

# **How To-Torials**

## **Coordinator Training**

# **How to Access Your Coordinator Role Account**

## How to Access Your Coordinator Role Account

The Coordinator Role Account is a shared login for all Coordinators of your Chapter. This account is used exclusively for Coordinator duties, including:

- Updating & Editing the Chapter Page
- Creating Chapter events
- Messaging members
- Accessing Coordinator Central

Login Information:

- Email: Your chapter email ending in @nsaichapters.com
- Password: Provided by the Director of Chapters

# How to Access Your Coordinator Role Account

Once signed in, you will have access to the “Coordinator Central” tab on your dashboard. This is your hub for Coordinator specific resources, including information, your Coordinator Kit, Coordinator Guides + Lesson Plans, and other essential tools used to run your Chapter effectively.

The image shows two screenshots of the NSAI website dashboard. The top screenshot is titled "TEST COORDINATOR NSAI'S DASHBOARD" and features a navigation menu with options like "Event Calendar", "Membership", "Local Chapters", "Weekly Workshops", "Member Services", "Videos & Education", "Premium Experiences", and "NSAI Song Contest". Below the navigation, there are sections for "Announcements" (featuring a "CHAPTER CHALLENGE 2025" banner) and "Chapter Tasks". In the "Chapter Tasks" section, three buttons are visible: "Send Message to Chapter", "Create Chapter News", and "Coordinator Central". The "Coordinator Central" button is circled in yellow, and a yellow arrow points from it towards the bottom screenshot. The bottom screenshot is titled "COORDINATOR CENTRAL" and displays a welcome message to the coordinator, a link to the "Volunteer Chapter Coordinator Manual & Agreement", and a deadline to submit the agreement by Friday, February 28th, 2025. A note states that if the agreement is not signed and submitted by the deadline, the Coordinator Role will be removed from the account. The bottom screenshot also includes a footer with additional information about the manual and its purpose.

## How to Access Your Coordinator Role Account

Important Reminder:

Your Coordinator Role Account is separate from your personal NSAI membership account, which uses your personal email and password to login. Your Membership Account is where you access all the perks, services, and resources as a songwriter and member.

Think of it this way:

Coordinator Role Account = Business Hat (for Chapter management only)

Personal Membership Account = Songwriter Hat (for member services, events, pitches, mentor sessions, etc.)

⚠ Do NOT use the Coordinator Role Account to sign up for member-exclusive events, pitches, evaluations, mentor sessions, feedback services or to purchase additional credits. Always use your personal membership account for those activities.

# **How to Edit Your Chapter Page**

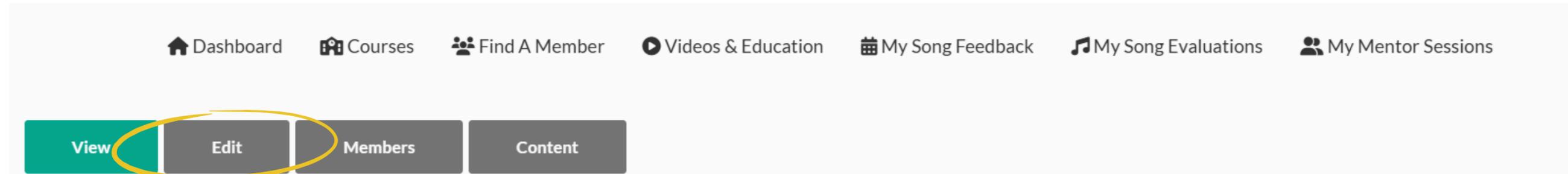
# How to Edit Your Chapter Page

- [www.nashvillesongwriters.com](http://www.nashvillesongwriters.com)
- Login Using your Coordinator Role Login and Password
- This will bring you to your Coordinator Dashboard
- Go to “My Chapters” on the right-hand side of the screen
- Click your Chapter Name

The screenshot displays the NSAI Coordinator Dashboard. At the top, there is a navigation bar with the NSAI logo and various menu items: Event Calendar, Membership, Local Chapters, Weekly Workshops, Member Services, Videos & Education, Premium Experiences, and NSAI Song Contest. Below this is a dark header with the text 'TEST COORDINATOR NSAI'S DASHBOARD' and a user profile for 'Test Coordinator NSAI'. A secondary navigation bar includes links for Dashboard, Courses, Find A Member, Videos & Education, My Song Feedback, My Song Evaluations, and My Mentor Sessions. The main content area is divided into two columns. The left column features an 'Announcements' section with a large graphic that says 'FIND YOUR CHAPTER FIND YOUR PEOPLE' and a button for 'EXPLORE LOCAL CHAPTERS'. The right column has a 'Chapter Tasks' section with three buttons: 'Send Message to Chapter', 'Create Chapter News', and 'Coordinator Central'. Below these is a 'My Chapters' section showing a list of chapters, with 'Nashville, TN' highlighted by a yellow circle. To the right of the chapter name are icons for editing and deleting.

# How to Edit Your Chapter Page

- This takes you directly to your Chapter Page
- To edit your Chapter Page select the gray “Edit” tab



# How to Edit Your Chapter Page

- Edit the area you are wanting to
- Once you've edited what you wanted to, click "Save"

**Description**

**B** *I*   $x^2$   $x_2$  *T<sub>x</sub>*       

Paragraph    Source  

Songwriters of all levels and genres are welcome to our weekly Tuesday night workshops!

We invite you to come meet new friends, find future co-writers, and get involved in your growing, fun, ar

Check out <https://www.nashvillesongwriters.com/weekly-nashville-workshops> to see upcoming events!

**Text format** Full HTML 

Description for coordinators

**Office Use**

Collegiate Chapter

**Save**

# **How to Create a Chapter Event**

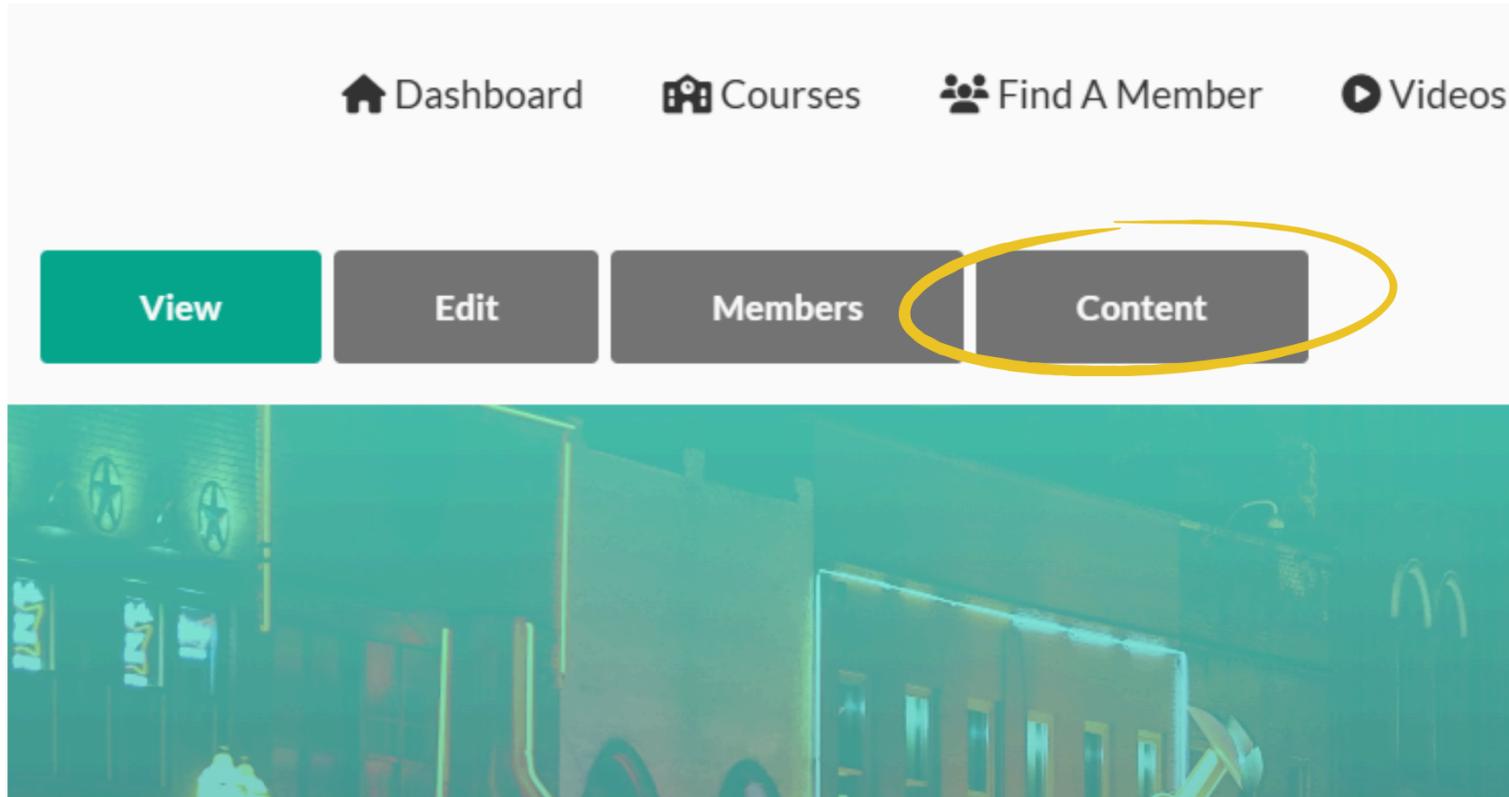
# How to Create a Chapter Event

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- This will bring you to your Coordinator Dashboard
- Go to “My Chapters” on the right-hand side of the screen
- Click your Chapter Name
  - This takes you directly to your Chapter Page

