



## HOW TO REGISTER YOUR CHOIR/ENSEMBLE FOR VARIOUS VOICES BRUSSELS 2026 FESTIVAL

Only a Choir/Orchestra/Band member of LEGATO or GALA can register for the Various Voices Festival. If your choir is not a current member of either association, they must become a **member of Legato or of Gala**, first. Please visit [www.legato-choirs.com/membership](http://www.legato-choirs.com/membership) or <https://galachoruses.org>, it's easy to become member. Once your membership is up to date, Legato or Gala will inform us and you will be able to register your choir for the festival.

For the purpose of the Festival, an Ensemble is a *subgroup* of a member choir of LEGATO or GALA associations. Ensembles that want to perform on stage must register separately from their parent choir.

The Festival platform is provided by *Integra Planner*, a software including our integrated database, financial management, event planning & registration tools. Therefore, it is important to update your choir's Integra record when any choir information changes. The Festival platform should not be confused with the Festival website.

In order to register a choir, an orchestra/band, or a small ensemble for the Various Voices Brussels 2026 Festival, you must receive **Choir Administrator rights** for your choir/ensemble from **Integra Planner**. The numbered steps described here below will guide you through the process.

*If lost in the menus, you can always go back to the homepage clicking on the Integra logo:*



*Behind the question mark there are help instructions.*

*Depending on the "preferred language" setting of your browser, the Integra platform will show content in English or in French. The French translation is not fully accurate. If you want to change language, you have to modify the language setting in your browser.*

*The Festival does not use all the functionalities of the platform. Please follow this Guide and disregard any platform instructions that go beyond the scope of this Guide.*

1. Using a regular computer (not a smartphone), **sign up** to Integra at <https://variousvoices.integraplanner.net> using your **personal email** address as your username (that is [me@gmail.com](mailto:me@gmail.com) and not [treasurer@choir.org](mailto:treasurer@choir.org)), and a chosen password. Passwords must contain at least 8 alpha-numeric characters, with mixed case letters and special characters encouraged. If you forget your password, you can reset it by following the "Reset password" link from the login page.

You will be prompted to the profile section: it is mandatory to provide only **your address** and you can disregard the other fields. Then, click **Save and Next**.

The image shows two side-by-side screenshots of a web application. The left screenshot is the 'Create account' page, featuring a green header with 'Log in' and 'Sign up' links. Below the header are form fields for 'Email address \*' (stefabr@outlook.com), 'First name \*' (Stef), 'Last name \*' (Abr), 'Password \*', and 'Confirm password \*'. A checkbox for 'I accept the Integra Planner Terms of Use' and a 'Create account' button are at the bottom. A red arrow points to the 'Sign up' link. The right screenshot is the 'Personal dashboard' page, also with a green header. It contains a message box with instructions, followed by a 'Profile' section with dropdown menus for 'Name', 'Email', 'Phone numbers', 'Address', 'Biography', 'Links', and 'Contact preferences'. A red arrow points to the 'Address' dropdown. At the bottom, a 'Save and next' button is highlighted with a red arrow.

**2. Declare your choir membership** : click on “+ membership” to declare what choir you represent. Start typing your choir name to search, then select the chorus from the drop down list. This list contains all the choirs member of LEGATO and some from GALA. Typing the choir name in the organisation field is not sufficient: you must **select** the choir name **from the list** to create a membership. You can define your role and your email address for this organisation (i.e. [treasurer@choir.org](mailto:treasurer@choir.org)).

If your choir is not listed, please contact the Festival team at [info@various-voices.be](mailto:info@various-voices.be).

The image shows a screenshot of the 'Organization membership for Stef Abr' page. It has a green header with 'Personal dashboard' and user icons. Below the header is a large message box with the following text: 'Please tell us which organisations (for example choir, orchestra or ensemble) you are a member of. This is particularly important if you will be performing at the festival as part of this group. If your organisation is not listed yet, you can update your memberships later, after the organisation has registered. If you would like to register your organisation for a festival, you can't add your membership yet, but you can add your organisation by choosing "Add organisation" on the "Personal dashboard" page. If you have a specific role in the organisation, such as a manager, or Musical Director, please enter your role or job title.' Below the message box is the title 'Organization membership for Stef Abr' and a message box stating 'You are not a member of any organizations.' At the bottom, there are two buttons: '+ Membership' and 'Next'.

Once you have selected your choir, you will be prompted to the “Organization membership” section that you do not need to fill in: just click on Save and Next.

