

Music Ministry DB

Online liturgical music management

Version 0.9

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Overview

MMDB is a website that can be used by music ministers to keep track of songs used for liturgies and to generate Powerpoint presentations of these liturgies. Several parishes use Powerpoint or similar software to display the words of the songs used at mass, but typically these parishes have several hundred Powerpoint files on a parish computer's hard drive and setting up a liturgy involves a laborious process of copying/pasting several files together.

With MMDB, the words to the songs are stored in a database accessible to any valid account holder that has internet access and a browser. Liturgies can be assembled easily from scratch or copied from previous liturgies, and the Powerpoint presentations can be generated on-the-fly when required. The colours/fonts/sizes used for the Powerpoint presentations are defined in templates, which can be easily changed to suit the occasion or liturgical season.

Setup

Setting up an EIKI projector



Opening the cabinet	Unlock the cabinet and open the lid.
Turning it on	Ensure the switch at the bottom of the remote is in the middle position. The remote will not function otherwise. Press the red "On" button (upper left of the remote) and wait a few minutes as the projector warms up. Eventually the word "EIKI" appears on the screen. On the projector itself you should now see a red light, indicating the projector is on.
Selecting source	Normally this step is unnecessary, but in case you are experiencing difficulties getting the projector to display property, press the "Line 1" button a few times until you see "RGB (PC Analog) displayed on screen.
Blanking it out	To blank out the screen (between parts of the mass, for example) press the "NO SHOW" button. The projector will go blank, but the laptop will not. To bring the screen back after being blanked out, press the "NO SHOW" button again.
Turning it off	After the liturgy, ensure the projector is off before you leave. To turn off the projector, press the "Standby" button twice.
Closing the cabinet	After ensuring the projector and the laptop is turned off, close the cabinet lid and lock the cabinet.

Setting up a laptop



These instructions below are specific to a Sony VAIO laptop, but can be applied to similar functionality on most PCs.

Turning it on	Press the power button. Wait a few moments until the logon screen appears.
Logging on	Log onto the laptop. If you do not know the account or password, consult your choir director.
Setting up the video	Normally this step is unnecessary, but in case you are experiencing difficulties getting the projector to display properly, press the laptop's "Fn" key (lower left on the keyboard) then tap the "F7" key to select "LCD & Monitor". You will not see anything on the projector's screen if the projector is currently off, of course.
Turning it off	After the liturgy ensure the laptop is off. To turn off the laptop, press the green power button (above the keyboard and to the right). The laptop screen will go blank and then begin shutting down.

Connecting to the Internet



Once you have logged onto the laptop, you should be automatically connected to the internet. If you receive an error such as "Page Not Found" when opening Internet Explorer, you may need to reboot the router and modem (a Linksys router and TELUS modem are pictured above). Often this situation can be remedied by briefly disconnecting your router and modem from its power source then reconnecting them. If in doubt, contact the individual responsible for IT in your organization.

Running a Powerpoint presentation

Generating a presentation	Log into MMDB (see the Login section on page 5). Click the orange Powerpoint icon next to the desired liturgy. When prompted to open or save, click "Open."
Running a presentation	To run the Powerpoint presentation, choose the "Slide Show" / "View Show" menu option. Alternatively you can press "F5" on the keyboard.
Moving to the next slide	To move to the next/previous slide, use the pointer device (see below). Alternatively you can use the right/left arrow keys or the PgUp and PgDn keys on the keyboard.
Ending a	To stop a Powerpoint presentation, hit the "ESC" key on the keyboard.

presentation

Using a pointer device



These instructions pertain to the Kensington wireless pointer device, depicted above.

- | | |
|--------------------------|---|
| Setting it up | Instead of using the keyboard to move between slides, you can use the wireless pointer device. Remove the receiver from the pointer device handle by pressing on it. It should slide out. Plug the receiver into one of the laptop's USB ports. |
| Moving to the next slide | Move to the next slide by pressing the right arrow button and to the previous slide by pressing the left arrow button. |
| Putting it away | Before putting the device away at the end of the liturgy, ensure the receiver has been unplugged from the laptop's USB port and re-inserted into the handle. |

Login



Music Ministry DB

Login

Email:

Password:

Remember me

[Forgot your password?](#)

You may see the above screen when attempting to access the MMDB system. Enter your email address and password. Click the “Remember me...” checkbox to bypass this login screen the next time you visit the website on this PC.