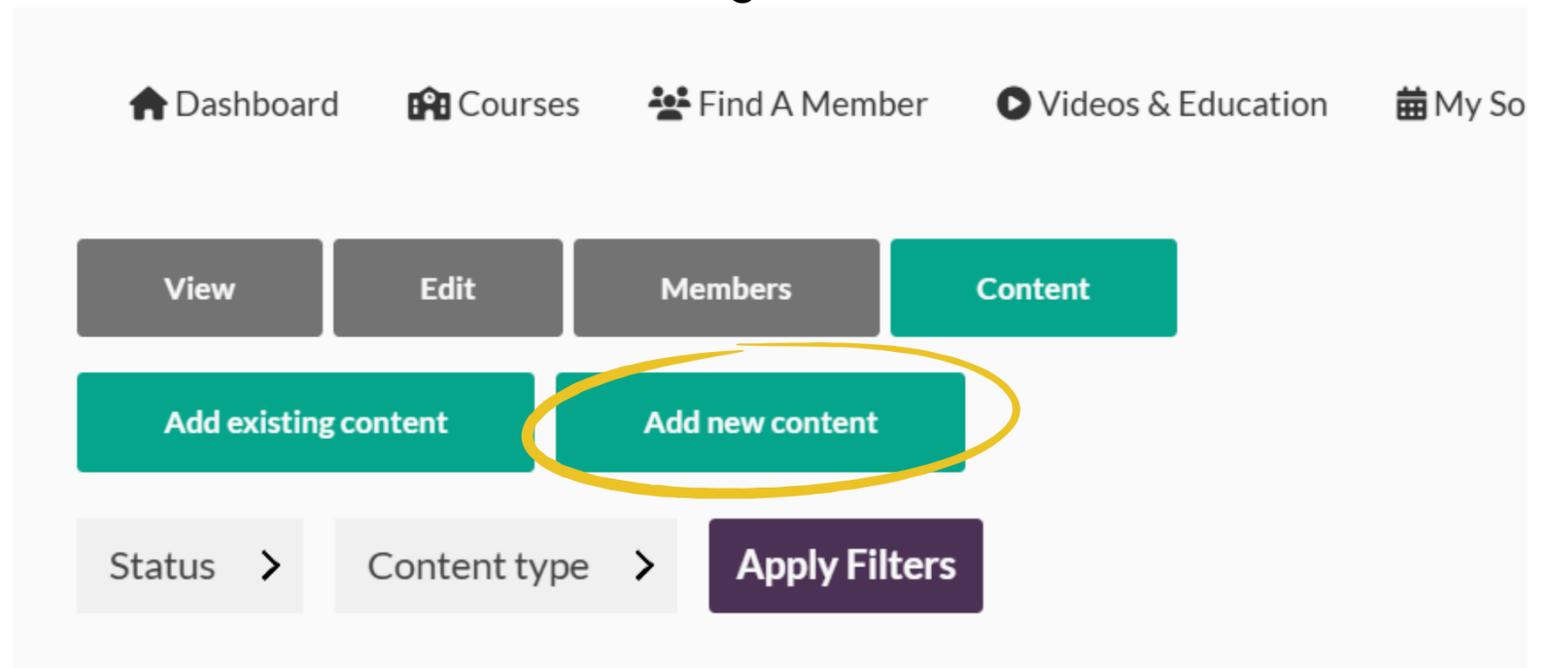
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# How to Create a Chapter Event

- Go to the grey “Content” tab



- Select the teal tab that says “Add New Content”



# How to Create a Chapter Event

Home > Nashville, TN

## Add new content



> **Group node (Chapter Events)**

Add new content of type *Chapter Events* to the group.

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> **Group node (Chapter News)**

Add new content of type *Chapter News* to the group.

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> **Group node (Chapter Posters)**

Add new content of type *Chapter Posters* to the group.

Select “Group node (Chapter Events)”

Input the following for your Upcoming Chapter Event:

- Event Title
- Date
- Time
- Time Zone
- Description

# How to Create a Chapter Event

## Description Examples:

Join Us for Our Next Chapter Event!

Hey Songwriters! Mark your calendars for [Chapter Event Name] at [Venue Name] on [Date & Time]!

What to Expect:

- A welcoming, supportive, and fun community of fellow songwriters
- Insightful discussion on this month's songwriting or music industry topic, followed by an interactive networking exercise to help you connect and collaborate.
- Song Share & Feedback – Members can share a song with the group and receive supportive and encouraging feedback.
- An opportunity to network, connect, and get inspired by your local songwriting community!

Please RSVP - To attend and participate in this upcoming meeting, please RSVP to this Chapter Event. A Chapter Coordinator will follow up with the song submission & consent link, along with any additional details you may need.

We look forward to getting to know you and your music more soon! See you there!

# How to Create a Chapter Event

- Event Type (in person, hybrid, online)
- If you select “In Person” or “Hybrid” from the drop down, you will be prompted to input the address of where your upcoming meeting will be.
- Once all information is entered as you wanted, select “Save”

Text format

**Event type**

- ✓ - None -
- Virtual
- In-person**
- Hybrid

Country

Street address \*

Longitude

**Last saved:** Not saved yet  
**Author:** testcoordinator

**Save**

# **How to Edit a Chapter Event After It's Been Created**

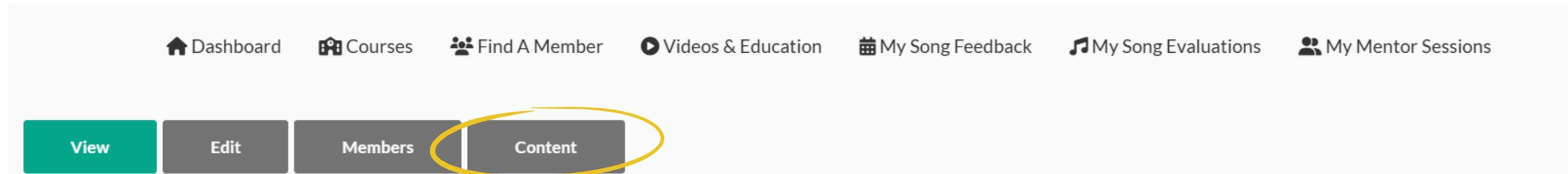
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# How to Edit a Chapter Event After It's Been Created

- This takes you directly to your Chapter Page
- To edit your Chapter Page select the gray “Content” tab
  - You will see a list of each Chapter Event you’ve created



# How to Edit a Chapter Event After It's Been Created

- Select the Chapter Event you would like to edit, by clicking on the Title of it, listed in teal
  - Select the gray “Edit” tab

View Edit Members Content

Add existing content Add new content

Status > Content type > Apply Filters

| Title                             | Content type    | Status    | Updated             | Operations |
|-----------------------------------|-----------------|-----------|---------------------|------------|
| Nashville Chapter Monthly Meeting | Chapter Events  | Published | 02/20/2024 - 2:06pm | Edit node  |
| Nashville Chapter Logo            | Chapter Posters | Published | 12/01/2023 - 2:52pm | Edit node  |

- Update the area you are wanting to

View Edit Delete RSVP

**Nashville Chapter Monthly Meeting**  
LIVE WORKSHOP: Hosted every Tuesday at the Mill.

<https://www.nashvillesongwriters.com/weekly-nashville-workshops>

Date:

- Once all information is entered and edited as you wanted, select “Save”



# **How to Check RSVP Results**

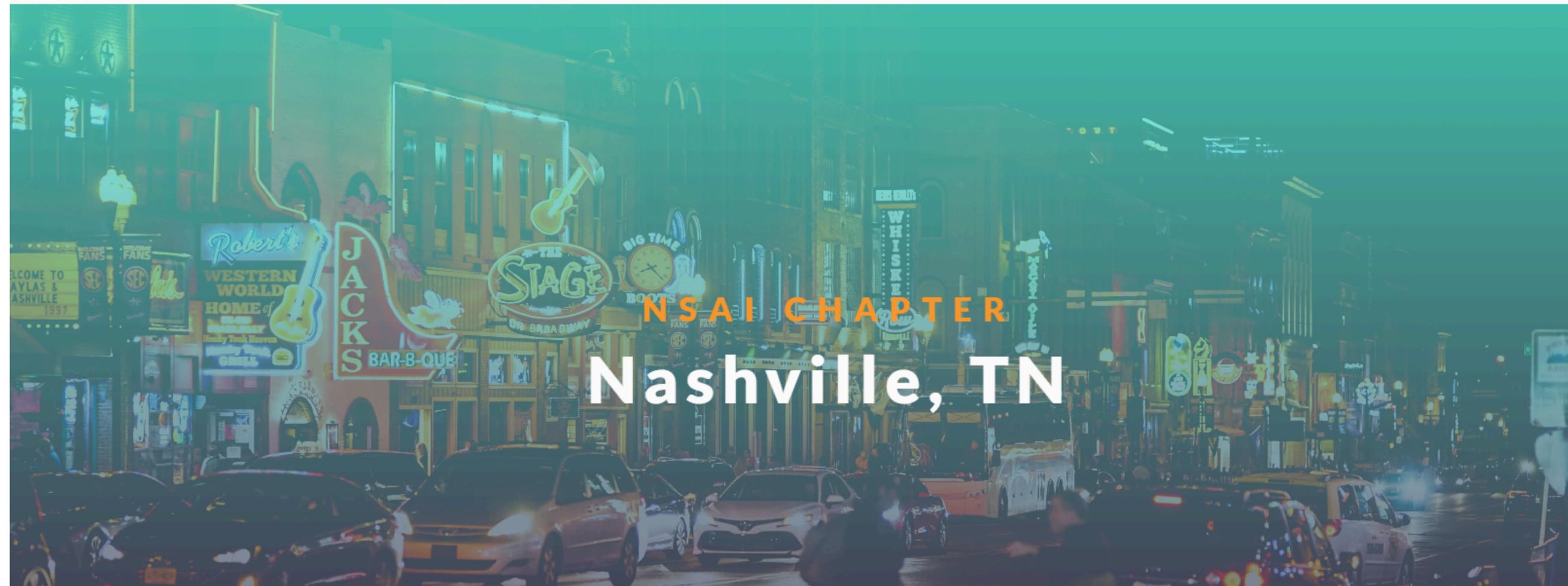
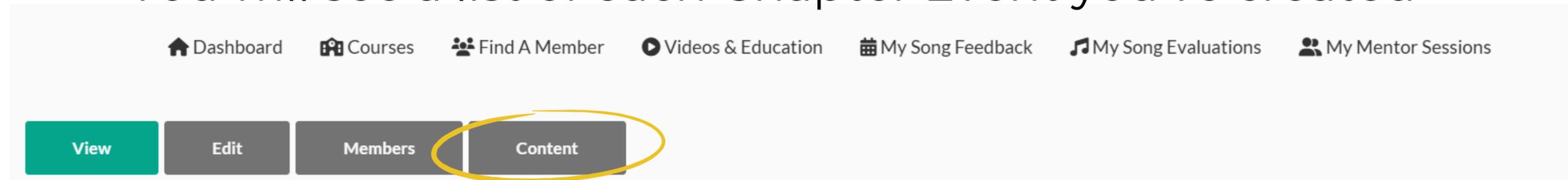
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- Go to “My Chapters” on the right-hand side of the screen
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# How to Check RSVP Results