Organization membership for Stef Abr

+ Membership

test Choir 02

Role (predefined)

Role (free text)

Email address for this organisation

Save Cancel

Next

To complete the creation of your personal account, you must confirm your email address:

- If you have already received a confirmation email, follow the instructions in the email to confirm your address.
- If you haven't received an email, check your Junk inbox first, or press the button to resend the verification email.

Once your email is confirmed, click on your personal dashboard and set your user preferences (i.e. light or dark background)

Personal dashboard

Personal dashboard: Stef Abr

Quick links

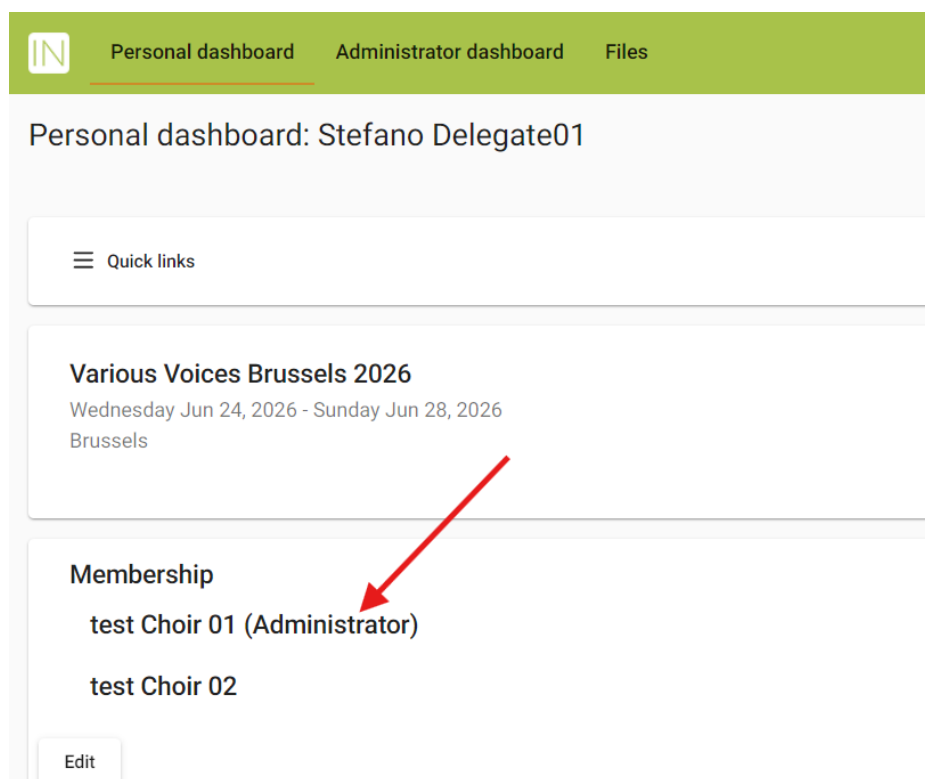
Various Voices Brussels 2026  
Wednesday Jun 24, 2026 - Sunday Jun 28, 2026  
Brussels

Membership  
test Choir 02

Edit

Profile  
Membership  
Change password  
User preferences  
My orders  
Purchases  
Log out

3. You must now send an email to the Festival team at [info@various-voices.be](mailto:info@various-voices.be) asking to be attributed “Choir administrator rights” (« Hello, I’m XX YY, member of the choir WW. I would like to be appointed administrator to register my choir”). **We will assign you the administrator role** and inform you on your personal email. You will then be able to re-connect and complete your choir’s registration. You cannot attribute yourself this role.



This “choir administrator” **role on the platform** is a technical digital role for getting the power to encode data, and should not to be confused with your **role in the choir** (singer, artistic director, board member, etc.).

