Peninsulaires Groupanizer User Manual

January 1, 2012

Groupanizer is a web-based system to help choruses stay organized. Each chorus member has a user account, and logs into the website to download learning tracks, indicate attendance at events and rehearsals, and potentially perform a great number of other tasks to help keep the chorus running. Groupanizer replaces many of the internal functions of the chapter website (http://www.barbershop-harmony.org/), such as the Red Book. This manual provides a basic guide to the following tasks that all Peninsulaires will be expected to perform on Groupanizer.

Peninsulaires Groupanizer has been implemented by Groupanizer Administrators Mark Torrance (marktorrance@yahoo.com), Gary Miller (gmiller@mac.com), and Ian Marshall (ipgmarshall@gmail.com). Should you have any questions about or encounter any problems while using Groupanizer, please contact one those three chorus members.

Sections:

1. Your User Account

Every member of the chorus has been given a user account with the same username as for the regular Peninsulaires website. If you are unsure of your username, please contact one of the Groupanizer Administrators. Every member of the chorus has been given the same default password, "sing". You should change this password the first time you log in.

In case you want to practice using Groupanizer without accidentally changing settings for your own account, a practice account has been set up. Its account details are:
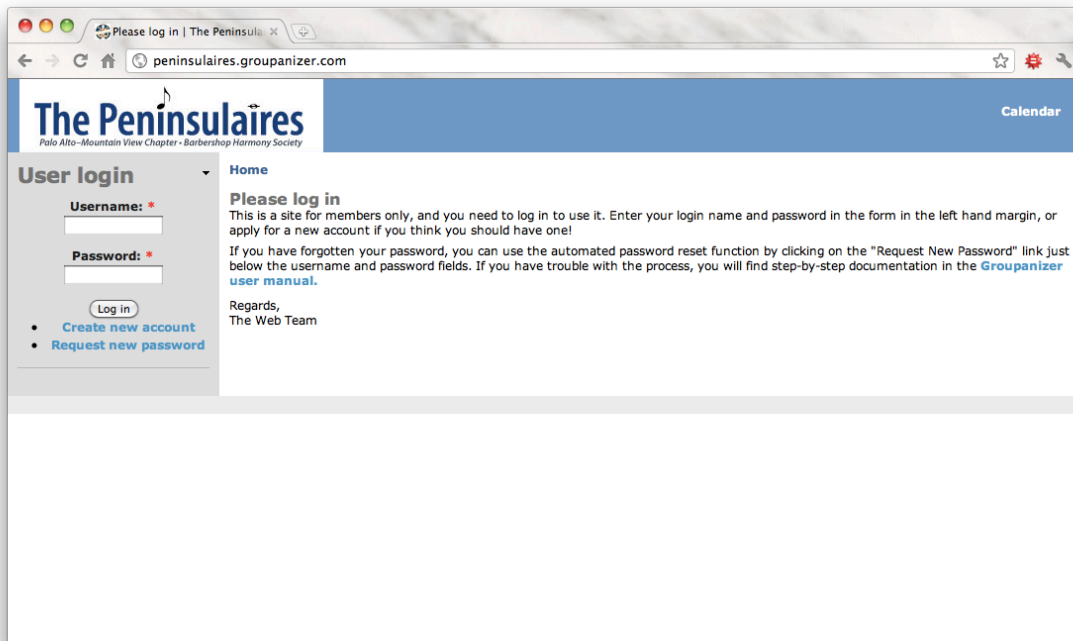
Username: fakeuser
Password: sing

2. Logging in

Step 1: To log into Groupanizer, open any web browser on an internet-enabled computer (for example Internet Explorer, Firefox, Chrome, or Safari). Direct the web

browser to http://peninsulaires.groupanizer.com/. You should see a login page that looks like this:

