



## Guide for Delegates

# HOW TO REGISTER FOR VARIOUS VOICES BRUSSELS 2026 FESTIVAL

For the purposes of the Festival Various Voices Brussels 2026, the **Delegate** is the natural person of legal age (18 years old at the start of the festival - 24/06/2026), singer, conductor, musician, non-singer or partner/friend of the member of a choir registered to the Festival, who registers on the Integra Planner software and uses the services available on it, who declares to have full capacity to act and enter into the Contract in compliance with these Terms. The organizer will in no case be required to verify such requirements for the Delegates.

Registered Delegates will receive a **Festival Pass** (badge) that will give them access to all Festival concerts, events, venues and sites.

The **Festival platform** is provided by **Integra Planner**, a software including our integrated database, financial management, event planning & registration tools. The Festival platform should not be confused with the **Festival website**. To register for the Festival Various Voices Brussels 2026, you must have an **account** in Integra Planner.

*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, German or in French. The translations into French and German are not fully accurate/complete. 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.*

In keeping with international privacy regulations, each individual user must create their own account. The system is designed for each user to have a **unique, personal email address** as a username, so your account should be something like *myname@gmail.com* and NOT *president@gaychoir.com*. **Passwords** need to be at least 8 alpha-numeric characters long, and a mix of upper- and lower-case letters, numbers, and special characters (#, ^, etc) is encouraged.

Your designated choir's administrator is available to help you with your registration and to answer any questions you may have about the Festival.

The numbered steps described here below will guide you through the process.

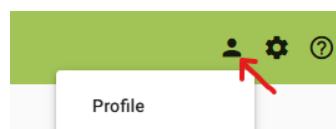
1. Using a regular computer (*not a smartphone*), **sign up** or **log in** to **Integra platform** at <https://variousvoices.integraplanner.net/app/home> using your personal email address as your username.
  - If you have ever attended a GALA or LEGATO event/Festival, then you could already have an Integra account – PLEASE try your different email addresses before creating a new account, to avoid duplicates.
  - If you use this platform for the first time, you must create an account.
  - In case you **forget your password**, you can reset it by following the [reset link](#) from the login page.

The screenshot shows the 'Create account' form on the Integra platform. At the top, there is a green navigation bar with 'Log in' and 'Sign up' links. A red arrow points to the 'Sign up' link. Below the navigation bar, the form is titled 'Create account'. It contains the following fields:

- Email address \*: stefabr@outlook.com
- First name \*: Stef
- Last name \*: Abr
- Password \*: [masked with dots]
- Confirm password \*: [masked with dots]

At the bottom of the form, there is a checkbox labeled 'I accept the Integra Planner Terms of Use' which is checked. Below the checkbox is a green 'Create account' button. A second red arrow points to the Password field.

If you have created a new account, you will be immediately prompted to the **Profile section**, otherwise you can access your profile by clicking on:



Here you will be asked to provide/update the personal data needed to process your registration (i.e. issuing receipts/invoices) and create your **Festival badge**. The following data will automatically appear on your badge:

- |   |
|---|
| <ul style="list-style-type: none"><li>- First name (or “Known as”)</li><li>- Last name</li><li>- Pronoun</li><li>- Name of your choir (principal choir)</li><li>- Role</li><li>- Country</li><li>- City</li></ul> |
|---|

Please fill in the Profile section and do not forget to open the additional box “**Show additional name fields**” under the name section. This box presents two relevant fields that could appear on your Festival badge:

- **Known as:** if any, mention your chosen first name. It will appear on your Festival badge instead of the legal first name. If you don't use it, let this field empty.
- **Pronouns:** mention the pronouns you want to see on your Festival badge. This answer is not compulsory, but we strongly recommend you provide it.

“Biography” and “Links” sections are not going to be used, so you can drop them. **Mandatory** fields are marked with an “\* ”.

Under the **Contact Preferences** section, please tick the case “**Opt in to occasional email mailshots from VV Brussels 2026**”.

At the end, click **Save and Next**.

## 2. Declare your choir membership:

If you are registering using a **Signup link** provided by your choir's administrator, your choir name should already show up, and you can go directly to point 3.

In all other cases, click on “+ **membership**” to declare what choir you perform with. Start typing your choir's name to search, then select the chorus from the drop down list. Typing the choir's name in the organisation field is not sufficient: you must select the choir name from the list to create a membership.

