

# Salisbury Musical Society Website



## How to order your score

In order to make the librarian's job easier, we will be asking members to make future score orders through the website. You will be able to indicate whether you wish to borrow, buy or use your own copy, and, if relevant, advise if you won't be singing in the concert. Please therefore ensure for each score you always give an answer, to save the librarian time chasing you!

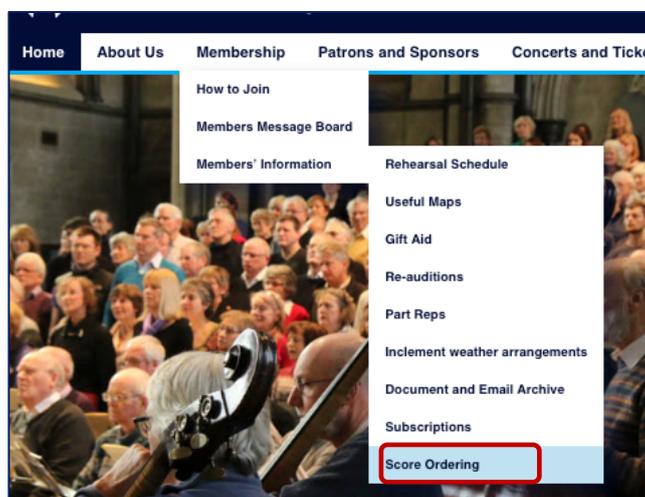
If you plan to borrow or buy, you will have the option to pay online using a debit or credit card, or via your PayPal account if you have one. You will also be able to pay by cash, cheque or bank transfer if you wish. PayPal will administer all online payments, no card details will be held by us at any time, and there is no need to set up a special account – just pay by card as you would on any other website.

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## 1. How do I access Score ordering on the website?

From the **Membership** menu select **Members' Information>Score Ordering**



and click the link to “Order your scores here”.

### Score Ordering

Welcome to the new SMS score ordering system, designed to make the process more efficient, easier for the librarian to manage and offering you the option to pay for your scores by card or your PayPal account.

You will have the option to borrow or buy, as well as tell us you have your own copy already or that you will not be singing. Please complete an order to tell us one of these things.

PayPal will administer all online payments, no card details will be held by us at any time, and there is no need to set up a special account – just pay by card as you would on any other website.

If you would rather pay by cash/cheque or bank transfer as before, please can you still order online to minimise the work the librarian has to do behind the scenes, but at checkout, mark your order as “Direct bank transfer” (and make a payment to our Lloyds Bank account sort code 30-97-41, account 00757597) or “Cash on delivery” (cheques to be made payable to “Salisbury Musical Society”)

If you want to get in touch with the SMS librarian, please email [librarian@salisburymusicalsociety.org.uk](mailto:librarian@salisburymusicalsociety.org.uk)

[Order your scores here \(or tell us you don't need one\)](#)

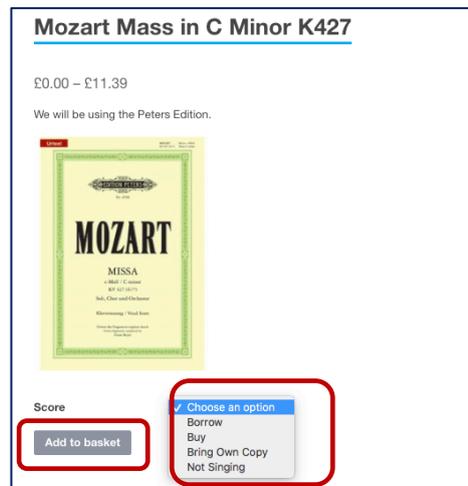
## 2. Selecting your scores

From the Score ordering area, click the “Select options” button of one of the scores available (if more than one)

### Score Ordering

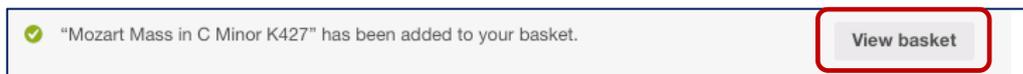
<b>Bach Cantata Himmelskönig, sei willkommen BWV 182</b> £0.00 – £9.50	<b>Mozart Mass in C Minor K427</b> £0.00 – £11.39
<a href="#">Select options</a>	<a href="#">Select options</a>

Select a choice from the “Choose an option” drop down menu, and click “Add to basket”.

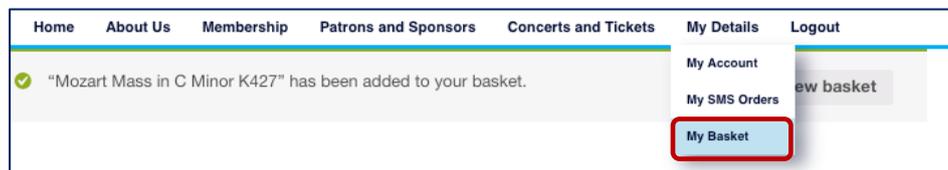


If there is more than one score for you to order, please go back to the Score ordering page to order the other scores, until you have a complete set. Remember to make an order for every score, even if you don't need to buy or borrow a copy.

Then click “View basket” at the top of the page



or select “My Basket” from the My Details menu to proceed through the checkout process.



### 3. The checkout process

The checkout process is as you would expect from any online checkout.

Check you are happy with the contents of your basket, then click the “Proceed to checkout” button.

Check your personal details are correct (you may need to fill in the details the first time you place an order, but after that they should be completed for you).

Select your preferred payment option, agree the ts&cs (which cover both scores and ticket sales, so have many clauses more focussed on non-member sales) and click “Place order”. Once complete you will see a confirmation on the screen and you will receive an email confirming the order.

## 4. Paying for your order

We favour electronic payment for your order, and so have given you the option to either pay by card (at no extra cost to you), by PayPal account (if you have one) online

If you would like to pay by bank transfer, please select “Direct bank transfer” on checkout and make a payment to our Lloyds bank account sort code 30-97-41, account 00757597 – the same one your subscriptions are paid to.

For those of you who would rather not pay electronically, you have the option to mark your order “Cash on delivery” – please make cheques payable to **Salisbury Musical Society** (NB NOT SMS – the bank won’t accept this!), or give the librarian the cash – but please ensure you have the correct change as she will not be carrying a float to rehearsals.

## 5. Need help?

If you need help with anything on the SMS website, please contact us at [webadmin@salisburymusicalsociety.org.uk](mailto:webadmin@salisburymusicalsociety.org.uk)