



## Heilig Resource Center

### STEP-BY-STEP directions for online catalog—music searches

1. Go to our synod website: [www.nclutheran.org](http://www.nclutheran.org)
2. Find the Our Ministries drop-down menu and click on Heilig Resource Center
3. Click on Searchable Catalog in the first paragraph
4. A new window will open and you'll see "Welcome to our online catalog!" at the top of the page, along with the Simple Search options. Use the Simple Search this way:
  - a. Type a title or piece of a title in the Search Phrase box.
  - b. Choose "Choir Music" from the Media Type drop-down box.
  - c. Click the Search button.
  - d. If you didn't get the results you want, proceed to step f. below or use Advanced Search (#5 below).
  - e. From the search page, go back using the "Back to previous page" link near the top of the page.
  - f. Click the "Clear Form" button.
  - g. Go through steps a. through c. again but adjust your title until you get the results you want (you may need to use more of the title to narrow your search or less of your title to widen).
  - h. Click on the Resource Code (MUS14, for example) to see the details of the piece.
  - i. Follow directions below (#7) for the "Add to cart" steps.
5. To use the **Advanced Search**, return to the "Welcome to our online catalog!" page and click on **Advanced Search**. Follow these steps to search by liturgical season or follow the steps in #6 for other advanced searches:
  - a. Choose "Choir Music" from the Media Type drop-down box.
  - b. Choose the liturgical season or other category from the Heading drop-down box.
  - c. Under Display Options, change the final search option from Brief List (Quick List) to Detailed List.
  - d. Click the Search button.
  - e. Follow directions below (#7) for the "Add to cart" steps.
6. Follow these steps to use the **Advanced Search** search for searching by keyword, scripture reference, voice parts, etc.
  - a. Choose "Choir Music" from the Media Type drop-down box.
  - b. Type what you're looking for in the Description box ("SAB," or "trumpet," or "Palm Sunday," or "Year B," or "Matthew" or "wedding," for example). Often, fewer words offer better results.

- c. Under Display Options, change the final search option from Brief List (Quick List) to Detailed List.
  - d. Click the Search button.
  - e. Follow directions below (#7) for the "Add to cart" steps.
- 7. If you find a piece you'd like to reserve for your choir, click the "Add to cart" button. To keep looking or to add more pieces to your cart, click the "Back to previous page" link.**
- 8. When you're finished choosing pieces to reserve, click the "Checkout" button and follow these steps:**
  - a. Enter your name, congregation (organization), e-mail address, and the dates you'll need the music [from x to x]. All these fields must be filled in to checkout correctly. If you don't have an e-mail address, use the church's or a friend's.
  - b. Choose your preferred contact method. If you provided the church e-mail address (or a friend's) you may wish to choose a contact method other than e-mail.
  - c. Enter the other information on the form—phone, address, any additional comments.
  - d. Click the "Submit Request" button. Someone from the resource center will be back in touch with you within 2 business days.
- 9. If you have trouble with this process, please return to the Heilig Resource Center page on the website and get the "Search tips for the online catalog." You may find the help you need there. If all else fails, please just call [704-633-4861, x121 or 800-560-7292, x121] or e-mail [cfink@nclutheran.org](mailto:cfink@nclutheran.org). We want to help you find what you need!**

updated 8/16/2011