Once you have selected your choir, you will be prompted to the “**Organization membership**” section. This section is not compulsory, and you can skip it. Just click on Save and Next.

You can declare multiple memberships in case you will perform with 2 or maximum 3 choirs.

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

The screenshot shows two panels. The left panel, titled 'Personal dashboard', contains instructions: '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.' It also states that if the organisation is not listed, it can be added later, and provides a link to 'Add organisation' on the 'Personal dashboard' page. A message below says 'You are not a member of any organizations.' The right panel, titled 'Organization membership for Stef Abr', has a '+ Membership' button and a form for 'test Choir 02'. The form includes fields for 'Role (predefined)', 'Role (free text)', and 'Email address for this organisation'. Below the form are 'Save' and 'Cancel' buttons, and a 'Next' button at the bottom. Red arrows point to the 'Save' and 'Next' buttons.

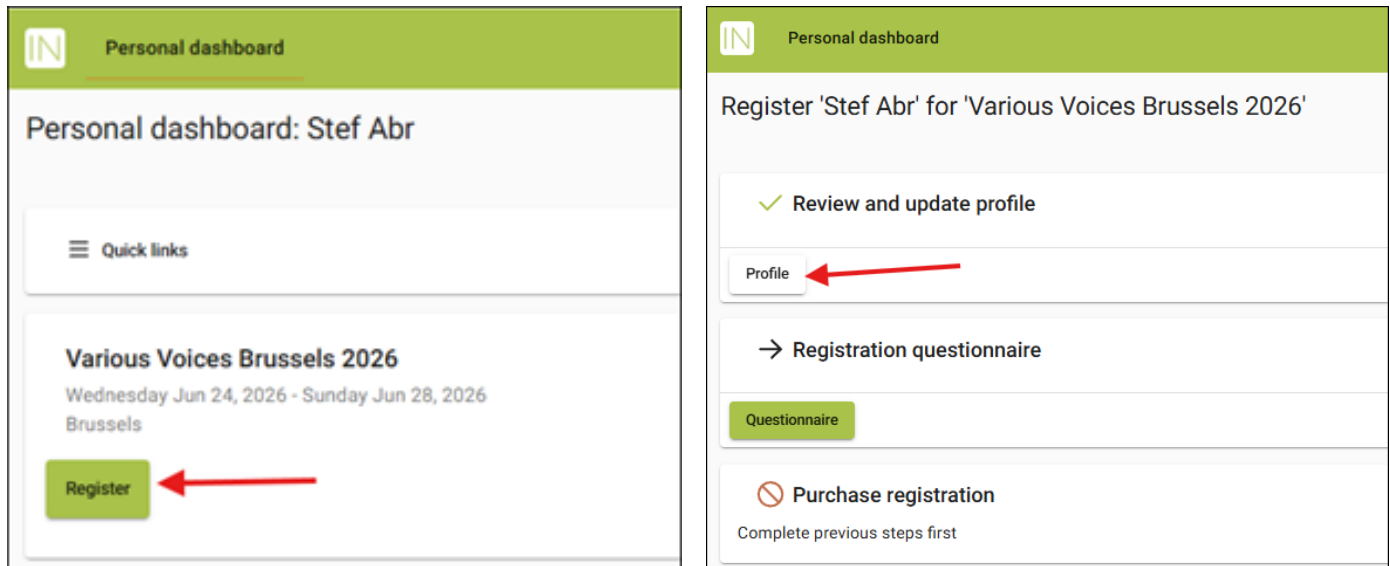
**3. To complete the creation of your (new) personal account, you must **confirm your email address**:**

- 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**)

The screenshot shows the 'Personal dashboard' for 'Stef Abr'. A red arrow points to the 'Personal dashboard' header. A dropdown menu is open, showing options: Profile, Membership, Change password, User preferences (highlighted), My orders, Purchases, and Log out. The 'Membership' section below shows 'test Choir 02' circled in red.

4. Back on your home page/Personal dashboard, click the green “**Register**” button under the “Various Voices Brussels 2026” header. You’ll be redirected to a **Registration Page listing 3 steps**. If you do not see “Various Voices 2026 Brussels” with a green ‘Register’ button on your homepage, contact [info@various-voices.be](mailto:info@various-voices.be).