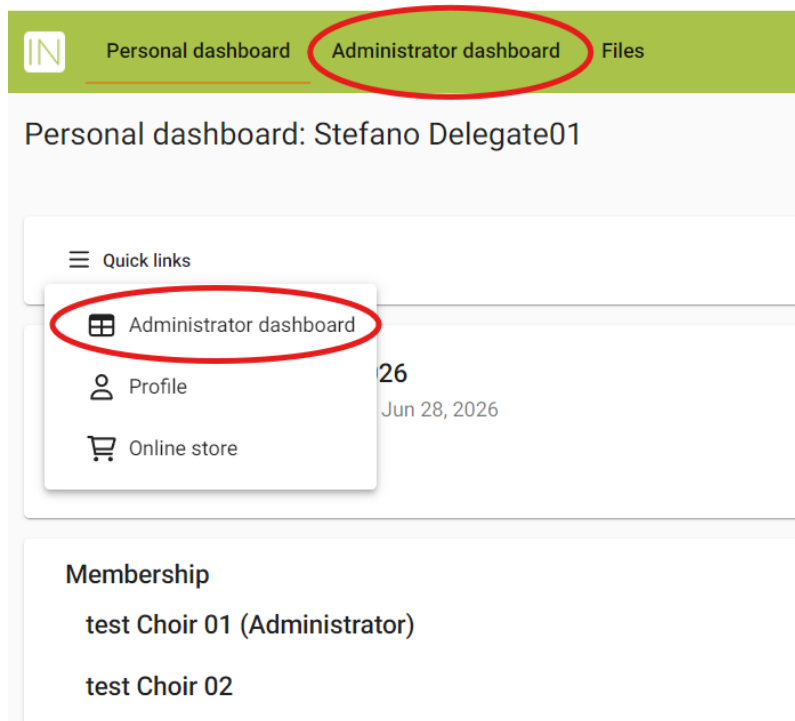
#### **What you can do as choir administrator**

If you are configured as an "administrator" of an organisation (your choir), you can do more than a standard user/delegate:

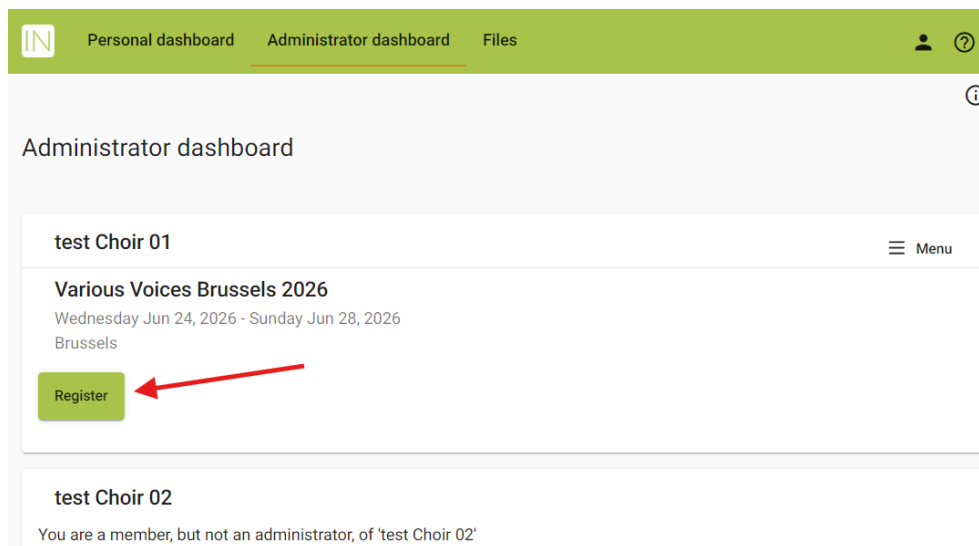
- Review and update contact details and other information about the organisation.
- Register the organisation for an event/festival.
- Review members of your organisation and unlink members who have left.
- Configure which other members of your organisation have administrator permissions.
- View the registration status of members of your organisation.
- View and pay invoices for your organisation.
- Fill in questionnaires.
- Enter program details for performances, once performance slots have been assigned.

All these functionalities are accessible via the “Administrator dashboard” menus.

4. When you log into Integra, your homepage is your “Personal Dashboard”. To perform choir administrative tasks, you need to **move to your “Administrator Dashboard”**. You can either click on the link in the top green menu bar or open the “Quick links” menu to navigate to your Administrator Dashboard.

