



**My Choral Coach**

## **Choral Director User Guide**

powered by  
**MatchMySound™**

# Table of Contents

Welcome	2	Assign Repertoire to Multiple Selected Singers	9
Requirements	2	Assign Repertoire to Multiple Selected Singers	10
Version 1	2	Uploading Your Own Repertoire	11
Version 2	2	Uploading From Score File	11
Setting Up Your Director’s Account	3	Create Audio-only Repertoire	13
My Choral Coach Menu	4	Recording Audio-only Exercise	13
My Choral Coach Dashboard	4	The Tool Palette	17
How to Invite Singers	5	Best Practices/Tips	18
Uploading Multiple Singers	6	Get Help	18
Direct Adoption Link	7		
Assign Repertoire	7		
Assign Repertoire to One Singer	7		



# Welcome

Choir directors,

Thank you for choosing **My Choral Coach**, your choir's very own guided practice technology! My Choral Coach will keep your singers engaged and learning their parts at home.

This innovative chorus solution, powered by **MatchMySound™** technology, is made possible thanks to an extraordinary partnership with **GIA Publishing**, and the **American Choral Directors Association (ACDA)**.

With this easy-to-follow guide, you will learn how to,

- 🎵 Invite your singers
- 🎵 Access the content library
- 🎵 Upload and assign repertoire
- 🎵 Set performance goals
- 🎵 Monitor and review progress
- 🎵 Create choir recordings from submissions

# Requirements

## Read This First!

*important pre-download requirements*

## Web Version

Web Version of My Choral Coach is web-based and requires you to install the **Google Chrome** browser on your laptop or desktop computer.

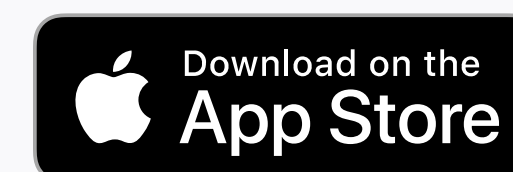
If you do not have Google Chrome, download it here:  
[www.google.com/chrome/](http://www.google.com/chrome/)



## My Choral Coach App


The **My Choral Coach App** is available on the **App Store** and **Google Play**.

For **My Choral Coach App** download, **click** on the icon.



# Setting Up Your Director's Account

Setting up your directors account is easy. There is nothing to download and the web and app platforms are accessible share your login credentials.



**My Choral Coach**

Create director account using

☐ I agree to the [terms of service](#)

Google

Facebook

Username and password

[I already have an account!](#)


[Contact us](#)

Please read and agree to the terms of service.

Choose the way you wish to register.

Check the box "I'm not a robot"

Click "Create"



**My Choral Coach**

Create new account

Name


Surname


Email address

Password

Repeat password

Verify your sentence

 I'm not a robot

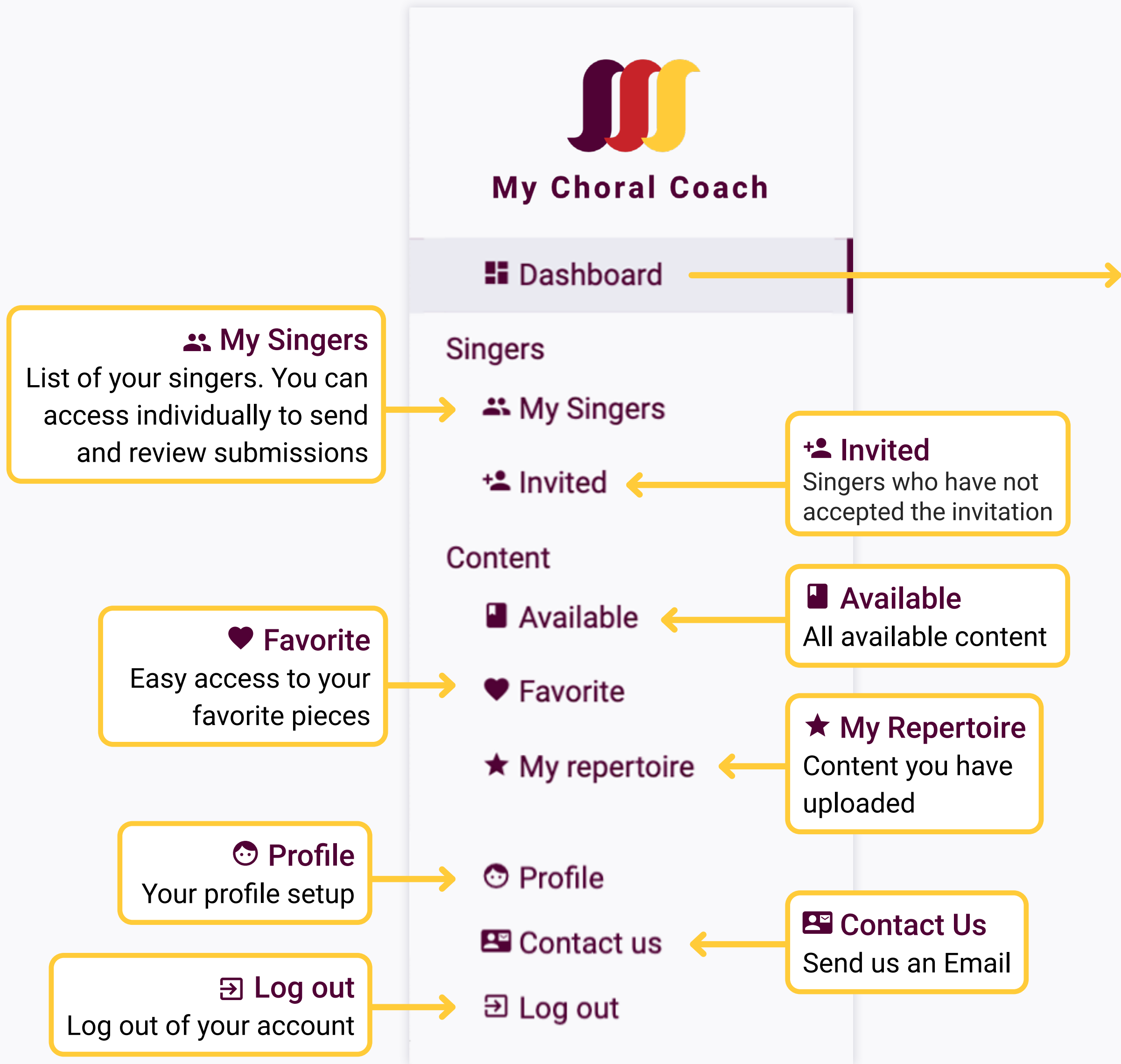
  
reCAPTCHA  
[Privacy](#) - [Terms](#)

Create

Back



# My Choral Coach Menu



# My Choral Coach Dashboard

The dashboard is an overview of your account's activity.