- This takes you directly to your Chapter Page
- To edit your Chapter Page select the gray “Content” tab
  - You will see a list of each Chapter Event you’ve created



# How to Check RSVP Results

- Select the Chapter Event you would like to check RSVP's of, by clicking on the Title of it, listed in teal
- Now select the gray tab that says "RSVP"
- This brings you to a page that lists every person who has RSVP'd for the upcoming event

**CHAPTER CONTENT** Messages

Dashboard Courses Find A Member Videos & Education My Song Feedback My Song Evaluations

View Edit Delete All entities Members **Content** Entity Notes

Add existing content Add new content

Status Content type Apply Filters

| Title   | Content type   | Status    | U |
|---|----------------|-----------|---|
| May 2025 Chapter Meeting In Person Doors Open 6pm           | Chapter Events | Published | 0 |
| June 2025 Chapter Meeting In Person Doors Open 6pm          | Chapter Events | Published | 0 |
| May 2025 Chapter Challenge Meeting In Person Doors Open 6pm | Chapter News   | Published | 0 |

**MAY 2025 CHAPTER MEETING IN PERSON DOORS OPEN 6PM**

Dashboard Courses Find A Member Videos & Education My Song Feedback

View Edit Delete Entity Notes **RSVP** Replicate

**May 2025 Chapter Meeting In Person Doors Open 6pm**  
Join us for the May 2025 Chapter Meeting Wednesday May 14th In Person Doors Open at 6PM!  
We are looking forward to seeing you. If you are planning to attend the meeting & share a tune please RSVP for this event & we will send you a link to regi:

**Date:**  
**Wed, May 14 2025, 6 - 9pm PT**

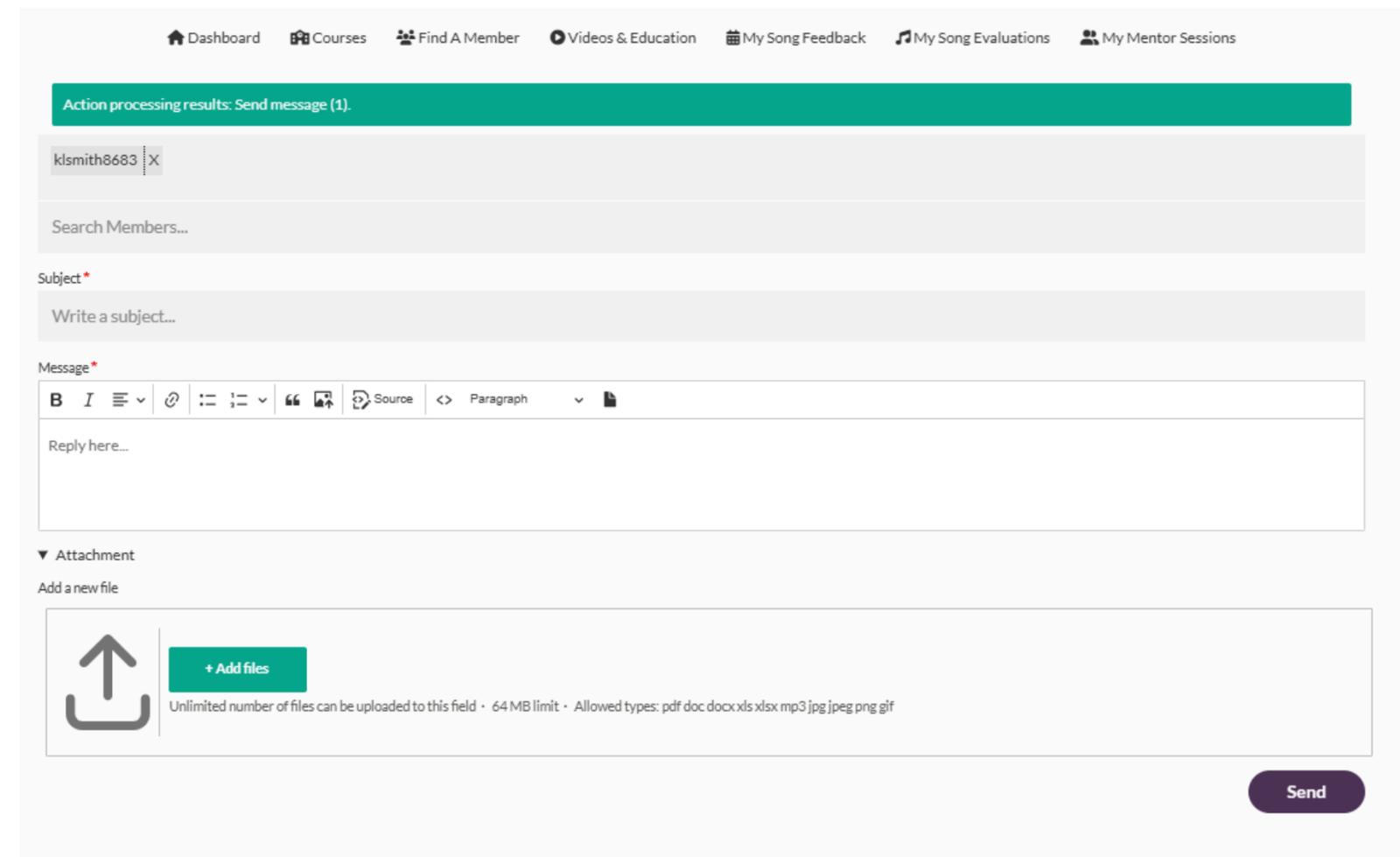
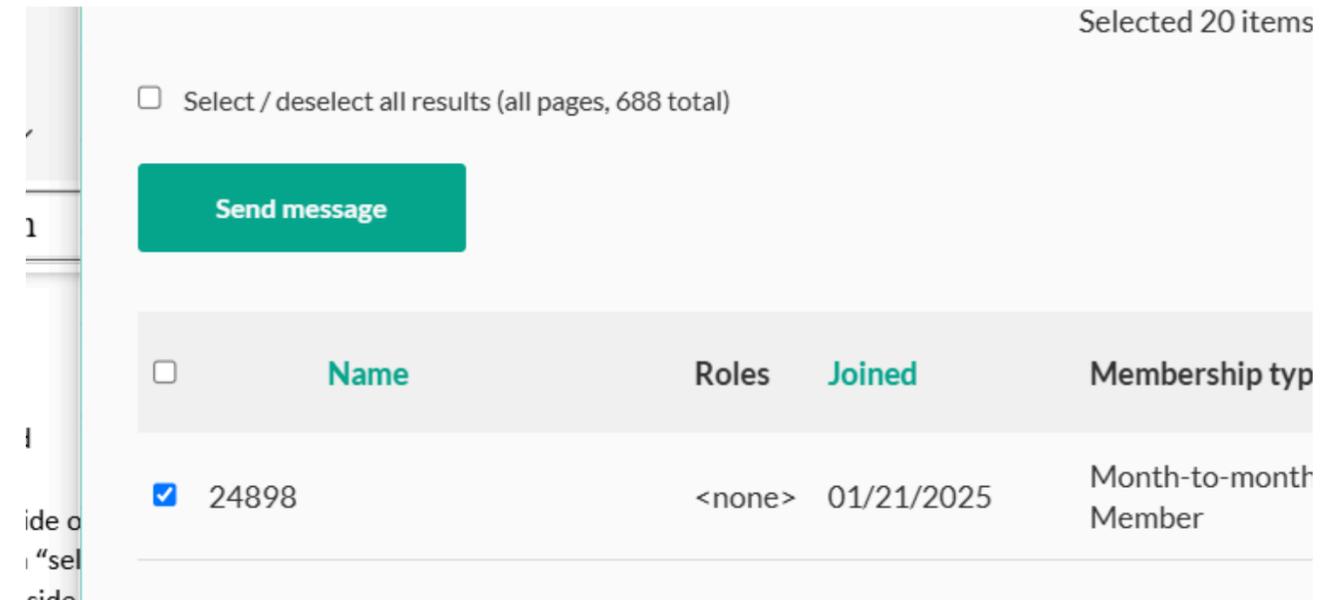
**Location:**  
2207 J Street  
Sacramento, CA 95816  
United States

**Get directions**

RSVP

# How to Check RSVP Results

- If you want to send those that have RSVP'd a message (song submission and consent link/ zoom link, etc.) you can select the small white square beside “Name” and it will select all
- Then click the teal button that says “Send Message”
- Write the message you would like to send
- Once you are finished, hit the purple “Send” button on the bottom right



