

Download Instructions for Gathering Hymn-Sing Materials

These instructions should help you to get your Gathering Hymn-Sing music and Demo Tracks downloaded to your computer so you can begin rehearsing! It is a pretty simple process, but does take a little time and patience to get it done. There are also video tutorials on how to do this process on the site.

1. Go to the Gathering website to begin the process. You should have received a link to this page in your email. (<https://jerrynelsonmusic.com/the-gathering-choir/>)
2. Scroll down the page to find the following THREE files:
 - a. Program and Schedule
 - i. This is the order of service for that Hymn-Sing
 - ii. It also contains the Schedule for the day, so you know where to be at the right time.
 - b. Choir Sheet Music
 - i. This is where your music for the Hymn-Sing is located.
 - ii. You will need to print these songs so you can add them to your Gathering Hymn-Sing folder for the service.
 - iii. It is easiest to print these files right after you download the ZIP file.
 - iv. If possible, print these as a 2 sided document. It will make for less bulk in your folder and fewer page-turns during the service.
 - c. Choir Demo Tracks
 - i. This is where your DEMO Tracks are located.
 - ii. These are VITAL for preparing the notes for the Hymn-Sing service
 - iii. To create a folder on a Chromebook, so you will need to click on the three dots on the upper right hand corner of the My files window. You can then make a folder for the Gathering Music. This will give you a place to go back to to listen to these tracks later.
3. Click on the "CHOIR SHEET MUSIC" link. This will begin the download process for the ZIP file.
 - a. A download folder should appear in the bottom right hand corner of your screen as it downloads the ZIP file.
 - b. Once it is finished, open the folder by clicking on it. This should open it up and you can begin to print the songs immediately.
 - c. While this is a bit time consuming, I highly recommend that you do this immediately. It will keep you from having to go back and find this folder later.
 - d. Print your music using the following method:

- i. Once the ZIP folder has downloaded, click on the folder to open it. If you can't find the folder, check your "Downloads" folder. It is probably in there.
 - ii. Double click on a song to open up the PDF of that song. Now is the best time to print it.
 - iii. Choose the "PRINT" icon. It is usually in the top right hand corner of the PDF document.
 - iv. Follow the directions for your printer to print this song. Printing double-sided will help use less paper.
 - v. REPEAT THIS PROCESS FOR EACH SONG IN THE FOLDER.
4. Click on the "CHOIR DEMO TRACKS" link. This will begin the download process for the ZIP file.
 - a. The Download folder will appear in the bottom right hand corner again just like when you were downloading the song PDFs.
 - b. Hopefully, you made a CHOIR DEMO TRACKS folder on your Chromebook. If you didn't, you can make it before you copy these files.
 - c. Once the ZIP folder is downloaded, open the folder. It should take you to the song demo files.
 - i. Click on the first song. Then, press the "Control" key to select multiple files.
 - ii. Select all the songs so they are highlighted. Right Click your mouse and choose "Copy"
 - iii. Go and find your "Gathering Music" folder in the DOCUMENTS section. Open this folder
 - iv. Right Click anywhere in this folder and choose "Paste". This will move the copies of all the songs to this folder.
 - v. Now, you can get to all the songs when you are ready to rehearse them!!
 5. That should be it. Now you should be ready to rehearse all your music for our next Gathering Hymn-Sing!!!