Press the “Login” button to log into the MMDB system.

Liturgies

After logging in you will be taken to the liturgical calendar where the current month's liturgies are displayed. The current day of the month is highlighted in green.

Calendar

Calendar List Add Announcements

December 2011						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1 11:30 AM Funeral mass	2	3 5:00 PM Saturday PM mass
4 9:00 AM Sunday mass 11:00 AM Sunday mass 5:00 PM Sunday mass	5	6	7	8	9	10 5:00 PM Sunday mass
11 9:00 AM Sunday mass 5:00 PM Sunday mass	12	13	14	15	16	17 5:00 PM Sunday mass
18 9:00 AM Sunday mass 5:00 PM Sunday mass	19	20	21	22	23	24 6:00 PM Christmas eve mass
25 9:00 AM Christmas day mass	26	27	28	29	30	31

Dec 2011 Go

Click on the orange Powerpoint icon to open a Powerpoint presentation of this liturgy, or click on the name of the liturgy to view it. Clicking on the day of the month (in the top left corner of the box) adds a liturgy for that given day, provided your account has Editor privileges.

You can move to the next or previous month by pressing the ">>" or "<<" symbols at the top of the calendar. Alternatively, you can select the desired month/year from the dropdown lists at the bottom of the calendar and press the "Go" button.

List

Calendar List Add Announcements

Liturgy Date	Liturgy type	Description
9/7/2008 5:00 PM	Sunday mass	23rd Ordinary Time
9/7/2008 11:00 AM	Sunday mass	23rd Ordinary Time
9/7/2008 9:00 AM	Sunday mass	23rd Ordinary Time
9/6/2008 5:00 PM	Saturday PM mass	23rd Ordinary Time
9/5/2008 7:00 PM	Other	Healing Mass
8/31/2008 5:00 PM	Sunday mass	22nd Ordinary Time
8/31/2008 11:00 AM	Sunday mass	22nd Ordinary Time
8/31/2008 9:00 AM	Sunday mass	22nd Ordinary Time
8/30/2008 5:00 PM	Saturday PM mass	22nd Ordinary Time

All recent liturgies are displayed on this page. Liturgies are sorted in descending chronological order, and are background shaded according to the following colors:

- Light grey – Future liturgies
- Green – Today's liturgies

- Darker grey – Past liturgies

Liturgies can be searched by entering criteria such as the date or type in the boxes at the top of the screen. Press the “Find” button and all liturgies that match your criteria will be displayed.

Click on the Powerpoint icon  next to the Liturgy Type to generate/open a Powerpoint presentation for this liturgy.

Add

Calendar List Add Announcements

Liturgy date

Liturgy time [mass readings](#)

Season

Liturgy type

Director

Liturgy description

Add details Up Down

Part name Song name / Composer name Key

Save Cancel

Liturgy date Once you click on this field, a calendar will appear. Select the desired date, or else click on Close to close the calendar.

Liturgy time The time this liturgy begins. Enter the time in HH:MM AM/PM format.

Mass readings Clicking on this link will open a window displaying the mass readings for the specified liturgy date. Note – the readings are taken from the United States Conference of Catholic Bishops website. Since the US and Canada have different Holy days of obligation, the readings used for the two countries may not always correspond.

Season Select the season in which this liturgy falls, for example, “Ordinary Time”.

Liturgy type In most cases, all liturgies of a given type have the same mass parts. For instance, a weekend mass will have the Gloria, while a weekday mass will not. To save time, MMDB will automatically fill in the mass parts for you once you have selected a liturgy type. MMDB fetches these mass parts from the most recent liturgy of this type.

Director Selected the director who will be leading the music for this liturgy, or else select None if no name listed is applicable.

Liturgy description This optional field can be used to specify any additional information about this liturgy.

