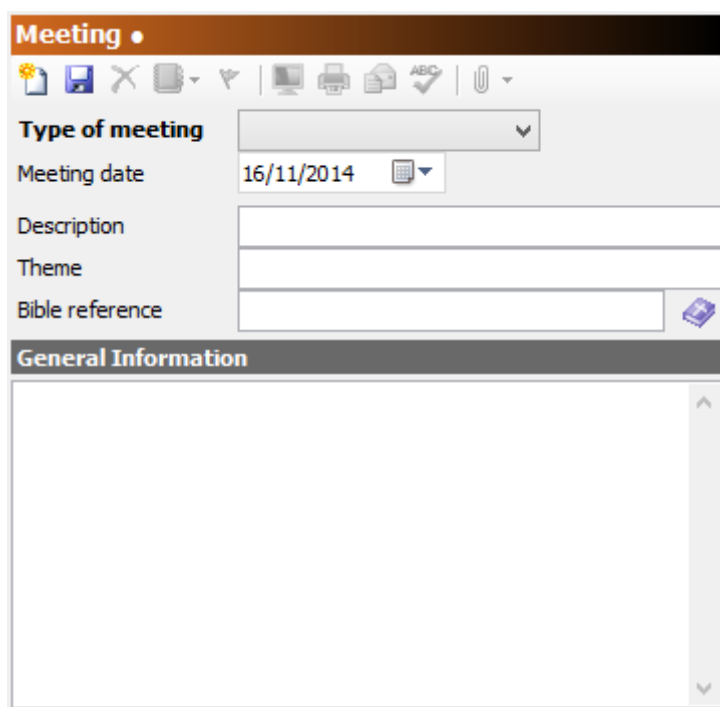# Chapter 4: Your first meeting

Now that the system is configured, it's time to create your first meeting.

To create a meeting, select the "Meeting" section (shortcut Ctrl+2) and either click on the ⬜ button on the toolbar, or press Ctrl+N on the keyboard.

Tip: In each of the sections, pressing Ctrl+N will create a new item.

The meeting details will initially look something like this:

Notice the • symbol in the header section, to the right of "Meeting". This symbol is used throughout the program to indicate changes have been made to the record and saving is required.

Each meeting must be given a **type**. The type of meeting is selected by clicking on the drop down list and selecting of the meeting types from the list. A new database will have the following meeting types defined:

- Sunday Morning
- Sunday Evening
- Wedding
- Funeral
- Youth
- Family
- Special Event
- Christmas
- Easter

- Baptism

If the type of meeting you are creating is not covered in this list, you can add additional meeting types by going to the "Admin → Meeting types..." menu, and adding a new meeting type.
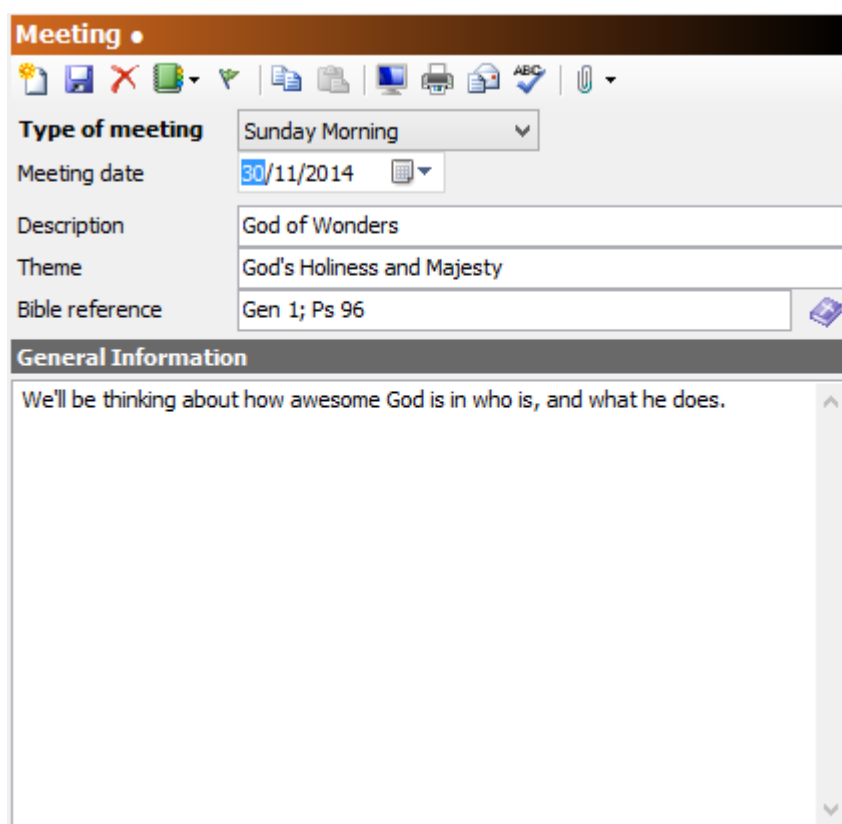
The **meeting date** is the date the meeting will take place. By default, this date will be the next Sunday after the current date. Select a date by clicking the drop down button and selecting a date on the calendar, or enter the date into the field directly.

The **description** and **theme** fields can be anything, but they are usually a brief title for the meeting, and some general theme terms. Not every meeting will have a description or a theme, so they can be left blank.

If the meeting has a Bible passage as a focus, this can be entered in the **Bible Reference** field. You can also right-click on the Bible reference field, and select "Choose Bible reference..." from the context-menu to open a Bible reference selection tool (See chapter XX for details about this tool).

Any other details about the meeting can be entered into the **General Information** field. Things like meetings notes, sermon outlines, special instructions can all go in here.