5. The **first step** is to **review and update your Profile** in the database (see the instructions under point 1). Click on the “**Profile**” button, verify that all your contact information is correct, going through each section by clicking on the ‘Next’ button, and when you’ve reviewed everything, be sure to click the “**Save**” button at the bottom of the page.

If in the future some contact details need to be modified, you can use the button “Update registration” on your homepage or the “My account” menu to revise your profile.

Upon saving your profile, you should be redirected back to the “Registration Page” and see that the first step is checked off.

6. **Second step** is the “**Registration Questionnaire**”. Click on the “Questionnaire” button and complete the questionnaire. Please follow the instructions inside the questionnaire; click on the “**Next**” button after completing each section; and at the end, be sure to **SAVE your answers**. If you forget to save the questionnaire, you cannot register.


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

IN Personal dashboard Administrator dashboard Files  

EN - Please answer the questions here below to prepare your registration to the Festival. At the end you will be redirected to the fee payment. After saved you will not have the possibility to change your answers yourself. If needed, contact [info@various-voices.be](mailto:info@various-voices.be).

FR - Merci de répondre aux questions ci-dessous pour préparer votre inscription au Festival. À la fin, vous serez redirigé vers le paiement des frais. Une fois enregistrées, vous n'aurez plus la possibilité de modifier vos réponses vous-même. Si besoin, contactez [info@various-voices.be](mailto:info@various-voices.be).

NL - Beantwoord de onderstaande vragen om uw registratie voor het festival voor te bereiden. Aan het einde wordt u doorgestuurd naar de vergoedingsbetaling. Na het opslaan heeft u niet meer de mogelijkheid om uw antwoorden zelf te wijzigen. Vraag indien nodig [info@various-voices.be](mailto:info@various-voices.be).

- 1 Personal data and role / Données personnelles et rôle / Persoonlijke gegevens en rol
- 2 Accessibility / Accessibilité / Toegankelijkheid
- 3 Socio-demographic data
- 4 Policy agreements & Legal statements / Documents légaux / Wettelijke documenten
- 5 Support to Delegates & Registration
-  Done

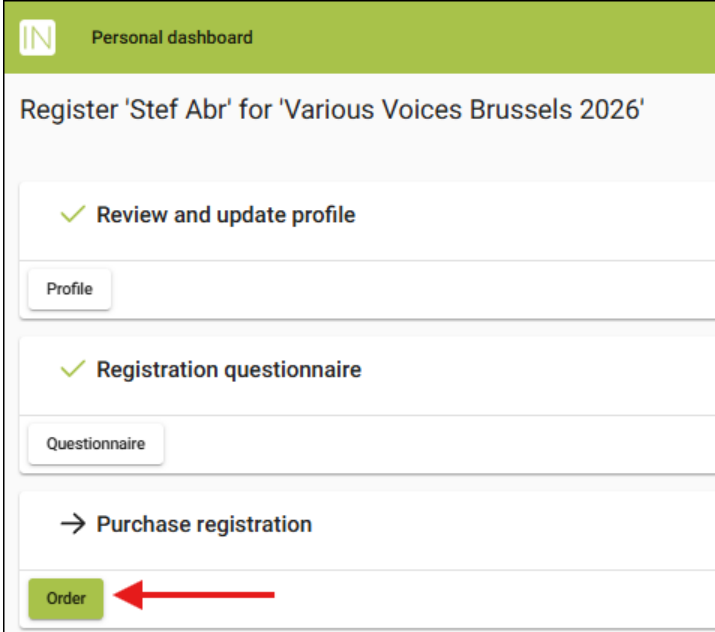
You are now done.

Read carefully the explanations in the “Support to Delegates & Registration” section to be able to choose the right registration item/fee when at step 8.

Note that completing the questionnaire does not automatically register you for the Festival; there is still one more step – buying your registration.

- ➔ **Delegates choosing to pay by instalments** should **SAVE their questionnaire and STOP here**, waiting to receive payment instructions on their email (it may take up to 4 days). When you authorise the first instalment, you authorise the Festival team to charge also the other two instalments on the same credit or debit card : 30 and 60 days respectively after the invoice date. Please note that you can pay in 3 monthly instalments **ONLY by using a credit or debit card**, and **ONLY when the Early or Regular registration fees apply**. If after one week you haven't yet received any personal payment link by email, please check if you have saved your questionnaire and inform the Festival support team at [info@various-voices.be](mailto:info@various-voices.be). After the first instalment is paid, the Festival support team will confirm your registration on the platform and by email.
- ➔ Delegates choosing to pay by instalments **shall skip the steps 7 to 10**.

