

# Seattle Symphony Chorale Website Getting Started Guide

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## Welcome

Welcome to the Seattle Symphony Chorale! This guide will help you get started in gaining access to the internal website.

## What you need

In order to access the site, **you will need a Google account.**

Your setup checklist:

1. Set up or choose your existing Google account (instructions below).
2. Fill out this form with the Google account that you chose:

<https://forms.gle/4t7h39iDoZTntUnDA>

## Setting up your Google account

If you already know what a Google account is and know which one you want to use to access the chorale website, feel free to skip this section and [fill out this form](#) with the information.

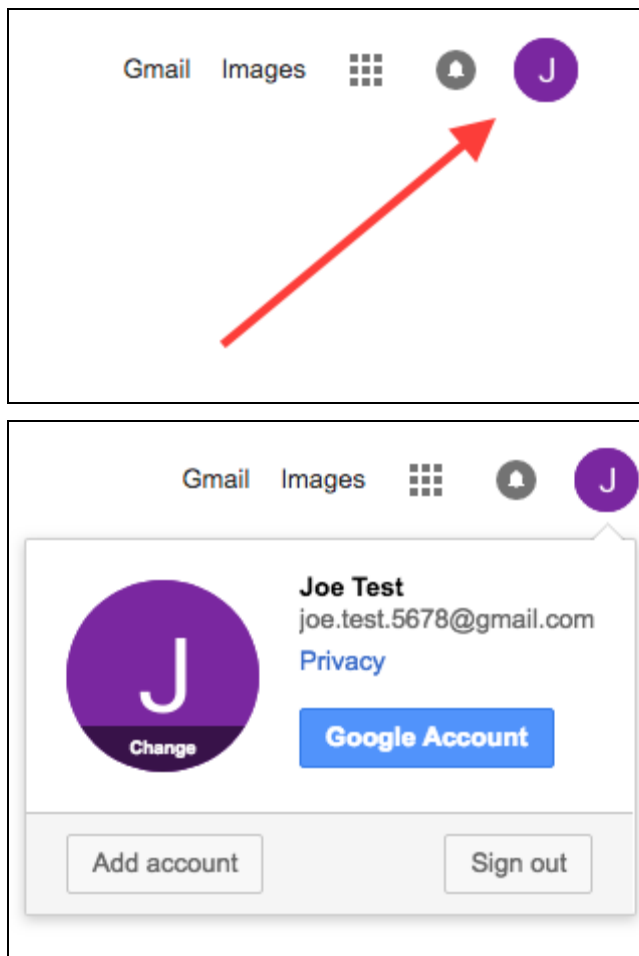
## "What is a Google account and do I already have one?"

A Google account is what you use to log into Google services. If you use Gmail then you definitely have one (your @gmail.com address) and if you have an Android phone then you may be logged in on your phone.

### Web browser

Check to see if you're already logged in to Google in a web browser:

1. Go to [www.google.com](http://www.google.com)
2. Look at the upper right corner:

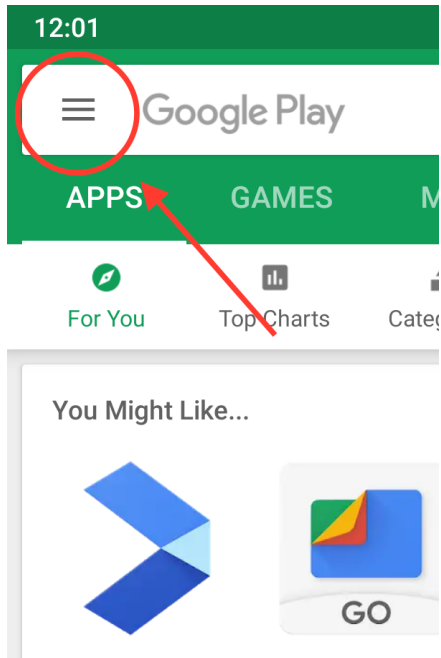


If you see an image or letter in a circle, then you're signed in. Double check to make sure that it is the account/email you wish to use if you are using a shared computer (it may be someone else's, like a spouse's account, which we assume you would not want to use).

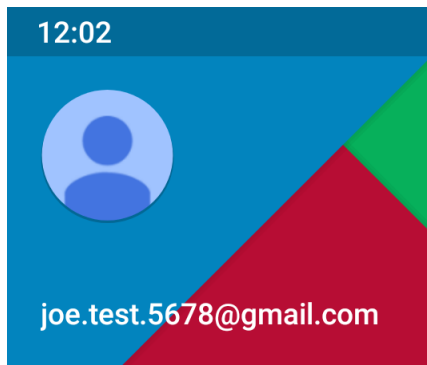
## Android phone

If you have an Android phone then you can check to see if you're logged in:

1. On your phone, open the app called "Play Store".
2. Tap the icon in the upper left:



3. See if there's an email address here:



Settings

Help & feedback

Parent Guide

About Google Play

If you see an email address, then you have a Google account and can use that email if you wish. If this is the account you wish to use, you can [fill out the access form](#).