The meeting we are creating looks like this:

Once the details are entered, click on the 💾 button in the toolbar, or press Ctrl+S on the keyboard to save the details.

When the meeting is saved we can then start adding order of service items and team members to it.

General order of service items

On the right side of the display is a section titled "Meeting Items". All the items we want in our service will be put into this section.
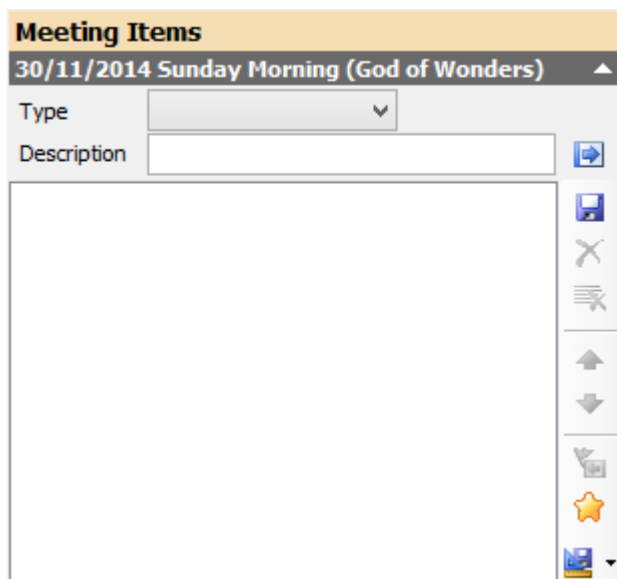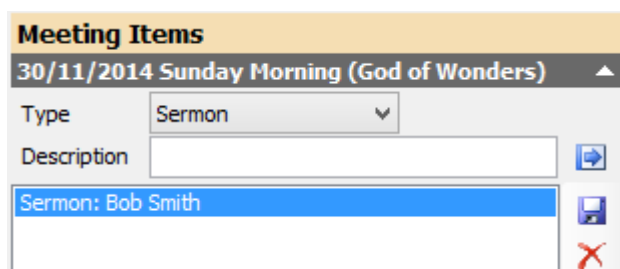

You can see the date, meeting type and description of the meeting in the title area. The arrow button indicates the section can be collapsed and expanded.

Initially, the list of items is empty. To add an item, select the type of item from the drop down list.
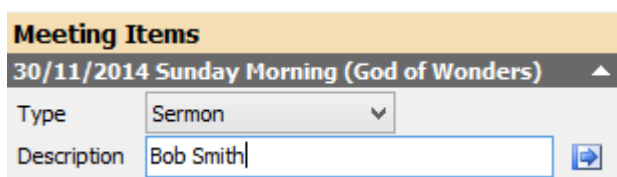
Here, I've select an item type of "Sermon", and the additional description of "Bob Smith", the name of the person who will be delivering the sermon. To add this item I click on the 🔷 button.

The list now looks like this:

I can continue to add items to the list in this way. Using this method, I can add all items that aren't songs to the order of service. Things like announcements, communion, and offerings. I don't need to add a description if the item doesn't need it.

By default, a new database will have the following item types defined:

- (Unspecified)
- Announcements
- Communion
- Custom Message
- Item
- Media
- Offering
- PowerPoint
- Reading
- Sermon
- Skit/Play
- Song

The "(Unspecified)" item type is designed to allow any type of information to be added to the order of service.

The "Song" item type is included in the list in the database, but is not visible on the drop down list. This is because songs are added to the list in a different way.

If an item type doesn't exist you can create new ones by going to the "Admin → Meeting Item Types..." menu and adding the new type.

For instance, to create an item type called "Welcome", open the "Meeting Item Types" administration dialog:
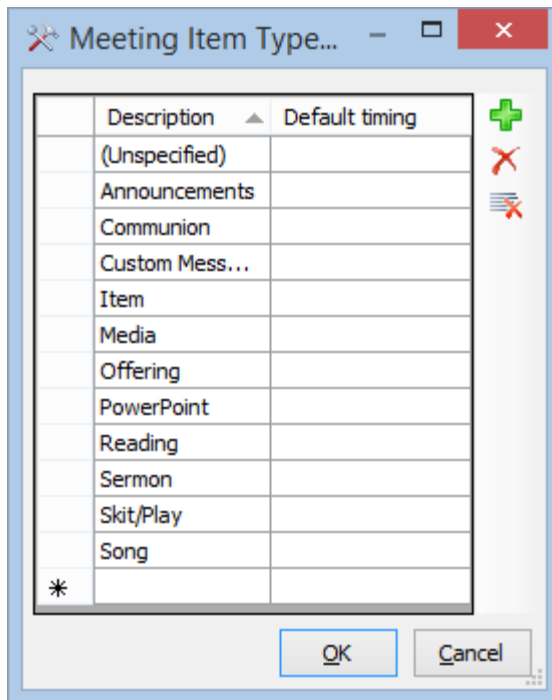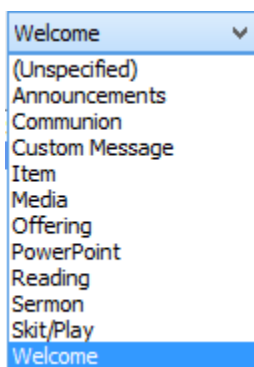
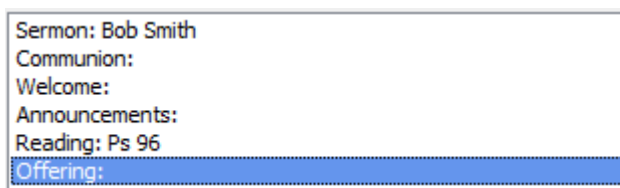Click on the ➕ button and enter the description of the new item.
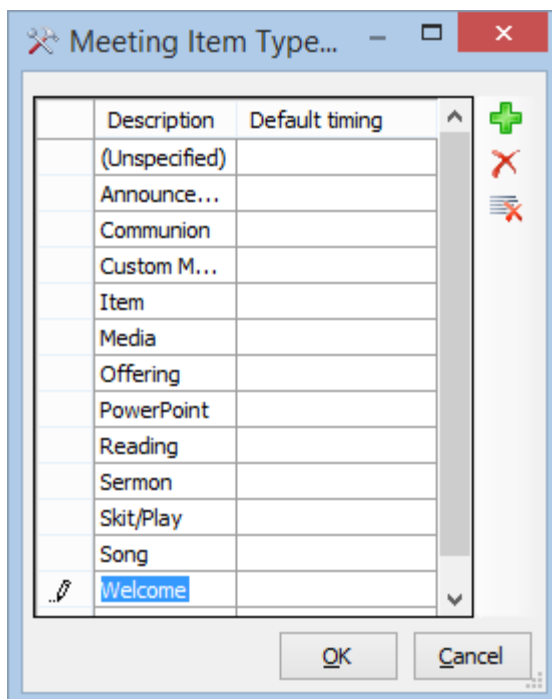
Press enter to save the item, and press OK to update the database.