Welcome back to American Choral Directors Association!  
Here's what is going on

0 REPERTOIRE WAITING	0 PIECES ASSIGNED TODAY	1 SINGERS TOTAL <a href="#">Go to singers</a>	1 SINGERS LOGGED IN LAST 7 DAYS
<b>Repertoire Waiting</b> Singer submissions to be reviewed by the director.	<b>Pieces Assigned Today</b> Repertoire assigned to singers by the director.	<b>Singers Total</b> Number of singers you have in your group.	<b>Singers Logged in Last Seven Days</b> Your singers' weekly activity on My Choral Coach

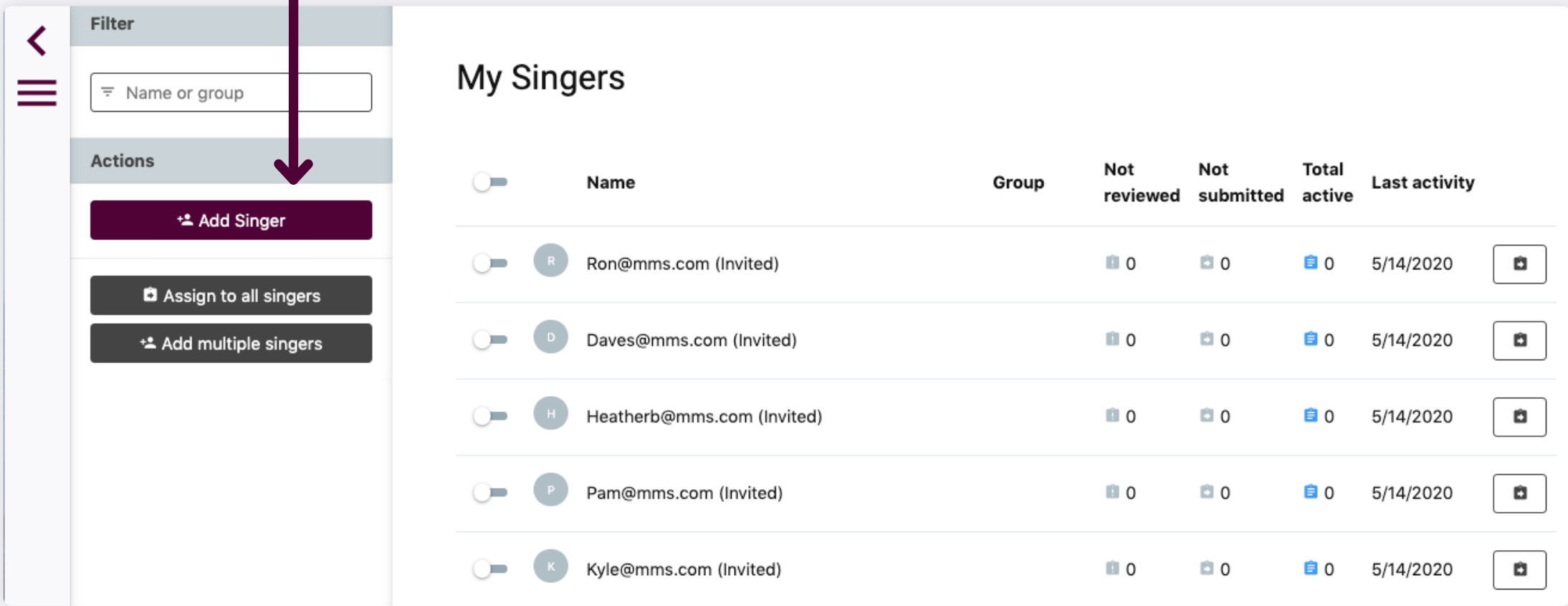




# How to Invite Singers

To **Upload Multiple Singers**, you'll need to: Format an XLS spreadsheet; export it as a CSV file; and upload it to My Choral Coach. (See **page 6** for more instructions.)

- 1. Sign into your My Choral Coach account.
- 2. Click on **Go to singers** in Dashboard or **My Singers** in Menu.
- 3. Click on **+ Add Singer**.



4. Read **“What does the singer experience?”** prior to inviting.

**What does the singer experience?**

When you invite singers to My Choral Coach, they:

- 1. receive an invitation email
- 2. must click on “Accept Invitation”
- 3. are now in the system and ready to receive assignments from you!

- 5. Enter Singer’s Email
- 6. You can select a **Group** to add a singer to.

**Add Singer**

E-mail:

Group:

☐ The singer is under 18 and the email will be sent to the parent

What does the singer experience?

**Do it!** **Close**

**IMPORTANT!** If singer is under 18 years old enter the parent email and select **The Singer is Under 18** button and enter the singer’s first and last name.

**Add Singer**

E-mail:

Group:

☒ The singer is under 18 and the email will be sent to the parent

Singer's First Name:

Singer's Last Name:

What does the singer experience?

**Do it!** **Close**

- 6. Click **Do it**
- Your singer will receive an invitation via email.

# Uploading Multiple Singers

To **Upload Multiple Singers**, you'll need to: Format an XLS spreadsheet; export it as a CSV file; and upload it to My Choral Coach.

- 1. Create a **5-column XLS spreadsheet** and name the columns: **EMAIL**, **INSTRUMENT**, **RANK**, **FIRST**, and **LAST**.
- 2. Enter your singers' information. The only required field is the **EMAIL** field, with all other fields optional. (Leave **RANK** blank, unless it pertains to your choir.)

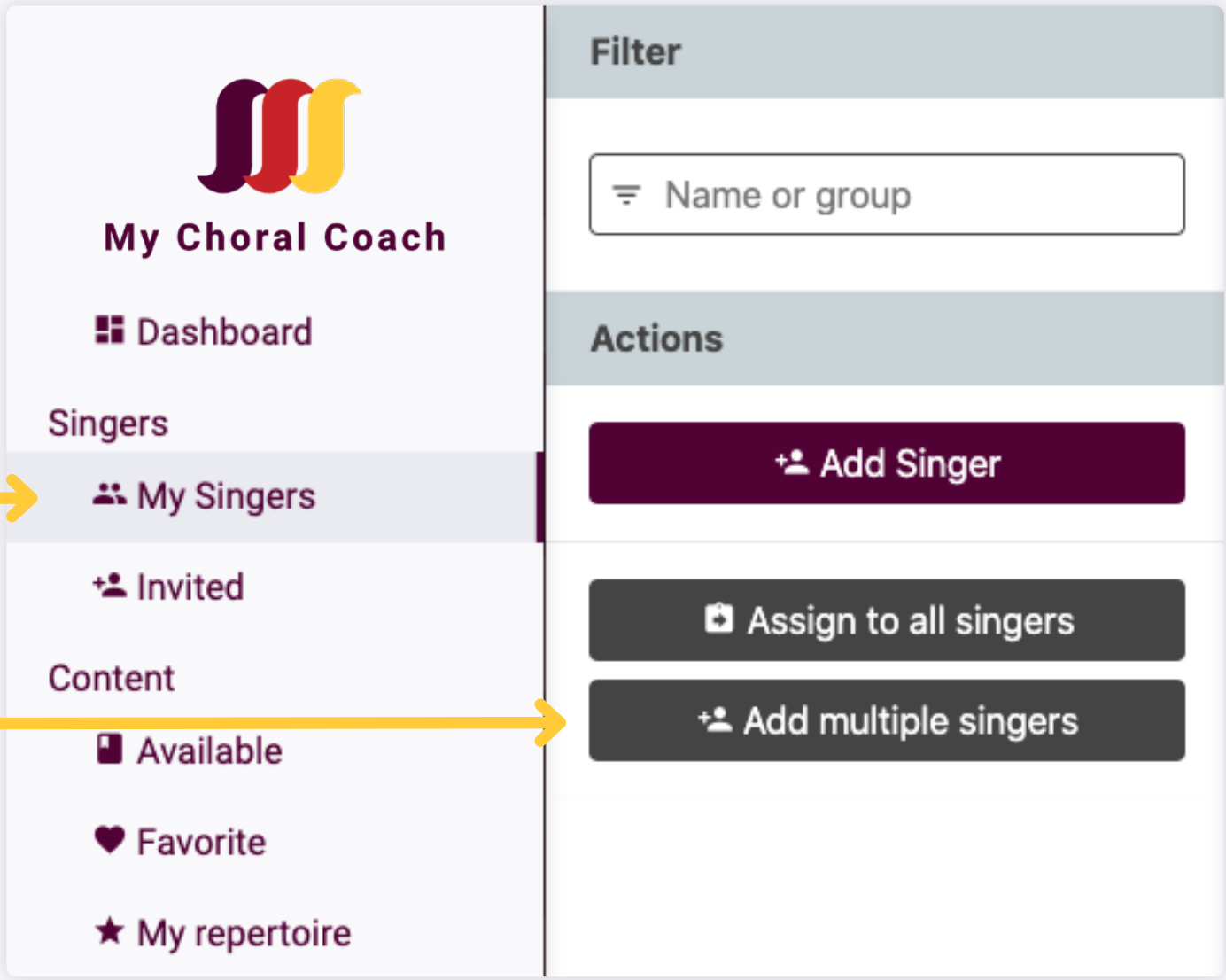
EMAIL	INSTRUMENT	RANK	FIRST	LAST
ks@mms.com	Alto		Cheryl	G
fsands@mms.com	Tenor		Katelyn	D
tjhawks@mms.com	Soprano		Pat	E
jdennis@mms.com				
kyleg@mms.com				
dsmalls@mms.com				

File menu options:

- New...
- Open...
- Open Recent
- Close
- Save
- Duplicate
- Rename...
- Move To...
- Revert To
- Export To
  - PDF...
  - Excel...
  - CSV...
  - TSV...
  - Numbers '09...
- Save as Template...
- Reduce File Size...
- Advanced
- Set Password...
- Print...