Step 2: Enter your username and password into the text input boxes on the left-hand side of the login page, then click on "Log in". You will be taken to your Dashboard (aka "Home") page that looks like this:
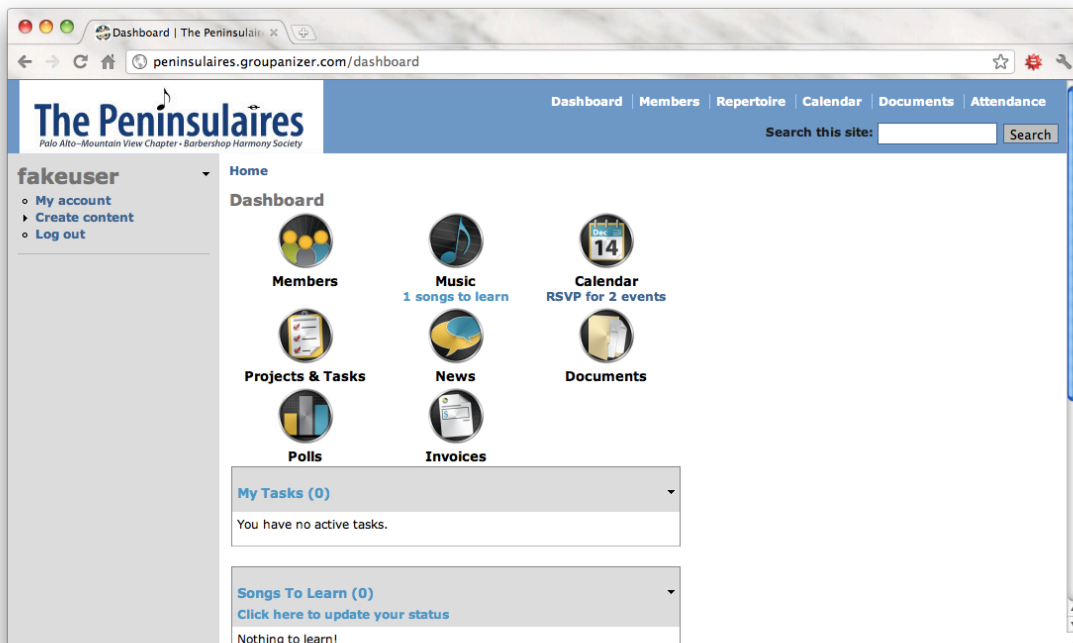
To get back to your Dashboard page at any time, just click on "Dashboard" in the blue menu at the top, right-hand side of the page.

3. Updating Your User Account Details
The first time you log in, you should verify that your user account details are correct and complete and change your password to something unique to you.

