

Member Planet Overview

Singer

Table of Contents (Quick Links)

[Logging On](#)
[Editing Your Profile](#)
[Inbox](#)
[Events](#)
[Directory](#)
[Documents](#)
[Photos](#)
[Discussions & Surveys](#)

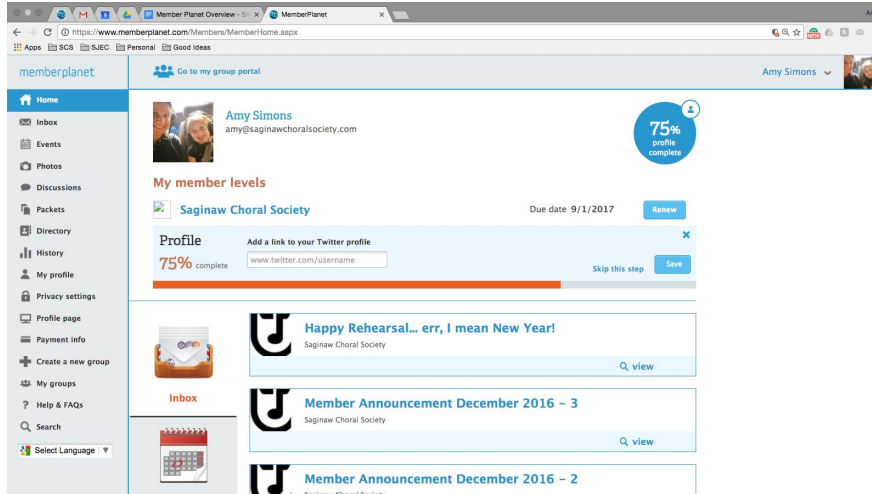
Currently, Member Planet, is the hub for communications for SCS leadership and members. Staying current in this one platform should help you stay up to date with announcements, member directories, concert information, documents, contributions, and photos. Member Planet is a platform in which we all have access and editing capabilities. When used, it will help us keep information current and relevant. However, because Member Planet is constantly being updated, it's important to note that the features and locations of some tools may change over time. A limited overview is outlined below to help you get started!

Logging On

Member Planet can be used by many different groups. The Saginaw Choral Society is a closed group. That means that you need to have permission to join. Each singer that has successfully completed an audition and wants to become a member is invited to participate in our group. SCS staff and board members are also invited to participate.

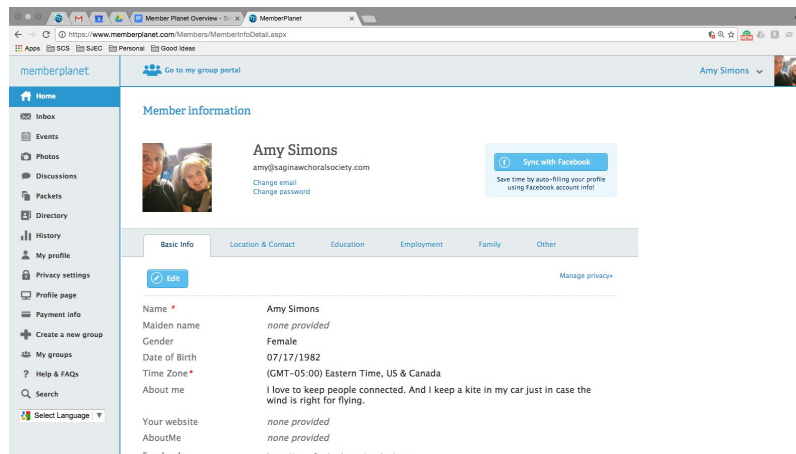
If you have not received an email inviting you to join our Member Planet group, contact Amy Simons at amy@saginawchoralsociety.com.