- 3. Export your completed XLS to a **CSV...** file.

- 4. Go to **My Singers**
- 5. Click on **Add Multiple Singers**



- 6. Locate and upload your **CSV** file.  
Invitations are automatically sent when the CSV file is uploaded.

**IMPORTANT!** Always alert your singers before you upload your list. Tell them to check their spam folder if they do not see the invitation in their inbox.

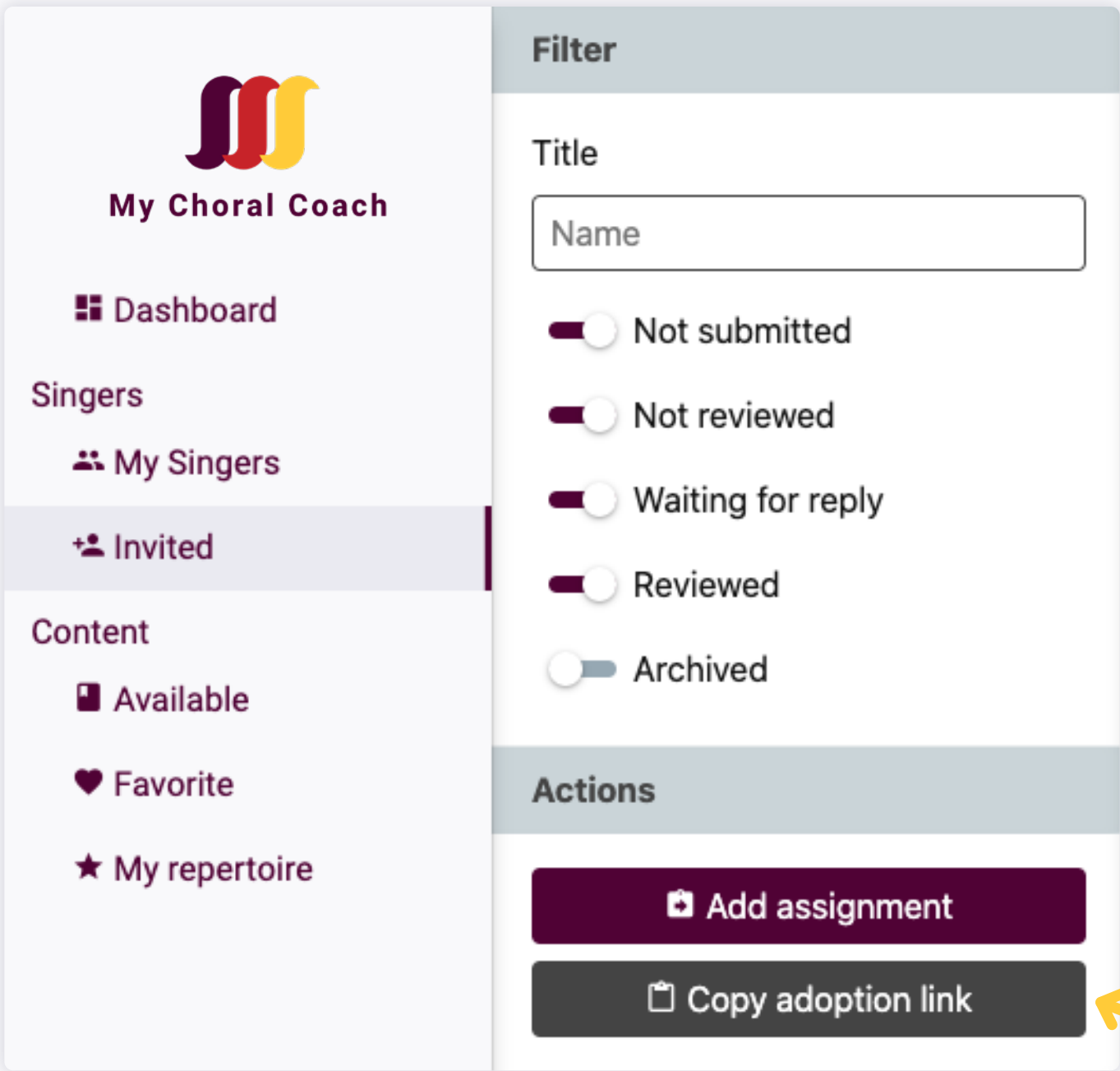
If the singer cannot locate your invitation in their inbox or spam folder, you can send them a **Direct Adoption Link**. (More info on **page 7**.)



# Direct Adoption Link

If the singer cannot locate your invitation in their inbox or spam folder, you can send them a **Direct Adoption Link**. (More info on [page 7](#).)

- 1. Go to **+ Invited**
- 2. Click on the singer that has **(invited)** after their name in the **My Singers** list.



- 2. The **Copy adoption link** will appear. Click on **Copy adoption link**. The link will be automatically copied to your clipboard.
- 3. Paste the link into an email and send it to your singer.