Add details Clicking on this button will add a detail row to the bottom of the screen.

Part name Song name / Composer name Key

- Part name The mass part should be selected from the list of available parts.

- Song name /
Composer name This box only displays the name and composer of the song if one has been selected. You cannot type over the information in this box. To specify a song, use the “...” button (see below).

-  This button brings up the advanced song find screen.

- Key This field is optional and can be used to keep track of which key a particular song will be played in.

-  Clicking on this icon will remove this detail row.

View

Calendar List Add Announcements






Liturgy type Saturday PM mass
 Liturgy date 9/6/2008 5:00 PM
 Season Ordinary time
 Director O'Brien, Mary
 Liturgy description 23rd Ordinary Time

Part name	Song name	Composer name
Processional	Seek Ye First	Lafferty, Karen
Glory to God (Gloria)	Glory Be 	Landry, Carey
Gospel acclamation	Alleluia (s5)	Unknown
Offertory	Song Of The Body Of Christ	Haas, David
Holy (Sanctus)	Holy (Mass of Creation)s5	Haugen, Marty
Eucharistic acclamation (Anamnesis)	Memorial Acclamation A (Mass of Creation) 	Haugen, Marty
Amen	Amen (Mass of Creation) 	Haugen, Marty
Sign of peace	Shalom/Lamb of God	Traditional Israeli
Communion	Lay Your Hands	Landry, Carey
Communion	New Llife	Reymore, Pat
Recessional	I Heard the Voice of Jesus Say	Bonar, Horatius

This screen displays all the header and details of a specified liturgy. This information is read-only and cannot be changed.

-  Open up a Powerpoint presentation for this liturgy.

-  Edit this liturgy.

-  Copy this liturgy.

-  Delete this liturgy.

Edit

[Calendar](#)
[List](#)
[Add](#)
[Announcements](#)

Liturgy date
 Liturgy time mass readings
 Season
 Liturgy type
 Director
 Liturgy description

	Part name	Song name / Composer name	Key	
<input type="radio"/>	Processional	Seek Ye First / Lafferty, Karen	...	<input type="text"/> X
<input type="radio"/>	Glory to God (Gloria)	Glory Be / Landry, Carey	...	<input type="text"/> X
<input type="radio"/>	Gospel acclamation	Alleluia (s5) / Unknown	...	<input type="text"/> X
<input type="radio"/>	Offertory	Song Of The Body Of Christ / Haas, David	...	<input type="text"/> X
<input type="radio"/>	Holy (Sanctus)	Holy (Mass of Creation)s5 / Haugen, Marty	...	<input type="text"/> X
<input type="radio"/>	Eucharistic acclamation (Anamnesis)	Memorial Acclamation A (Mass of Creation) / Hauge	...	<input type="text"/> X
<input type="radio"/>	Amen	Amen (Mass of Creation) / Haugen, Marty	...	<input type="text"/> X
<input type="radio"/>	Sign of peace	Shalom/Lamb of God / Traditional Israeli	...	<input type="text"/> X
<input type="radio"/>	Communion	Lay Your Hands / Landry, Carey	...	<input type="text"/> X
<input type="radio"/>	Communion	New Life / Reymore, Pat	...	<input type="text"/> X
<input checked="" type="radio"/>	Recessional	I Heard the Voice of Jesus Say / Bonar, Horatius	...	<input type="text"/> X

This page allows you to modify an existing liturgy and all information displayed here is changeable.

Liturgy types

This section is accessible only to system administrators.

List

List	Add	
Ash Wednesday mass		X
Baptism service		X
Christmas day mass		X
Christmas eve mass		X
Funeral mass		X
Funeral prayers		X
New Year's Day mass		X
Other		X
Reconciliation service		X
Saturday PM mass		X
Sunday mass		X
Triduum - Easter Vigil		X
Triduum - Good Friday		X
Triduum - Holy Thursday		X
Wedding mass		X
Wedding service		X
Weekday mass		X

This screen lists all liturgy types in the database.

Add

List	Add	
LiturgyType name	<input type="text"/>	
Save	Cancel	

This screen allows you to add a new liturgy type.

