

Music coordinator

The ward music coordinator fills in the music for each Sunday's program — hymns, prelude and postlude, the musical number, the music leader and accompanist — straight into the bulletin. Everything else on the bulletin is kept by the ward's editors.

UAT test account: `music@steep.l.test` — password from your UAT coordinator.

What you can do

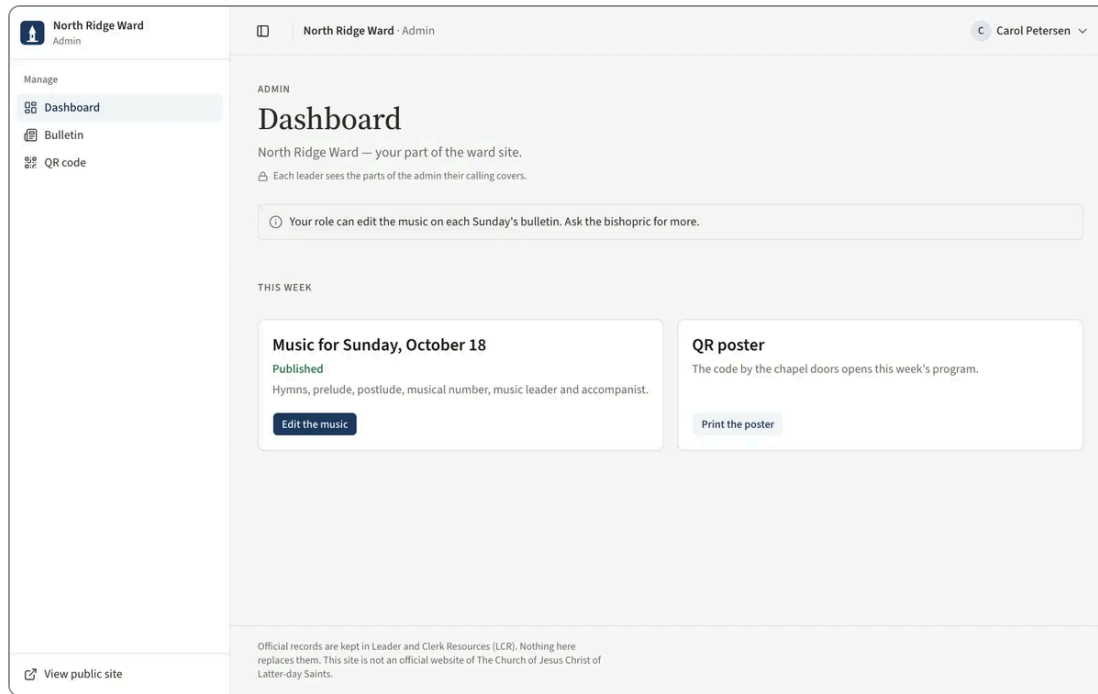
- Edit the **Music** section of each Sunday's bulletin, and nothing else on it
- Pick hymns by number or title from all 423 hymns (Hymns and Hymns—For Home and Church)
- Check how each hymn opens for members in the hymn viewer
- Print the QR poster for the chapel doors

Before you start

- To sign in, choose **Sign in with Google**. UAT testers: on **Sign in to steep** choose **Sign in with email**, enter the test account e-mail and the password from your UAT coordinator, then **Sign in**.
- Choose **Admin** in the ward menu. Your sidebar shows **Dashboard**, **Bulletin** and **QR code**.
- The dashboard note reads **Your role can edit the music on each Sunday's bulletin. Ask the bishopric for more.**
- An editor starts each Sunday's bulletin; the music fields open as soon as it exists.
- On a phone or a tablet held upright the sidebar is tucked away — open it with the menu button at the top left.

01 Find this Sunday's music

- 1 Open **Dashboard**. The card **Music** for the coming Sunday lists what you fill in.
- 2 Choose **Edit the music** for that Sunday, or **All Sundays** to plan ahead.
- 3 If the card says the bulletin has not been started, ask a site editor to start it.