# **How to Message Members**

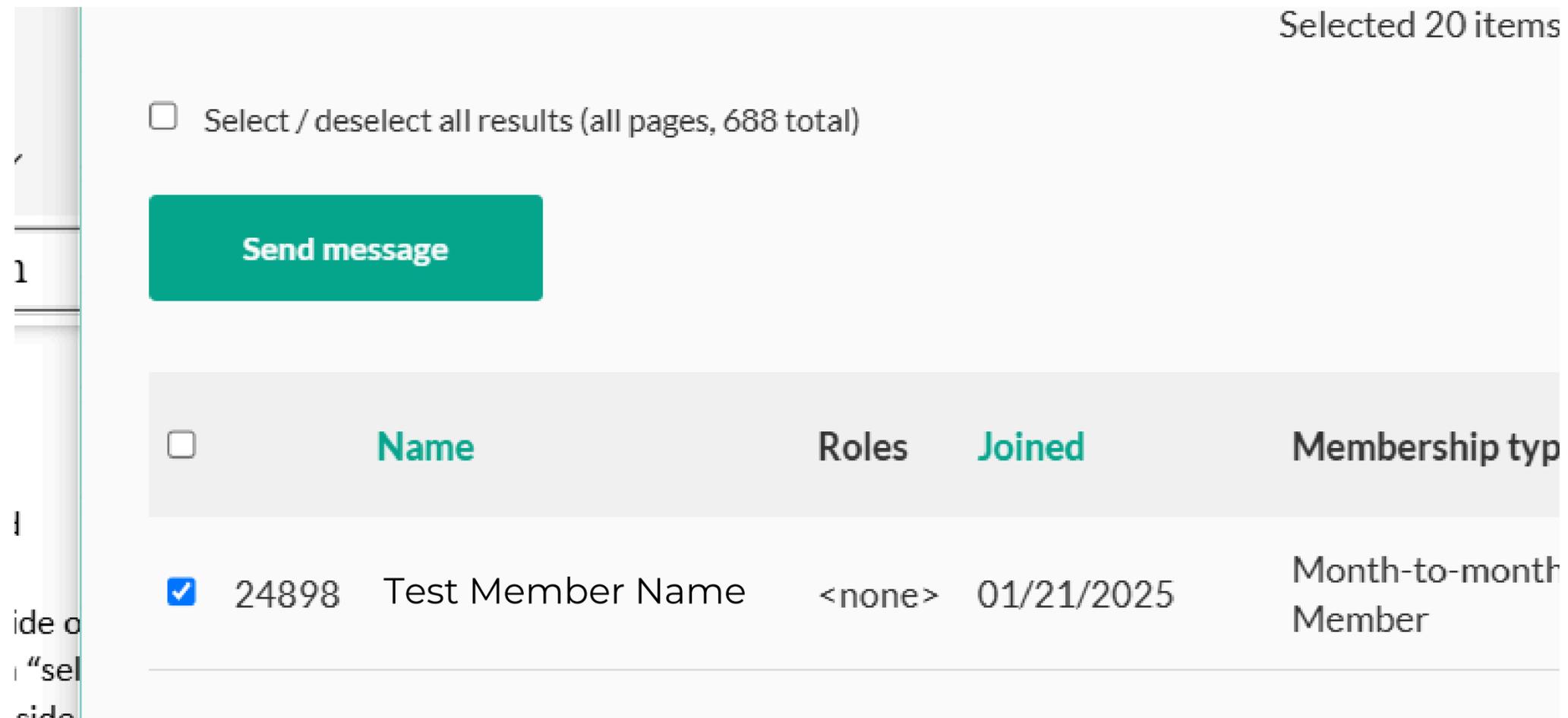
# How to Message Members

- [www.nashvillesongwriters.com](http://www.nashvillesongwriters.com)
- Login Using your Coordinator Role Login and Password
- This will bring you to your Coordinator Dashboard
- Go to “Send Message to Chapter” on the right-hand side of the screen

The screenshot displays the NSAI Coordinator Dashboard. At the top, there is a navigation bar with the NSAI logo and various menu items including 'Event Calendar', 'Membership', 'Local Chapters', 'Weekly Workshops', 'Member Services', 'Videos & Education', 'Premium Experiences', and 'NSAI Song Contest'. Below this is a dark header with 'TEST COORDINATOR NSAI'S DASHBOARD' and a 'Messages' notification icon. A secondary navigation bar contains icons for 'Dashboard', 'Courses', 'Find A Member', 'Videos & Education', 'My Song Feedback', 'My Song Evaluations', and 'My Mentor Sessions'. The main content area is divided into two columns. The left column features an 'Announcements' section with a large graphic that says 'FIND YOUR CHAPTER' and 'FIND YOUR PEOPLE', with a button for 'EXPLORE LOCAL CHAPTERS'. The right column has a 'Chapter Tasks' section with three buttons: 'Send Message to Chapter', 'Create Chapter News', and 'Coordinator Central'. A yellow arrow points to the 'Send Message to Chapter' button. Below these buttons is a 'My Chapters' section showing 'Nashville, TN' with edit and member icons.

## How to Message Members

- You can select individual members, or you can “select all”
- To “Select All,” click the small white square beside “Name” and it will select all the active members in your Chapter



Selected 20 items

Select / deselect all results (all pages, 688 total)

**Send message**

| <input type="checkbox"/>            | Name                   | Roles  | Joined     | Membership type       |
|-------------------------------------|------------------------|--------|------------|-----------------------|
| <input checked="" type="checkbox"/> | 24898 Test Member Name | <none> | 01/21/2025 | Month-to-month Member |

- Then click the teal button that says “Send Message”

# How to Message Members

- Write the message you would like to send
- Once you are finished, hit the purple **“Send”** button on the bottom right

Dashboard Courses Find A Member Videos & Education My Song Feedback My Song Evaluations My Mentor Sessions

Action processing results: Send message (1).

klsmith8683 X

Search Members...

Subject\*

Write a subject...

Message\*

**B** *I* [List] [Link] [Quote] [Insert] [Source] [Paragraph] [More]

Reply here...

Attachment

Add a new file

+ Add files

Unlimited number of files can be uploaded to this field • 64 MB limit • Allowed types: pdf doc docx xls xlsx mp3 jpg jpeg png gif

Send

# How to Message Members

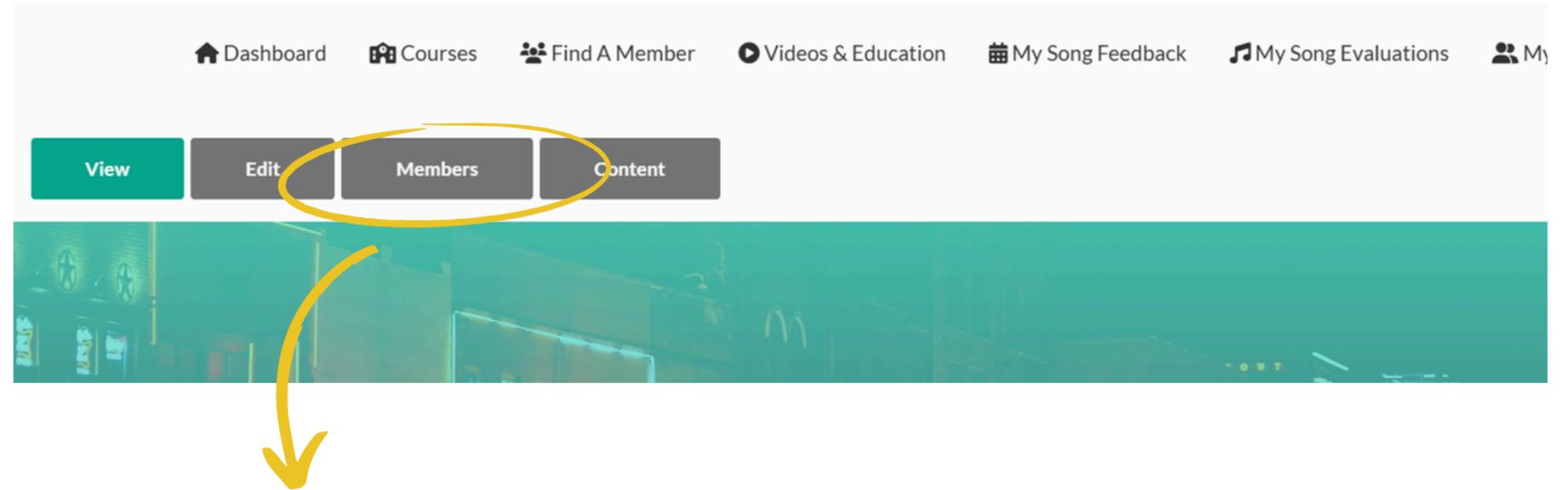
You can also message members another way:

- [www.nashvillesongwriters.com](http://www.nashvillesongwriters.com)
- Login Using your Coordinator Role Login and Password
- This will bring you to your Coordinator Dashboard
- Go to “My Chapters” on the right-hand side of the screen
  - Click your Chapter Name
  - This takes you directly to your Chapter Page

The screenshot displays the 'TEST COORDINATOR NSAI'S DASHBOARD'. At the top, there is a dark navigation bar with the title 'TEST COORDINATOR NSAI'S DASHBOARD', a shopping cart icon with '0', a 'Messages' button with a notification badge of '7', and a user profile for 'Test Coordinator NSAI'. Below this is a secondary navigation bar with links for 'Dashboard', 'Courses', 'Find A Member', 'Videos & Education', 'My Song Feedback', 'My Song Evaluations', and 'My Mentor Sessions'. The main content area is divided into two columns. The left column, titled 'Announcements', features a large teal and black graphic for the 'CHAPTER CHALLENGE' from April 1 to May 31, 2025, with the slogan 'AFFILIATE. PARTICIPATE. VOTE!'. The right column, titled 'Chapter Tasks', contains three teal buttons: 'Send Message to Chapter', 'Create Chapter News', and 'Coordinator Central'. Below these is a 'My Chapters' section with a dropdown menu showing 'Nashville, TN' circled in yellow.

# How to Message Members

- Select the gray “Members” tab on your Chapter page
- You can select individual members, or you can “select all”
- To “Select All,” click the small white square beside “Name” and it will select all the active members in your Chapter
- Then click the teal button that says “Send Message”



Selected 20 items

Select / deselect all results (all pages, 688 total)

[Send message](#)

| <input type="checkbox"/>            | Name                   | Roles  | Joined     | Membership type       |
|-------------------------------------|------------------------|--------|------------|-----------------------|
| <input checked="" type="checkbox"/> | 24898 Test Member Name | <none> | 01/21/2025 | Month-to-month Member |

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Dashboard Courses Find A Member Videos & Education My Song Feedback My Song Evaluations My Mentor Sessions

Action processing results: Send message (1).

ksmith8683 X

Search Members...

Subject\*

Write a subject...

Message\*

B I [List] [Link] [Quote] [Insert] [Source] [Paragraph] [Image]

Reply here...