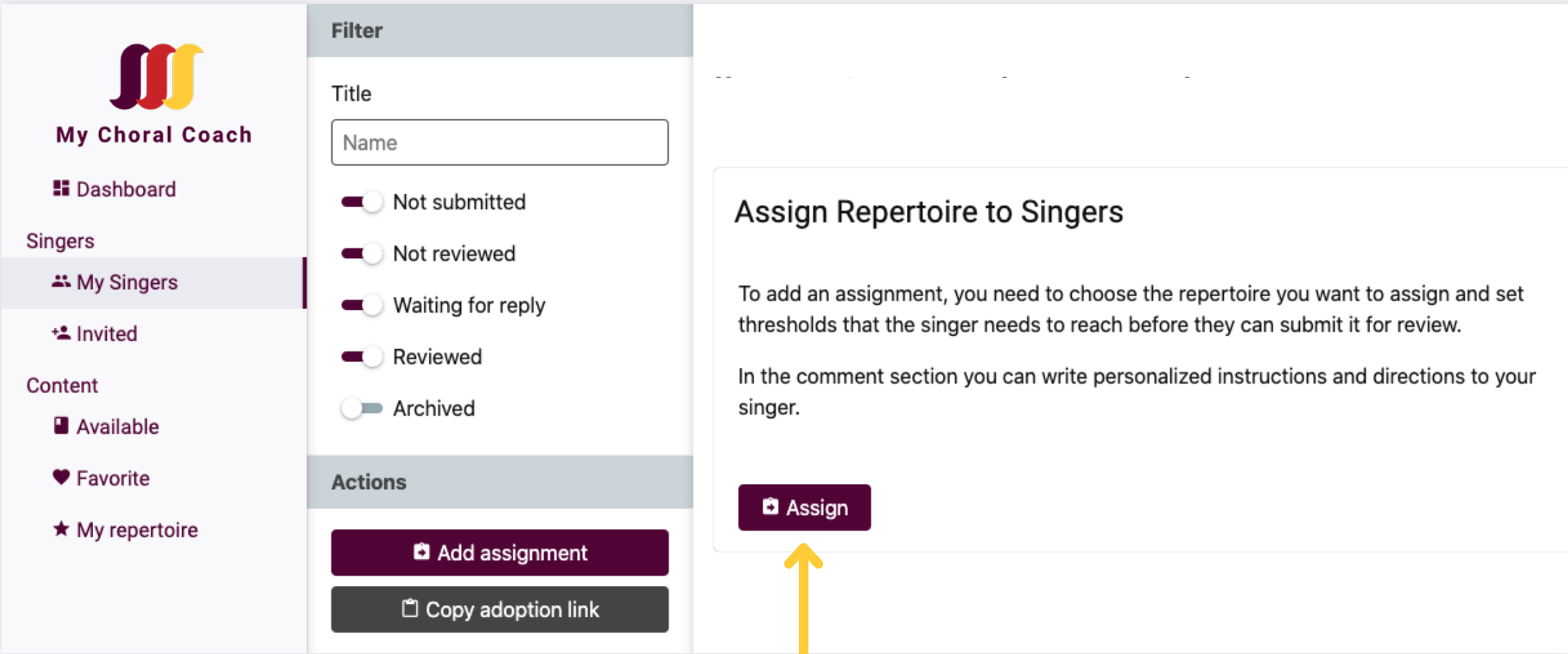
# Assign Repertoire

You can assign repertoire to one singer at a time, or assign by selecting multiple singers in **My Singers** list. There is also an option to assign repertoires to selected singers in **My Singers** list ([see page 10](#)). When assigning, you can customize the repertoire accordingly.

## Assign Repertoire to One Singer

To assign repertoire to one singer at a time:

- 1. Go to **My Singers**
- 2. Click on the singer's name in the **My Singers** list.



- 3. Click **Assign**





To add an assignment, choose the repertoire you want to assign and set thresholds the singer needs to reach prior to submitting their performance for your review.  
In the Comments section, you can write personalized instructions / directions for that singer.

4. Choose from the **Available content** list.

However, if you have previously added repertoires to **Favorite Repertoire** or **My Repertoire**, you can choose from there.

Create assignment

From:

Available content

Favorite Repertoire

✓ Available content

Create a repertoire piece

Attempts limit:

5

Add

Back

To collection >

5. Click **To Collection >**

6. Find the repertoire you want by scrolling through the **Available content**, or filter your search by **Composer**, **Publisher**, and **Series**. You can also use the **Content search** bar by typing in the **Composer**, **Major Work** or **Title**.

My Choral Coach

Dashboard

Singers

My Singers

Invited

Content

Available

Favorite

My repertoire

Profile

Contact us

Log out

Filters

Composer

Composer

Publisher

Publisher

Series

Series

Reset filter

Actions


Create your own repertoire

Content

Search by Composer, Major Work or Title

Major Works and Collections (23)


Individual Repertoire



Beethoven Mass in C (5 Songs)

by Beethoven


Ludwig van Beethoven composed the Mass in C major, Op. 86, to a commission from Prince Nikolaus Esterházy II in 1807. The mass, scored for four vocal soloists, choir and orchestra, was premiered that year by the Prince's musical forces in Eisenstadt. Beethoven performed parts of it in his 1808 concert featuring the premieres of four major...



Black Mountain Liturgy (16 Songs)

by Sally Ann Morris

Montreat, North Carolina, a deeply spiritual place for many Christians, is nestled on the land that is the namesake for Black Mountain Liturgy. Sally Ann Morris has captured the warm and comfortable feeling of that region in her harmonically rich, dance-like writing. The SATB voicing and descant combine with a sturdy accompaniment to...




GIA Spirituals (67 Songs)

A selection of pieces from the GIA Spirituals collection. GIA stands for Quality Music and Music Education Resources! Church music in all styles for today's eclectic church Classic choral works Traditional hymnody Hymnal-coordinated concertato settings Popular "folk"-style music Music for contemporary choirs and ensembles Music f...

GET HELP

To upload your original content, click on the **Create your own repertoire** button. See further instructions about **Uploading Your Own Repertoire** on **page 11**.




8

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MatchMySound™

When you have found the repertoire for assigning:

Title	Duration
G-7810-06 A Community Mass: We Proclaim Your Death	0:32
G-7810-07 A Community Mass: When We Eat This Bread	0:34
G-7810-08 A Community Mass: Save Us, Savior of the World	0:35
G-7810-09 A Community Mass: Amen	0:19
G-7810-10 A Community Mass: Lamb of God	0:58

7. Click on the  icon when hovering over the repertoire title to assign.

Create assignment

Singer :

Part:  

Any part

Comment:  

<comment>

+ Show advanced options

Attempts limit:  

5

AddBack

8. Select a singer from drop-down menu
9. Select Part: Any part, Soprano, Bass, Alto, Tenor
- Comment - Add a comment to assignment

When you have chosen the singer, you can assign the repertoire by clicking the **Add** button.

### Assign Repertoire to Multiple Selected Singers

If you want to **personalize the assignment** with **practice goals**, specific **benchmarks** and **difficulty levels**, cklick on the **+ Show advanced options** button.

Create assignment

Singer :

Part:  

Any part

Comment:  

<comment>

- Hide advanced options

Score goal:  

90

Grading:  

Medium

EasyMediumHard

Tempo goal:  

100

Playing mode:  

Any mode

Any modeFree modeWith metronomeWith backing

Special type:  

Regular

RegularSight-readingMemorization

Attempts limit:  

5

AddBack

8. Select a singer from drop-down menu
9. Select Part: Any part, Soprano, Bass, Alto, Tenor
- Comment - Add a comment to assignment
- Score goal - Singers practice to reach the score goal set by their director
- Tempo goal - Singers practice to reach the tempo goal set by their director
- Grading - How strictly the computer grades a singer's performance. Default is Medium
- Playing mode - Any Mode (Default) - Singer's choice  
Free Mode - Cursor follows singer  
Metronome - Sing with click  
With Backing - Sing with choir
- Special type - Regular (Default) - Singer's choice  
Sight-reading - Record piece without an audio preview  
Memorization - Part/score disappears when recording is engaged and reappears after recording.
- Attempts Limit - Set the number of attempts a singer can record. Default is off.





When viewing the notation score, you can choose between **Full**, **Soprano**, **Alto**, **Tenor**, and **Bass** views in **Voice Group**. By clicking the **Assign to singer** button, you can assign the repertoire you are currently viewing to your singers.

G-7810-09 A Community Mass: Amen ⓘ

Richard Proulx

♩ = 78

Assign to singer Next piece

Full  
Soprano  
Alto  
Tenor  
Bass

GET HELP

After clicking the **Assign to singer** button, you can customize the repertoire accordingly. See further instructions about **Personalizing repertoire when assigning** on [page 9](#).

## Assign Repertoire to Multiple Selected Singers

To assign repertoire to multiple selected singers:

1. Go to **My Singers**.
2. Select ☐ the singers from the **My Singers** list you want to assign repertoires.

My Choral Coach

Dashboard

Singers

My Singers

Invited

Content

Available

Favorite

My repertoire

Filter

Name or group

Actions

Add Singer

Assign to selected

Edit group

Add multiple singers

Delete selected

My Singers

Name

JK James Kimberley

DH Debbie Hays (Invited)

R Stephanie Hays (Invited)

3. Click **Assign to Selected**.
4. Choose content from the menu.

# Uploading Your Own Repertoire

You can upload your original repertoire **From score file** or **From audio file** (see page 13) to **My Choral Coach**.

