

## **Duties of the person responsible for digital music files**

The choirs are greatly assisted in learning their songs by the availability of digital music files. These files are created by Choral Tracks from sheet music that we send them, and posted on the Valley Winds website for access by choir members.

The music files person coordinates with the music librarian and choir directors. These are the basic steps that need to be taken:

1. Contact Choral Tracks in July and set up a contract for the year. Make sure the contract is paid (someone needs to pay by credit card in USD and be OK getting reimbursed with the equivalent in CAD).
2. Obtain a list of songs from the music directors.
3. If the songs are in the Choral Tracks library at [choraltracks.com](http://choraltracks.com), ask Choral Tracks to make them available.
4. If the songs are not in the Choral Tracks library, obtain the sheet music from the music librarian, scan each song into a single PDF file and send it to Choral Tracks by email.
5. Choral Tracks will create a DropBox folder to transfer the files. It is not necessary to have a DropBox account – simply go to the link supplied by Choral Tracks and download the files.
6. Copy the files onto the VWMA Google Drive for safe keeping (contact webmaster for Google Drive access).
7. Contact the VWMA webmaster for permission to edit the Musician Resources page.
8. Remove any files from previous seasons – we do not have enough disk space for more than one season of files.
9. Upload the files for the upcoming season and edit the Musician Resources page to link to the new files.

No special skills are needed for this important position. The responsible person will need to have some way of scanning the sheet music into a PDF. Editing the web page is not any more difficult than editing a simple Word document, so there is no need to know any web languages.