Attachment

Add a new file

+ Add files

Unlimited number of files can be uploaded to this field · 64 MB limit · Allowed types: pdf doc docx xls xlsx mp3 jpg jpeg png gif

Send

# **How to Create Chapter News**

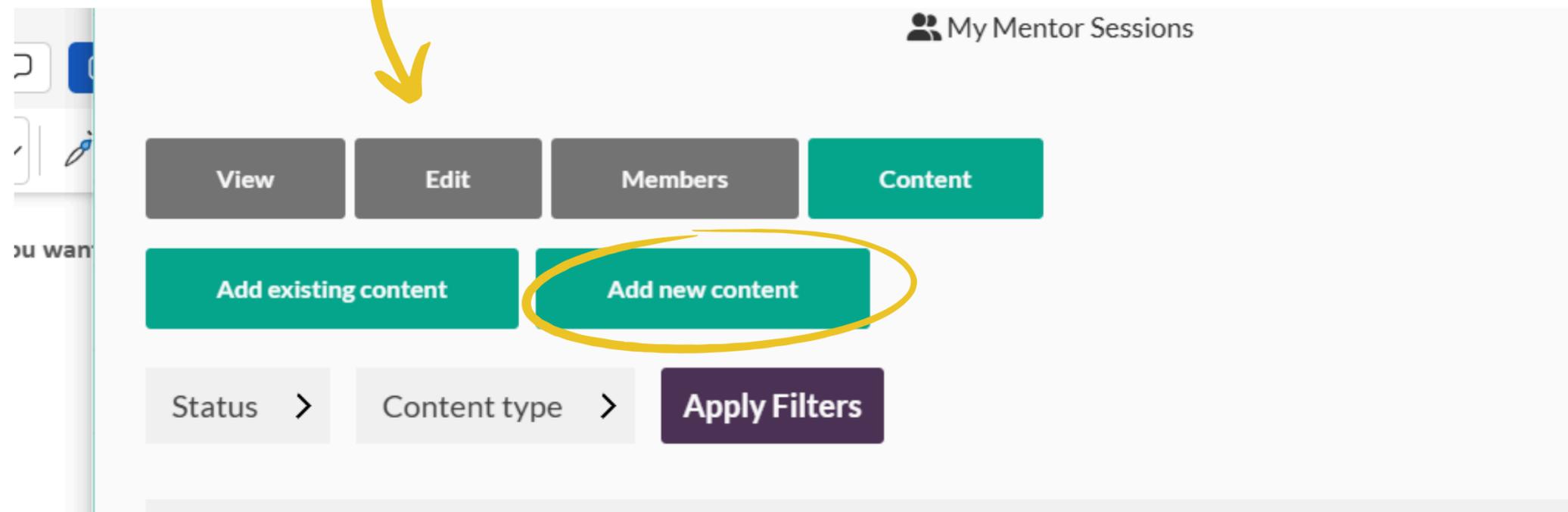
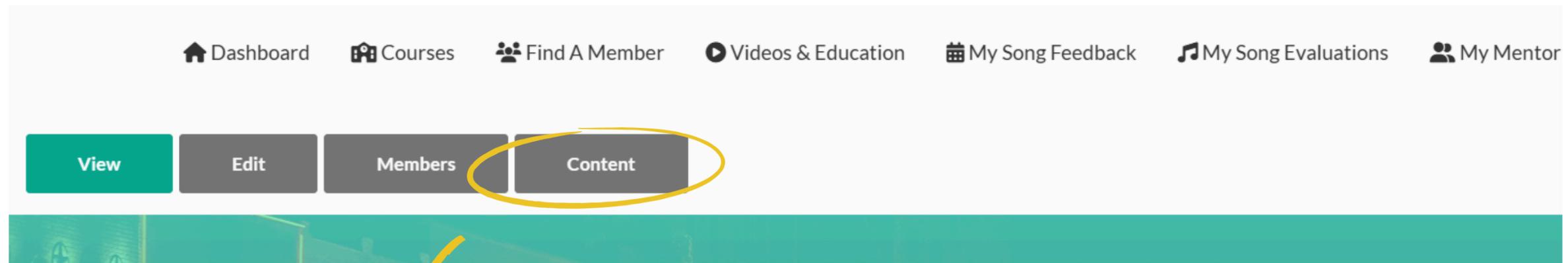
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# How to Create Chapter News

- This takes you directly to your Chapter Page
- Go to the gray “Content” tab
  - Select the teal tab that says “Add New Content”



# How to Create Chapter News

- Select “Group Node (Chapter News)”
  - Input the information:
    - Title
    - Description

Home > Nashville, TN

## Add new content

### > Group node (Chapter Events)

Add new content of type *Chapter Events* to the group.

### > Group node (Chapter News)

Add new content of type *Chapter News* to the group.

### > Group node (Chapter Posters)

Add new content of type *Chapter Posters* to the group.

Home > Nashville, TN > Add new content

## Add NSAI Chapter: Group node (Chapter News)

Title\*

Description\*

**B** *I* Paragraph

Text format Basic HTML

[About text formats](#)

Image

No media items are selected.

Add media

One media item remaining.

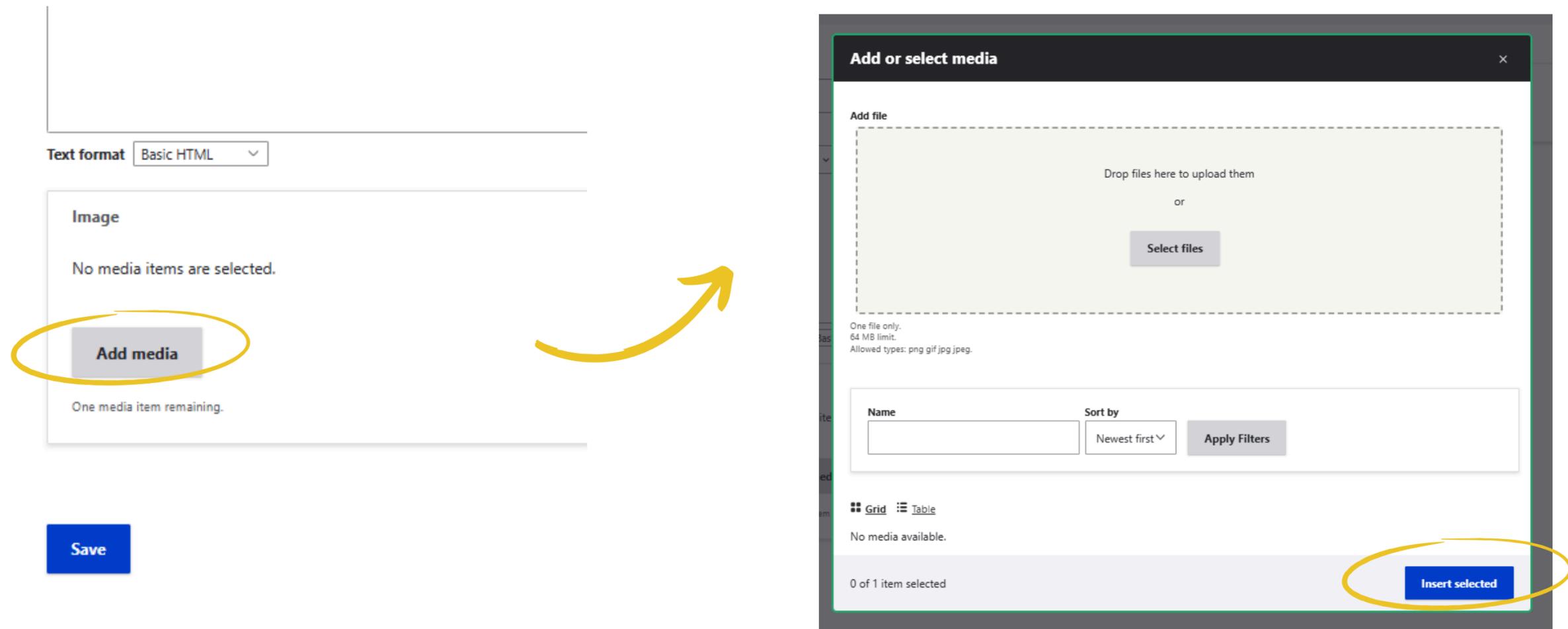
Last saved: Not saved yet

Author: testcoordinator

Save

# How to Create Chapter News

- (Optional) Add an image to go along with your Chapter News:
  - Select the gray button labeled “Add Media”
  - You can drag and drop files from your computer into the “add file” area
  - Files must be in one of the following formats: PNG, GIF, JPG, or JPEG.
  - Hit the blue “Insert Selected” button, once you’ve input your file



- Click “Save” to complete your Chapter News entry

# **How to Check Coordinator Central**

# How to Check Coordinator Central

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- Select the “Coordinator Central” teal button on the right-hand side of the screen

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# **How to Access Your Coordinator Kit**

# How to Access Your Coordinator Kit

- [www.nashvillesongwriters.com](http://www.nashvillesongwriters.com)
- Login Using your Coordinator Role Login and Password
- This will bring you to your Coordinator Dashboard
- Select the “Coordinator Central” teal button on the right-hand side of the screen

The screenshot displays the NSAI website interface. At the top, a dark navigation bar contains the phone number 'Call Us: 615.256.3354' and links for 'HOME', 'About NSAI', 'Advocacy', 'Partners', 'Awards & Honors', 'Featured Playlists', 'Merch Store', 'Log out', and 'My account'. Below this is a white header with the NSAI logo and a menu of links: 'Event Calendar', 'Membership', 'Local Chapters', 'Weekly Workshops', 'Member Services', 'Videos & Education', 'Premium Experiences', and 'NSAI Song Contest'. A dark grey dashboard bar features the text 'TEST COORDINATOR NSAI'S DASHBOARD', a shopping cart icon with '0', a 'Messages' button with '7', and a user profile for 'Test Coordinator NSAI'. A secondary navigation bar includes icons and labels for 'Dashboard', 'Courses', 'Find A Member', 'Videos & Education', 'My Song Feedback', 'My Song Evaluations', and 'My Mentor Sessions'. The main content area is divided into two sections: 'Announcements' on the left, featuring a large teal and black graphic for 'CHAPTER CHALLENGE' with the text 'NASHVILLE SONGWRITERS ASSOCIATION INTERNATIONAL' and 'NSAI'S CHAPTER CHALLENGE 2025 IS ALMOST HERE!', and 'Chapter Tasks' on the right. The 'Chapter Tasks' section contains three teal buttons: 'Send Message to Chapter', 'Create Chapter News', and 'Coordinator Central'. The 'Coordinator Central' button is circled in yellow, with a yellow arrow pointing to it from the right.

# How to Access Your Coordinator Kit

- This takes you directly to Coordinator Central where you can access your Coordinator Kit as well as additional information, resources, Lesson Plans + Coordinator Guides, and all things Coordinator related 24/7.