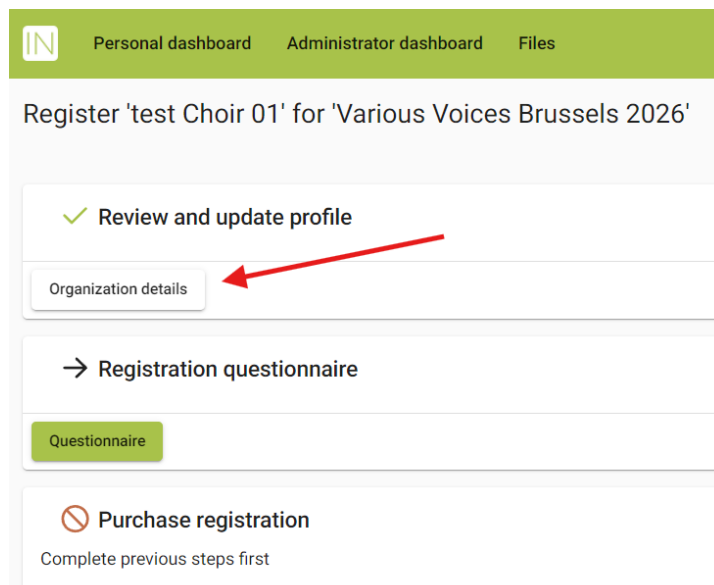


5. Click on the “Administrator Dashboard”, scroll down to the section for your choir or ensemble and click the green “Register” button under the Various Voices Brussels 2026 Festival heading.



The choir registration is completed in three steps:

- First, review and update the choir profile
- Second, fill in the registration questionnaire
- Third, purchase the choir registration fee



6. **First**, you'll now be prompted to **review** your **choir profile** in the database. **Click on the "Organization Details" button** and go through the data fields, updating any data as needed. Be sure to **SAVE** any changes as you go through the data. Some data are pre-filled based on LEGATO and GALA databases, but you can update them. Please pay attention to the following **mandatory fields**, most of them are pre-filled but you can modify them. The other fields (i.e. short biography, file attachments) should be disregarded.

Chapter	Mandatory Fields	Instructions
<b>Contact details</b>	<i>Organization name</i>	Full choir name (pre-filled)
	<i>General email address</i>	The choir's email address. If you do not provide it, we will send communications to your personal one.
<b>Links</b>	<i>+link</i>	Please insert complete URL (starting with http://) to your website and to all your social media and indicate in "Title" which type of link it is (i.e. website, facebook, instagram, etc.) – see picture below.
<b>Address</b> <i>(important data for issuing invoices)</i>	<i>Country</i>	The country where the choir is established
	<i>Street address</i>	The legal address of the choir.
	<i>Town or City</i>	The town or city where the choir is established
	<i>State, Province or Country</i>	If not applicable, repeat the Country
	<i>Postal code / Zip Code</i>	

<b>Organization details</b>	<i>Organisation is a choir</i>	Please keep the box ticked also if your organisation is only instrumental, otherwise the next section will disappear.
<b>Choir details</b>	<i>Choir type</i>	Select one option from the drop-down list: TTBB, SSAA, instrumental, etc.
	<i>Number of members</i>	Based on the size of your choir's membership database, including singers and supporting members, and not the number of performers you intend to bring to the Festival

Links

	Title	URL
	website	<a href="https://www.theguardian.com/international">https://www.theguardian.com/international</a>
URL *		<input type="text" value="https://facebook.com/yhgsfret"/>
Title *	<input type="text" value="Facebook"/>	

Save

- When you've completed the Organisation details section, click the green **"Save and Next"** button. This will allow you to move on to the registration questionnaire.

The screenshot shows a web interface with a green header bar containing the logo 'IN' and navigation links for 'Personal dashboard', 'Administrator dashboard', and 'Files'. Below the header is a search bar with the text 'Fill in or update the key information about your organisation.' and an information icon. The main content area is titled 'Organization details' and features a list of expandable sections for 'test Choir 01': 'Contact details', 'Links', 'Address', 'Organization details', 'Choir details', and 'File attachments'. A red arrow points from the 'Choir details' section down to a green 'Save and next' button at the bottom left of the form.

8. **Second**, after your choir profile is updated, the next step in registration is to complete the **“Registration Questionnaire”** for your choir or ensemble. Click the green **“Questionnaire”** button to continue.

The screenshot shows a progress bar titled 'Register 'test Choir 01' for 'Various Voices 2026 Brussels''. It consists of three steps: 1. 'Review and update profile' (completed, indicated by a green checkmark), 2. 'Registration questionnaire' (current step, indicated by a right-pointing arrow), and 3. 'Purchase registration' (not yet started, indicated by a red prohibition sign). Below the 'Registration questionnaire' step, a green 'Questionnaire' button is highlighted with a red arrow pointing to it. Below the 'Purchase registration' step, the text 'Complete previous steps first' is displayed.

The fields with an asterisk \* are mandatory. Some questions were already addressed in the choir profile but we need them again to facilitate data management.

At the end, do not forget to click the green **“Save”** button.