Now when you click the drop down item list you will see:

The meeting items list now looks like this:

To move items around in the list, select an item you want to move, then click on the ⬆ and ⬇ buttons in the toolbar beside the list to move it up of down until the order is correct.

If an item was added accidently, or you change your mind and don't want it in the service any more, select the item and click on the ✗ button to remove it.

If you want to clear the list and start again, click on the ✗ button.

The list now looks like this:
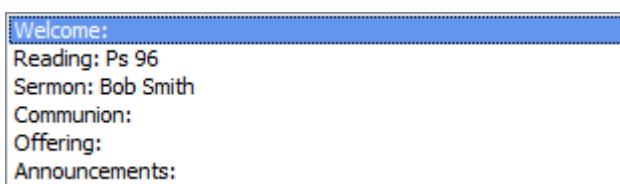
If the description for an item was entered incorrectly and needs to be adjusted, double-click on the item:
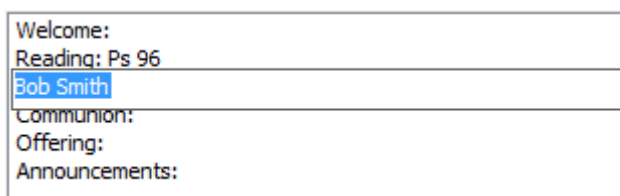
Enter a new description and press enter.

Welcome:
Reading: Ps 96
Sermon: Bill Hader
Communion:
Offering:
Announcements:

Click on the button to save these changes.

Adding songs to a meeting

Now we have the basic meeting items in our order of service, it's time to add some songs. Switch to the Song section to display the list of songs.

Select a song from the list
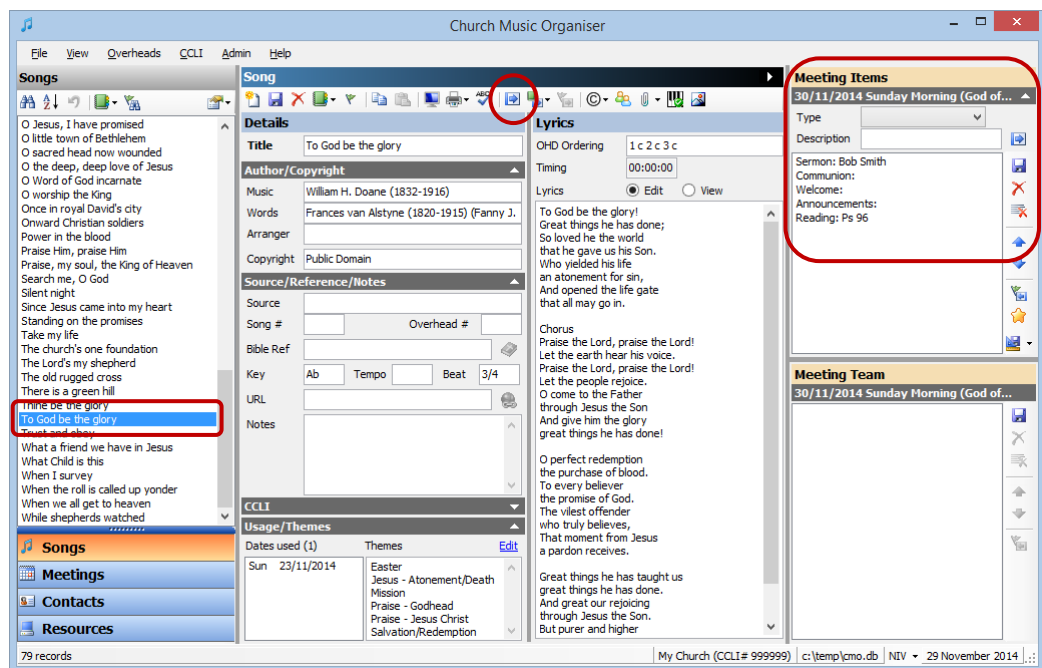
Notice that the meeting item list is still visible on the right.

To add this song to the list, click on the button in the toolbar, or press Ctrl+A.