The screenshot displays the 'COORDINATOR CENTRAL' website. At the top, there is a dark navigation bar with the site name on the left and utility icons (shopping cart with '0', messages with '1', and a user profile labeled 'Coordinator Only') on the right. Below this is a horizontal menu with icons and labels for 'Dashboard', 'Courses', 'Find A Member', 'Videos & Education', 'My Song Feedback', 'My Song Evaluations', and 'My Mentor Sessions'. The main content area features a heading 'Coordinator Only Coordinator Kit' with a yellow arrow pointing to it from the right. Below the heading is the text 'Coordinator Kit: Training, TN'. Further down, there is a section titled 'Song Submission & Consent Link for Chapter' with a yellow arrow pointing to it from the left. This section contains a blue hyperlink: <https://www.nashvillesongwriters.com/form/test-song-submission-consent-coo>. Below the link is the text: 'This link is for members to submit songs ahead of the upcoming Chapter meeting, where song sharing sessions will take place.' The next section is titled 'Chapter Attendance Form - Responsibility of Coordinator to Submit:' and contains two bullet points: 

- <https://www.nashvillesongwriters.com/form/chapter-monthly-attendance-repor>
- **For in-person meetings:** Provide a laptop or iPad at the entrance for members to sign in as they arrive. Alternatively, Coordinators can manage the device and sign members in upon entry.
- **For online meetings:** Designated Coordinator will send the following template via the chat:

At the bottom of the page, there is a text block: 'Hello Songwriters! Thank you for joining us online. Please direct message *Designated Coordinator Name* the following info for attendance:'

# **How to Host a Chapter Meeting**

# How to Host a Chapter Meeting

## Welcome & Sign-In –

- Greet all attendees and introduce yourself.
- Have guests sign in and collect necessary information.
- The Coordinator must enter all attendees' details via the [Chapter Monthly Attendance Report](#) and submit it at the end of the meeting.

## Announcements & Updates

- Share any important NSAI or Local Chapter news.
- Mention upcoming events, workshops, or networking opportunities.
- Review any provided lesson plans or Coordinator Guide materials.

## Lesson Plan Review / Discussion

- Present the monthly **lesson plan** or topic provided by NSAI.
- Encourage group discussion and participation.
- Answer any questions and provide relevant insights.

## Song Share and Feedback Session

- **Members only** may share **original songs** for feedback.
- Provide supportive feedback based on NSAI guidelines.
- Keep discussions **positive and productive**.
- Encourage participation and peer engagement.

## Next Meeting Invitation & Closing

- **Announce the next meeting date and time.**
- Encourage attendees to **bring guests** to the next meeting.
- Thank everyone for attending.
- **For first-time guests**, send a **thank-you message** after the meeting (template available on Coordinator Central).

*Have fun!*

# **How to Check Song Submission and Consent Results**

## How to Check Song Submission and Consent Link Results

- Each Chapter is assigned a specific "Song Submission and Consent Link" that they provide to their Chapter Members via the NSAI messaging platform.
- Your specific "Song Submission and Consent Link" is in your Coordinator Kit, located in Coordinator Central
- This is the Chapter's go-to link for members (in-person, hybrid, and online) who choose to submit a song for feedback for the upcoming Chapter meeting.
- Each Chapter must use their specific link for all meetings, anytime a song will be played. This is not only for privacy reasons but also for legal compliance.
- Coordinators CAN include their specific Chapter Song Submission and Consent Link on their Chapter Page and in their Chapter Event descriptions.

# How to Check Song Submission and Consent Link Results

To check the results, please see the instructions below:

- [www.nashvillesongwriters.com](http://www.nashvillesongwriters.com)
- Login Using your Coordinator Role Login and Password
- This will bring you to your Coordinator Dashboard
- Select the “Coordinator Central” teal button on the right-hand side of the screen

The screenshot displays the NSAI website interface. At the top, a dark navigation bar contains the phone number 'Call Us: 615.256.3354' and links for 'HOME', 'About NSAI', 'Advocacy', 'Partners', 'Awards & Honors', 'Featured Playlists', 'Merch Store', 'Log out', and 'My account'. Below this is a white navigation bar with the NSAI logo and links for 'Event Calendar', 'Membership', 'Local Chapters', 'Weekly Workshops', 'Member Services', 'Videos & Education', 'Premium Experiences', and 'NSAI Song Contest'. A dark grey dashboard header features the text 'TEST COORDINATOR NSAI'S DASHBOARD', a shopping cart icon with '0' items, a 'Messages' button with '7' notifications, and a user profile for 'Test Coordinator NSAI'. A secondary navigation bar includes icons and labels for 'Dashboard', 'Courses', 'Find A Member', 'Videos & Education', 'My Song Feedback', 'My Song Evaluations', and 'My Mentor Sessions'. The main content area is divided into two sections: 'Announcements' on the left and 'Chapter Tasks' on the right. The 'Announcements' section features a large teal and black graphic for the 'CHAPTER CHALLENGE' with the text 'NASHVILLE SONGWRITERS ASSOCIATION INTERNATIONAL' and '2025 IS ALMOST HERE!'. Below the graphic, it states: 'From April 1st - May 31st, NSAI members across the globe can submit one pre-recorded song at their local Chapter meeting! For details and more information on how to participate, visiting the 2025 Chapter Challenge page at the link below.' The 'Chapter Tasks' section contains three teal buttons: 'Send Message to Chapter', 'Create Chapter News', and 'Coordinator Central'. The 'Coordinator Central' button is circled in yellow, and a yellow arrow points to it from the right.

## How to Check Song Submission and Consent Link Results

- Click the **Song Submission and Consent Link** assigned to your Chapter (located in your **Coordinator Kit**)

### Nashville, TN Coordinator Kit

**Coordinator Kit: Nashville, TN**

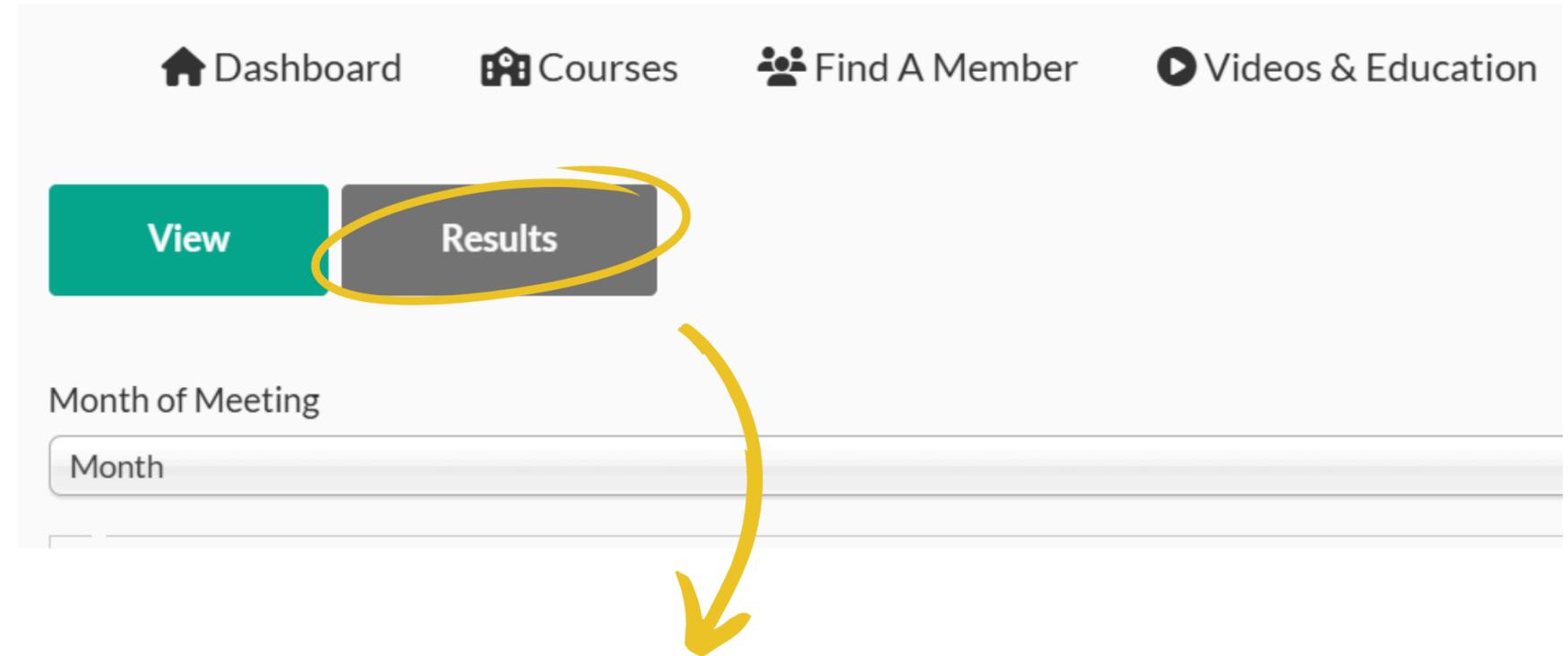
**Song Submission & Consent Link for Chapter**

<https://www.nashvillesongwriters.com/form/song-submission-consent-nashvill>

This link is for members to submit songs ahead of the upcoming Chapter meeting, where song sharing sessions will take place.

# How to Check Song Submission and Consent Link Results

- Select the gray button labeled “Results”
- There you will see every submission and be able to access and listen to the submissions



Home

## Test Song Submission & Consent - Coordinator Training

View Results

Submissions Download

The **Submissions** page displays a customizable overview of a webform's submissions. Submissions can be reviewed, updated, flagged and/or annotated.

^ Filter submissions

Filter by submitted data and/or note    All [6]    Filter

6 submissions

| # | SID  | Submission title   | UUID                                 | In draft | ★ | 🔒 | 📄 | Created                   | Completed                 | Chan |
|---|------|--|--------------------------------------|----------|---|---|---|---------------------------|---------------------------|------|
| 6 | 3841 | <a href="#">Test Song Submission &amp; Consent - Coordinator Tr...</a> | c305c0a4-d720-4d34-ade2-d7f64e90fb0c | No       | ☆ | 🔒 | 📄 | Wed, 10/30/2024 - 3:55pm  | Wed, 10/30/2024 - 3:56pm  | Wed, |
| 5 | 3772 | <a href="#">Test Song Submission &amp; Consent - Coordinator Tr...</a> | 84eb0ec1-b6b7-4acb-9a45-92e90cde400b | No       | ☆ | 🔒 | 📄 | Wed, 10/30/2024 - 12:12pm | Wed, 10/30/2024 - 12:13pm | Wed, |

# **How to Play/Display Song Submissions at Meetings**

# How to Play/Display Song Submissions at Meetings

- [www.nashvillesongwriters.com](http://www.nashvillesongwriters.com)
- Login Using your Coordinator Role Login and Password
- This will bring you to your Coordinator Dashboard
- Select the “Coordinator Central” teal button on the right-hand side of the screen

The screenshot displays the NSAI website interface. At the top, there is a navigation bar with the NSAI logo and various menu items including 'Event Calendar', 'Membership', 'Local Chapters', 'Weekly Workshops', 'Member Services', 'Videos & Education', 'Premium Experiences', and 'NSAI Song Contest'. Below this is a dark header area with the text 'TEST COORDINATOR NSAI'S DASHBOARD' and a user profile dropdown for 'Test Coordinator NSAI'. A secondary navigation bar contains icons for 'Dashboard', 'Courses', 'Find A Member', 'Videos & Education', 'My Song Feedback', 'My Song Evaluations', and 'My Mentor Sessions'. The main content area is divided into two sections: 'Announcements' on the left and 'Chapter Tasks' on the right. The 'Announcements' section features a large teal banner for the 'NSAI'S CHAPTER CHALLENGE 2025 IS ALMOST HERE!' with a yellow arrow pointing to the 'Coordinator Central' button in the 'Chapter Tasks' section. The 'Chapter Tasks' section contains three teal buttons: 'Send Message to Chapter', 'Create Chapter News', and 'Coordinator Central', which is circled in yellow.