7. Back on the Registration page, you should see the first two steps checked off, and the “Order” button under the “Purchase registration” heading should now be activated and green. [Click on the “Order” button.](#)



The screenshot shows a personal dashboard with a green header containing the logo 'IN' and the text 'Personal dashboard'. Below the header, the main heading reads 'Register 'Stef Abr' for 'Various Voices Brussels 2026''. The dashboard is divided into three sections. The first section, 'Review and update profile', has a green checkmark and a 'Profile' button. The second section, 'Registration questionnaire', also has a green checkmark and a 'Questionnaire' button. The third section, 'Purchase registration', has a right-pointing arrow and a green 'Order' button. A red arrow points to the 'Order' button.

8. On the “Payment details” page, [select the appropriate type of registration](#) by ticking the buttons under “Quantity”. The platform automatically shows the fees (early or regular or late) valid on the day you create the registration order. Be sure to complete the payment before the fee validity expires. Delegates can only purchase one registration item.

We invite you to [donate to the Solidarity Fund](#): since there is not a set amount, tick the “Quantity” box and type your donation amount under “unit price”.

[Review the total price](#) and click the green “[Confirm](#)” button at the bottom of the page.

## Various Voices Brussels 2026 Registration

**Payment details**

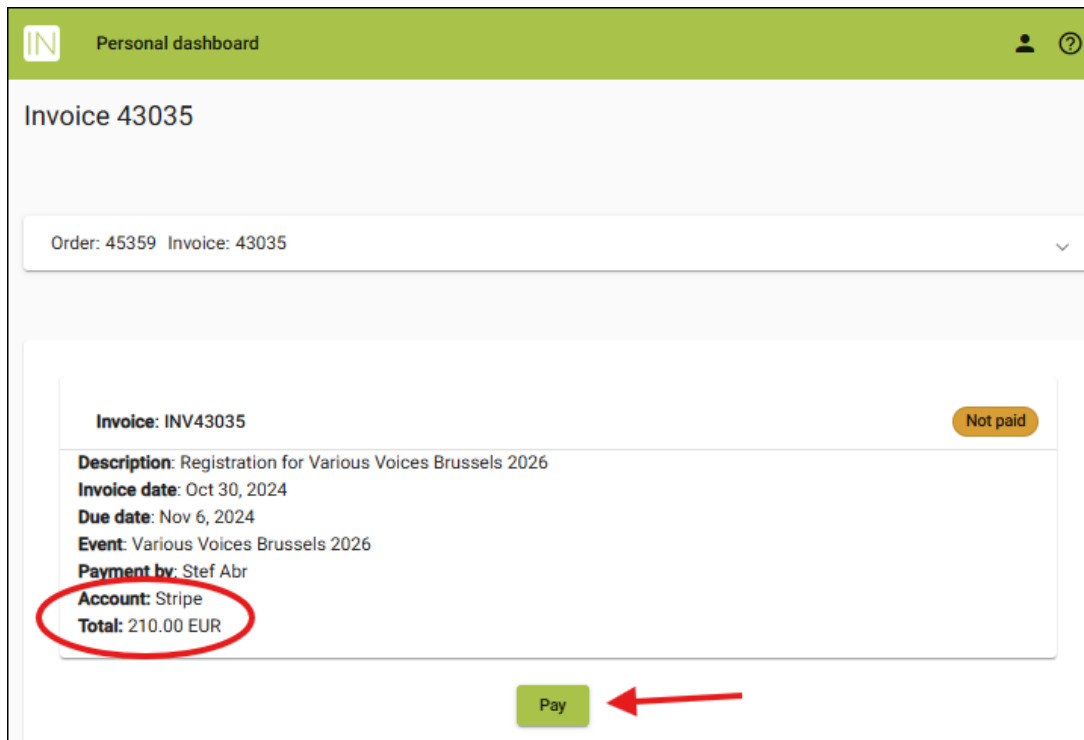
Item	Quantity	Unit price	Total price
<b>Delegate Registration</b> ⓘ			
A) Groupe 3 countries Delegates Free registration - Free registration fee for Groupe 3 Delegates ⓘ	<input type="radio"/>	0.00	0.00
B) Fee for delegates Group 2 (6%VAT included) - Early fee for delegates from groupe 2 countries ⓘ	<input type="radio"/>	95.00	0.00
C) Fee for delegates Group 1 (6%VAT included) - Early fee for delegates from groupe 1 countries ⓘ	<input checked="" type="radio"/>	190.00	190.00
E) Delegate asking Solidarity Fund (6%VAT included - Early - delegate groupe 1 asking Solidarity Fund ⓘ	<input type="radio"/>	95.00	0.00
F) Carer/Support worker - non-singing Delegate - Free registration fee for Carer/Support workers ⓘ	<input type="radio"/>	0.00	0.00
<b>Donation to the Solidarity Fund</b>			
Donation to the Solidarity Fund - free amount donation ⓘ	<input checked="" type="checkbox"/>	<input type="text" value="10"/>	10.00
			Total price (EUR): 200.00
<input type="button" value="Confirm"/>			