Liturgy type name This is the name, or description of this liturgy type.

Edit

List	Add	
LiturgyType name	<input type="text" value="Sunday mass"/>	
Save	Cancel	

This screen allows you to modify an existing liturgy type.

Delete

Clicking on this link will delete the liturgy type, provided there are no liturgies that reference it. Otherwise an error will appear:

Delete failed. The record cannot be deleted or changed because table 'Liturgy' includes related records.

Seasons

This section is accessible only to system administrators.

List

List Add

Advent	X
Christmas	X
Easter	X
Lent	X
Ordinary time	X
Other	X

This screen lists all seasons in the database.

Add

List Add

Season name

Save Cancel

This screen allows you to add a new season.

Season name This is the name, or description of this season.

Edit

List Add

Season name

Save Cancel

This screen allows you to modify an existing season.

Delete

Clicking on this link will delete the season, provided there are no liturgies that reference it. Otherwise an error will appear:

Delete failed. The record cannot be deleted or changed because table 'Liturgy' includes related records.

Parts

This section is accessible only to system administrators.

List

List Add

Adoration of the Blessed Sacrament	X
Amen	X
Anointing	X
Baptismal Acclamation	X
Blessing - water	X
Children dismissal	X
Communion	X
Concluding Rite	X
Confirmation acclamation	X
Easter Blessing	X
Eucharistic acclamation (Anamnesis)	X
Eucharistic prayer	X
Exultet	X

This screen lists all mass parts in the database.

Add

List Add

Part name

Mass part

Psalm

Save Cancel

Part name The name or description of the mass part.

Mass part Whether this a non-hymn part of the mass such as the Gloria, Gospel Acclamation, etc.

Psalm Whether this mass part will be used to denote the psalm.

Edit

List Add

Part name

Mass part

Psalm

Save Cancel

This screen allows you to modify an existing mass part.

Delete

Clicking on this link will delete the mass part, provided there are no liturgies that reference it. Otherwise an error message will appear:

Delete failed. The record cannot be deleted or changed because table 'LiturgyDetail' includes related records.

Songs

List

List Add Advanced find

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Song name	Composer name	
 A Banquet is Prepared	Kavanaugh, John	
 A King is Born Today	Snyder, Eithne	
 A Song For the Masses	Schoenbachler, Tim	
 Abba! Father!	Landry, Carey	
 Above All	LeBlanc, Lenny	
 Above All Others	Musseau, Craig	
 All Are Welcome	Haugen, Marty	
 All Creation Worships You	Dearman, Kirk and Mills, Jim	
 All Glory Laud and Honor	Neale, John Mason	
 All My Days	Schutte, Dan & Murray, Jim	
 All That We Have	Ault, Gary	
 All the Ends of the Earth	Dufford, Bob	
 Alleluia	Unknown	
 Alleluia	Balhoff M. Ducote D. Daigle G.	
 Alleluia	Manibusan, Jesse	
 Alleluia (Easter Vigil)	Unknown	

This screen lists all songs in the database. Songs can be searched by entering part of the song name or composer name in the boxes at the top of the screen. Press the “Find” button and all songs that match your criteria will be displayed.

Alternatively, you can click one of the letters of the alphabet listed near the top of the screen to bring up a list of all songs whose name begins with that letter.

Click on the orange Powerpoint icon to open a Powerpoint presentation for this song, or click on the name of the song to view it.

View

List Add Advanced find

Song name	Celtic Alleluia (Refrain)
Composer	O'Carroll, Fintan/Walker, Christopher
Copyright year	1985
Publisher	OCP Publications
Mass part	<input checked="" type="checkbox"/>
Psalm number	
Song description	
Song words	Refrain Alleluia, alleluia! Alleluia, alleluia!
Song passages	
Song keywords	Christmas Alleluia Holy Family

Attachments

 Alleluia Celtic.mid 

[Add attachment...](#)



Open up a Powerpoint presentation for this song.



Edit this song.



Copy this song.



Delete this song. If any liturgies reference this song, however, you will receive the error "Delete failed".

