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"

2. In the pop-up box, type in the song title
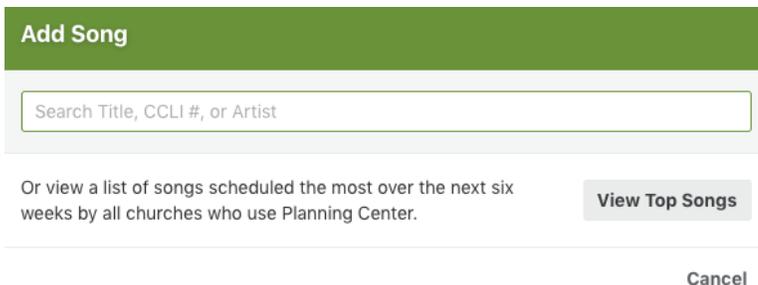
3. Be sure the selection is on "All Songs", then select your song from the list
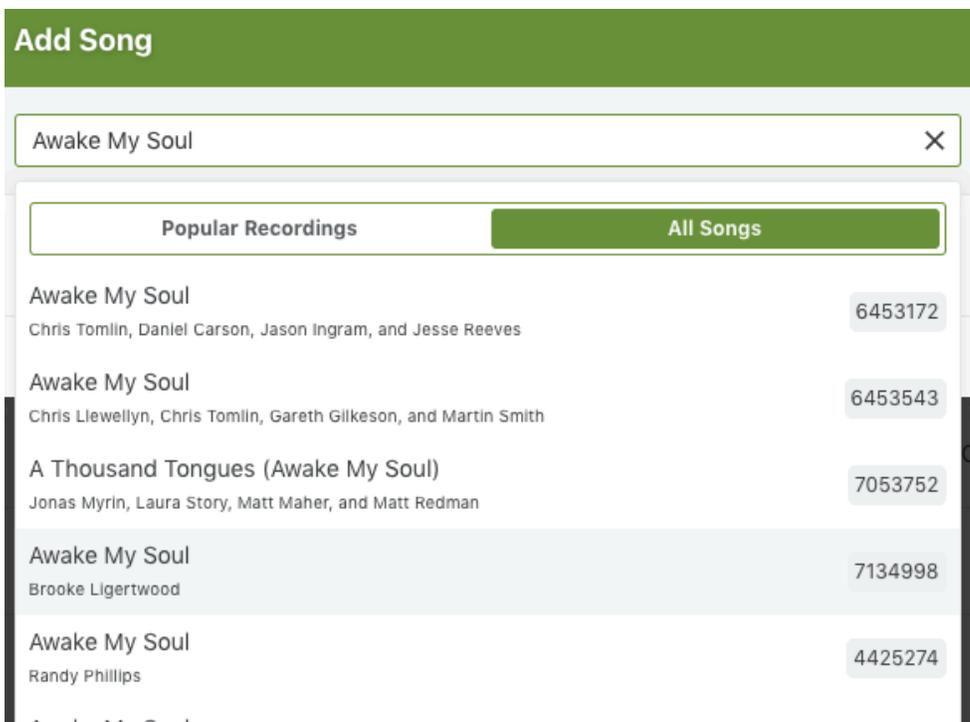
4. Enter all of the details about the song (if needed) – it is now auto loading with most of the information.
Go to "Lyrics & Chords" to be able to create a chord chart (see instructions in separate section).

Awake My Soul ✎
CCLI #7134998 | Brooke Ligertwood
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SONG

All Arrangements

ARRANGEMENTS

● Hillsong Worship

Add

Hillsong Worship ✎
Length: 4 : 18   BPM: 127   Meter: 4/4 ▾

Sequence: Intro, V1, Turnaround, V2, Turnaround, C×2, Turnaround, V3, C×2, B1, B2, Ref×2, C×...

Files [+] [♫] [Lyrics & Chords]

Arrangement ⓘ

♫ Lyrics

F

Arrangement   F   [Add Key]

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

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."

Create a Chord Chart

1. Under "Songs", pull up the song you wish to create a chord chart for. Then click on "Lyrics & Chords."

Default Arrangement ☑

Length: 8 : 20   BPM: 68   Meter: 4/4 ▾

Sequence: Intro, V1, V2, C1, C2, V1, V2, Bx8, Instrx3, Bx8, E

Files [+] [♫] [Lyrics & Chords] ⬅

2. A page will come up with either blank information, or just lyrics that were loaded from SongSelect. You will create / edit the chord chart on the left side, and a preview of your creation shows on the right side.

Within sections of the song that have words, you will utilize these symbols to insert a chord, either before the word or part-way through the word: [CHORD]

I like to bold the title of each section, and you have to add a code to the sections with words to get the title to appear in bold: SECTION NAME:

If you forget or want to access the different commands, go to "Options" to access the list.

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

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

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).