The meeting list will now look like this:
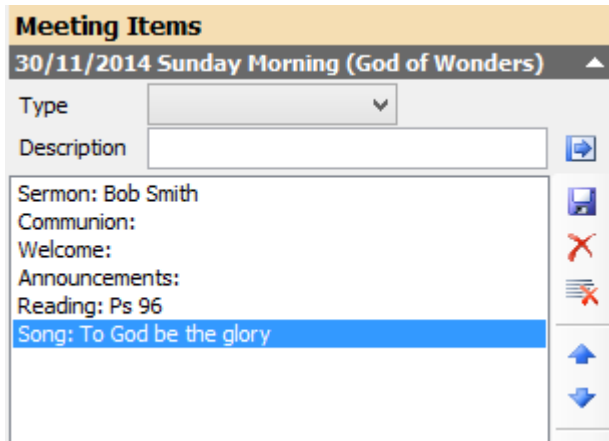
Songs are added to the bottom of the list. Continue the process of selecting songs, and adding them to the meeting.
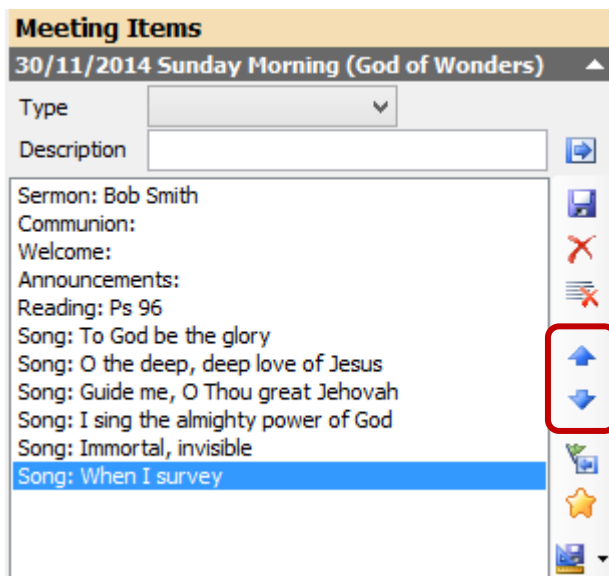
Once all the desired songs are added, we can move them around the list with the arrow buttons ⬆ and ⬇. We could have moved each song as it was added, but sometimes it's beneficial to find and add all the songs in one go, and then organise them into the service order at the end.

At this point, the order of service is complete. We have all the songs and other items added and in our desired order.

Adding contacts to a meeting

Next we have to put the music team together. Switch to the Contact list, and add the "Preferred role" to the list so we can quickly see who can do what.
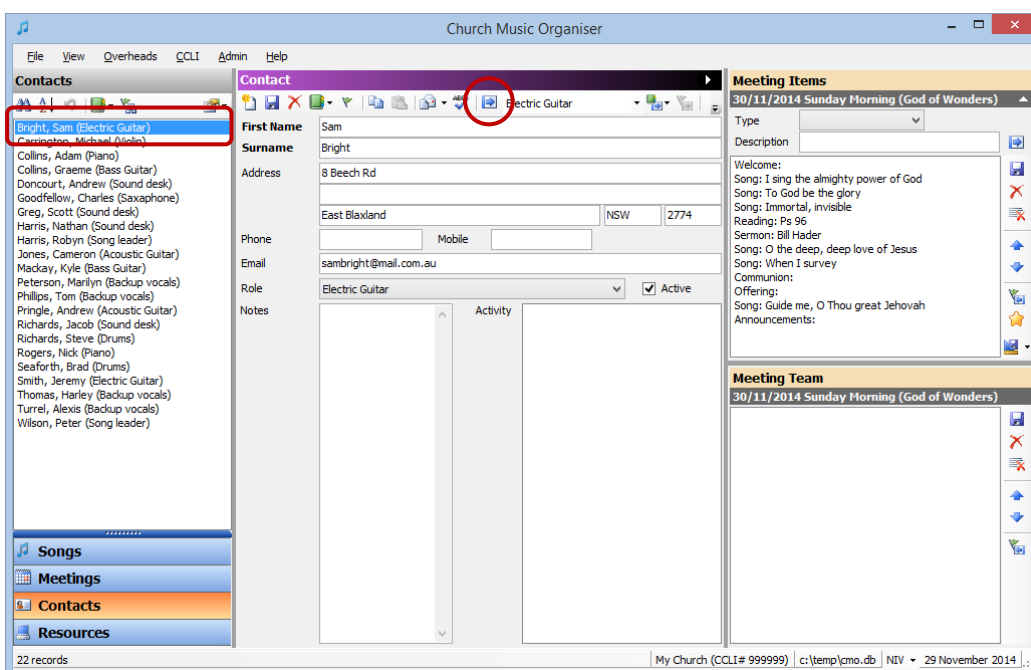
The process of adding team members is identical to adding songs. Select a contact and click the button on the toolbar, or press Ctrl+A on the keyboard.

First up, we'll add Peter Wilson as a song leader, Cameron Jones as Acoustic Guitar, Graeme Collins as Bass, and Andrew Doncourt on the sound desk. We also need a piano player and a backup singer. For this meeting, I won't be using our normal

pianists, as Michael Carrington can also play piano. In this case I can override his preferred role and add him as the pianist.