The music coordinator's dashboard in the fictional demo ward, North Ridge Ward.

02 Fill in the music

- 1 On the bulletin page, only the **Music** section can be changed; the rest is shown for reference.
- 2 Enter the **Music leader (chorister)** and **Accompanist (organist)**, and **Prelude (optional) / Postlude (optional)**. Prelude and postlude show on the conducting sheet only; the members' program lists the music leader and accompanist at the top.
- 3 Pick the **Opening hymn, Sacrament hymn, Intermediate hymn (optional)** and **Closing hymn**.
- 4 Add a **Musical number (optional)** and **Performed by**, then choose **Save music**.

North Ridge Ward Admin

MUSIC
Your music role can edit everything in this section.

Music leader (chorister)
Sister Janelle Price

Accompanist (organist)
Sister Miriam Adebayo

Prelude (optional)
Sister Miriam Adebayo

Postlude (optional)
Sister Miriam Adebayo

Opening hymn
3 — Now Let Us Rejoice
Or type it in (used when no hymn is picked)
Programs list number and title only; the site links to the official hymn page.

Sacrament hymn
187 — God Loved Us, So He Sent His Son
Or type it in (used when no hymn is picked)
Programs list number and title only; the site links to the official hymn page.

Intermediate hymn (optional)
1014 — My Shepherd Will Supply My Need (new)
Or type it in (used when no hymn is picked)
Programs list number and title only; the site links to the official hymn page.

Closing hymn
Search by number or title
Or type it in (used when no hymn is picked)
Programs list number and title only; the site links to the official hymn page.

Musical number (optional)
"Be Still, My Soul"

Performed by
Ward choir

[View public site](#) [Draft](#) [Save music](#)

The music fields on a demo program.

- Tip.** Publishing is done by an editor. Your saved music appears on the program as soon as it is published (or straight away if it already is).

03 Search for a hymn

- 1 Choose a hymn field (it reads **Search by number or title**).
- 2 Type a number — “30” finds hymn 30 first, then 300–309 — or words from the title, such as “come come”.
- 3 Pick the hymn. Hymns—For Home and Church show **new**.
- 4 Not listed? Type it under **Or type it in (used when no hymn is picked)**. Use the clear button to remove a pick.

North Ridge Ward Admin

Manage

- Dashboard
- Bulletin**
- QR code

MUSIC
Your music role can edit everything in this section.

Music leader (chorister)
Sister Janelle Price

Accompanist (organist)
Sister Miriam Adebayo

Prelude (optional)
Sister Miriam Adebayo

Postlude (optional)
Sister Miriam Adebayo

Opening hymn
3 — Now Let Us Rejoice

Sacrament hymn
187 — God Loved Us, So He Sent His Son

Closing hymn
Search by number or title

Performed by
Ward choir

[View public site](#) [Draft](#) [Save music](#)

Searching the hymn catalog in the demo ward.

Tip. Programs list number and title only; the site links to the official hymn page rather than reprinting words.

04 Check the hymn viewer

- 1 Open the ward site's **Bulletin** (use **View public site** at the bottom of the sidebar).
- 2 Tap a hymn on the program — the number and title centred under its label. The viewer opens with **Music** and **Words**.
- 3 Check the sheet music shows: it scales to fit the screen, and a longer hymn stacks its pages one under the other. **Open on ChurchofJesusChrist.org** opens the official page.

[illegible]

UAT checklist

Tick each flow once you have confirmed it works as described. Note anything unexpected — a wrong label, a missing button, an error — under “What did you see?” and send it to your UAT coordinator.

- ☐ The sidebar shows only **Dashboard**, **Bulletin** and **QR code**
- ☐ On a started bulletin, only the **Music** fields can be edited and **Save music** shows **Music saved**
- ☐ The hymn picker finds a hymn by number and by title
- ☐ A Sunday with no bulletin yet asks you to have an editor start it first
- ☐ The picked hymns open in the hymn viewer on the public bulletin

What did you see?

Account used, date, device, and anything that did not match this guide.

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