If you are not logged in on a web browser or a phone and you don't know if you have an account, keep reading below to create one.

## Creating a Google account

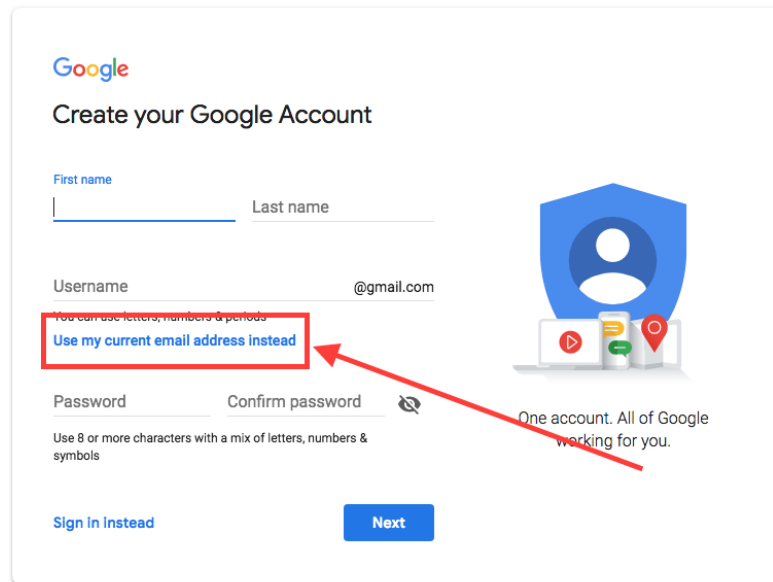
(For official instructions from Google, you can look at this page:

<https://support.google.com/accounts/answer/27441?hl=en>)

If you don't have a Google account, it's easy to create one. You can simply use your normal email address; no need to get a Gmail address.

Steps:

1. Go to <https://accounts.google.com/signup>
2. Enter your first and last name.
3. Click **"Use my current email address instead"**:



Google

## Create your Google Account

First name  Last name

Username  @gmail.com

You can use letters, numbers & periods

**Use my current email address instead**

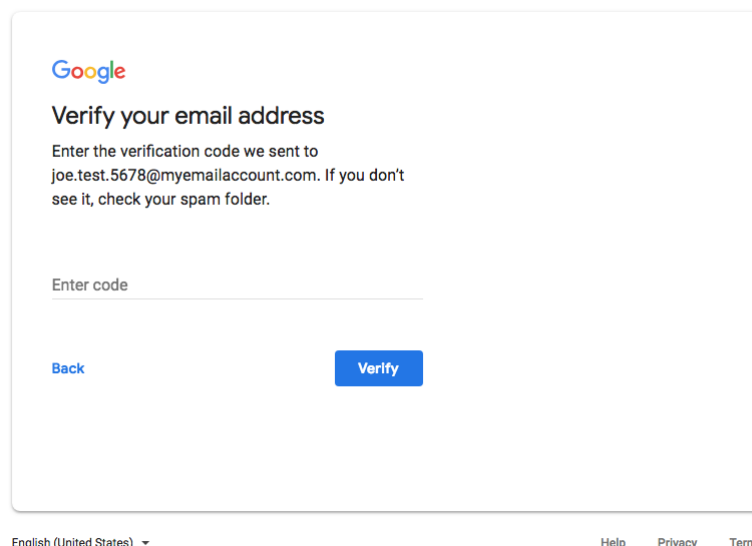
Password  Confirm password

Use 8 or more characters with a mix of letters, numbers & symbols

[Sign in Instead](#) [Next](#)

One account. All of Google working for you.

4. Enter your email.
5. Choose a password. **Remember this password for signing in later!**
6. Click "Next".
7. Google will send you an email to your email address. Check your email, get the verification code, enter it in, and click "Verify":



Google

## Verify your email address

Enter the verification code we sent to **joe.test.5678@myemailaccount.com**. If you don't see it, check your spam folder.

Enter code

[Back](#) [Verify](#)

English (United States) [Help](#) [Privacy](#) [Terms](#)

8. [Fill out the access form](#) with your new Google account.

# Signing in to the new website

After you [fill out the website access form](#), you will receive an email within a few days confirming that you have website access.

Once you have access, you can go to the website:

<https://sites.google.com/view/ssc-public>

Click the button to "Access Internal Site", then sign in with your Google account.

If you cannot sign in and you believe you have been given access, please email your section leader to troubleshoot.

Once inside, you will be able to edit commitments for the season, see the chorale calendar, and access other documents.

## FAQs

### **I tried to log into the website, but I got a 404 response. What did I do wrong?**

A few things could be the cause of this.

- Did you make sure you set up a google account on the email you used to log in?
- Did you send that email to your section leader? This step takes a bit of time because the section leaders have to add your email address to the list of users before you can access the website, so if you just emailed, wait a day or two and try again. If it still doesn't work, gently remind your section leader.
- Are you using the correct email address? It must be the one you told your section leader you're using.