## Uploading From Score File

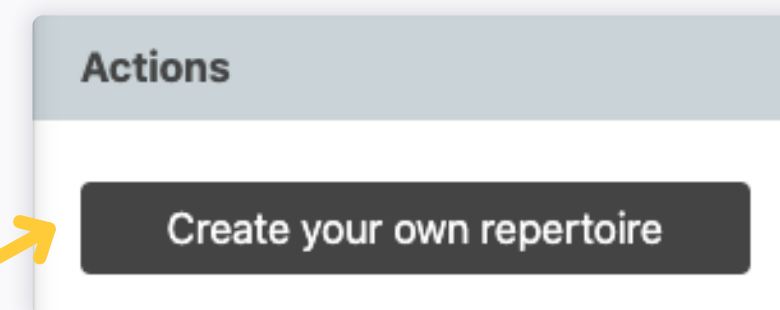
For best results, when uploading **From Score file**, we suggest using **MuseScore (.mscz file)** to render and upload music notation. The results of exporting music XML files may vary depending on the software used. Therefore, we suggest opening the exported XML files in **MuseScore** and correcting any export issues before uploading to **My Choral Coach**.



**MuseScore Free Download from this link!**  
<https://musescore.org/en/download>

When uploading your own repertoire from Score File:

1. Go to 📁 **Available**, ❤️ **Favorite** or ★ **My Repertoire** under **Content** menu.
2. Click on **Create your own repertoire**.



### From score file

If you have a score file for your repertoire piece, upload it here.

For best results, we recommend you use **MuseScore** 's mscz format.

MusicXML is also supported.

**Load score**


3. Under section **From score file**, click on **Load score**.
4. Locate your notation file on your computer.
5. Select **Open**.

The system will begin uploading and analyzing your repertoire. It may take a few minutes, depending on the file size.



6. The next step is to listen and verify the tempo in **Exercise tempo**. To make changes, enter the **Beats Per Minute (bpm)** or use **Tap Tempo**.

7. Click **Continue**.

**My Choral Coach**

Dashboard

Singers

- My Singers
- Invited

Content

- Available
- Favorite
- My repertoire

Exercise tempo

Tempo of Score in uploaded file: 83 quarter notes per minute

You can change it ( notes per minute):

-5






83

+5

Listen to Tempo

Tap tempo

Exercise parts setup

	Name	Instrument	
=	Full	Multiple	
=	Soprano	Soprano Voice	
=	Alto	Alto Voice	
=	Tenore	Tenor Voice	
=	Basso	Bass Voice	

Continue

In **Edit repertoire**, you can add a title, author, and description for the content.

Edit repertoire

Title:

Title

Author:

Author

Repertoire description:

Description

Default score goal:

90

Attachment:

Attach a file

Exercise is public

Save

Cancel

Delete

You also have the option to **Attach a file** (PDF or image) to your content. **PDF and image attachment files cannot be assessed, only viewed.**

When you are finished, click **Save**. Your content is now ready to assign to your singers!

All uploaded content will be saved in **★ My Repertoire** under **Content**.



## Create Audio-Only Repertoire

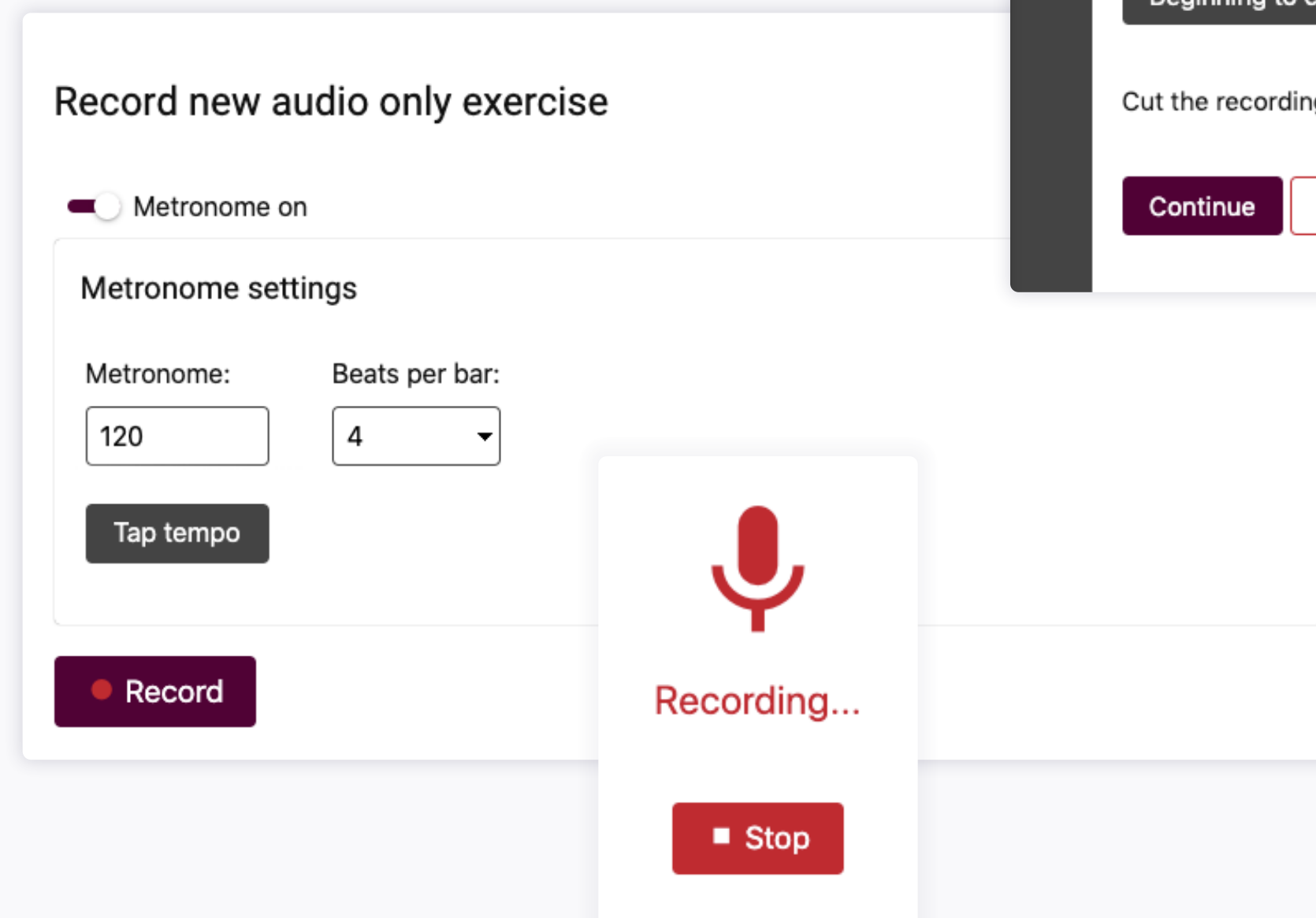
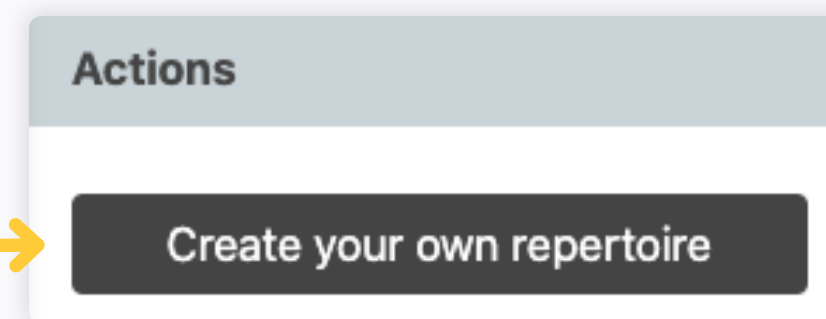
You can create an **audio-only exercise** by recording an audio or by **Creating from audio file** located on your computer. Additional instructions for **Creating from audio file** are on [page 15](#).

