

PCO Instructions for: adding a song / creating an arrangement / editing a song, adding / adjusting a template (for the order of service)

You must have Editor permissions in PCO to perform these functions. Your campus admin for PCO can change your access level.

Add a Song

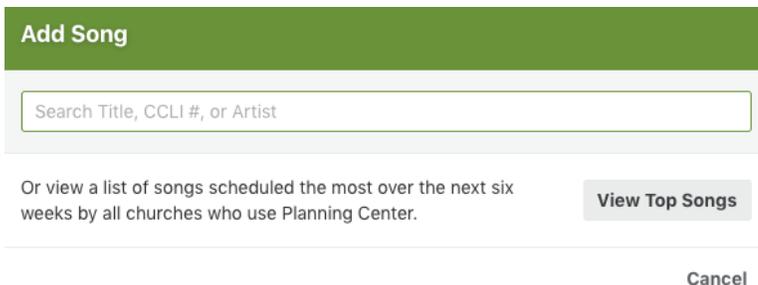
1. Under “Songs”, click on “Add a Song”



The screenshot shows the PCO interface with the 'Songs' tab selected. A blue arrow points to the 'Add a song' button in the top right corner. Below the header, there is a filter section with '833 Songs' and a table of songs. The table has columns for TITLE, BPM, KEYS, and LAST SCHEDULED. One song is listed: '10,000 Reasons (Bless The Lord)' with a BPM of 73 and keys A, B, C, D, E, F, G, scheduled for Sept 22, 2019.

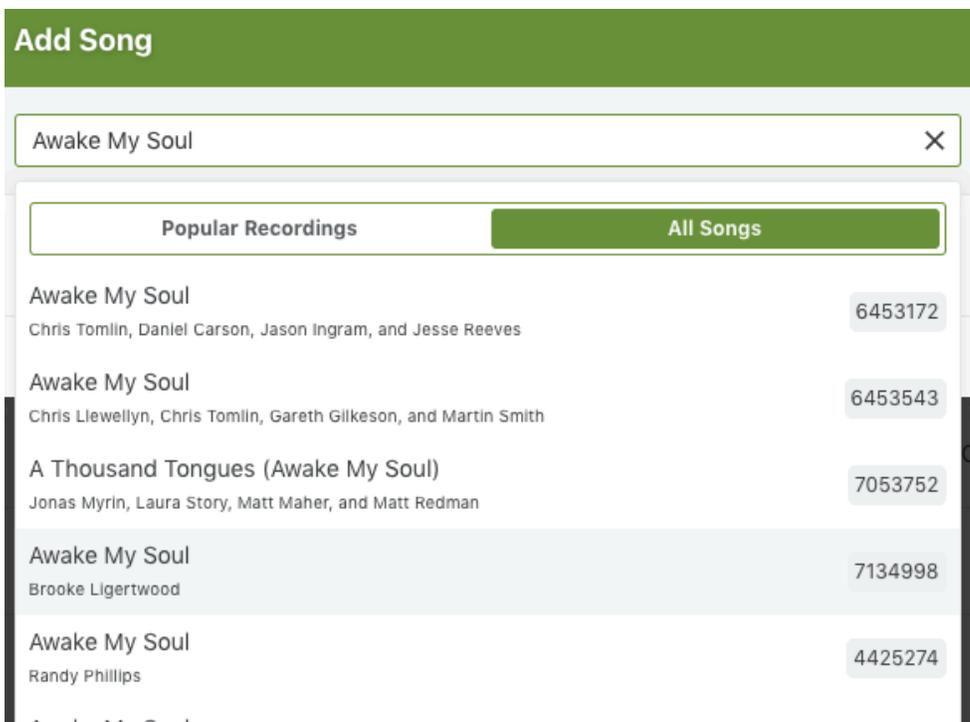
TITLE	BPM	KEYS	LAST SCHEDULED
10,000 Reasons (Bless The Lord)	73	A, B, C, D, E, F, G	Sept 22, 2019

2. In the pop-up box, type in the song title



The screenshot shows the 'Add Song' pop-up box. It has a search field with the placeholder text 'Search Title, CCLI #, or Artist'. Below the search field, there is a button labeled 'View Top Songs' and a 'Cancel' button at the bottom.

3. Be sure the selection is on “All Songs”, then select your song from the list



The screenshot shows the 'Add Song' pop-up box with the search field containing 'Awake My Soul'. The 'All Songs' tab is selected, and a list of songs is displayed. The first two songs are 'Awake My Soul' by Chris Tomlin, Daniel Carson, Jason Ingram, and Jesse Reeves (CCLI # 6453172) and 'Awake My Soul' by Chris Llewellyn, Chris Tomlin, Gareth Gilkeson, and Martin Smith (CCLI # 6453543). Other songs listed include 'A Thousand Tongues (Awake My Soul)' by Jonas Myrin, Laura Story, Matt Maher, and Matt Redman (CCLI # 7053752), 'Awake My Soul' by Brooke Ligertwood (CCLI # 7134998), and 'Awake My Soul' by Randy Phillips (CCLI # 4425274).

4. Enter all of the details about the song (if needed) – it is now auto loading with most of the information. Go to “Lyrics & Chords” to be able to create a chord chart (see instructions in separate section).