Step 1: From any page, click on "My account" in the left-hand menu. This will bring you to a page summarizing your account details as they are presently in the system:
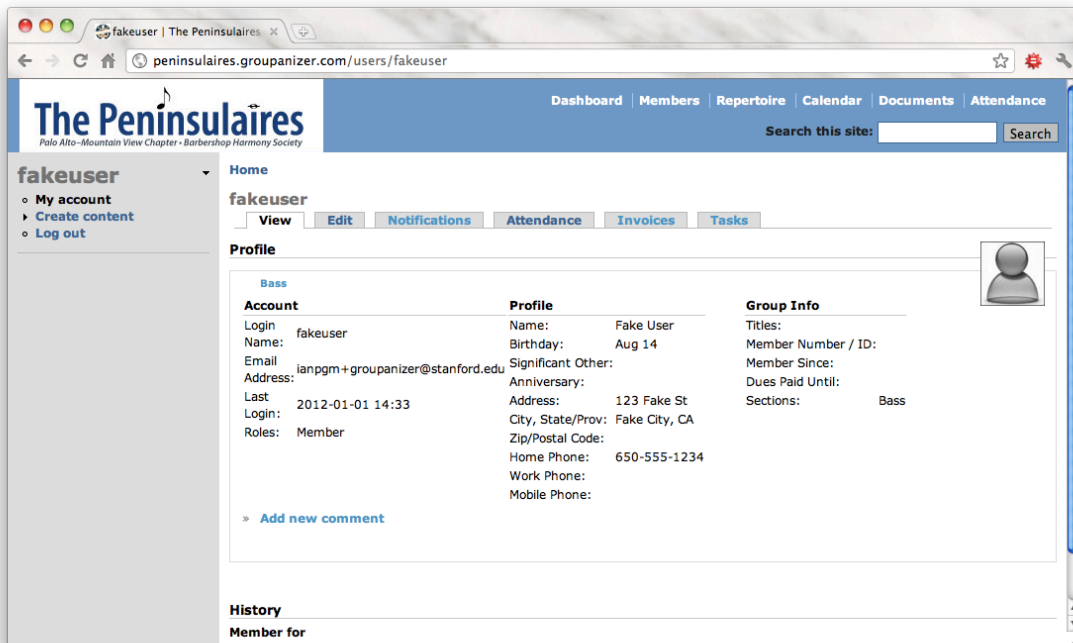
Step 2: To edit your details, click on the "Edit" tab just below your username. This will bring you to this page, where you can edit the basic details about your account:
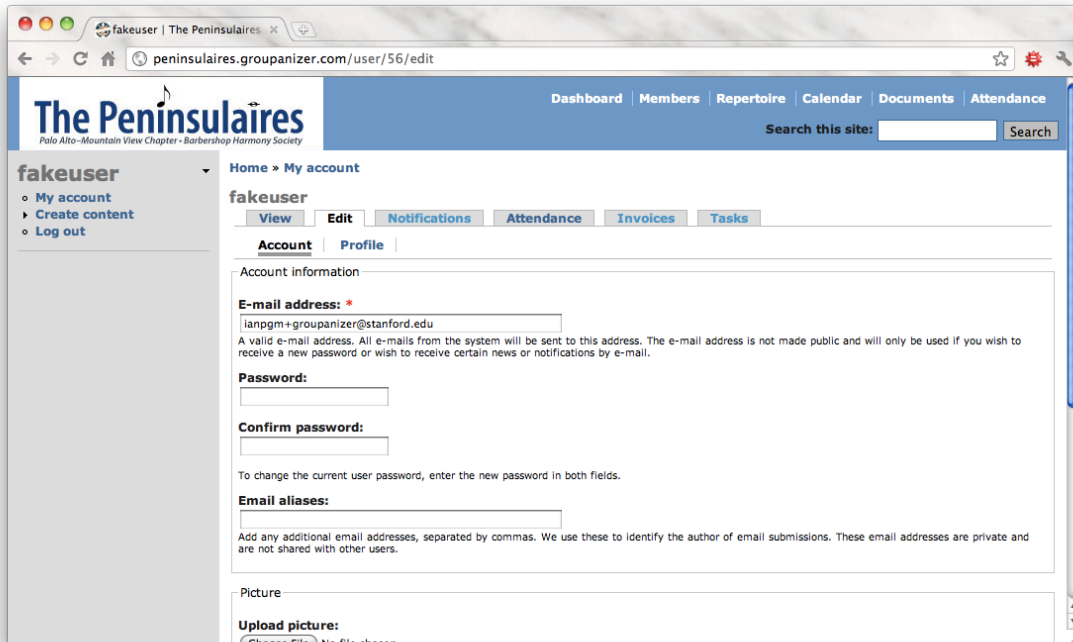
Step 3: Verify that your email address is correct and correct it if needed. In the "password" field, write in a password that you will remember, and then re-write the same password in the "Confirm password" field. Under "Upload picture", if you click "Choose File" you can select a picture of yourself from your hard drive to upload to the website for other members to see. When you have finished making changes, scroll down to the bottom of the page and click on "Save".

Step 4: To edit your profile details, like your full name, your voice part, your address, and your telephone number click on "Profile". You will reach a page, where you can edit these details then scroll down to click on "Save" to save your changes:

4. Downloading Learning Tracks

Step 1: After logging in, click on "Repertoire" in the blue menu at the top of the screen. You will be taken to the Repertoire page, which contains the current Repertoire for the chorus:

Step 2: Click on the name of the song for which you would like to download learning tracks. For example, clicking on *As Time Goes By* will lead you to the following page:
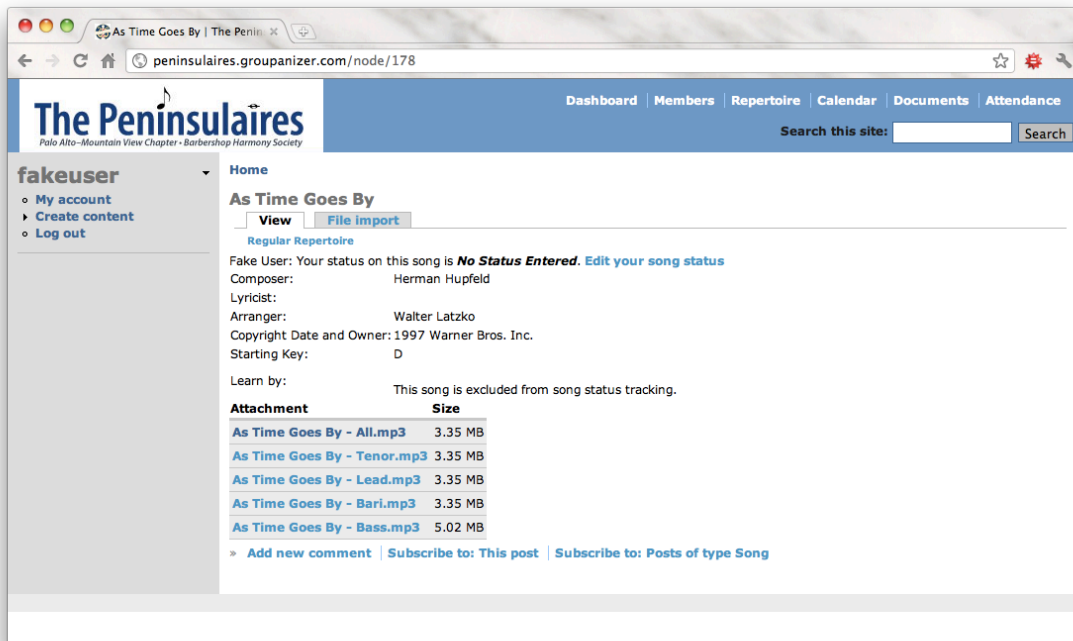
Step 3: As you can see, five different learning tracks are available for *As Time Goes By* – a mix of all voice parts and each voice part independently. To play the learning track right there in the browser, just click on it. To download the learning track to your own hard drive to play it offline or on your MP3 player, right-click on the name of the track and click on "Save Link As…".