### Recording Audio-only Exercise

1. Go to **Available**, **Favorite** or **My Repertoire** under **Content** menu.
2. Click on **Create your own repertoire**.
3. Under section **From Audio File**, click on **Create an audio-only repertoire piece**.

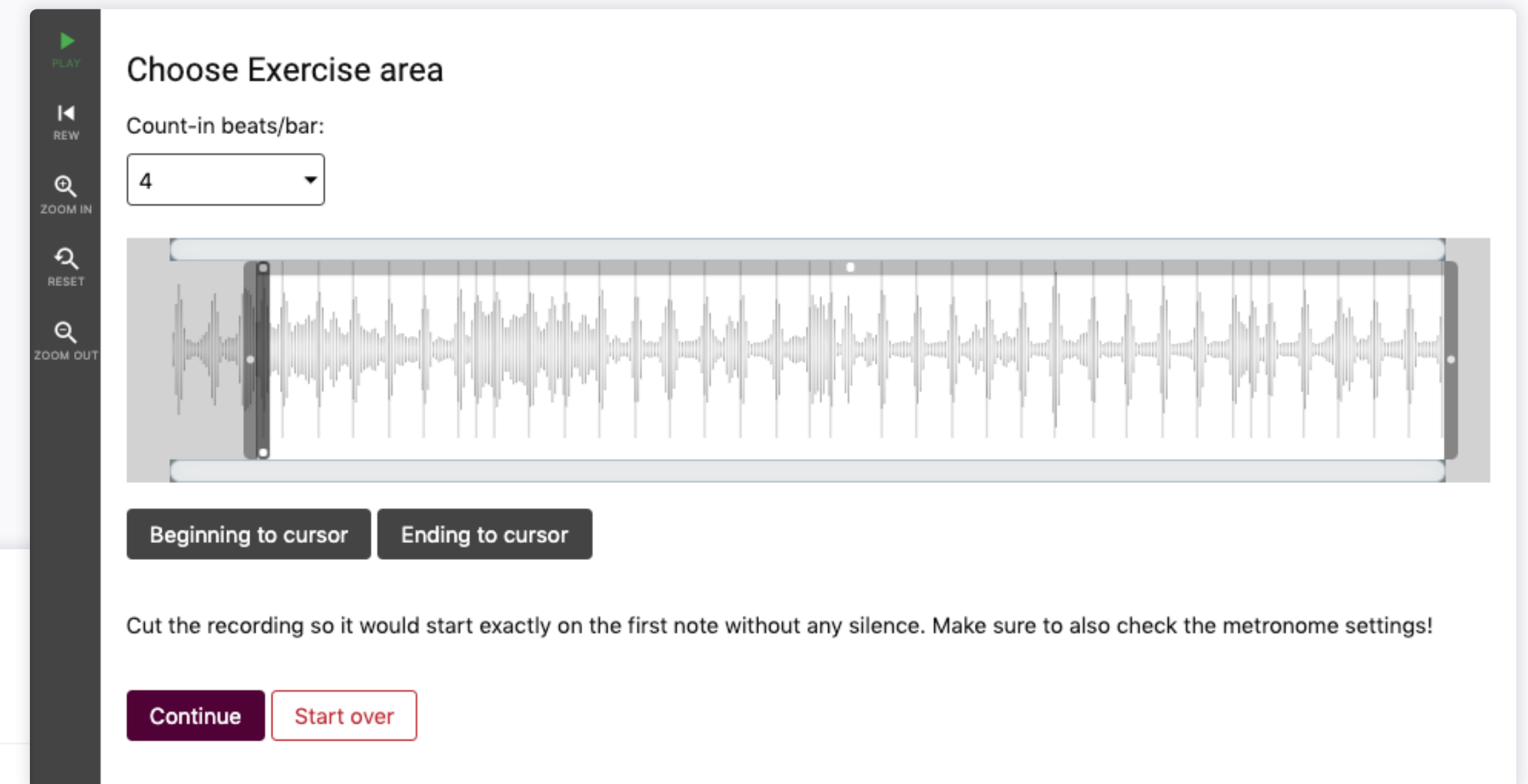
Before recording, adjust **Metronome settings accordingly**.

4. Set tempo by entering the **Beats per minute (bpm)** on **Metronome** and set **Beats per bar** or use the **Tap Tempo** feature.
5. Click **Record**.



6. Choose Exercise area.

**Crop Recorded Audio File** so there is no noise before or after the recording. Cut the recording so it will **start exactly on the first note** without any silence. When assigned to a singer, feedback will appear underneath the audio file.



7. Click **Continue** to save your recording. By clicking **Start over**, you can re-record if needed. It may take a minute for the system to upload and analyze the recording.

After uploading your recording, you can edit your recorded repertoire accordingly.

8. Here is where you can add a **Title** to your repertoire and fill out the rest of the info fields.

Make sure to check the **Metronome**, if needed. You can change the Metronome number (**bpm**), click **Tap tempo** to hear it.

Edit repertoire

Title:

<unnamed>

Author:

Author

Repertoire description:

Description

Count-in beats/bar:

4

Metronome:

120

Tap tempo

Instrument:

unknown

Default score goal:

90

Attachment:

Attach a file

☒ Exercise is public

Save

Cancel

Delete

You can also **Attach a file**, (PDF or Image) for your repertoire.  
**PDFs and other attachment files cannot be assessed, only viewed.**

9. Click **Save** and you have successfully recorded and uploaded audio-only repertoire that's ready to assign to your singers.

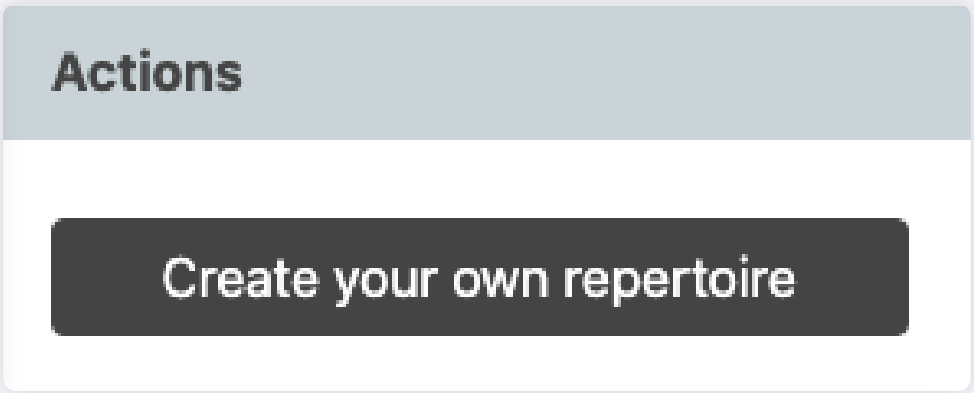
For more information on how to **Assign Repertoire** to your singers, see [page 7](#).