Awake My Soul

CCLI #7134998 | Brooke Ligertwood
© 2019 | Prayer, Savior, Saviour, Singing, Worship

Hillsong Worship

Length: 4 : 18 BPM: 127 Meter: 4/4 ▾
Sequence: Intro, V1, Turnaround, V2, Turnaround, Cx2, Turnaround, V3, Cx2, B1, B2, Refx2, Cx...

Files **Lyrics & Chords**

Arrangement

Lyrics

F

Arrangement **F** **Add Key**

SONG

All Arrangements

ARRANGEMENTS

- Hillsong Worship

Add

Create a Song Arrangement

1. Open the song that you want to create an arrangement for, and click on “Add” under the Arrangements section on the left

The screenshot shows the interface for the song "Nothing Else" (CCLI #7123436). The main area displays the "Default Arrangement" with details: Length: 8:20, BPM: 68, Meter: 4/4, and Sequence: Intro, V1, V2, C1, C2, V1, V2, Bx8, Instrx3, Bx8, E. There are tabs for "Files" and "Lyrics & Chords". The "Arrangement" section shows a list of items: "02 Nothing Else (Live).m4a", "Link: Worship Online Nothing Else C", "Lyrics", and "You...lse (Live at Passion Conference)". Below this are sections for "A" (Chord Chart in A, Not... Else - SongSelect Chart in A.pdf) and "B" (Chord Chart in B). At the bottom, there are tabs for "Arrangement", "A", "B", "C", "D", "E", "F", "G", and an "Add Key" button. On the left sidebar, under "ARRANGEMENTS", the "Default Arrangement" is selected, and a blue arrow points to the "Add" button.

2. Enter the details for your song arrangement, then Submit. You will then need to enter all the details of your arrangement (like a brand new song), and create a chord chart under “Lyrics & Chords.”

The "Add Arrangement" form includes the following fields and controls:

- Name:** A text input field.
- Length:** A field with "0 min 0 sec" and a dropdown arrow.
- BPM:** A text input field.
- Meter:** A dropdown menu.
- 2911 Dance:** A dropdown menu.
- 2911 Performance:** A dropdown menu.
- Speed:** A dropdown menu.
- Style:** A dropdown menu.
- SongSelect:** A text input field with a "Download Lyrics" checkbox.
- Buttons:** "Cancel" and "Submit" buttons at the bottom.



If you need to adjust the sequence (song map / order of sections), first click on this button: A box will pop up where you can edit or add the sequence. You can also “add a new label” to create a custom section.

Edit Sequence

Sequence ⓘ

Intro	Verse 1	Verse 2	Verse 3
Verse 1	Chorus 1	Chorus 2	Chorus 3
Verse 2	Bridge		
Chorus 1	PreChorus		
Chorus 2	Instrumental		
Verse 1	Intro 1	Intro 2	
Verse 2	Outro		
Bridge x8	Vamp		
Instr x3	Tag		
Bridge x8	Breakdown		
Ending	Interlude		
	Ending 1	Ending 2	
	Bridge x8 1	Bridge x8 2	
	Instr x3 1	Instr x3 2	

Add a new label 

Add / Adjust Template

1. In PCO, go under “Plans” and then find your weekend worship hub. Click on the settings icon to the right side of the hub, next to the hub Matrix.

services My Schedule Plans Songs Media People

Victory Life Church > Chandler > Weekend Service

Matrix

November 2019

SUN MON TUE WED THU FRI SAT

27 28 29 30 31 1 2

3 4 5 6 7 8 9

10 11 12 13 14 15 16

17 18 19 20 21 22 23

24 25 26 27 28 29 30

1 2 3 4 5 6 7

View Master Calendar

SUNDAY 11/10/2019

Chandler: Weekend Hospitality Services 10:30am, 10:30am

Chandler: Weekend Kids 3-5 Services 10:30am

Chandler: Weekend Kids 6-11

Service Types

Chandler: Weekend Events Matrix

Chandler: Weekend Facilities Matrix

Chandler: Weekend Hospitality Matrix

Chandler: Weekend Kids 3-5 Matrix

Chandler: Weekend Kids 6-11 Matrix

Chandler: Weekend Ministry Matrix

Chandler: Weekend Nursery Matrix

Chandler: Weekend Security Matrix

Chandler: Weekend Worship Hub Matrix

2. In the pop-up box, click on the “Templates” button.

Settings

Teams

Templates

Reports

3. From here, you can choose to “Add template” to create a brand new one, or you can click on a template name to open the template / modify / etc, or you can hover over the template name and see the option to delete (garbage icon appears to the right).

Chandler > Weekend Service

Chandler: Weekend Worship Hub

Settings Teams Templates Reports

Add template

NAME	ITEMS	TEAMS	NOTES	UPDATED AT	CREATED AT
Chandler Weekend Worship	13	6	0	Aug 29, 2019	Jul 27, 2016
Christmas 2016	14	4	0	May 10, 2019	Nov 17, 2016
Default Template	28	6	0	Aug 29, 2019	May 6, 2018
Dwelling Place	13	4	0	Oct 25, 2017	Oct 25, 2017
Wednesday service	6	6	0	May 10, 2019	Nov 30, 2016