Step 4: Click on "Repertoire" again to return to the complete list of repertoire and repeat this process for another song.

5. Viewing the Calendar
All chapter events (rehearsals, performances, contests, social events, etc.) will be entered into the Groupanizer calendar.

Step 1: To view this calendar, click on "Calendar" in the top blue menu, and you will see a complete calendar for the current month:
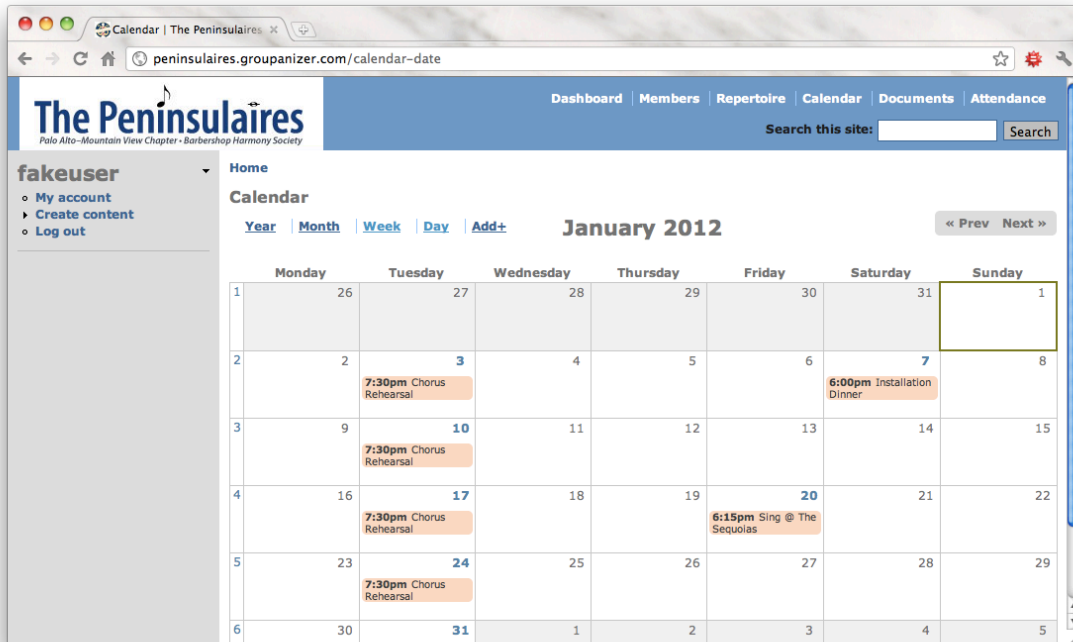
Step 2: To view months in the future or past, click on "Next>>" or "<<Prev" respectively. For example, clicking on "Next>>" will display the calendar for February.

