

Worship Planner QR

Version 1.0b

<http://code.google.com/p/worship-planner-qr/>

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1 Introduction

Worship Planner QR¹ (WPQR) is a set of PHP scripts for helping worship leaders plan services, keep a handle on volunteers' schedules, and communicate with their team members. It was developed by a volunteer worship leader for himself, and was later made available for other lay leaders. However, vocational worship leaders can also benefit from WPQR. While Worship Planner QR may not be as powerful as other software on the market, it offers the advantages of being inexpensive (i.e. "free") and available for installation on your own web server.

Because it is offered free of charge, there is no warranty offered and no support center, but many churches are using WPQR without a problem, and I do my best to answer any requests for help or support in a timely manner.

I hope you enjoy the program, and that it helps you in your effectiveness as you serve in the role God has called you to!

1.1 The History of Worship Planner QR

Placeholder

2 Installation

2.1 Installing for the first time

Prior to installation, you will need to create a directory on your web server in which to install WPQR. If you'd like to store sheet music, lead sheets or MP3's on your server, you also need to create a folder with global read-write privileges on UNIX machines, use `chmod 777 directory_name`. Finally, you will need to create a MySQL database that Worship Planner will use for storage, and a user/password combination that will be used to access the database. Once you have prepared these items, installation is easy:

¹In case you're curious, QR stands for "Quarry Ridge", which is the name of the church I was attending when I began developing the program

1. Download WPQR from <http://code.google.com/p/worship-planner-qr/>, and unzip the file into a convenient location.
2. Edit the configuration file `var_config.php` to reflect your database settings, dates to add to the database, mailer preferences, and the folder in which to place uploaded sheet music (or MP3's).
3. Copy the files to the appropriate location on your web server
4. In your web browser, open the file `createtables.php`, and then `createdates.php`. These will initialize the database, and create your initial range of dates. You can always add or delete dates later.

Installation is complete!

2.2 Logging in for the first time

When you log in for the first time, you will use the default user name and password. These are "Admin" and "admin", respectively, and these are case sensitive. The first action you should take is to change the password for Admin. Better yet, create a new administrator (see Section 3). It is worth noting that the default user "Admin" does not have associated availability tables, and so should not be added as a member of the worship team. In fact, you can delete this default administrator once you have created a new user with administrative privileges.

2.3 Upgrading

To upgrade from a previous version of Worship Planner:

1. Keep a backup copy of your *current* `var_config.php`, and your other files if you wish.
2. Unzip the files you downloaded from <http://code.google.com/p/worship-planner-qr/>
3. Update `var_config.php` with the settings from your old file²
4. Copy all the new files to your web server, including your updated version of `var_config.php`
5. Open the file `upgrade.php`

Your upgrade is complete!

2.4 Things to note

Worship Planner has been tested mostly on Linux platforms, although some people have successfully installed it on Windows IIS. The various versions of MySQL sometimes use slightly different syntax. I have done my best to make the installation scripts universally compatible, and I have not received complaints about incompatibilities. If you run into trouble please don't hesitate to contact me at worship.planner@gmail.com.

²someday I hope to have this automated so you don't have to re-enter your settings when upgrading

3 Managing Users

3.1 Types of users

Worship Planner uses three types of users:

1. Users (Level 1)
2. Worship Leaders (Level 2)
3. Administrators (Level 3)

Users can only manage information for themselves, such as contact information and availability.

Worship Leaders can edit some information for team members, manage the songlist, schedule worship services, etc. In general, they have access to the features that are necessary for planning, but not to features that could lead to inadvertent deletion of critical information from the database. For instance, worship leaders cannot add and delete dates to/from the database.

Administrators have access to all functions, and can edit information for anyone in the system. Only administrators can add and delete dates in the database.

After logging in from the main page, WPQR will show the privilege level assigned to the user. Administrators can also view this information from the “Users” navigation tab.

3.2 Adding a new user

To add a new user, first click on the “Users” tab of the main navigation bar. Then click the button labeled “Add New User”. Fill in the information requested, paying special attention to the authorization levels as described in 3.1, and the “Member of Worship Team” check box. In general, this box should be *checked* for all musicians, vocalists, sound crew, etc. If this box is left *unchecked*, the user cannot be scheduled for the worship team in the planning stage³.