Add

[List](#) [Add](#) [Advanced find](#)

Song name

Composer Select a composer from the list. If not found, enter the composer (Lastname, Firstname) in box provided.

Copyright year

Publisher Select a publisher from the list. If not found, enter the publisher name in box provided.

Mass part

Psalm number (only for approved mass psalms)

Song description

Song words

Song passages

Song keywords

- Song name** The name of the song that will appear in the Powerpoint presentation.
- Composer** A dropdown list of available composers is displayed, next to a box which can be used to enter the name of a composer not on the list.
- Copyright year** The year that will appear next to the copyright symbol under the song name within the Powerpoint presentation.
- Mass part** This box should be checked if this song is specifically intended to be used a part of the mass, such as the Alleluia, Gloria, Anamensis, etc.
- Psalm number** Fill in this box with the psalm number if the song is intended to be sung as a psalm during

mass.

Song description Additional notes or comments relating to this song.

Song words The lyrics of the song. The refrain/chorus of the song must be denoted by the word "Refrain". The paragraph directly below it will be considered to be the refrain of the song. Verses should be denoted with a number and decimal point (1., 2., etc). Instead of retyping the refrain of the song between verses, you can type simply the word "Refrain" by itself with a line above and below it. The system will replace this word with the actual refrain words when generating a Powerpoint file.

Song passages Passages from the bible to which this song relates.

Song keywords Words which relate to this song to be used in searching. For example, lent, advent, forgiveness, reconciliation, etc.

Advanced find

List Add **Advanced find** _____

Song ID

Song name

Composer name

Psalm number

Song keywords

Song words

Song name	Composer name
 Dance In the Darkness	Landry, Carey
 Hosea	Norbet, Gregory
 That Where I Am	Mullens, Rich
 Two Were Bound For Emmaus	Hurd, Bob

This screen allows you to search for a particular song that meets your specific criteria. Note – wildcard characters (%) are not necessary. Click the orange Powerpoint icon to open a Powerpoint presentation for this song, or click on the name of the song view select it.

Edit

List Add **Advanced find**

Song ID	<input type="text" value="601"/>
Song name	<input type="text" value="Psalm 33 - Lord, Let Your Mercy"/>
Composer	<input type="text" value="Dufford, Bob"/> ▼
Copyright year	<input type="text" value="1994"/>
Publisher	<input type="text" value="OCP Publications"/> ▼
Mass part	<input type="checkbox"/>
Psalm number	<input type="text" value="33"/> (only for approved mass psalms)
Song description	<input type="text"/>
Song words	<div style="border: 1px solid #ccc; padding: 5px;"><p>Refrain Lord, let your mercy be on us as we place our trust in you.</p><p>1. Exult, you just, in the Lord. It is good to sound your praises, giving thanks to God with your strings and voice, making music before the Lord.</p><p>Refrain</p><p>2. The word of God ever true, all the works of God enduring. Ev'ry mountain peak, ev'ry ocean floor, loving labour, loving Lord.</p><p>Refrain</p><p>3. Behold, the eyes of the Lord</p></div>
Song passages	<div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div>
Song keywords	<div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div>

This song is used in the following future liturgies.
Please speak with these directors before making
any modifications.

2/23/2008 Lent 3rd Sunday - O'Brien, Mary

Attachments

 [Psalm033_LordLetYourMercy_BDufford.pdf](#)

If this song has been chosen for future liturgies, a warning box will appear in yellow in the upper-right corner of the screen.

If this song has any associated attachment files, a blue Attachments box will appear in the upper-right corner of the screen along with a link to each attachment.

Composers

List

List	Add
Abbe Simon-Joseph Pellegrin	X
Adams, Stephen	X
Adkins, Donna	X
Ahatonhia, Jesus	X
Allen, George N; Dorsey, Thomas A.	X
Alstott, Owen	X
Althouse, Jay	X
Ancell, Noel	X
Anderson, Mike	X
Angrisano, Steve	X
Aquinas, St. Thomas	X
Ash, Laura and David	X
Ault, Gary	X
Balhoff M. Ducote D. Daigle G.	X
Baloche, Pat	X
Baring-Gould, Sabine	X
Barnett, John	X

This screen lists all song composers in the database.