Please fill in this questionnaire in order to register for the Festival. At the end you will be redirected to the page from which to order and pay your Choir fee.

- 1 Choir identification
- 2 Contact details & Legal statements
- 3 Proceed to choir registration fee
- 4 Done

You are now done.

Previous

If in the future some contact details need to be modified, you can use the button “Update registration”, in the Administrator dashboard to revise the Registration questionnaire for your choir.

9. **Third**, now you’re ready to **purchase a registration** for your choir. Click the green **“Order”** button under the “Purchase registration” prompt.

✓ Review and update profile

Organization details

✓ Registration questionnaire

Questionnaire

→ Purchase registration

10. You can **only purchase one** Choir **Registration**. First select and open the Legato Group your choir belongs to (click on the (i) icon to get help with the list of Countries), then check the box for your Choir size. You can also choose to add a donation: tick the box and type your donation amount under “Unit price”. Integra will keep a running total.

Personal dashboard Administrator dashboard Files

Choir Registration - Legato Group 1 countries

Group 1 Choirs 1-5 members (6%VAT included) - Early registration	<input type="checkbox"/>	80.00	0.00
Group 1 choirs 6-12 members (6%VAT included) - Early registration	<input type="checkbox"/>	190.00	0.00
Group 1 Choirs 13-20 members (6%VAT included) - Early registration	<input type="checkbox"/>	280.00	0.00
Group 1 Choirs 21-30 members (6%VAT included) - Early registration	<input type="checkbox"/>	380.00	0.00
Group 1 Choirs 31-40 members (6%VAT included) - Early registration	<input checked="" type="checkbox"/>	500.00	500.00
Group 1 Choirs 41-50 members (6%VAT included) - Early registration	<input type="checkbox"/>	600.00	0.00
Group 1 Choirs 51+ members (6%VAT included) - Early registration	<input type="checkbox"/>	900.00	0.00

Choir Registration - Legato Group 2 countries

7 items...

Choir registration - Legato Group 3 countries

Group 3 countries - Free registration for Choirs - Free registration fee for Groupe 3 Choirs

0 0.00 0.00

Donation to the Solidarity Fund

Donation to the Solidarity Fund - free amount donation

100 100.00

Total price (EUR): 600.00

Confirm

Now, be sure to purchase a registration. When you're sure of your purchases, click the green "Confirm" button at the bottom of the page.

At this stage the only optional purchase is a **donation to the Solidarity Fund**. In the future, other optional items might be added (i.e. rehearsal room) and you will be informed through the Newsletter. You can come back to buy them later using the **"Online store"** button available under both the "Quick links" menu or the "Administrator Dashboard" kebab/hamburger menu (3 horizontal lines).

Personal dashboard Administrator dashboard Files

Personal dashboard: Stefano Delegate01

Quick links

- Administrator dashboard
- Profile
- Online store

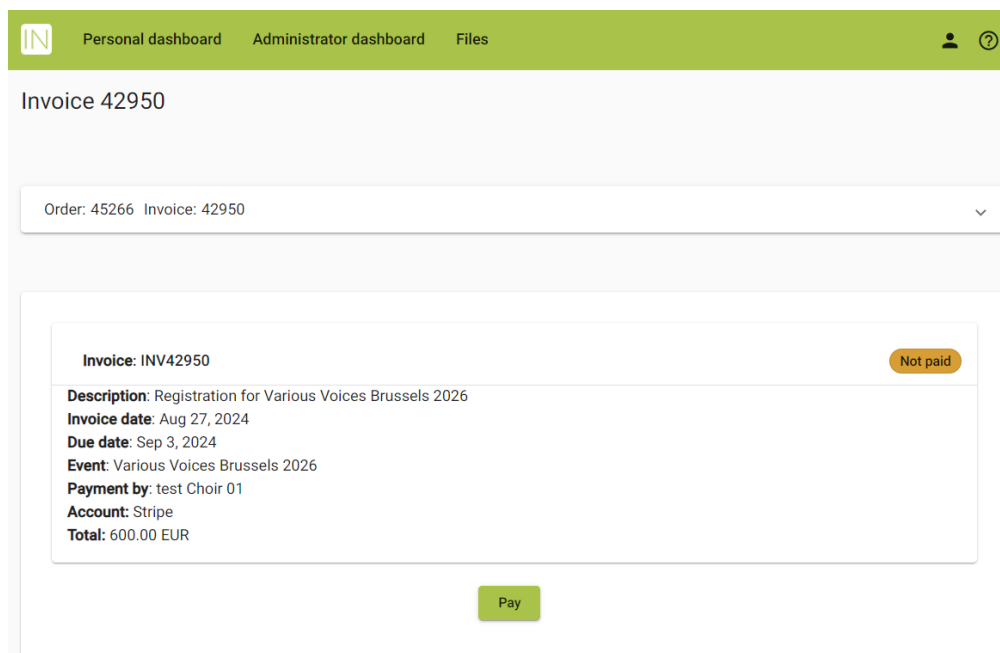
26 Jun 28, 2026

Membership

test Choir 01 (Administrator)