Call Us: 615.256.3354 | HOME About NSAI Advocacy Partners Awards & Honors Featured Playlists Merch Store Log out My account

NSAI Event Calendar Membership Local Chapters Weekly Workshops Member Services Videos & Education Premium Experiences NSAI Song Contest

TEST COORDINATOR NSAI'S DASHBOARD Messages 7 Test Coordinator NSAI

Dashboard Courses Find A Member Videos & Education My Song Feedback My Song Evaluations My Mentor Sessions

Announcements

NASHVILLE SONGWRITERS ASSOCIATION INTERNATIONAL  
**CHAPTER CHALLENGE**

**NSAI'S CHAPTER CHALLENGE 2025 IS ALMOST HERE!**

From April 1st - May 31st, NSAI members across the globe can submit one pre-recorded song at their local Chapter meeting! For details and more information on how to participate, visiting the 2025 Chapter Challenge page at the link below.

Chapter Tasks

Send Message to Chapter

Create Chapter News

**Coordinator Central**

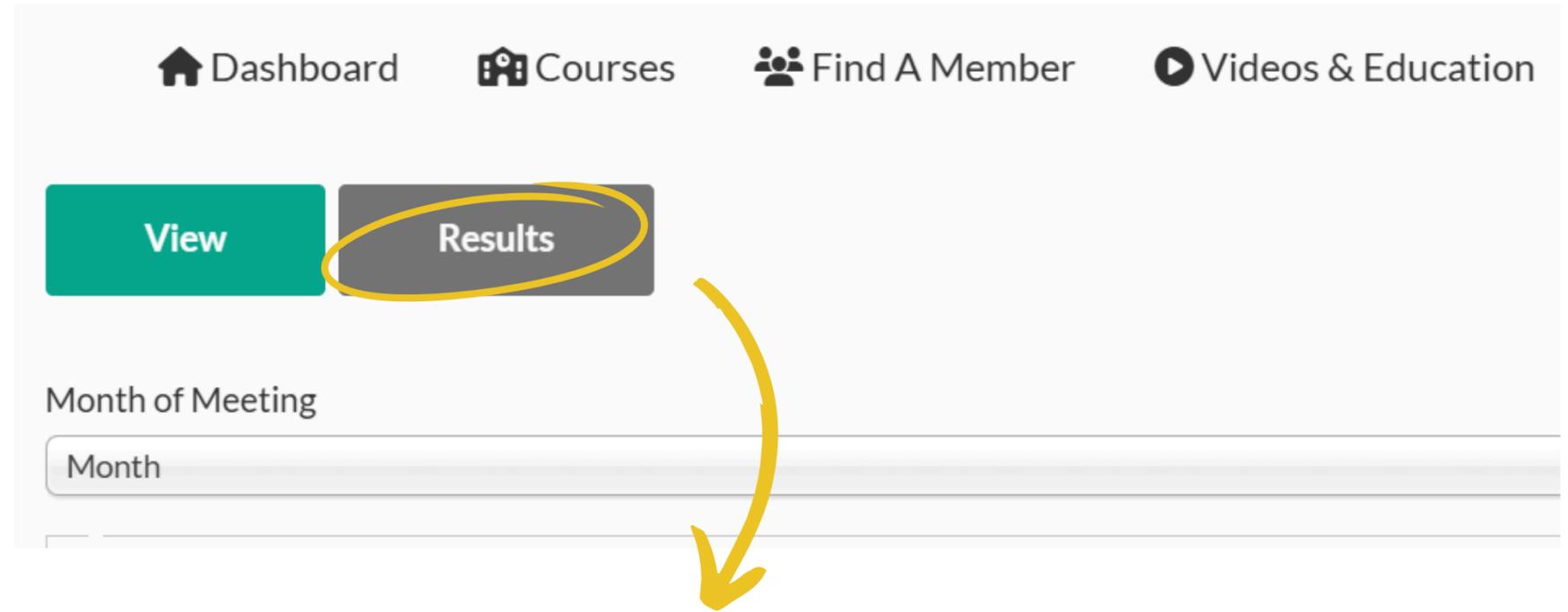
# How to Play/Display Song Submissions at Meetings

- Click the **Song Submission and Consent Link** assigned to your Chapter (located in your **Coordinator Kit**)

The screenshot shows the 'COORDINATOR CENTRAL' website interface. At the top, there is a dark navigation bar with the text 'COORDINATOR CENTRAL' on the left, a shopping cart icon with a '0' badge, a 'Messages' button with a '1' badge, and a user profile dropdown menu labeled 'Coordinator Only' with a downward arrow. Below this is a horizontal menu with icons and labels for 'Dashboard', 'Courses', 'Find A Member', 'Videos & Education', 'My Song Feedback', 'My Song Evaluations', and 'My Mentor Sessions'. The main content area is titled 'Coordinator Only Coordinator Kit' with a subtitle 'Coordinator Kit: Training, TN'. A yellow arrow points to the text 'Song Submission & Consent Link for Chapter', which is followed by a blue hyperlink: <https://www.nashvillesongwriters.com/form/test-song-submission-consent-coo>. Below the link, a short paragraph explains: 'This link is for members to submit songs ahead of the upcoming Chapter meeting, where song sharing sessions will take place.'

# How to Play/Display Song Submissions at Meetings

- Select the gray button labeled “Results”
- There you will see every submission and be able to access and listen to the submissions



Home

## Test Song Submission & Consent - Coordinator Training

View **Results**

Submissions Download

The **Submissions** page displays a customizable overview of a webform's submissions. Submissions can be reviewed, updated, flagged and/or annotated.

Filter submissions

Filter by submitted data and/or note All [6] Filter

6 submissions

| #                 | SID  | Submission title   | UUID                                 | In draft | ★ | 🔒 | 📄 | Created                   | Completed                 | Chan |
|-------------------|------|--|--------------------------------------|----------|---|---|---|---------------------------|---------------------------|------|
| <a href="#">6</a> | 3841 | <a href="#">Test Song Submission &amp; Consent - Coordinator Tr...</a> | c305c0a4-d720-4d34-ade2-d7f64e90fb0c | No       | ☆ | 🔒 | 📄 | Wed, 10/30/2024 - 3:55pm  | Wed, 10/30/2024 - 3:56pm  | Wed, |
| <a href="#">5</a> | 3772 | <a href="#">Test Song Submission &amp; Consent - Coordinator Tr...</a> | 84eb0ec1-b6b7-4acb-9a45-92e90cde400b | No       | ☆ | 🔒 | 📄 | Wed, 10/30/2024 - 12:12pm | Wed, 10/30/2024 - 12:13pm | Wed, |

# How to Play/Display Song Submissions at Meetings

- Click on an individual song submission
  - This will bring you to a screen with the following information:
    - Month of Meeting
    - Songwriters Name
    - Lyrics
    - MP3 File

Filter by submitted data and/or note    All [6]    **Filter**

6 submissions

| #                 | SID  | Submission title   |
|-------------------|------|--|
| <a href="#">6</a> | 3841 | <a href="#">Test Song Submission &amp; Consent - Coordinator Tr...</a> |
| <a href="#">5</a> | 3772 | <a href="#">Test Song Submission &amp; Consent - Coordinator Tr...</a> |



The **View** page displays a submission's general information and data.

[< Previous submission](#)

## Submission information

### Month of Meeting

{Empty}

### Name

Amanda Test

### E-mail

[amanda@nashvillesongwriters.com](mailto:amanda@nashvillesongwriters.com)

### Song Title

Title Test

### Upload Your Audio File (Not required if performing live)



[DAYS THAT I DONT .mp3](#) (5.6 MB)

### Provide Your Lyrics

Lyrics

Lyrics

Lyrics

# How to Play/Display Song Submissions at Meetings

- To Play:
  - Play the Mp3
  - The Lyrics will remain displayed
  - Once the song is complete you can move to the next submission by clicking “Next Submission” on the upper right hand corner
  - Repeat the above process until you’ve listened to all submitted entries

**Upload Your Audio File (Not required if performing live)**



 [DAYS THAT I DONT .mp3](#) (5.6 MB)

**Provide Your Lyrics**

Lyrics

Lyrics

Lyrics

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[Next submission >](#)

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# **How to use Attendance Link and Submit**

## How to Use Attendance Link & Submit

- Chapter Attendance Forms are the responsibility of Coordinator to Submit. The results from this form are used to track monthly attendance for each Chapter.
- Before each meeting begins, pull up the following link:
- <https://www.nashvillesongwriters.com/form/chapter-monthly-attendance-repor>
- Please have the link ready before the meeting and ensure attendance is taken as each attendee arrives. For in-person meetings, Coordinators should manage a laptop or iPad at the entrance and sign members in upon entry.