Note that the user name may contain spaces and some other special characters, but it is best to avoid use of special characters to minimize potential problems that might arise. Also, note that user name and password fields are case sensitive. Finally, passwords are encrypted, so it will be impossible to retrieve a lost password from the database. However, an administrator can reset the password for any user.

3.3 Editing user information

Click on the “Users” tab to see a list of current users. Administrators will see radio buttons next to each name. By selecting the radio button next to the desired user and clicking “Edit”, the administrator can update the information for this user. A non-administrator can click the “Edit” button to update his or her personal information.

³The current version of WPQR creates availability tables for every user, even those not on the worship team. This may be changed in the future.

3.4 The “Availability” feature

3.4.1 Overview

Worship Planner QR maintains availability tables for every user in the system. This aids the worship leader in determining who is available to serve on a given date. If users’ availability is kept updated, this avoids the surprise of someone calling to say, “Oh, sorry I forgot to tell you I can’t play this week!”

3.4.2 Global start/end dates

Before using some functions of WPQR (such as availability, series overview, and schedule viewing), a date range of interest must be established. When visiting any of these features for the first time in a session, you will be presented with a request for start and end dates in Month-Day-Year format. Simply enter the desired dates in numeric form (*e.g.* 04-01-2007 for April 1, 2007) and click “Submit”. Once you have established a range of dates, it will be stored until you log out or click “Clear Start/End Dates” in the upper right-hand corner of the window.

3.4.3 Viewing or recording your availability

To view your availability, click on the “Availability” tab. If you have selected a global date range, the availability for these dates will be displayed using the following key:

- ‘Y’ with a green background means you are available on that date
- ‘N’ with a red background means you are unavailable
- ‘U’ with a yellow background means you have not indicated your availability for that date. Obviously, try to keep the number of these to a minimum in order to maximize the usefulness of this function!

By clicking the “Edit” button, users can edit their availability, and administrators can edit the availability for any user.

4 Managing Your Songlist

4.1 Overview

The song list feature is a very valuable time-saving tool for worship leaders. It not only provides a list of songs that can be used to build your worship service, but provides a central location for your worship team members to download lead sheets and/or recordings of the music in your repertoire.

This section describes each of the features available to you.

4.2 Viewing the song list

Clicking on the “Songs” tab will show a table containing the songs currently in the database. The columns displayed in the table are:

Selection Button Administrators and Worship Leaders will see a radio button in the leftmost column. This button is used to select a song on which to perform actions such as deletion and lead sheet uploads.

Title. As you might expect, this is the title of the song! Clicking on a song title will display the dates on which this song has been used.

Download. If you have uploaded a lead sheet or recording, or associated a link with this song, it will show up in this column as a hyperlink.

Author. The author for the song.

Publisher. Publisher of the song. You could also include a licensing number here.

Year. Year the song was written or published.

At this time there is no field for CCLI information. It is possible that CCLI reporting aids will be incorporated in the future, but none are available at this time, except for the song history function or manually clicking through your previous schedules.

4.3 Adding a song to the list

Under the main “Songs” tab, a small form will be shown on the left side of the window, labeled “Add a Song”. To add a new song to the list, simply fill in this form and click “Add Song”.

4.4 Editing or deleting music

Administrators and worship leaders can delete or edit song information by selecting the radio button next to the song, and clicking “Edit” or “Delete” at the bottom of the screen.

4.5 Uploading lead sheets, recordings, etc

Select the radio button next to the affected song, then click “Upload Music” at the bottom of the page. You will be presented with a form. Click “Choose File”, and select the document you would like to upload. *Warning: WPQR implements some filename checking, but it is best to avoid filenames with special characters (such as ‘, “, !, -, and whitespace).* In other words, only use letters, numbers and underscores (_). Next, select a short description such as the key or file format, such as **G, B-pdf** or **mp3**. The current version limits this to five characters to keep from cluttering the song listing table. This may be changed in future versions, and can be changed manually in the database if desired (by changing the length attribute of the Description field in the Songs table).

The size of the uploaded file is limited by Worship Planner QR to 5MB in the current version, but was limited to 500KB in previous versions. Your PHP installation or hosting provider may also limit the upload file size through PHP. If you find that you cannot upload files smaller than 500KB or 5MB, you can contact your provider or create a link as described in the following subsection.

