installation Instructions

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### Overview

Rehearsal Notes are entered and maintained in a spreadsheet. When ready, the spreadsheet is “published” by saving it as a Comma Separated Values (CSV) file, then uploading to the WordPress (WP) Media Library. To display them to the singers, a WP page or post must be created that contains the Choral Rehearsal Notes’ shortcode, e.g. `[crn_rehearsal_notes path=“2022/02/rehearsal_notes.csv”]`

The CSV file’s WP Media Library’s directory subpath following “.../wp\_content/uploads/” is entered in the shortcode. It is recommended that a plugin, such as “Enable Media Replace” be used to update the CSV file in the Library, so that its path stays the same after updates.

Each Rehearsal Note has a date stamp showing when it was published. On the Rehearsal Notes page, singers can 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 or for doing one song at a time. The filtered list can then be downloaded for printing or adding a checkbox column for marking them “done”.

### Step 1: Create the spreadsheet

In order for the plugin to read the CSV file, the spreadsheet must be created to exactly match the following schema. Note that the Header row must contain the exact text as shown below, including capitalization.

Col	Header	Format
A	Date	Date using m-d. Both Month and Date should not have a leading 0
B	Song	Plain Text, optional - make it a drop down of the list of songs
C	msr	Whole number with no decimal point (starting measure of the note)
D	S	Checkbox
E	A	Checkbox
F	T	Checkbox
G	B	Checkbox
H	Note	Plain Text, with word wrap.

Any spreadsheet app should work, e.g. Excel or Numbers, but if there will be more than one person entering notes, Google Sheets provides an online way to share the spreadsheet. See appendix B for detailed instructions on how to create a Google Sheet with the above schema.

It is OK to add additional columns to the spreadsheet. These columns will not be published or show up on the website. For example, an “Author” column could be added to indicate who began each note.

## Step 2: Set up WordPress

### Create a test CSV file:

- It is best to enter a few temporary test notes
- Save the spreadsheet to a Comma Separated Values (CSV) file.
  - You can give it any name, but easiest to use the default

### 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 page or post to view the notes
- Add the shortcode [crn\_rehearsal\_notes path=“”]
  - Give it the subpath noted above, for example: “/2022/02/rehearsal-notes.csv”

When you view the page, you should see something like:

+ 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 R	What a wonderful Wizard he is

## Plugin limitations

This plugin has been written for a specific website, and may not work as expected in other WordPress sites. Its limitations may be addressed if needed. Please let Jon Curtis, at Gallinas Creek Productions know of any problems or feature requests: [jonmcu@gmail.com](mailto:jonmcu@gmail.com)

### Known current limitations:

- *The plugin does not support other languages besides English.*
- *It does not support Theme Styles. Its current styling is in assets/css/crn\_style.css*
- *It uses a simplified date stamp of m-d which does include the year. It assumes that rehearsal periods will not span across multiple years: e.g. December through January*

## Appendix A: Instructions for entering notes

Definition of Publishing	A published note is one that has been uploaded to the website and singers may have already copied to their music. So “publishing” means saving the sheet as a .csv file and uploading it to the website’s Media Library.
Entering Dates	The Date column contains the date each note is <u>published</u> , <i>not</i> the date when a note was entered into the spreadsheet! <b>Always leave the date column empty when adding a new note, or updating an existing note.</b> That lets the publisher know that it is a new or updated note.
Modifying notes	<b>Never delete a published note!</b> Instead, modify it and clear/delete its date stamp so that it gets a new “published date”, will show up in filtered results, and singers will know that the note's previous instructions should now be removed or changed in their scores.
Sorting	Sort before checking for existing, similar notes. The default sorting should be by Song and then msr. If your spreadsheet does not support sorting on multiple columns, sort the msr first, then Song.
Start Measure (msr)	This column is only used for sorting the notes. Put only the first measure number the note refers to into msr. If the note refers to the entire song, enter 0. If the note is for multiple measures, either copy it for each, or explain the additional measures in the note itself.
Middle Voices, 3 part sections	If a note is for middle female voices, check both SA, for male middle voices check both TB
Publishing Notes	<ol style="list-style-type: none"> <li>Enter today’s (published) date in all new/updated notes: <ol style="list-style-type: none"> <li>The new/updated notes should have a blank date</li> <li>Sort by “Date” to group them together</li> <li>Enter today’s date in the first two rows</li> <li>Select both cells, and drag down to copy to the rest <i>If you don’t select two rows/cells, the date will increment for each row as you drag down.</i></li> </ol> </li> <li>(Optional) Sort the sheet to default: by Song &amp; msr</li> <li>Save as a "Comma Separated Values (.csv)" file.</li> <li>Open the WordPress Media Library and find your CSV file.</li> <li>Hover over the name, and select "Replace Media" <i>Steps 5 &amp; 6 assume the “Enable Media Replace” plugin is installed. This enables replacement without changing the path to the file, which is set in the shortcode.</i></li> <li>Choose the saved CSV file. <ol style="list-style-type: none"> <li>At the bottom of the page, make sure that "Just replace the file" is selected.</li> </ol> </li> <li>Verify the new notes are on the Rehearsal Notes page.</li> </ol>

## Appendix B: Creating a Google Sheets spreadsheet

### 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, remove most of the 1000 empty rows.
- Note that header names must be exactly as noted below, including capitalization.
- Each of the columns can be resized to fit the data. The Notes column should be the largest.
- To set a column's format, select the entire column then unselect the header row.

### Column A:

- Header = Date
- Format -> Number -> Custom Date and Time
  - Set to "Month without leading 0" - "Day without leading 0"
  - This should result in a format of m-d
- Optional, to bring up a calendar picker by double clicking a cell:
  - Data -> Data validation, change the Criteria to "Date"

### 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.

### Column C:

- Header = msr (note, it is not capitalized)
- Format -> Number -> Custom Number Formats
  - Choose "0", number with no decimal places

### Columns D - G:

- Headers = S, A, T, and B
- Data -> Data validation, change Criteria to "Checkbox"

### Column H:

- Header = Note
- Format -> Number -> Plain Text
- Format -> Wrapping -> Wrap

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

## **Addendum: Uploading CSV Files in Wordpress**

By default, Wordpress does not allow upload of CSV files. The Consort Chorale website does allow them, but the reason has not yet been determined.

There are various code and config workarounds to enable the upload, but they do not work on multi-site WP installations.

For Multi-site, go to My Sites -> Settings -> Network Settings and add csv to Upload file types.

Allowing csv can be considered a security risk, but it seems pretty low.