First I have to select him in the list.
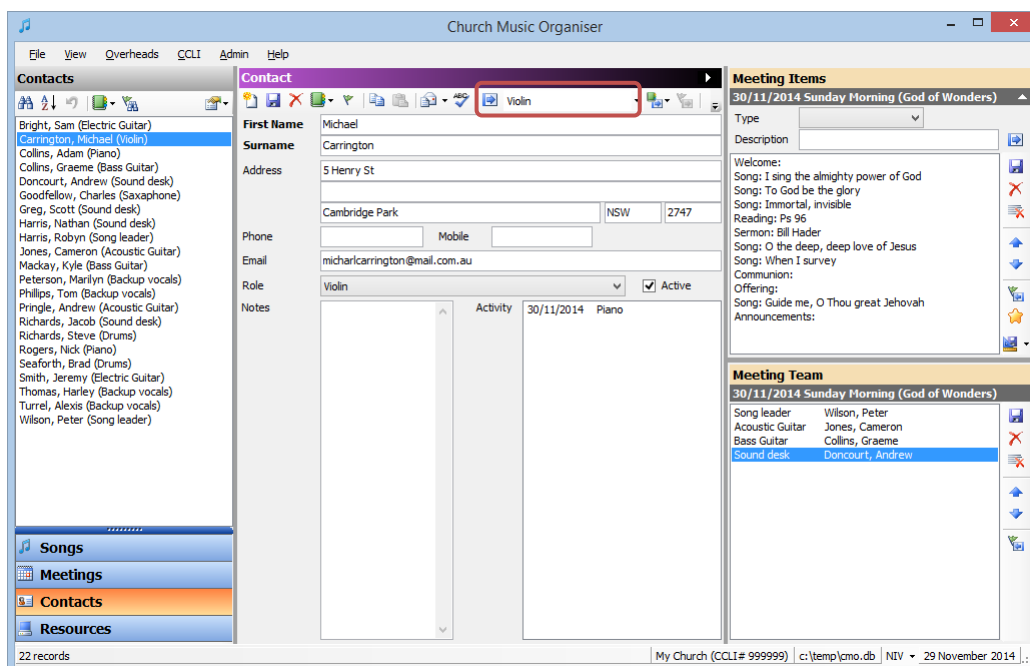
You'll notice that his preferred role is violin. In the toolbar you can see that "Violin" has been preselected in the dropdown list. To add Michael as the pianist, click on the dropdown icon to display the full list of role types, and select "Piano" in the list.
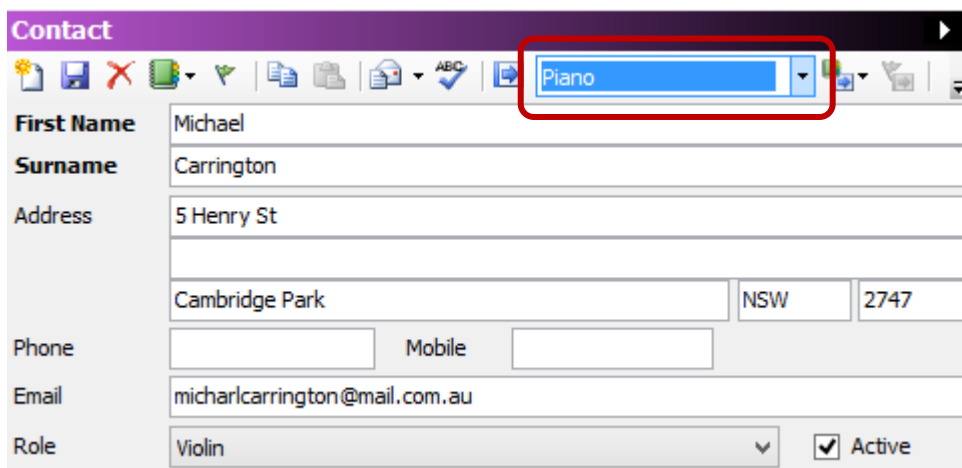
You can see that changing the role in this location doesn't change Michael's preferred role. I can now add Michael to the team as the pianist by clicking on the button on the toolbar, or pressing Ctrl+A on the keyboard.
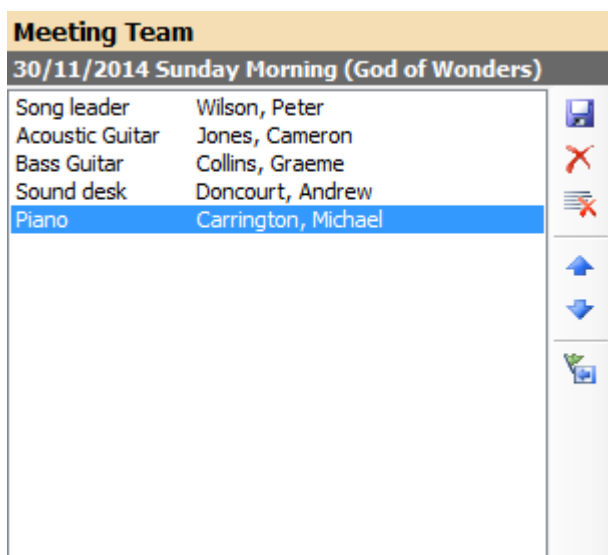
I also need to add Robyn Harris to do some backup vocals, so I do the same thing. I select her from the list, I choose "Backup vocals" in the toolbar, and add her to the list in the new role.
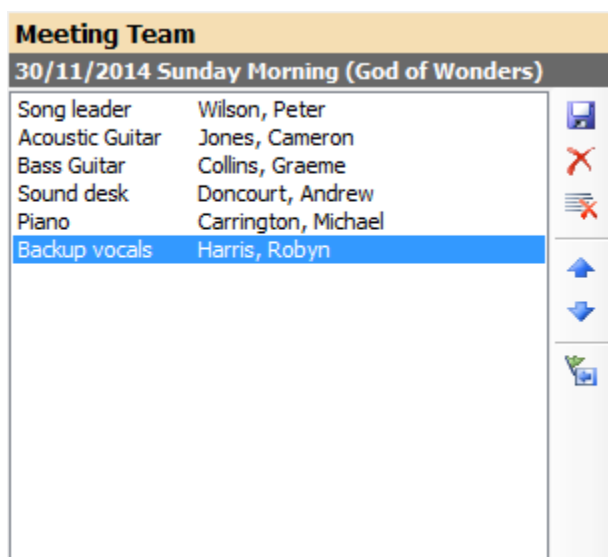
My team is ready. Click on the [save icon] button to save the team changes.