9. After confirming your registration purchase order, the only thing left is payment. You should now be on the “Invoice” page for your registration. [Click on the “Pay” button](#), and you will be directed to a Stripe session, our provider for online payments. Stripe is a payment processor accepting all credit and debit cards, offering also the possibility to pay with your IBAN through SEPA direct debit, a cheaper solution, particularly when currency conversion applies.

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 30 June 2025).

If you are not ready to pay now, you can log out from the Integra platform and come back later with your credit card or bank account IBAN number. You will see your unpaid invoice on your Personal dashboard. Note that your registration will not be activated until the invoice is paid.





**10.** All our online transactions are processed by Stripe, but you don't need to have a Stripe account to pay online; you can do it simply as on all eCommerce platforms. The **accepted payment methods** are all most common “**Debit or Credit Card**” as well as **bank transfers using “SEPA direct debit”** mandates. Choose which of the two methods you will use.

Attention: while credit cards payments usually take few minutes, bank transfers with **SEPA direct debit often need some 7/10 days** to be finalized. After 2/3 days you should see the debit on your bank account, and some additional 4/7 days are needed to see the fee credited on the Festival bank account. So do not be surprised if your order will appear flagged as “pending” and your status not yet as Registered. **Be patient** till the transfer is finalised for both sides.

Whatever your country of residence, **we recommend you pay with SEPA Direct Debit** instead of using credit/debit cards, because Stripe charges the Festival lower fees for this type of transaction.

In addition, if you live in a country where the currency is not EURO (Poland, Denmark, Czechia, UK, Norway, etc.), with SEPA Direct Debit the **currency conversion fees charged by banks are lower** compared to credit/debit cards' fees.

To pay with SEPA Direct Debit, you need the IBAN number of your bank account. You can **find the IBAN number:**

- On the bank app in your smartphone
- On your bank statement
- Or, you can calculate it with the IBAN calculator: <https://www.iban.com/calculate-iban>

← Various Voices Brussels 2026 asbl

Pay Various Voices Brussels 2026 asbl

**€210.00**

Fee for delegates Group 1 (6%VAT included)	€190.00
Donation to the Solidarity Fund	€20.00

Contact information

Email: stefabr@outlook.com

Payment method

Card | SEPA Direct Debit

If paying with a credit or debit card, **fill in the information fields** for your card, if paying by bank transfer be sure your bank belongs to the SEPA area, i.e. you have a valid IBAN number for your bank account. After encoding the requested details, be sure to **click the blue “Pay” button** at the bottom of the page.

Payment method

Card | SEPA Direct Debit

Card information

1234 1234 1234 1234 | VISA | Mastercard | American Express | Discover

MM / YY | CVC

Cardholder name

Full name on card

Country or region

Belgium

Securely save my information for 1-click checkout

Enter your phone number to create a Link account and pay faster on Various Voices Brussels 2026 asbl and everywhere Link is accepted.

0470 12 34 56 | Optional

link

Pay

Payment method

Card | SEPA Direct Debit

IBAN

BE00 0000 0000 0000

Name on account

Billing address

Belgium

Address line 1

Address line 2

Postal code | City

Pay

By clicking Pay, you authorise (A) Various Voices Brussels 2026 asbl and Stripe, our payment service provider, to send instructions to your bank to debit your account and (B) your bank to debit

- Once the payment done, you will be redirected on your order page. Check your email inbox: you should have received both a **receipt** for the payment and a **confirmation email** from [info@various-voices.be](mailto:info@various-voices.be) like the one here below. Remember that in case of SEPA direct debit payment this confirmation email will arrive 7/10 days later. If it is not the case, after checking you spam folder, you can use the **“email me a copy”** button to receive it again. You can find that button also going to **“My account / My orders”** menu.