- Organization details
- Members
- Administrators
- Sections
- Signup link
- Online store
- Membership dues
- Registration status
- Orders
- Purchases
- Unpaid invoices
- Credits
- Menu

- 11.** An invoice is generated, and you'll now be directed to the Payment page to pay it. Your choir **registration is not complete until payment is received.**



You have one week to finalise the payment, although we recommend doing it immediately to validate the registration for the Festival.

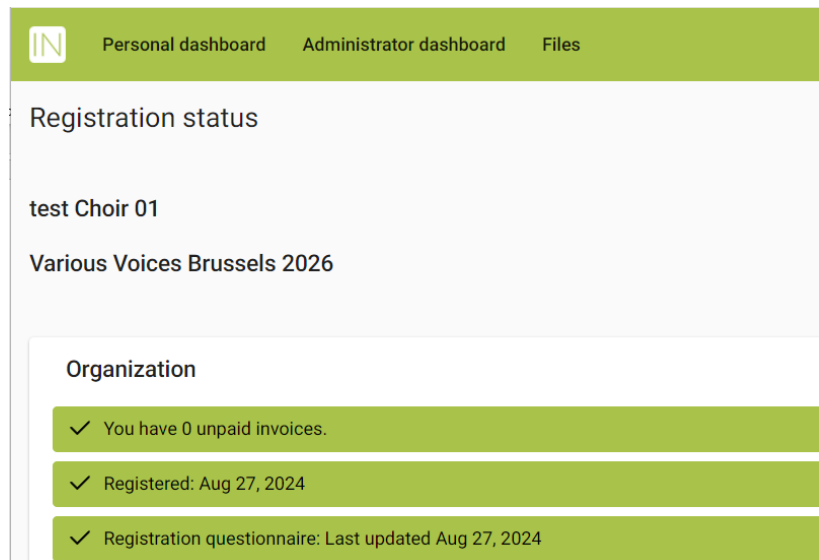
Beware that, if you pay after the registration fee deadline has expired, you will be charged the difference (i.e. from early to regular after 31 December 2024).

- 12.** Click on the “Pay” button and enter the credit/debit card information as prompted by Stripe. Once the payment is finalised, you will receive both a confirmation receipt and a copy of the invoice by separate emails.

#### Posta in arrivo

<input type="checkbox"/>	<input type="star"/>	<input type="mail"/>	Various Voices Brus.	Your Various Voices Brussels 2026 asbl receipt [#1109-0390] - Receipt from Various Voice
<input type="checkbox"/>	<input type="star"/>	<input type="mail"/>	info	Integra Planner Various Voices: Registration for Various Voices Brussels 2026 - Various Voi

Go back to your Administrator dashboard (right side kebab menu) to check your Registration status.



**13.** If your choir belongs to the European Economic Area (Austria; Belgium; Bulgaria; Croatia; Cyprus; Czech Republic; Denmark; Estonia; Finland; France; Germany; Greece; Hungary; Iceland; Ireland; Italy; Latvia; Liechtenstein; Lithuania; Luxembourg; Malta; Netherlands; Norway; Poland; Portugal; Romania; Slovakia; Slovenia; Spain; Sweden), you may need a complete tax invoice for your choir (e.g. to recover VAT). In this case, please fill in this [google form](#) and we will send it to you.