Add

List	Add
Composer name	<input type="text"/>
Save	Cancel

This screen allows you to add a new composer.

Composer name The name of the composer.

Edit

List	Add
Composer name	<input type="text" value="Berthier, Jacques"/>
Save	Cancel

This screen allows you to modify an existing composer.

Delete

Clicking on this link will delete the composer, provided there are no songs that reference it. Otherwise an error message will appear:

Delete failed. The record cannot be deleted or changed because table 'Song' includes related records.

Publishers

List

List	Add	
Abingdon Press		X
Ardee Music Publishing		X
Arrangement Mercy Publishing		X
ASCAP		X
Barreto, Gilberto		X
Beechwood Music of Canada		X
Birdwing Music		X
C.A. Music		X
CBW		X
CCCB		X
CCLI		X

This screen lists all publishers in the database.

Add

List	Add	
Publisher name <input type="text"/>		
Save	Cancel	

This screen allows you to add a new publisher.

Publisher name The name of the publisher

Edit

List	Add	
Publisher name <input type="text"/>		
Save	Cancel	

This screen allows you to modify an existing publisher.

Delete

Clicking on this link will delete the publisher, provided there are no songs that reference it. Otherwise an error message will appear:

Delete failed. The record cannot be deleted or changed because table 'Song' includes related records.

Reports

List

List

Most used composers (within last year)

Most used songs (within last year)

Statistics

This screen lists all stored reports in the database. If you have further reporting requirements, contact your administrator. Click on the name of the report to view it.

View

Reports - Most used songs (within last year)

List

LiturgyTypeName	SongName	SongCount
Funeral mass	Come All You People	2
Funeral mass	Gift of Finest Wheat	2
Funeral mass	Gifts for Our Lord	2
Funeral mass	Take The Word Of God Wlth You	2
Funeral mass	Celtic Alleluia (Refrain)	2
Other	Celtic Alleluia (Refrain)	1
Other	Come All You People	1
Other	Gift of Finest Wheat	1
Other	Gifts for Our Lord	1
Other	Take The Word Of God Wlth You	1
Saturday PM mass	They'll Know We Are Christians	4
Saturday PM mass	Battle Hymn of the Republic	4
Sunday mass	Come All You People	13
Sunday mass	Gift of Finest Wheat	13
Sunday mass	Gifts for Our Lord	13
Sunday mass	Take The Word Of God Wlth You	13
Sunday mass	Celtic Alleluia (Refrain)	13
Sunday mass	This Alone	3
Sunday mass	Psalms 118 - Give Thanks to the Lord	1
Wedding mass	Battle Hymn of the Republic	1
Wedding mass	They'll Know We Are Christians	1

This screen displays the results of the report in a table.

Admin

This section is accessible only to system administrators.

Setup

Setup Templates Stats

Slide template ordinarytime.pptx

Slide height 13

Slide width 47

Song copyright License #C12940

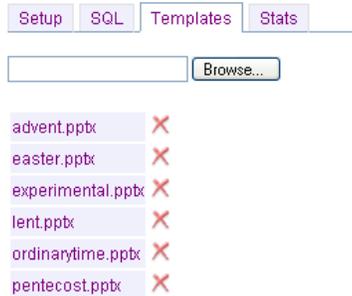
Save

This option is used for Powerpoint slide configuration. Changes made here will affect how Powerpoint presentations look for all users of MMDb.