From: [info@various-voices.be](mailto:info@various-voices.be) <[info@various-voices.be](mailto:info@various-voices.be)>  
Sent: Wednesday, October 30, 2024 4:09:41 PM  
To: Stef Abr <[stefabr@outlook.com](mailto:stefabr@outlook.com)>  
Subject: Integra Planner Various Voices: Registration for Various Voices Brussels 2026



Dear Stef,

You registered 'Stef Abr' for 'Various Voices Brussels 2026'. You can log in to view and edit the information and selections that you have made at any time.

If you made a payment for goods or services you will receive a confirmation from the payment provider direct. (Please remember to check your junk mail folder for missing emails).

We advise you to check the Festival website and your emails regularly for event updates.

Thank you for registering to use the Festival registration platform, provided by Integra Planner.

For further information please contact [info@various-voices.be](mailto:info@various-voices.be)

Order: ORD45341

Invoice: INV43022

Order date: 10 Oct 2024

Description: Purchase for Various Voices Brussels 2026

Invoice to: Stef Abr

[Juliaan 41](#)  
[Sint-Lambrechts-Woluwe](#)  
Brussels  
1200  
Belgium

Payment by: Stef Abr

Event: Various Voices Brussels 2026

Quantity	Item	Unit price	Total price
Donation to the Solidarity Fund			
1	Donation to the Solidarity Fund - free amount donation	30.00	30.00
Total price EUR			30.00