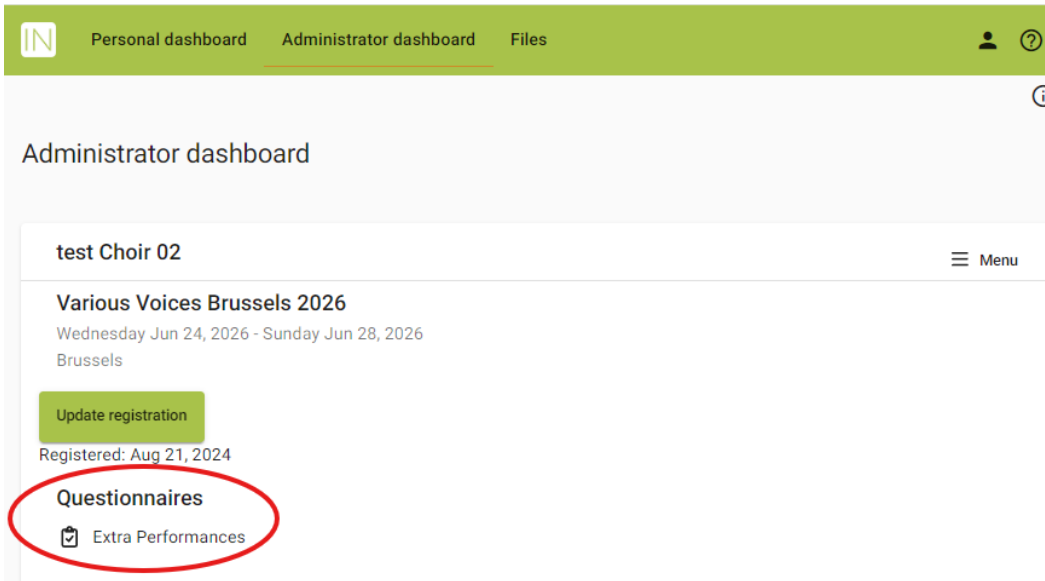
**14.** If you have questions or hit any obstacles, contact the Festival team at [info@various-voices.be](mailto:info@various-voices.be).

--- O ---

**Now that your choir is registered**, there are a couple of important things you have to decide and to do on the INTEGRA platform as a choir administrator.

- A)** You should fill in the follow up questionnaire about “**Extra Performances**” to give your choir the opportunity to sing at one or more events, like ceremonies or shows.
- B)** Soon, we will release another questionnaire about “**Resources to promote your choir**”. Please open the questionnaire, and read the instructions to see what you need to prepare. When ready with the requested documents, files and pictures, re-open the questionnaire and fill it in.

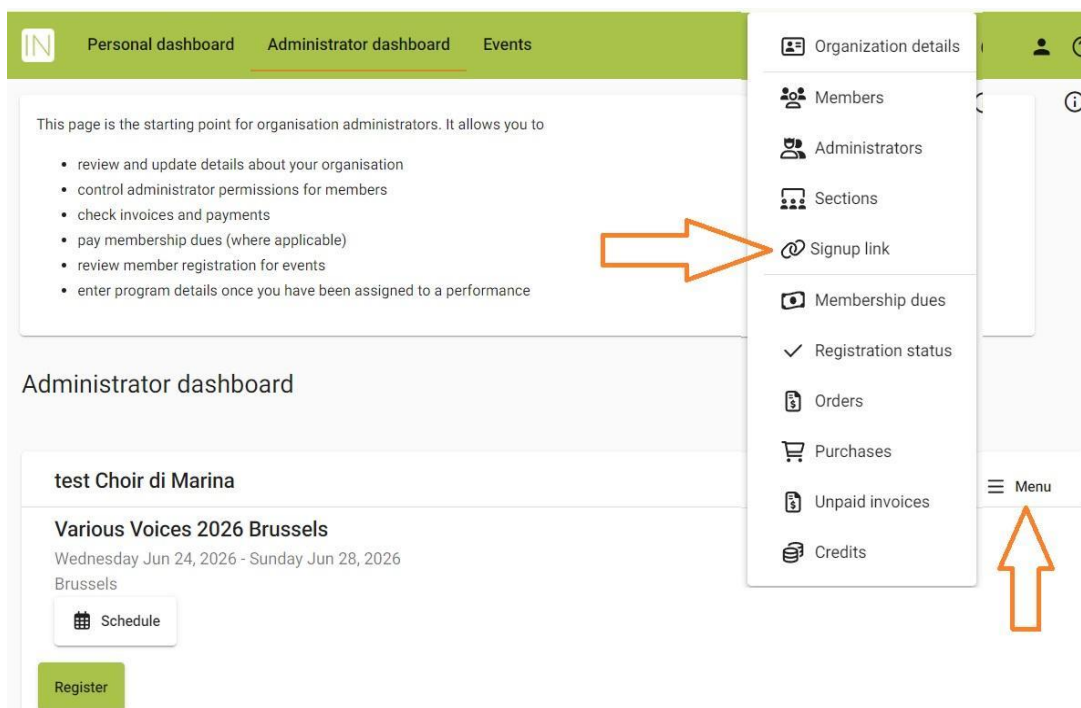
You can upload or modify your answers anytime. Keep an eye out for the Various Voices Festival newsletter for additional instructions and key deadlines.