1. **In your web browser, navigate to www.memberplanet.com** (NOTE: This is different than our official website, www.saginawchoralsociety.com)
2. **Click "Sign In"**
3. **Enter your email and password** (An email was sent to the address you provided on your membership application. Included in this are instructions to join.)
4. Once logged in your Membership Portal will look like this:



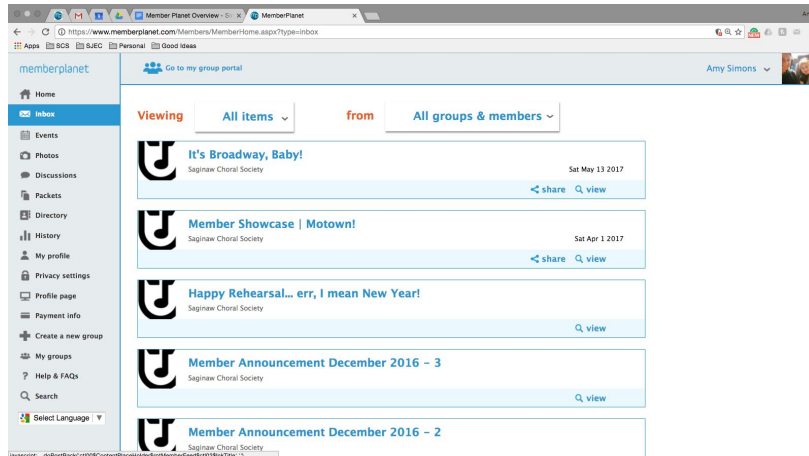
Editing Your Profile

1. **Click your name** in the upper right hand corner.
2. Select **“Edit My Profile”** from the drop down menu
3. To edit your basic information **click on the blue “edit” button**.
4. When finished, click the blue **“save”** button
5. **Continue** along the other tabs (location, education, etc.) until you have entered as much data as you feel comfortable sharing. The only required information is your name, and email address.



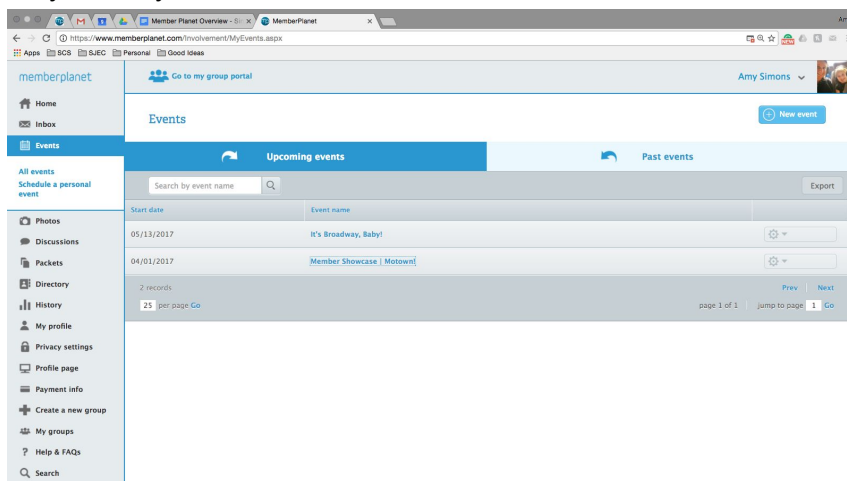
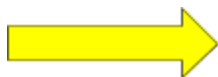
Inbox

The menu option directly under “Home” is your “inbox.” Here you can see previously sent emails and announcements all in one place.



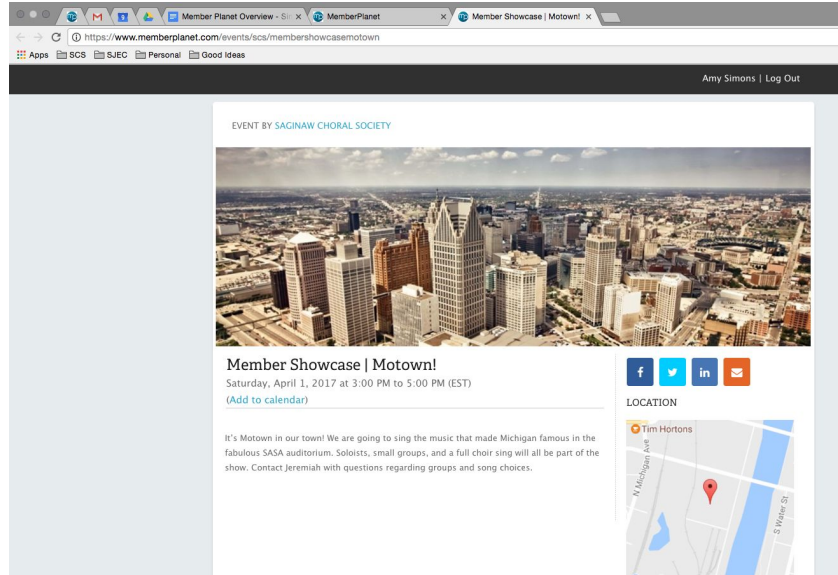
Events

The menu item directly under your inbox is “events.”



