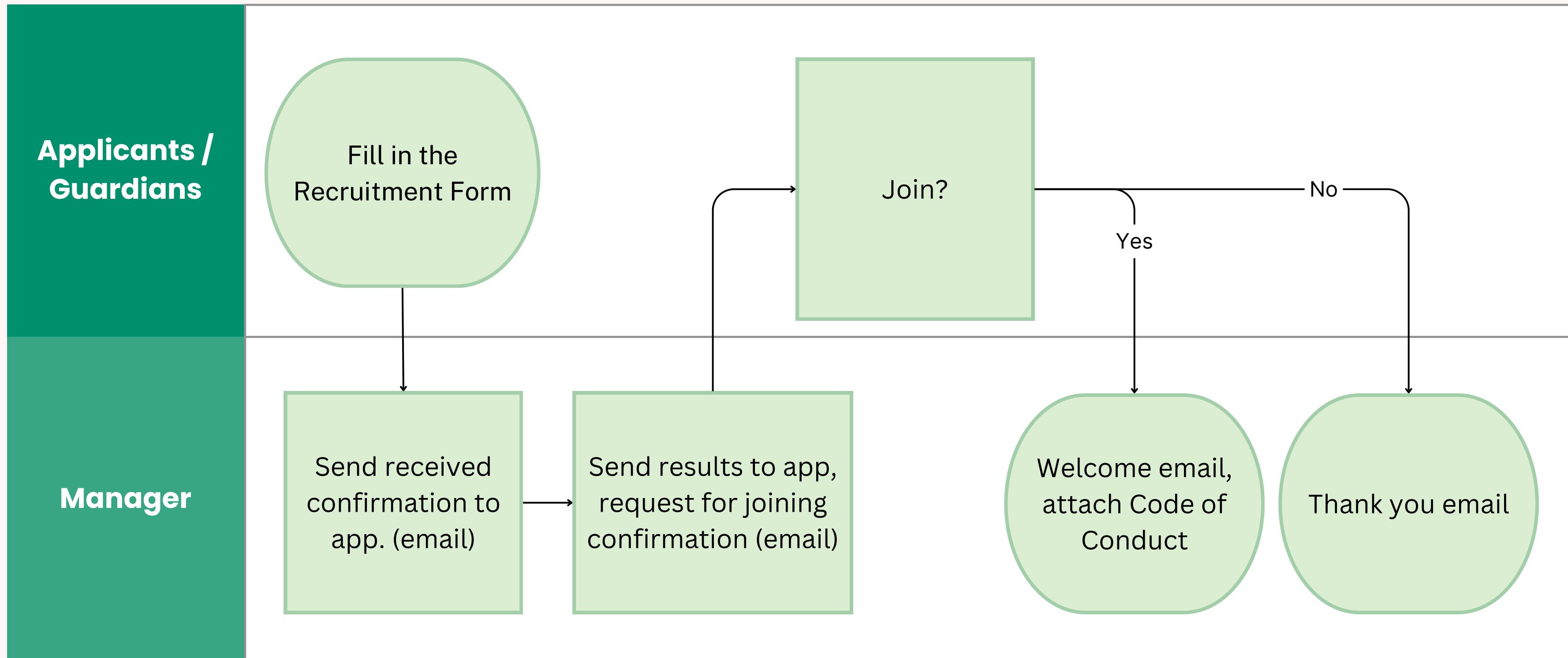


1. Member recruitment process



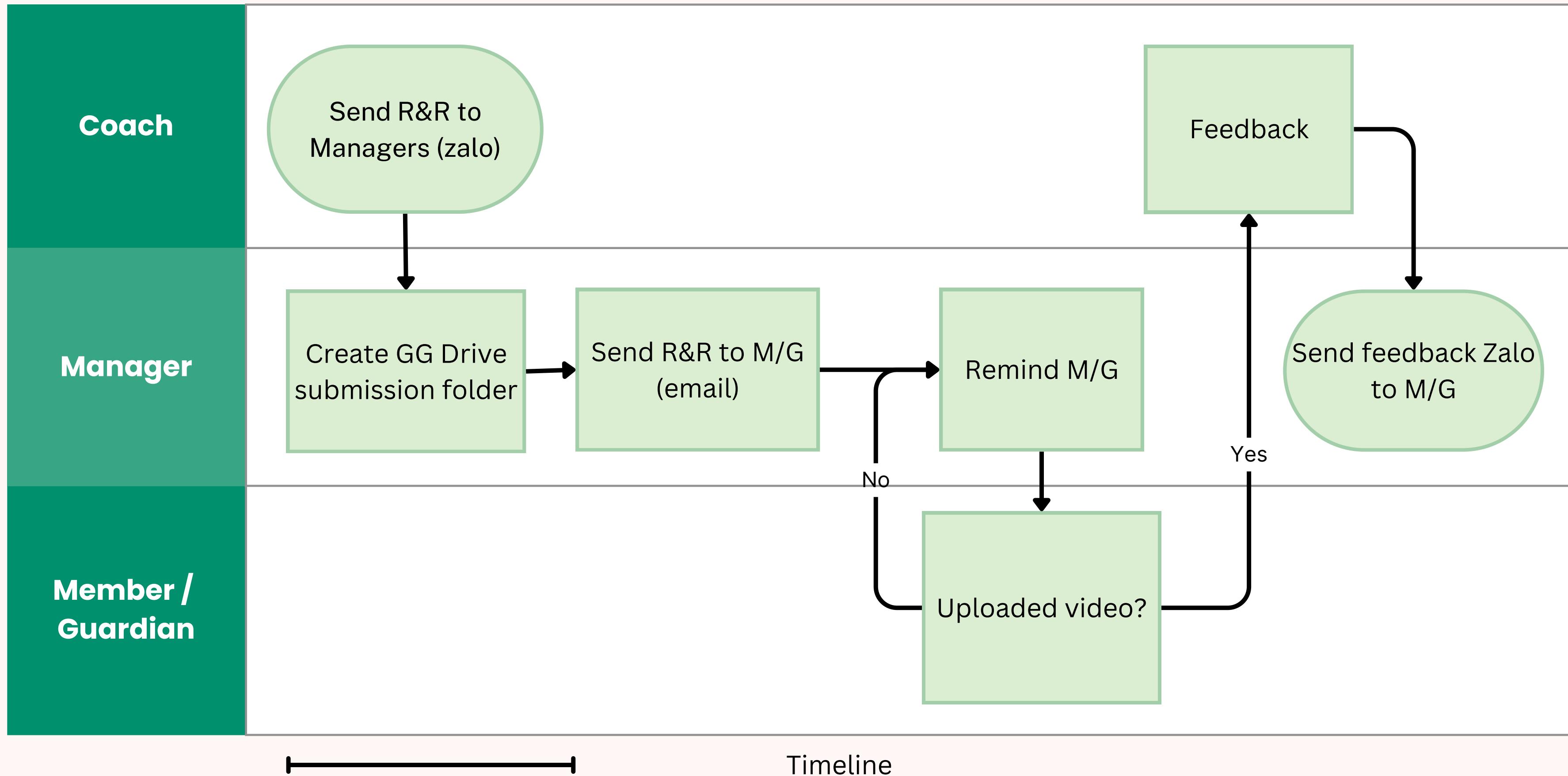
Relationships

Coaches - Managers - Members - Guardians

2. Online practice submission process:

- Coaches: send repertoire and requirements (R&R) -> Managers
- Managers:
 - Create Google Drive folder for submission
 - Compose email to send R&R to members (or Guardians)
- Members upload videos on GG Drive folder
- Managers check if members have submitted (remind if necessary)
- Coaches feedback -> Managers
- Manager compose feedback emails -> Members