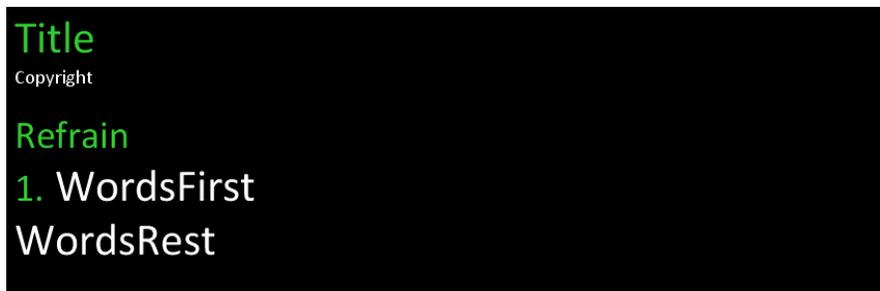
Slide template Templates are pre-loaded files that specify the font, size, and color of the text in a slide. By default there is one template per liturgical season, but administrators with FTP access

	can modify existing templates or upload new ones.
Slide height	The height specifies how many rows are expected to fit on an average slide.
Slide width	The width specifies how many letters are expected to fit on an typical row of text.
Song copyright	This specifies the license information that will placed on each slide next to the composer, copyright year, and publisher.

Templates



This screen allows you to upload new Powerpoint templates. Templates are basically small Powerpoint files that specify the appearance (font size, colour, positioning) of all generated presentations. It is advisable to base a new templates off an existing one rather than creating a template from scratch since incorrectly formatted templates will cause the Powerpoint generation to produce errors. You can use your Microsoft Powerpoint software to add background images or effects to the template. A general rule of thumb, however, is that the simplest templates are the most legible and least distracting.



Templates are composed of the following elements:

Title	Must be the first element in the template. The colour, size, and font will be used to determine how the song's title will be displayed in all generated Powerpoint presentations.
Copyright	This text element will be replaced with the song's author, copyright year and publisher.
Refrain	This specifies the format to use when displaying the word "Refrain" above the refrain paragraph of the songs.
1.	This specifies the format to use when displaying the verse number in front of each of the song's verses.
WordsFirst	This specifies the format to use when displaying the first line of the song's verse.

WordsRest This specifies the format to use when displaying the remaining lines of the song's verse.

Stats

Setup Templates **Stats**

Total liturgies 3
Total liturgy types 18
Total parts 36

Total songs 739
Total composers 268
Total publishers 81

Total active users 2

This option displays the total number of records currently in the database for various categories.

Users

This section is accessible only to system administrators.

List

List Add

Name	Active	Email	Editor	Choir director	Admin	
Administrator, Test	<input checked="" type="checkbox"/>	admin1@truthandtradition.com	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	✗
Director, Test	<input checked="" type="checkbox"/>	director1@truthandtradition.com	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	✗
O'Hara, Francis	<input checked="" type="checkbox"/>	oharaf@shaw.ca	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	✗
O'Hara, Lia	<input checked="" type="checkbox"/>	lia@ohara.ca	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	✗

This screen lists all users that can log into MMDB.

Add

List Add

User email

User first name

User last name

User phone

Editor this user can add or modify songs & liturgies

Director this user is a choir director

Admin this user is a system administrator

Save Cancel

This screen allows you to add a new user. This user will receive an email with a link they can click on to confirm their registration. The user cannot log into MMDB until they have confirmed their registration and set up their password.

User email The email address of the user. This user will need to enter this when logging into MMDB.

User first name The first name of the user.

User last name The last name of the user.

User phone	The telephone number of the user. If this user is an administrator, the phone number listed here will appear on the Help page.
Editor	Whether this user has the ability to add / modify / delete existing data.
Director	Whether this user is to be listed as a choir director in the Liturgies screens.
Admin	Whether this user is a system administrator.

Edit

[List](#) [Add](#)

User email

User first name

User last name

User phone

Active this user can log in

Editor this user can add or modify songs & liturgies

Director this user is a choir director

Admin this user is a system administrator

Links

This section merely displays links to websites that music directors may find useful, such as Catholic Door's liturgical year calendar or Breaking Bread's song suggestion site.

Help

This section displays a link to the user manual and contact information for MMDB administrator.

Logout

Click this link whenever you are finished using MMDB. This is especially useful in the following situations:

- You are using a friend's PC. Logging out will prevent your friend from gaining unauthorized access to MMDB.
- Several people are using your PC. Logging out will prevent other people from gaining unauthorized access to MMDB.
- You have more than one account and you need to log out of MMDB, then log in again as another user.