Here you will see upcoming SCS events with concert details. Although there is a sharing capability the information here is meant for singers. Concert goers should use our official website for details.

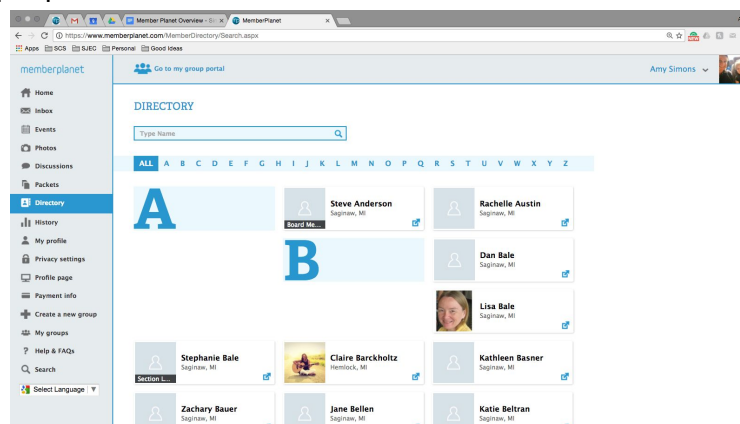
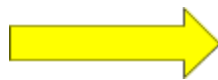
Click on the event names to see details



Directory

We don't just sing to sing, right? We sing to be with people. Find you people here. You can find the most current contact information (at the very least an email address) for your friends, section leaders, and leadership here. This is also why it's important to keep your profile up to date. ;-)

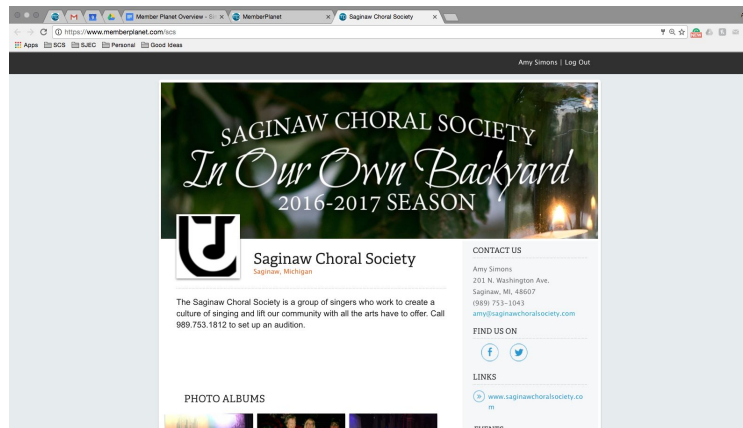
1. In the left hand menu, click "Directory"
2. Choose "Saginaw Choral Society"
3. Find your people.



Documents

Can't find your season schedule? Lost your member handbook? Want to give an audition application to a friend? Want to review the minutes from last month's board meeting? These things can found here...

1. In the left hand navigation menu click “my groups”
2. Select “Saginaw Choral Society
3. From the drop down menu, select “view group profile”
4. Documents will appear near the bottom of the page.



Photos

Of course, Facebook is a great platform for sharing photos and generating excitement about what the SCS is doing. But after a while, it's hard to find that special one you KNOW you saw a while back. Photos from throughout the season are organized by events uploaded to the photos section. But these are not limited to what is posted from the SCS leadership! Have a good one? Share it here, too!

Discussions & Surveys

Remember when we tried to talk about that thing and we just ran out of time to finish it properly because, well... you know... we wanted to rehearse? Well here is a great place to have all our ideas come together. Check here for discussion topics and surveys.