Step 3: To view details for an event, click on the name of the event. For example, to see details for "Sing @ The Sequoias" on Friday, January 20, just click on it:
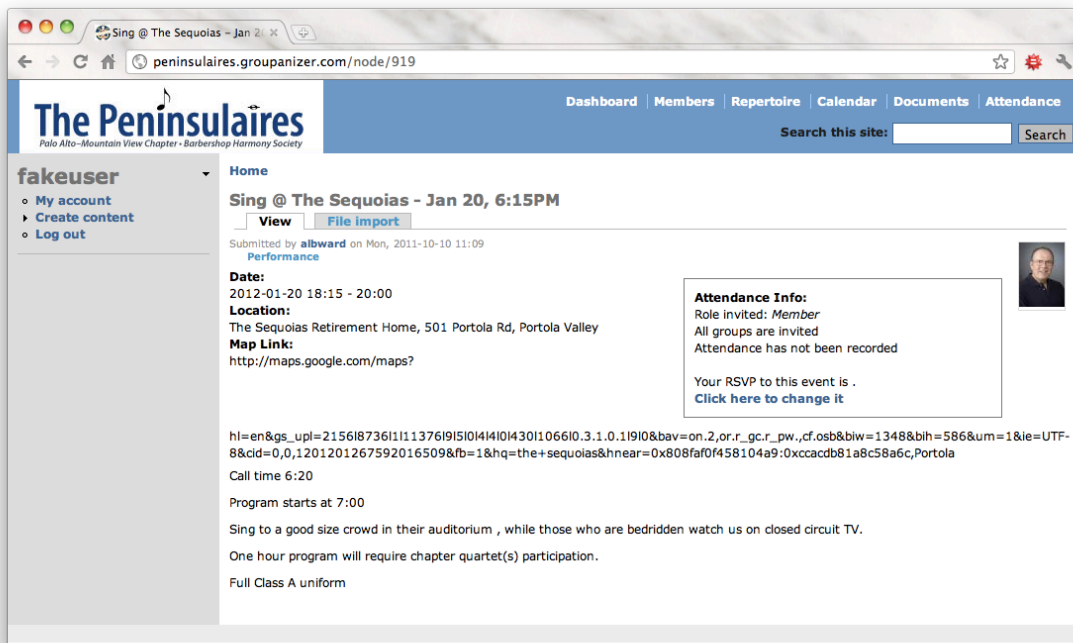
6. Indicating Your Attendance (the "Red Book")

Every calendar event in Groupanizer allows you to indicate whether or not you plan to attend the event. This replaces the "Red Book" functionality of our regular website.

Step 1: After logging in, from any page in Groupanizer click on "my account", and then on the "Attendance" tab. This will take you to a page listing all upcoming events and your current attendance plan:
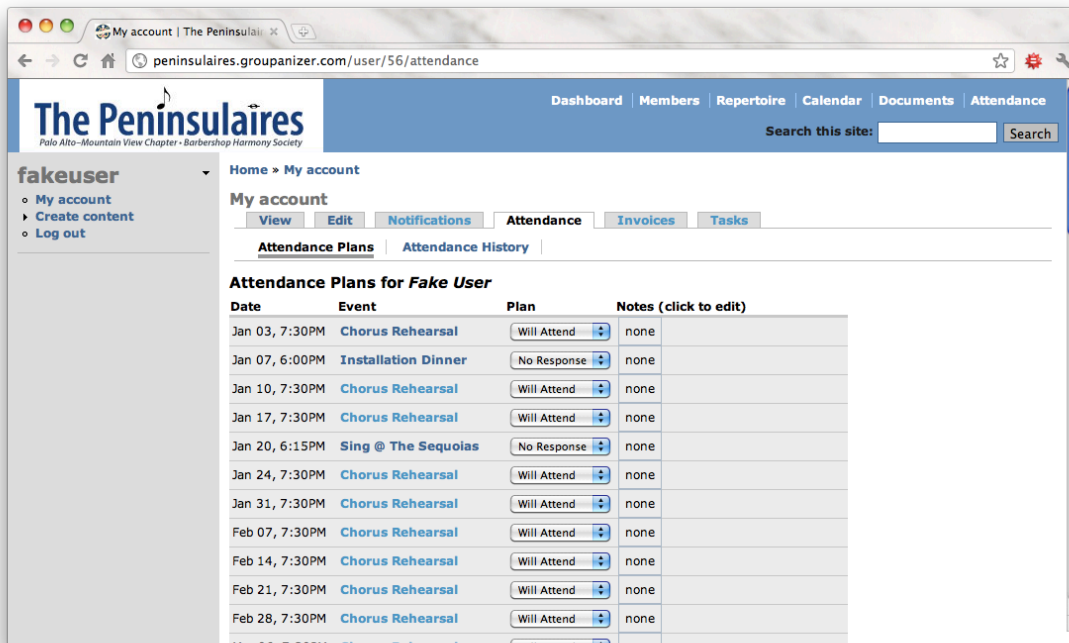

Step 2: To indicate your attendance for an event, click on the drop-down box next to an event (by default it lists "No Response"), then select another option (i.e. "Will Attend", "Might Attend", "Won't Attend"). This will then be recorded instantly (there is no need to look for a "Save" button or anything like that). Please note that regular Tuesday rehearsals have been entered as "Will Attend" by default – you only need to indicate attendance for Tuesdays when you might not or definitely will not be able to attend.