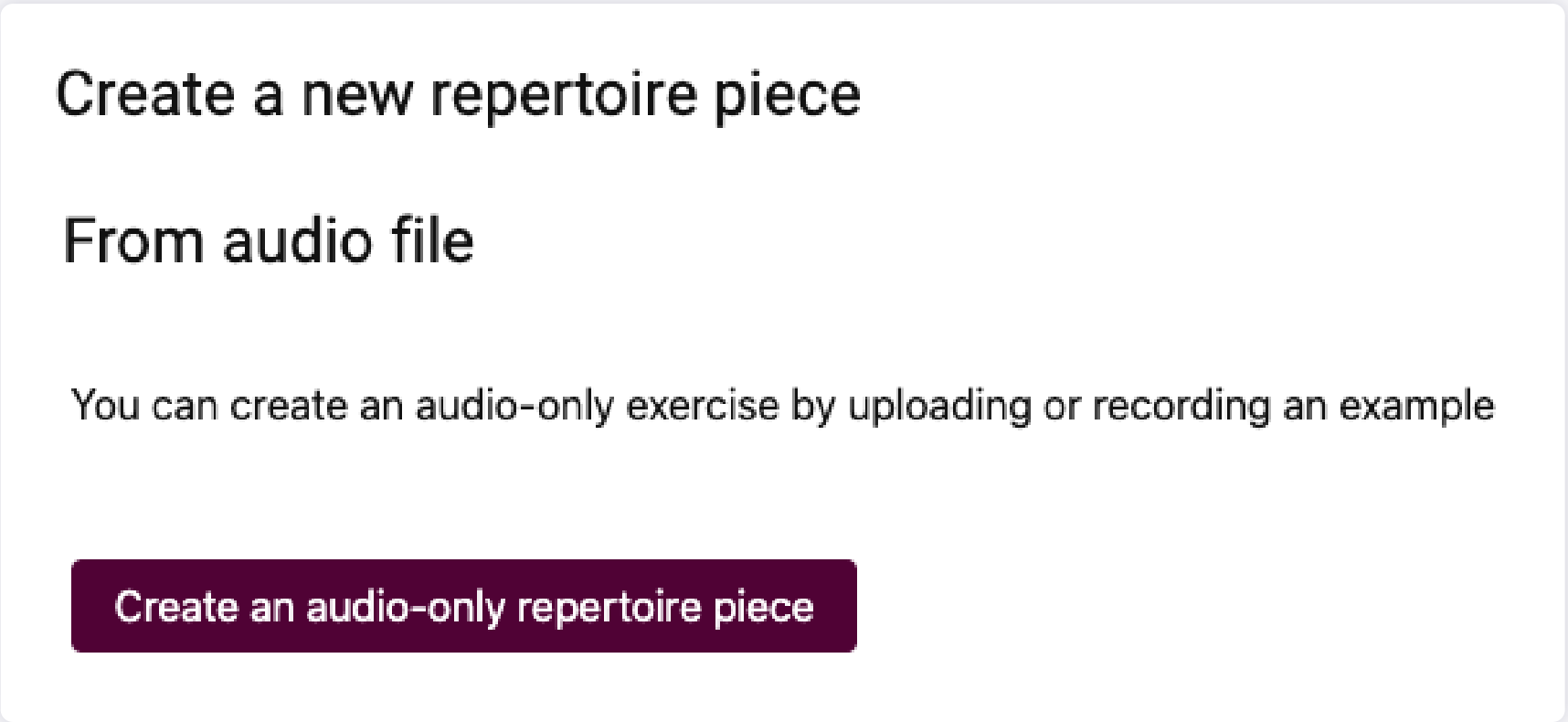
# Creating Audio-Only Exercise From Audio File

Under **Create an audio-only repertoire piece** section **Create from audio file** there is an option for you to create repertoire from audio file (**wav, mp3 or ogg**) located in your computer. Upload an audio file by clicking **⬆ Load audiofile**, or by dragging an audio file over the button.

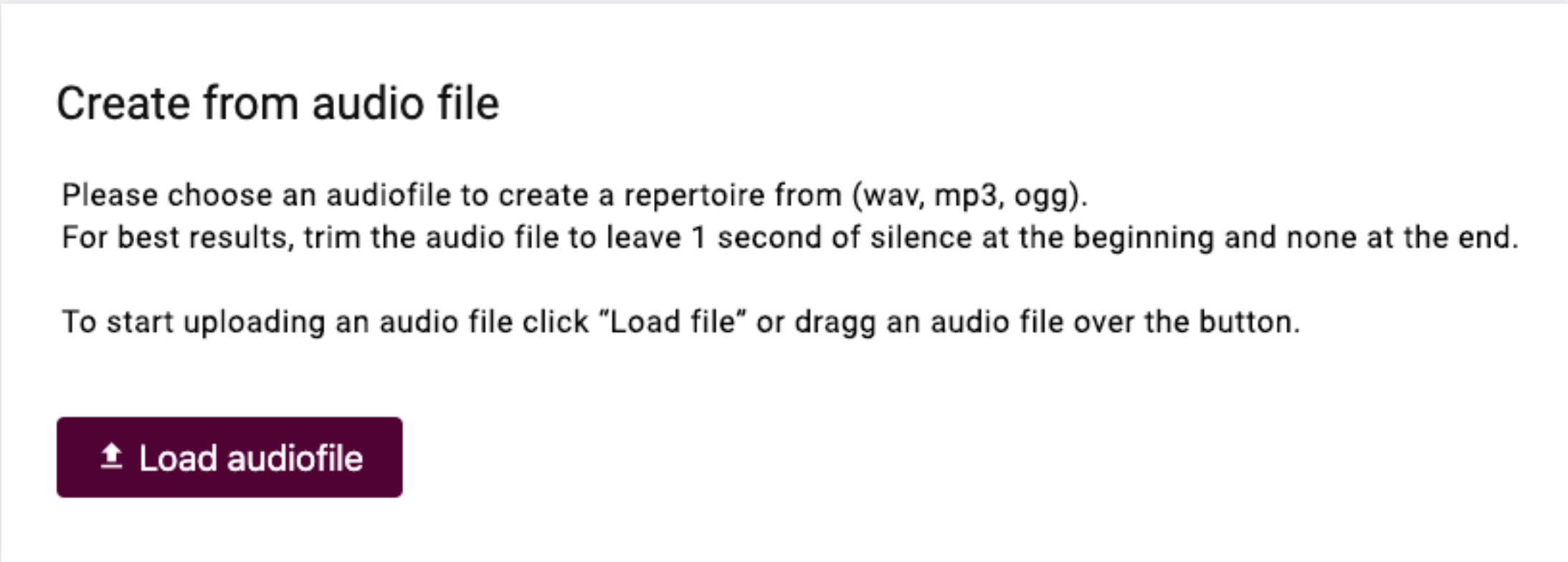
- 1. Go to 📁 **Available**, ❤️ **Favorite** or ★ **My Repertoire** under **Content**.
- 2. Click on **Create your own repertoire**.



- 3. Click on **Create an audio-only repertoire piece** under section **From Audio File**.



For best results before uploading, trim the audio file to leave 1 second of silence at the beginning and none at the end.



- 4. Upload an audio file (**wav, mp3 or ogg**) located in your computer, by clicking **⬆ Load audiofile**, or by dragging an audio file over the button.
- 5. **Locate the audio file** on your computer.
- 6. Select **Open**.


The system will begin uploading and analyzing your repertoire. It may take a minute, depending on the file size.



Choose Exercise area

Count-in beats/bar:

4



Beginning to cursor   Ending to cursor

Cut the recording so it would start exactly on the first note without any silence. Make sure to also check the metronome settings!

Continue   Start over

Crop the audio so it will **start exactly on the first note** without any silence. Make sure to also check the metronome settings!

When assigned to a singer, feedback will appear underneath the audio file.

8. Here is where you can add a **Title** to your repertoire and fill out the rest of the info fields.

Make sure to check the **Metronome**, if necessary. You can change the metronome number (**bpm**) and click **Tap tempo** to hear it.

You can also **Attach a file** (PDF or Image) for your repertoire.

**PDFs and other file attachments cannot be assessed, only viewed.**

9. Click **Save** and you have uploaded audio-only repertoire that's ready to assign to your singers. For more information on how to **Assign Repertoire** to your singers, see [page 7](#).