Note: The [save icon] button in the meeting items list and the meet team list do the same job - saves all changes to the meeting. It is the same as going to the meeting page and saving the meeting from there.

Sending the meeting to the team

Now that the order of service is done, and all the team members are selected, I can email the details of this meeting to all the team members.

Switch over to the meeting list. Our meeting should still be selected.
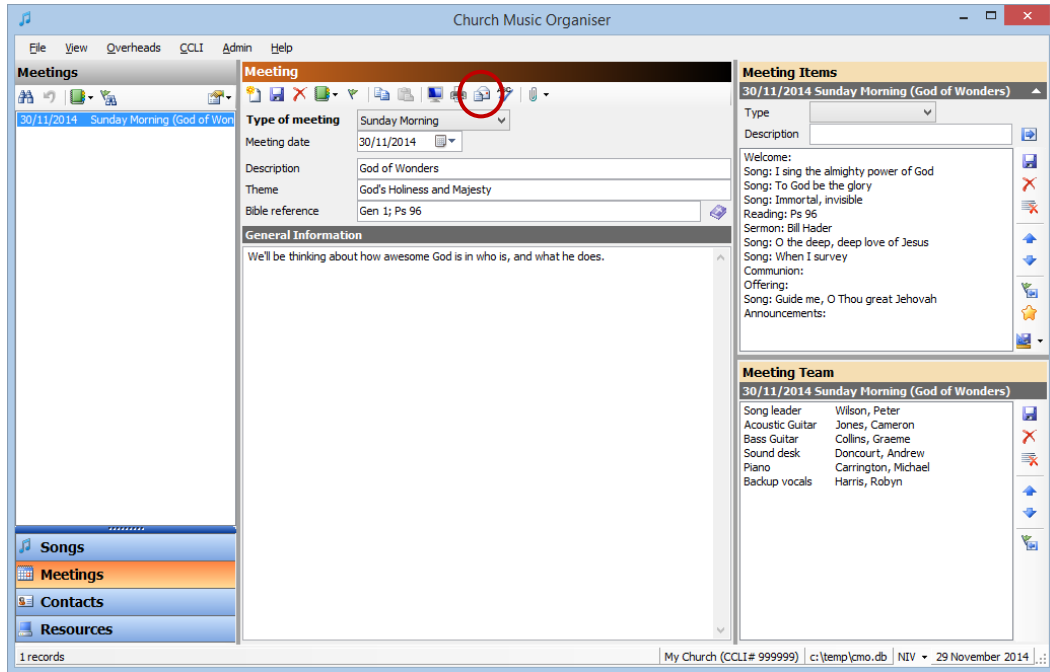
To send the meeting details to all team members, click on the button in the toolbar, or press F8 on the keyboard.
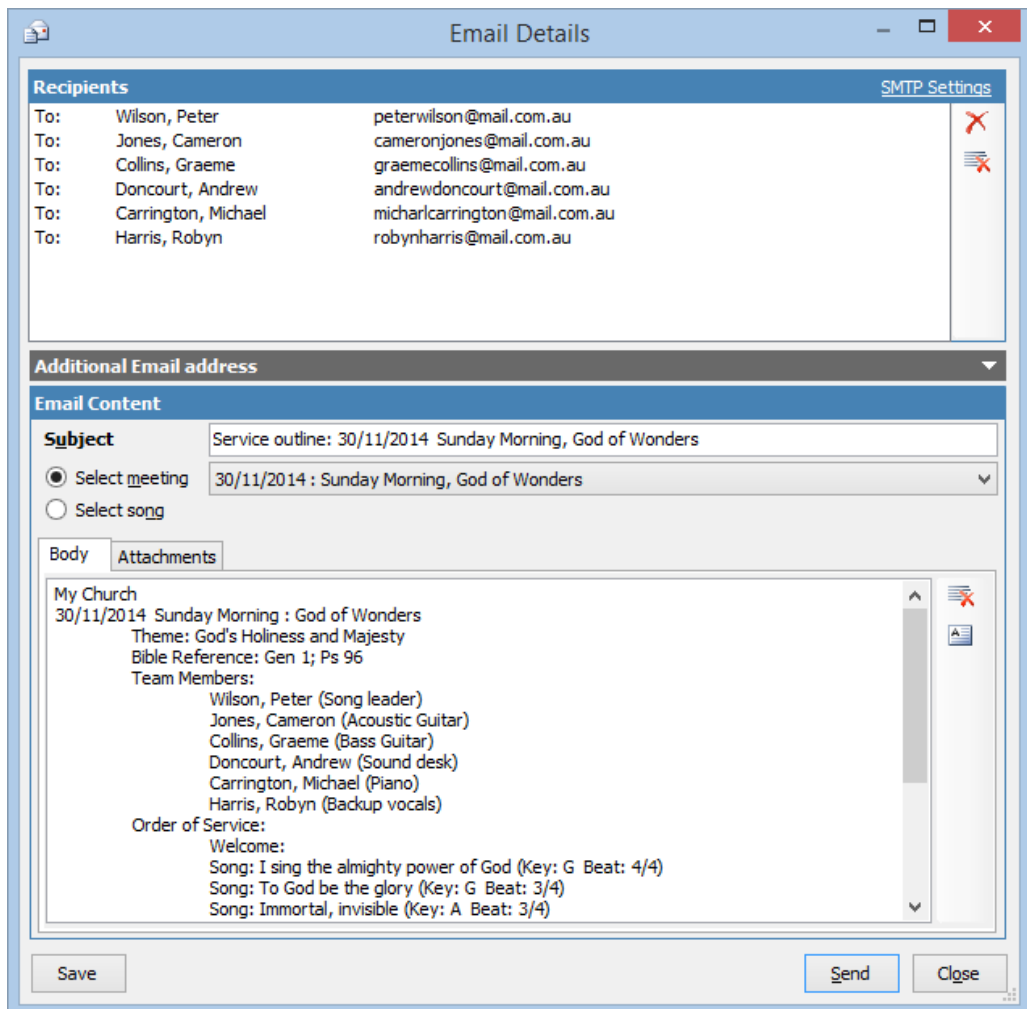
At the top of the dialog are all the team members for this meeting. Just below this is a grey bar entitled "Additional Email address". If I expand this section I can add other email addresses to the list.