## How to Use Attendance Link & Submit

For online meetings: Designated Coordinator will send the following template via the chat:

- Hello Songwriters! Thank you for joining us online. Please direct message (Designated Coordinator Name Here) the following info for our attendance records:
  - First and last name
  - Email
  - Are you a member or guest
  - Guests please include phone number

Coordinators should keep the attendance link open throughout the meeting to add any late arrivals. Once the meeting concludes, the designated Coordinator can submit the form for NSAI's records

# **How to Verify Memberships**

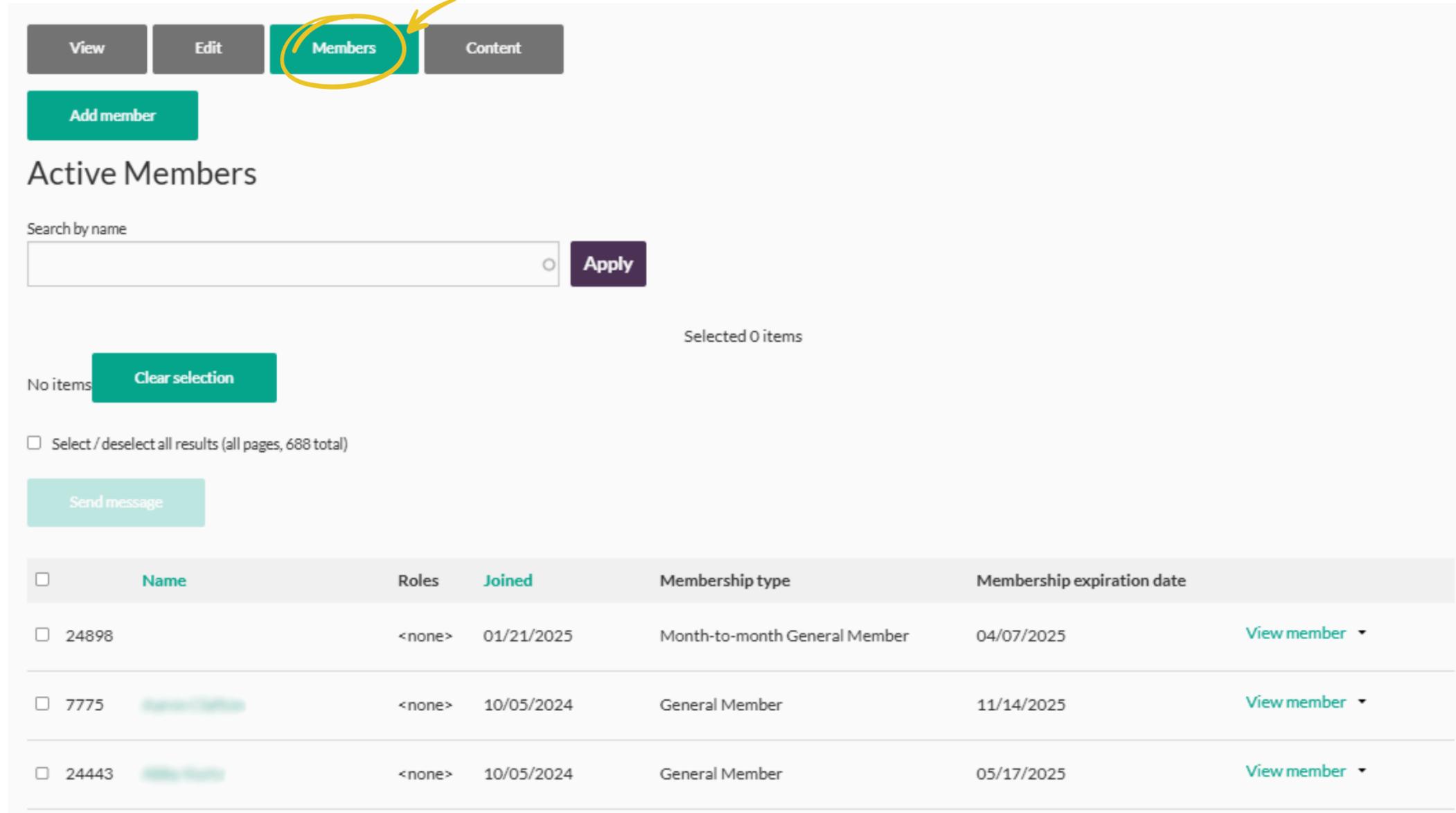
# How to Verify Memberships

- Go to [www.nashvillesongwriters.com](http://www.nashvillesongwriters.com).
- Log in using your Coordinator Role information.
- You will be directed to your Coordinator Dashboard.
- On the right-hand side, navigate to “My Chapters”.
- Click on your Chapter Name to access your Chapter Page.

The screenshot displays the NSAI Coordinator Dashboard. At the top, there is a navigation bar with the NSAI logo and various menu items: Event Calendar, Membership, Local Chapters, Weekly Workshops, Member Services, Videos & Education, Premium Experiences, and NSAI Song Contest. Below this is a dark header with the text "TEST COORDINATOR NSAI'S DASHBOARD" and a user profile dropdown for "Test Coordinator NSAI". A secondary navigation bar includes links for Dashboard, Courses, Find A Member, Videos & Education, My Song Feedback, My Song Evaluations, and My Mentor Sessions. The main content area is divided into three sections: "Announcements" featuring a "CHAPTER CHALLENGE 2025" banner, "NSAI'S CHAPTER CHALLENGE 2025 IS ALMOST HERE!" text, and a "Chapter Tasks" sidebar with buttons for "Send Message to Chapter", "Create Chapter News", and "Coordinator Central". At the bottom of the sidebar, the "My Chapters" link is circled in yellow, with a yellow arrow pointing to it. The link text is "My Chapters" and "Nashville, TN".

# How to Verify Memberships

- Select the gray “Members” tab on your Chapter Page.
- This will display a detailed Member List, where you can verify membership statuses of those in attendance.
  - Active Members are listed in the top section.
  - Expired Members appear in the bottom section.



The screenshot shows a web interface for managing members. At the top, there are four tabs: 'View', 'Edit', 'Members', and 'Content'. The 'Members' tab is highlighted in teal and circled in yellow with an arrow pointing to it. Below the tabs is a teal 'Add member' button. The main heading is 'Active Members'. There is a search bar labeled 'Search by name' with an 'Apply' button. Below the search bar, it says 'Selected 0 items'. There is a 'Clear selection' button and a checkbox for 'Select / deselect all results (all pages, 688 total)'. A 'Send message' button is also present. The main content is a table with columns: Name, Roles, Joined, Membership type, and Membership expiration date. Each row has a checkbox on the left and a 'View member' link on the right.

| <input type="checkbox"/> | Name  | Roles  | Joined     | Membership type               | Membership expiration date |                               |
|--------------------------|-------|--------|------------|-------------------------------|----------------------------|-------------------------------|
| <input type="checkbox"/> | 24898 | <none> | 01/21/2025 | Month-to-month General Member | 04/07/2025                 | <a href="#">View member</a> ▾ |
| <input type="checkbox"/> | 7775  | <none> | 10/05/2024 | General Member                | 11/14/2025                 | <a href="#">View member</a> ▾ |
| <input type="checkbox"/> | 24443 | <none> | 10/05/2024 | General Member                | 05/17/2025                 | <a href="#">View member</a> ▾ |

## How to Verify Memberships

- **Coordinators CAN message Active Members.**
- **Coordinators CANNOT message Expired Members.**
- We are developing a method to communicate with **non-members/guests.**
- Once available, the **Director of Chapters** will provide updates and instructions.

# **How to Sign Up a New Member**

## How to Sign Up a New Member

- When a guest attends your Chapter meeting, greet them kindly and let them know that joining NSAI grants them full access to exclusive benefits and services.
- Steps to Guide a Guest Through Membership Sign-Up:
- Direct them to the NSAI website: [Join NSAI](#).
- When prompted with "How did you hear about NSAI?", ensure they select your Chapter from the drop-down menu.
- Before completing payment, provide them with the Discount Code (CHAPTER25)—available in Coordinator Central—to receive \$25 off an annual membership.
- Once the membership is finalized:
- The guest saves \$25 on their annual NSAI membership.
- Your Chapter Fund earns a \$20 referral reward for each new annual member who selects your Chapter.
- You welcome a new songwriter, collaborator, and friend into the NSAI community!

# **Guest Attendance Policy**

## Guest Attendance Policy

- **Non-members may attend up to 2 Chapter meetings for free.**
- After the second visit, they must either:
  - **Join NSAI** as a member (**\$200 annually** or **\$17.50 monthly**), or
  - **Pay a \$20 guest fee** for each additional meeting they attend

# **How to Host an Online Meeting using your Assigned Zoom Link and Host Code**

## How to Host an Online Meeting using your Assigned Zoom Link and Host Code

- Log into Zoom using your personal Zoom account login information.
- (If you do not have a Zoom account, you can sign up for a free account that will allow you access to the settings needed to host a Chapter meeting effectively.)
- Your specific Zoom Link and Host code are listed in your Coordinator Kit, located in Coordinator Central.

### Chapter Zoom Link & Host Code

**Zoom Link** for Chapter Online Meetings <https://us06web.zoom.us/j/82632710976?pwd=6wfv0imrMTRA9pkLXFuNsRGI4phdR1.1>

**Host Code** for Coordinators Only – 552617

## How to Host an Online Meeting using your Assigned Zoom Link and Host Code

To host an online Chapter meeting on Zoom, please follow the steps below:

- Select the assigned Zoom link for your monthly Chapter meetings
- Once the meeting link has opened, select Participants
- A tab will open to display participants.
  - On the bottom righthand corner of that tab you will see an option to Claim Host.
- Select Claim Host
- A window will open up and ask for a 6-10 digit number (this is the Host Code)
- Type in the Host Code provided to you, in your Coordinator Kit to Claim Host
- You're all set!

# IMPORTANT LINKS FOR ALL COORDINATORS

**NSAI Website**

<https://www.nashvillesongwriters.com>

**Coordinator Central**

<https://www.nashvillesongwriters.com/node/1330>

**Chapter Monthly Attendance Link**

<https://www.nashvillesongwriters.com/form/chapter-monthly-attendance-repor>

**Guest Fee Attendance Form**

<https://www.nashvillesongwriters.com/form/guest-fee-attendance-form>

**About General Membership/New Member Sign Up**

<https://www.nashvillesongwriters.com/learn-about-membership>

**Volunteer Chapter Coordinator Manual & Agreement**

<https://www.nashvillesongwriters.com/volunteer-chapter-coordinator-manual-agreement>

**Video Recording of How To-torials**

<https://vimeo.com/nsaiofficial/howtotutorials?share=copy>

Thank you for sharing your time  
and talents, and for putting in  
the work to set yourself and the  
Chapter up for success!

*You are appreciated!*