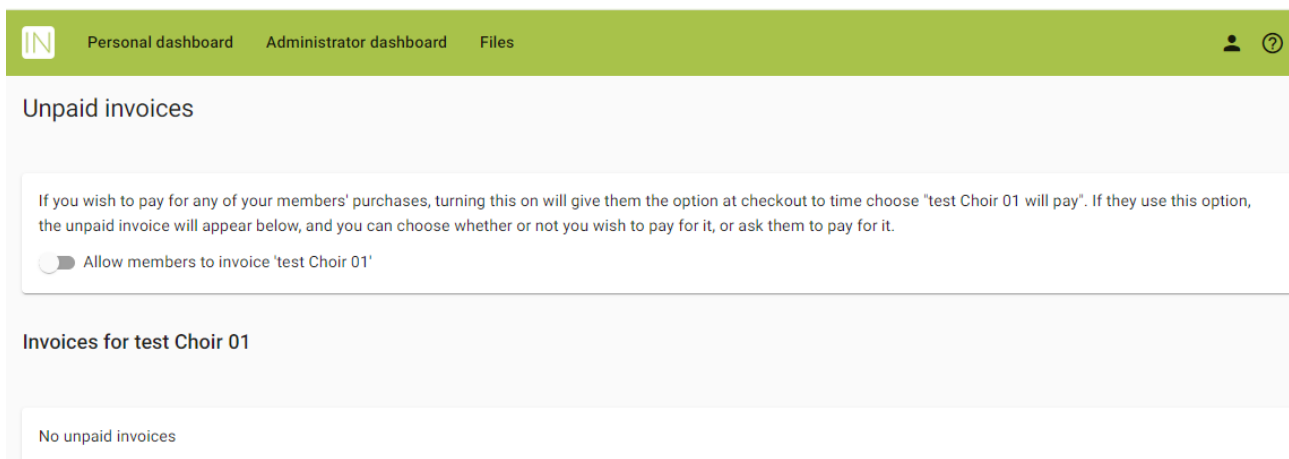
**C) Help your members to register as Delegates using the *Signup link*.** From January 2025, your members can sign up by going to <https://variousvoices.integraplanner.net/app/login> and they will be then able to *manually add their membership to your choir*, finding its name in the list of organisations already on the platform.

However, if you want to be sure that they register as members of your choir, you can give them a customised *Signup URL*, and they will **automatically be added as a member of “Your Choir!”** when they create a user account.

You can generate the Signup link from your “Administrator dashboard” kebab menu and send it to all your members with a copy of the “Delegates Registration Guide” that will be released on the Festival website:



Beware that according to the Festival Terms & Conditions, group payments are not permitted. Please **do not enable** the platform toggle that allows members to invoice their choir.



### **Managing the members of your organisation**

Delegates registration will open in January 2025.

All singers must **create** their own user **account** on the system. As choir administrator, you cannot do that for them. This is because they have to accept the terms, consent to their data being stored, choose their own password and so on. It also helps ensure data accuracy, for example that they enter an up-to-date email address and phone number. If you give your members a customised *signup link* for your organisation, they will automatically be added as a member of your organisation when they create their user account. Or, if they sign up without that link, they can add their membership(s) during signup or from the "My account" menu. They will then show up on your list of members. If there are users listed as members who are no longer part of your organisation, you should remove them. If they are still members, you should leave them in the system, in case they want to register for future events.

Any of the "Administrators" of your organisation can configure who else is an Administrator. These should be people in a position of responsibility, and we recommend you have at least two administrators in case one leaves or loses access. Preferably the additional contact persons identified in the Registration questionnaire.

### **Registration of your members to an event/festival**

Your members need to **register** themselves to the **festival**. You cannot do that for them. Again this is because they will need to accept the terms of the event, and will have a questionnaire to answer.

If your organisation needs to pay for one member registration, for example a chorus pays for the pianist, please ask this person to complete the registration part, and confirm the registration order, but stop short of paying. As an administrator, you can view the outstanding invoice for your member, and pay this invoice.

**THANK YOU. We can't wait to see you all in Brussels in 2026 !**