Below this is the email content, where the subject, body and attachments are added.

By default, the subject line has been preset to be "Service outline: 30/11/2014 Sunday Morning, God of Wonders". The body of the email has preset to include all the details of the meeting (description, theme, Bible references). Next we can see all the team members and their roles in the service, followed by the order of service. The general information entered for the meeting is at the end. We can scroll the body text area to see this.

Email attachments

That may be sufficient for your team if they all keep their own copy of the music. But if you want the team members to have as much information as you can, we can attach some files to the email.
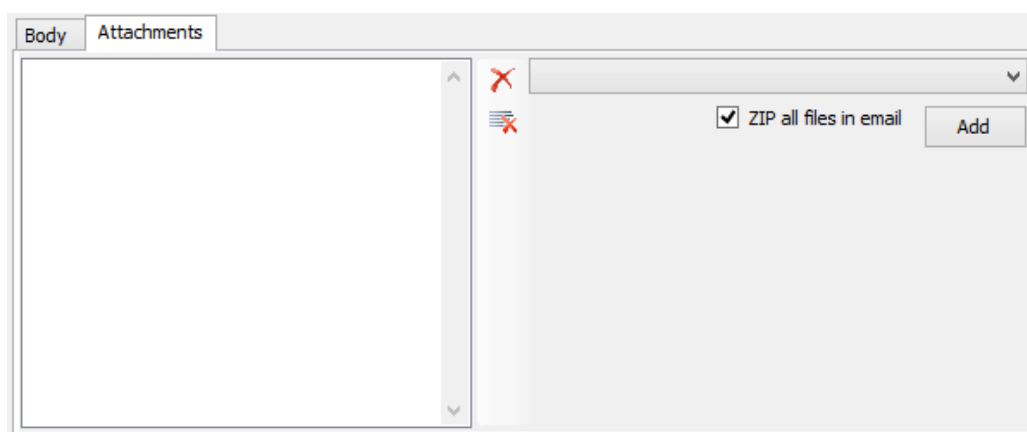
On the "Attachments" tab, you will see a dropdown list on the right. At the moment, this list will have the following items in it:

- Add attachment...
- Add any meeting file attachments from selected meeting
- Add any song file attachments from selected meeting
- Add a document of songs from selected meeting
- Add export XML of selected meeting

To use these items, select an item from the list and click on the "Add" button just below the list.

Add attachment...
This option allows you at add any file attachment to the email. When you click "Add" a file selection dialog will appear where the desired file can be selected.

Add any meeting file attachments from selected meeting

This option will add any file attachments that have been added to the meeting record. Clicking Add will look for any attachments and add them to the email.

Add any song file attachments from selected meeting

This option will look at each song that is part of the meeting, and look for any file attachments on the songs. If any are found, they will be added to the attachment list.

Add a document of songs from selected meeting

This option allows a song document to be created and attached to the email.

Once selected, the following options will be displayed:
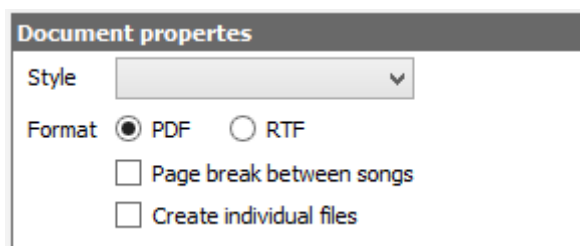
The "Style" dropdown indicated what sort of document you want to add. The options are:

- **Overhead document:** This style creates a document of all the song lyrics using large fonts that would have historically been used to create overhead transparencies for projection using an old-style projector. What these are useful for now are for song leaders or backup vocalists. Because of the large font sizes they are easy to read.
- **Songbook document:** This style creates a document of all the song lyrics using regular sized fonts. If you need to put lyrics into handouts, or include them in a bulletin for the service, this is the style to use.
- **Chord sheet document:** This style creates a document of all the song chord sheets (for those songs where chords have been added). This style is mainly useful for guitarists or any other musician who prefers to read the chords to play.

You can then choose the format of the document.

- **PDF** creates a standard PDF document, viewable using any PDF reader (ie Adobe Reader, Foxit Reader, etc).
- **RTF** creates a Microsoft Word compatible document.

The main difference between the two is that a PDF document is generally a fixed format document. Unless you have a PDF editor you will not be able to make changes to the document. An RTF document is editable in any word processor that can read RTF format.

The final options are:

Page break between songs: This option will include a page break between each of the songs in the document. This option is ignored for chord sheet documents, where it is always on.

Create individual files: Rather than include all the songs in one document, you can select this option and each song will be in a file on its own. This is mostly of benefit with chord sheet documents, particularly if your musicians use a tablet device for viewing the documents, as it is easier to switch between songs if each song is in a document by itself, rather than having to search for a song through multiple pages of a large document. Also, there are utilities you can install on tablets to help organise PDF music for musicians (in the Apple "App Store" see "NextPage Sheet Music reader", "TheGigEasy", or any number of document or PDF managers)

Select the style, format and layout options, then click "Add" to add the document. You can add multiple styles of document just by selecting some new style and clicking add again. For instance, you might want to send an overhead document for the song leader and backup vocalists, with each song on a new page, but all the songs in one document, but also add all the chord sheets as individual files.