7. Sending E-mail to the Whole Chorus, to the Board, or to the Music Team

Note that due to technical issues we are presently using Yahoo! Groups, rather than Groupanizer mailing lists, for internal communication purposes. If at some stage we switch to the Groupanizer mailing list, we will include instructions in an updated version of this manual.

8. Checking Attendance Numbers for an Event or Rehearsal

From anywhere within Groupanizer after logging in, click on "Attendance" in the top blue menu. This will display a list of recent and upcoming events, with three

numbers in the "Plans" column divided by forward slashes (X/Y/Z), where X is the number of members planning to attend, Y is the number of members who might attend, and Z is the number of members who will not attend. There is presently no way to provide all users access to a list of which specific members will be present at a given event without also giving everyone the ability to edit everyone else's attendance plans, so this feature is presently not implemented. If you need access to this information, please contact one of the Groupanizer administrators (Mark Torrance, Gary Miller, or Ian Marshall). We are working with Groupanizer to figure out a better solution to this problem.
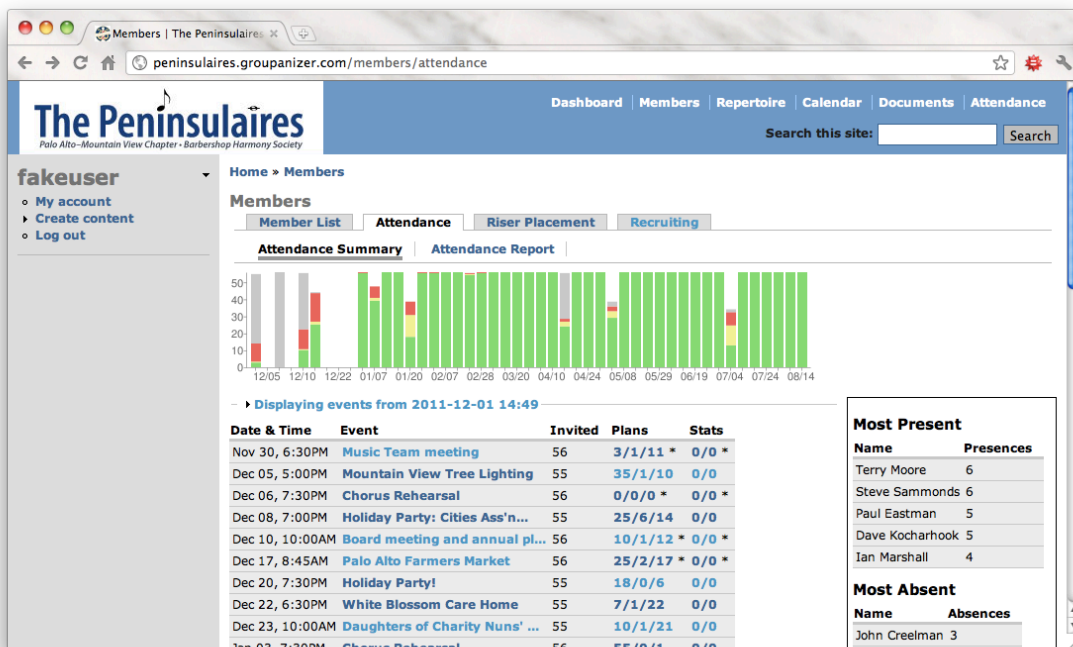
9. Viewing Chapter Documents
To view documents that have been posted for chapter members, click on "Documents" in the top blue menu. You will be taken to a list of document sections. To obtain Board Meeting minutes and reports, click on "Board Documents" then on the date of the relevant meeting.

The Peninsulaires
Palo Alto–Mountain View Chapter · Barbershop Harmony Society

Dashboard | Members | Repertoire | Calendar | Documents | Attendance

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- ▸ Create content
- Log out

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Documents

Documents

- **Board Documents**
- **CACM Class Materials**
- **FWD Convention 2011 Judging Session**
- **Peninsulaires Groupanizer User Manual**
- **Picture Roster**
- **Warm-Up Exercises**