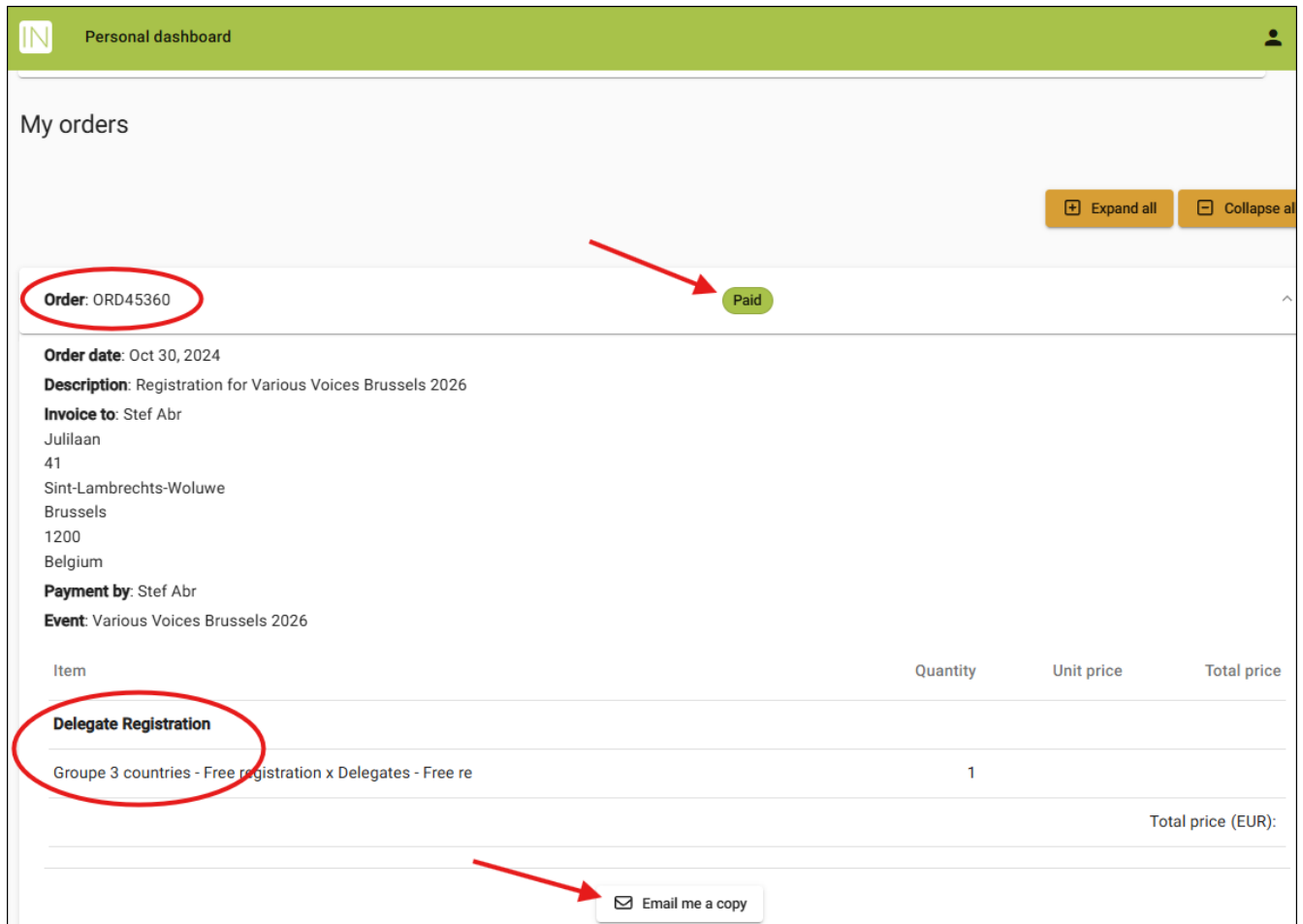
Payment method: Stripe

Payment status: Paid

Transaction ID: [py\\_3Q8Nr3069hE1maPQ1LECOsUB](#)

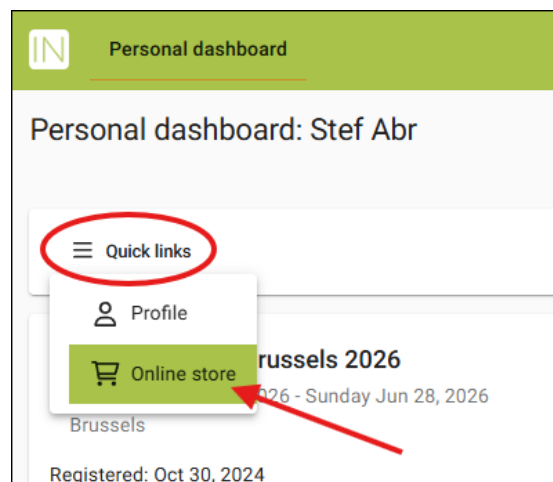
[Payment status: succeeded](#)

This is a transactional email sent by [Integra Planner](#), on behalf of "[Various Voices Brussels 2026 asbl](#)", Avenue de Juillet 41 - 1200 Brussels - Belgium, VAT n°: BE0783238673, [info@various-voices.be](mailto:info@various-voices.be).



**12.** If you need a complete tax invoice including also your personal VAT and fiscal details (e.g. to recover VAT), please fill in this [google form](#) and we will send it to you.

**13.** 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. special side events or t-shirts) and you will be informed through the Newsletter. You can come back to buy them later using the **“Online store”** button available under the **“Quick links”** menu.



**14.** We want to make the Various Voices Festival experience accessible also to the increasingly numerous **rainbow families**, providing parents with the possibility to take their children to the festival. **Children are welcome** under the responsibility of their parent(s).

Delegates wishing to purchase a Festival Pass for their child under the age of 18 on 24/06/2026 must complete this separate [Children registration Form](#), as a child is not considered a delegate (a minor cannot validly approve the T&C).

- Children under 5 years of age on 24/06/2026 are free of charge, provided the child does not occupy a seat during the concerts.
- Children aged between 5 and 17 on 24/06/2026 benefit a reduced rate: Legato Group 1 95€ ; Legato Group 2 47,5€ ; Legato Group 3 free of charge.
- Children aged 18 on 24/06/2026 should register themselves as delegates accompanying the parent's choir, creating their own account on the platform.

For children aged between 5 and 17, after the [Children registration Form](#) is validated, you will receive an order to pay the corresponding reduced fee via your Integra Planner account.

**15.** Beyond your purchases, you will be able, before and during the festival in 2026, to use this platform also to consult the **festival program** and to receive specific instructions about the performances of your choir(s). Do not forget your password.

**THANK YOU!**

[We can't wait to sing with you in Brussels in 2026](#)

**If you have problems or questions, check with your choir's administrator.**