Acapella Fount of Knowledge

Instructions for Collaborating

First, go ahead and download the app called Acapella onto your Apple iOS device. The icon looks like this:

Acapella from PicPlayPost 12+
Sing & Collab Music Maker
Mixcord Inc.
#24 in Music
★★★★★ 4.6, 12K Ratings
Free · Offers In-App Purchases

You'll also need to create an account for the collaboration to work. It's quick--just email and password.

Then you'll wait for the person before you on the list of participants to send you a recording link.

Get ready

1. When you receive your link, go to the iOS device that you downloaded the app onto. Open the message with the link on that device and tap on the link.

2. That should open the Acapella app and a screen that says "Video" with a panel of rectangles with anyone who's recorded before you. Near the top there will be a button that says "Collab." Tap that! *If you don't see that button, or if clicking that button leads to a pop-up asking you to request collaboration, see the FAQ below.

3. It will then ask you if you want to create a new project; say YES.

4. It will say "Importing" for a few seconds and then should pull up the rectangles with our images again; tap one of the blank rectangles where you want your smiling face to go.

5. Get ready to record! Prop your device up somewhere eye level where you're well lit and comfortable. You'll want your device to be in a landscape, not portrait position.

Having headphones with a mic connected to the device is best; just the ones that came with your phone will do. Make sure the mic isn't brushing against your collar or that it isn't too close to you. (Record a take and see how it sounds!)

Finally, get out your music and place it somewhere near your recording device so it's easy to look into the camera as you sing.

Record

6. When you're ready, hit the big red record button. You'll get a countdown and you'll see the people before you move and hear them start singing. Sing along!

7. You may want to do more than one take. At any point, just tap the red button again to stop the recording and then tap Redo.

8. When you think you've done a good take all the way through, you'll get the opportunity to Continue; that will let you watch/listen to your recording and will again give you the opportunity to Redo or, in this case, Accept.

Submit

9. Once you Accept, it will spend a minute rendering the file. Once that's all set, tap SHARE in the top right corner.

10. On the next screen, tap "**Collaboration.**" **This is important**--if you don't do it, things get trickier because the next person will have to request collaboration rights from you.

11. At the bottom of the screen, swipe left until you see the SMS button; tap that. It will take another minute to render. Then, if you have the next person's phone number, you can just text the link to them. If you don't, you can copy and paste the link from the texting window into an email to them. Warning: **don't** try to send an email from the share options from within the app-- we've learned that for some reason it sometimes takes a few (6+?) hours for that email to actually send.

12. Please let your recording group know when you've passed the baton so they have a sense of where things are. Please don't delete the project or the app until the person after you has successfully recorded.

FAQs

I received my link but when I click it it doesn't say "Collab" at the top. Help!

You can simply request collaboration rights from the person who went before you. You can do that by tapping "Collab" farther down the screen and saying "Yes" when it asks if you want to request. You should then email the person before you on the recording list to let them know to approve you.

Sometimes you will need to restart the app once you're approved to get the collaboration option to show up.

The person after me just emailed to say I need to approve their collaboration. Help!

Just go into the app, tap Activity on the bottom, Collab on the top, and approve any requests for collaboration. Let the person know it should be all set.