Add export XML of selected meeting

If you use CMO in your service for displaying the song overheads, you can include an XML export of the meeting in the email, which can then be imported on your church computer. Then the sound desk operator doesn't need to add the songs manually to the overhead list. Also, because the export XML file contains all the song information, you can ensure that the song displayed to the congregation is the one you looked at when preparing the service. The lyrics and verse order will match.


In this example, I've added an overhead document as a single RTF document, as well as chord sheets as individual PDF files, and finally I've included the meeting export XML.

Because some of these files can be quite large, and email providers can be fickle about how much data you can receive in a single email, you can optionally ZIP the

attachments when adding them to the email by checking the "ZIP all files in email". Some users may prefer to receive all the files as individual attachments, particularly if they receive the email direct to their tablet. Unzipping files can be problematic on tablet devices, so check with your team as to what they would prefer to receive.
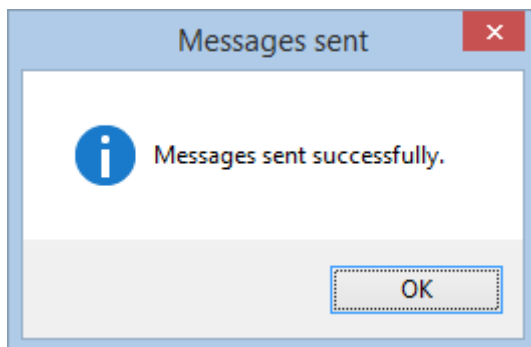
With all our files attached, there is nothing left to so except send the email. Click on the "Send" button to start the process.
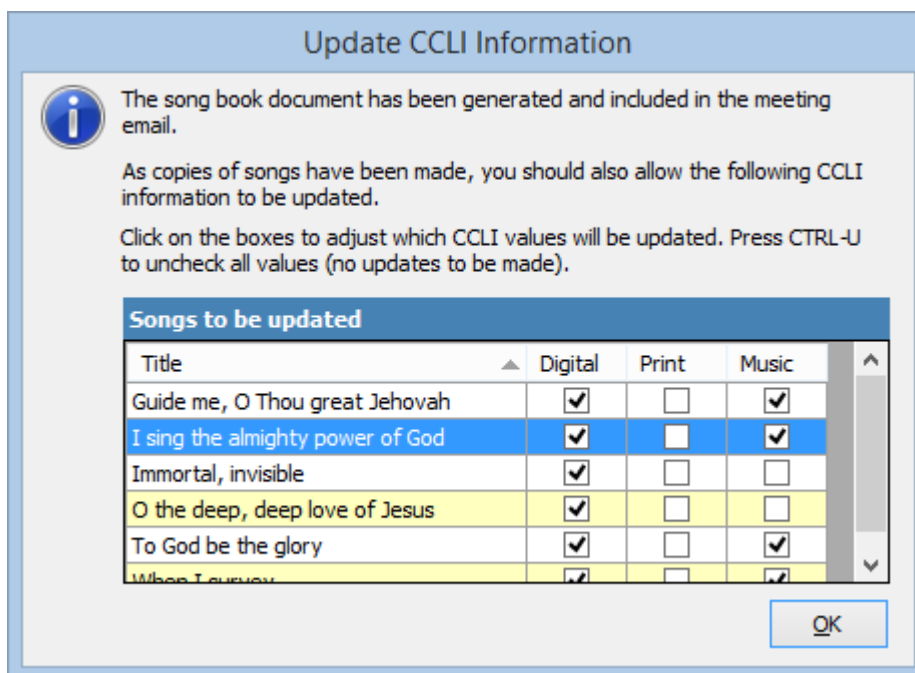
You will see this message:
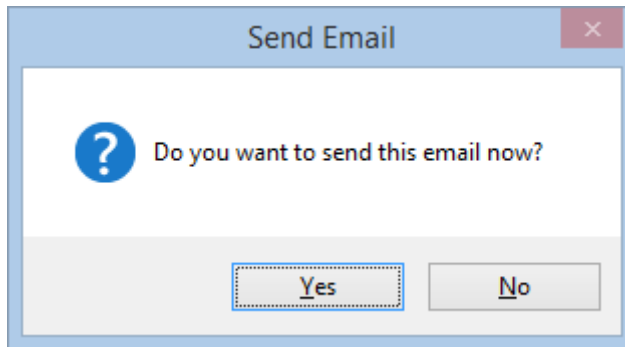
Click "Yes" to send.

If your SMTP settings are correct, hopefully you should soon see this message:

Because we have essentially created a copy of lyrics and music by sending this email, the following dialog will now appear:

This dialog is part of the CCLI reporting system in CMO. Copies of lyrics and music should be recorded against your CCLI usage statistics. Whenever your print or email song lyrics or music this dialog will be displayed to enable you to confirm the type of updates taking place.

In almost all cases you should just click OK and allow CMO to increment the various counters. One assumption that CMO makes is that any song attachment is related to music - it might be a full score of the song, or perhaps just a lead sheet. But the assumption is that it counts towards your music photocopy license. If, however, you know that a particular song has an attachment that is not music related, you could uncheck the "Music" box next to the song in question. That will prevent the music counter from being incremented.

CCLI integration will be covered in more detail in chapter 16.

Summary

This chapter has covered the process of creating your first meeting, added order of service items, adding songs, and organising your order of service. We have added team members in both their preferred role and in other roles, and we have transmitted the meeting plan, along with all the necessary music, to the team.