4.6 Associating links with songs

In WPQR Version 07, a new functionality was added that allows external links to be associated with songs. This is useful when files reside on external web sites or when your hosting provider does not allow the uploading of large files using PHP.

To associate a link, select the radio button next to the appropriate song and click “Add Link”. This will present a form requiring the URL for the link as well as a description for the link. By default, links are displayed in a shade of blue, and uploaded music is displayed in white.

To delete a link, select the appropriate song, click “Delete Link”, and then click on the description for the link you want to delete from the database.

5 Scheduling Services

5.1 Overview

The scheduling utilities are contained under the Programming tab. From here, users can view the song list, scheduled musicians and notes for a given worship service, and worship leaders can input this information.

5.2 Selecting a date to view or edit

When you first visit the “Programming” tab, you will be presented with a drop-down list of dates to choose from. Click “Submit” to view the selected date. After selecting a date, you can use the navigation box on the right side of the screen.

5.3 Changing the Series, Theme, Leader and Notes

The Series, Theme, Worship Leader and Notes for a given date are edited by clicking the link entitled “Edit Date Info” at the bottom of the Programming page. A popup window will appear, in which you can enter this information. When you click “Update”, the database will be updated, and the main browser window should be refreshed to display your changes. Note that Javascript must be enabled in your web browser in order to use this function, as well as the other planning functions.

Tip: At this time, uploaded files can’t be associated with dates; they can only be associated with songs. If you have a document you’d like to associate with a date (for example, a PDF order of worship), you can FTP the file to your server and embed HTML code in your

‘Notes’ section to link to the file. The following HTML markup will create a hyperlink labeled ‘Click here’ to the file ‘myfile.doc’:

```
<a href="http://myserver.com/docs/myfile.doc">Click Here</a>
```

5.4 Adding musicians

When viewing the Programming information for a given date, you can add musicians by clicking “Add or Delete Musicians” at the bottom of the page. Click the name of an individual to add them to the list. Once they’ve been added, click “Remove” to remove them from the list for that week. You cannot assign parts (*e.g.* guitar, vocals) from this window. That will be done in a separate window.

5.5 Assigning parts

To assign parts (*e.g.* guitar, vocals), click on the “Programming” tab. Next to the heading “Musicians” there is a link called “Assign parts”. Clicking this link will open a window where parts can be assigned.

5.6 Adding and deleting songs

Click “Add or delete songs” from the Programming page to edit the song list for a given week. Click the name of a song to add it to the list, and click ‘Remove’ to remove it from the list.

Current limitation: songs appear in the order they were added to the list. At this time they cannot be rearranged except by deleting and adding them again. This may be addressed in future versions. One workaround is to provide a basic order of worship in the ‘Notes’ section.

5.7 Sending emails to the worship team (group email)

5.7.1 Configuring your mail settings

Worship Planner can be configured to use SMTP or the email program on your local machine (*e.g.* Outlook Express or Mac Mail). SMTP is the recommended method, and most web hosting plans provide support for SMTP. To use SMTP you will need to know your outgoing mail server, as well as the username and password if your host requires authentication. Before using the group email feature, these mail settings must be set in `var_config.php`.

5.7.2 Sending email from Worship Planner

From the “Programming” page, click the button or link labeled “Send Group Email”. If you are using SMTP, this will take you to a page where you will be prompted for the sender’s email address (*i.e.* the return email address for the mail message) and a message

to be included at the top of the email. An email will be sent to the worship team scheduled for that service, and the email will include the message you typed, followed by the notes, song list, and musicians list for that service.

If you are using your local email client, clicking “Send Group Email” will open a mail window for you to compose your message. This functionality depends on your web browser being properly configured to communicate with your email program.

5.8 Printer-friendly viewing

Clicking “Printer Friendly View” at the bottom of a page will strip the headers and footers, making the page more suitable for printing.

6 Customizing Worship Planner QR

This is a placeholder for a description of how to edit the stylesheet and make other customizations.

7 Getting Help

At this time, the only way to get support is to email worship.planner@gmail.com. Eventually I hope to make better use of the Wiki on the WPQR home page, but for now feel free to send me an email.

I hope you enjoy using Worship Planner QR and that it helps increase your effectiveness as a leader in your church!

-Aaron