2. Online practice submission process:



Relationships

Coaches – Managers – Members – Guardians

2. Offline practice process (2 weeks prior to the concert):

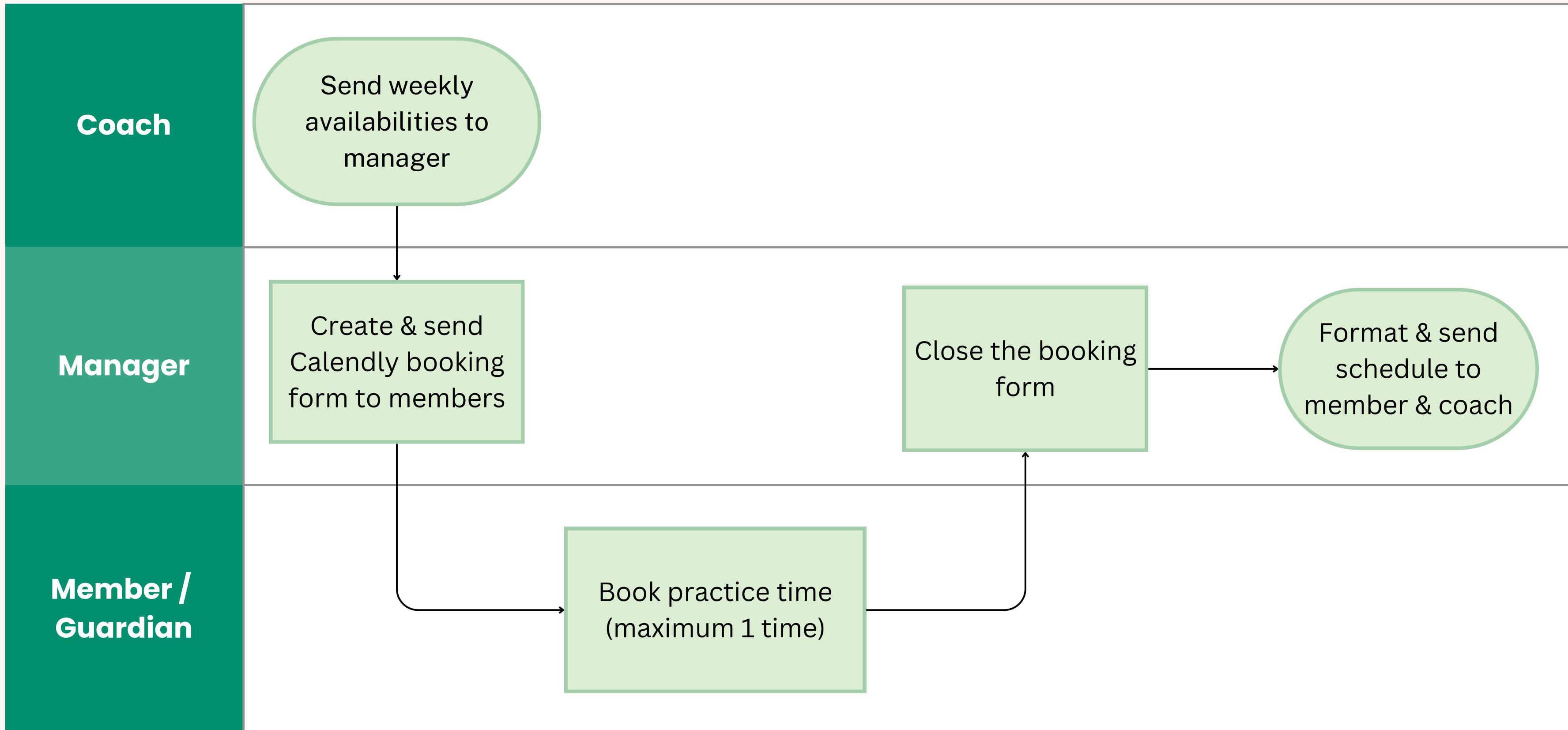
a. Option 2: Booking

- Managers:
 - Gather availability of coaches each week
 - Create Calendly scheduling booking -> Members (on the Thursday of the 3rd closest week to the concert)
 - Members register time (maximum 1 time) with name and email
- Manager close the booking form (on the Saturday of the 3rd closest week to the concert) & format coaching schedule -> Members & Coaches

Sample of Members' view on Calendly: <https://calendly.com/eviengv/30min>

**Each slot is limited to 1 member. Any rescheduling or cancellation can be made via the email sent to that member*

3. Offline practice process (option: booking):



Relationships

Artistic director - VYMI Team - Manager - Advisor - Coach

3. Project planning process:

- AD - V*** Team: have meeting on the goals and objectives (Beginning of the year)
- V*** Team - Manager: come up with projects (Beginning of the year)
- Manager - Advisor: have meeting on expertise and the project future prospects
- Manager - Coach: Carry out the project (practice schedule & amount)

4. Project planning process:

