



# SONG SELECTOR

## User Guide

You can now choose some of your favourite tracks that you would like played at your Wedding Reception using our in-house purpose built web based **Song Selector** technology.

Simply click on the pink Song Selector button and you'll be taken to the log in page.

To gain access, you will need to enter your email address, the Password supplied on your Booking Confirmation email and the date of your function. It is critical that this information is correct so that we can match up your song selections to your function. We will only supply the password to the lead name (booking email address) on the booking form to prevent public access and changes to your song selections. It is important that you do not share the password otherwise unauthorised changes to your music selections will be able to be made.

### **IMPORTANT**

**Please Note:** We have noticed some incompatibility with the Song Selector software and Internet Explorer 11 (IE11) where some functions of the Song Selector are not available and in some cases your song selections may not be saved. This is an error with IE11 and not the Song Selector. To avoid any issues please do not open the Song Selector with Internet Explorer 11. All other operating systems are reported as compatible.

### **HOW DO I USE THE SONG SELECTOR?**

The Song Selector is incredibly user friendly and has been based on an on-line shopping cart that you are most likely familiar with.

You can start building your playlist immediately by simply clicking on the blue 'add to basket' icon. This will transfer your chosen track into your basket. Of course, this is not a shop, you are not buying the track, so there are no charges!

The tracks are listed alphabetically by artist. You can scroll through the pages or use the search facility to quickly find the track you are looking for.

Once you have added a track to your basket you will notice the blue 'Add to basket' icon turn green. This confirms that the track is now in your basket. By clicking on 'My Basket' you should see the track you have selected in your list.

If you would like to remove a track from your basket simply click on the red trash can icon on the right hand side of the track you wish to remove.

When you have finished making your selections, click on the blue button at the bottom of your basket '**Forward my basket to Equinox-Storm**'. This will notify us via email of your song selections. We will add these to your contract ready to perform at your function.

### **WHAT FEATURES DOES THE SONG SELECTOR HAVE?**

In your basket, you can mark up to 20 of your all time favourites with a Gold Star ★ that we will **guarantee** to play and you can select as many more as you wish up to the maximum performance time of your function. You will see the running time at the top of your basket. Make a note of how long the performance time of your function is and be sure not to select more music than we will have time to play. For your information, we can play 20 tracks per hour. We would recommend selecting just a few of your favourites rather than a whole playlist, but it is up to you.

You can also use the Dance category drop down box to indicate your 'First Dance', 'Bride & Father of Bride Dance', 'Bride & Hen Party Dance', 'Groom & Stag Party Dance', 'Removal of the Garter Dance', 'Last Dance', 'Archway to Exit Dance' and 'Other' where you can write a note to the DJ regarding the track, for example a message that you would like the DJ to announce when the track is played...

### **I CAN'T FIND THE MUSIC TRACK I AM LOOKING FOR?**

If you don't find the songs you are looking for then you have two options:

1. You can email the songs to us as an MP3 attachment before your function at [info@equinox-storm.com](mailto:info@equinox-storm.com) ; we'll prepare them and play them on-the-night free of charge.

2. You can email the name of the Artist and Track and we will purchase it on your behalf. We will charge a one off £10 admin fee and £1 per track requested. For example – If you want us to purchase just one track, we will make a charge of £11. If you want us to purchase 5 tracks, we will make a charge of £15 and so on.

### **FINALLY**

We hope that you enjoy creating your own playlist for your function and using our unique purpose built web based Song Selector technology. Last, but by no means least, please don't forget to **send us your song basket** by clicking on the blue button at the bottom of your basket '**Forward my basket to Equinox-Storm**'.