Edit repertoire ✕

Title:

<unnamed>

Author:

Author

Repertoire description:

Description

Count-in beats/bar:

4

Metronome:

120   Tap tempo

Instrument:

unknown

Default score goal:

90

Attachment:

Attach a file

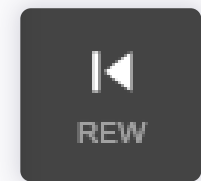
☐ Exercise is public

Save   Cancel   Delete

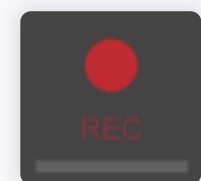
# The Tool Palette



**Play/Pause** - Click space on your keyboard for shortcut.

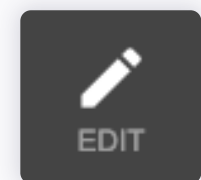


**Rewind** - Start from the beginning.

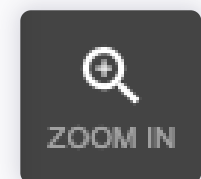


**Record** - Record assesment.

**Stop** - Stop recording assesment.



**Edit** - Rename the repertoire, edit description, remove and attach attachment files. Visible when viewing exercise created by you.



**Zoom in** - Zoom in score view.



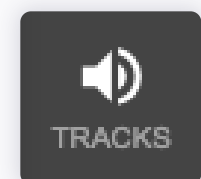
**Reset** - Reset zoom view to original.



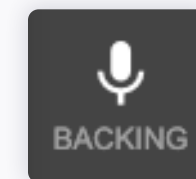
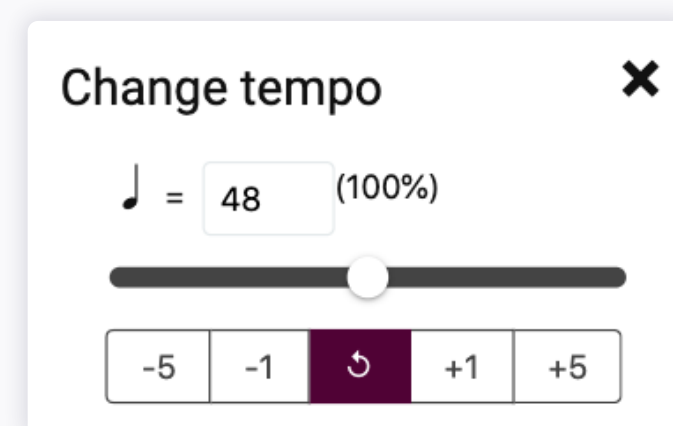
**Zoom out** - Zoom out score view.



**Tempo** - Change tempo.



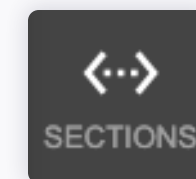
**Tracks** - You can choose the **Playback option** between **Demo audio**, **Backing track** (if provided) or **Metronome**.



**Backing** - You can choose the **Recording option** between **Follow me** or **Metronome** and choose **Show cursor** off or on.



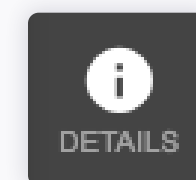
**Pages/Scrolling** - Switch score view mode between page view or automatic scrolling.



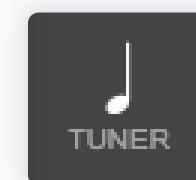
**Sections** - Manage repertoire sections. Select section you want to assign your singer for practice. Only visible when viewing repertoire created by you.



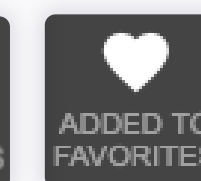
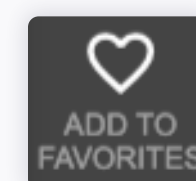
**Mark Sections** - Select the section of score you want to loop to practice.



**Details** - Repertoire title, composer etc.



**Tuner** - Chromatic tuner.



**Add/Added to Favorites** - You can add selected repertoire to your Favorites list to find it easily.









**Download Score** - Only available for original repertoire uploaded to My Choral Coach.



**Download Attempt** - Directors can download individual audio submissions of each singer's performance and place them in any recording platform to create Virtual Choir Recordings! Downloaded audio files are in Ogg file format.

## Best Practices/Tips

-  Make sure you have a stable internet connection, as most errors are usually internet related.
-  Confirm that the microphone on your computer is working before attempting to record.
-  Do not record with the metronome or a backing track enabled without using headphones.
-  Record in a quiet environment.
-  If you record something and are not happy with your score, simply click the red microphone to record again.
-  Parent accounts do not record. If a singer mentions they cannot record, the parent did not set up the accounts correctly.

## Get Help

**Live chat is available** Monday through Friday, 9am - 5pm EST.

Click on **Get Help**.

Or email us [support@mychoralcoach.com](mailto:support@mychoralcoach.com)

GET HELP

My Choral Coach

End chat

Live Chat is now closed  
Please leave us a message and a customer service representative will be in contact with you shortly.

Your Full Name\*

Your Email\*

Your Message\*

Send a Message

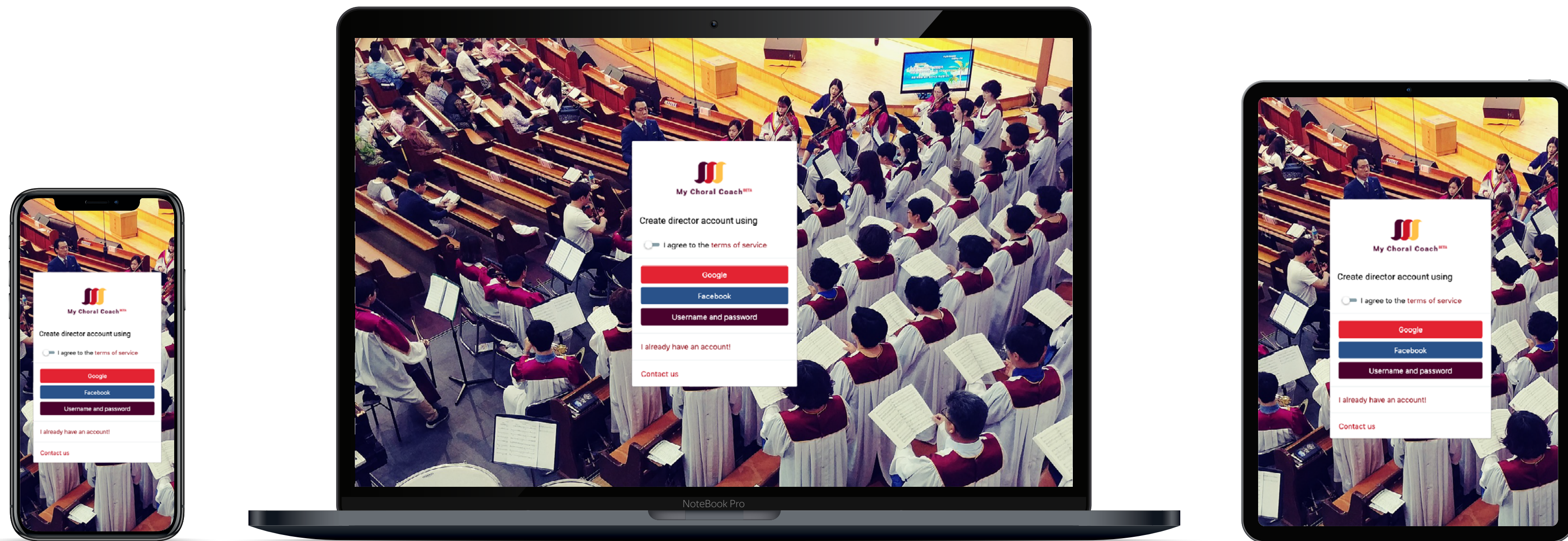
Thank you for contacting My Choral Coach, we appreciate your interest. If you would like to reach us another way, these support options are also available:  
email, [support@mychoralcoach.com](mailto:support@mychoralcoach.com)  
Phone: 844-594-7408 ex. 408

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# Thank you for choosing My Choral Coach!

## Happy Singing!



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