Peninsulaires Groupanizer User Manual

November 13, 2011

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 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, and also our Yahoo Groups mailing lists. 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.

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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 <u>http://peninsulaires.groupanizer.com/</u>. You should see a login page that looks like this:



Step 2: Enter your username and password into the text input boxes on the lefthand side of the login page, then click on "Log in". You will be taken to your Dashboard (aka "Home") page that looks like this:

- N	-				Discussion Board Picture Gallerie
The Penins	ulaires ershop Harmony Society		Dash	board Members Repertoire Calend	dar Documents News Projects & Tasks Search this site: Searc
Akeuser My account My Attendance Plan	Home Hello Fake - this is your po	ersonal dashboard		« August »	Events Coming Soon Date Event
My Tasks Create content Mailing Lists Places (beta)	Members	Repertoire	Calendar RSVP for 2 events	M T W T F S S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21	2011-08-16 Chorus 19:30 Rehearsal 2011-08-19 Harmony 16:00 College West
File Finder Recruiting Tracker Log out	Ē			22 23 24 25 26 27 28 29 30 31	2011-08-23 Chorus 19:30 Rehearsal 2011-08-30 Chorus 19:30 Rehearsal
	Projects & Tasks	News	Documents	Go Public! Add a public web site on top of Groupanizer! Costs less than you think.	2011-09-06 Chorus 19:30 Rehearsal Show details (printable)
	Polls My Tasks (0)	Invoices	•		
	You have no active tasks	s.]	
	Songs To Learn (0) Click here to update y	our status	-		
	Nothing to learn]	
	My Attendance Plan update your attendan	ce plan	•		
	Date Eve	nt	My Plan		

To get back to your Dashboard page at any time, just click on the "Peninsulaires" logo in the top left-hand corner of the site.

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:

		Discussion Board Picture Galleri
The Penins Palo Alto-Mountain View Chapter - Bar	ulaires enhop Hormony Society	Dashboard Members Repertoire Calendar Documents News Projects & Tasi Search this site:
Akeuser My account My Song Status My Tasks Create content Mailing Lists Pilaces (beta) File Finder Recruiting Tracker Log out	Home Fakeuser Notifications View Edit Invoices Notifications Profile Name: Fake Us Login fakeuser Birthday: Aug 14 Email ianpgm+groupanizer@stanford.edu Significant Other: Andress: 123 Fak Login: 2011-08-14 13:23 Address: 123 Fak City, State/Prov: Fake Ote Roles: Member Zip/Postal Code: Home Prone: 650-555 Work Phone: Add new comment Add new comment	ar Titles: Member Number / ID: Member Since: Dues Paid Until: Sass es St, y, cA Sections: Bass
	History Member for 31 min 37 sec	
Drupat		
	Powered by Groupanizer - for help se	ee the forums and the FAQ.

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:

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The Peninsu Palo Alto-Mountain View Chapter - Barbe	Deshboard Members Repertoire Calendar Docu Deshboard Members Repertoire Calendar Docu Count Home > My account Search th Attendance Plan Song Status Account Pofile Account Pofile Account Pofile Account Information Search th Song Status Search th Account Search th A valid e-mail address, Ali e-mails from the system with the sent to this address. Search th <t< th=""><th>Discussion Boar ire Calendar Documents News Search this site:</th><th>d Picture Galleries Projects & Tasks Searc</th></t<>	Discussion Boar ire Calendar Documents News Search this site:	d Picture Galleries Projects & Tasks Searc
Advide Advantant New Coupler - data Phy Account My Attendance Plan My Stondance Plan My Song Status My Tasks - Create content - Mailing Lists - Places (beta) - File Finder - Recruiting Tracker - Log out	Home + My account Fakcuser View Edit Invoices Notifications Account Profile Account Information E-mail address: * Iangm+groupanizer@stanford.edu A valid e-mail address. I e-mails from the system will be sen to this address. The e-mail address is not made public and v receive a new password or wish to receive certain news or notifications by e-mail. Password: Confirm password: Confirm password: To change the current user password, enter the new password in both fields. Email aliases: Acd any additional email addresses, separated by commas. We use these to identify the author of email submissions. These r and are not shared with other users. Picture Upload picture: Choose Files No file chosen Your virual files No file chosen	email addresses are private	S Coming Event 6 Chorus Rehearsal 9 Harmony College West 3 Chorus Rehearsal 0 Chorus Rehearsal 6 Chorus Rehearsal 6 Chorus Rehearsal 8 (printable)
	Messaging and Notifications settings Default send method: HTML Mail 12 Default sending method for getting messages from this system.		

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:

The Penínsu	laires	Dashi	ooard Members Repertoire Calendar D	Discussion Board Picture Galieries ocuments News Projects & Tasks
Allo Allo-Hounteen Your Chapter - Backer Fakeuser • My Aaccount • My Adachance Plan • My Song Status • Oreate content • Mailing Lists • Places (beta) • File Finder • Recruiting Tracker • Log out	Homen Schrift Home > My account fakeuser View Edit Invoices Account Profile Personal Info First Name: * Last Name: * User Birthday: 2011-08-14 00:00 Format: 2011-08-14 Format: 13:36 Significant Other's Name: Format: 2011-08-14 Format: 13:36	Notifications Group Info Titles currently held: Eass Esctions: Eass Subgroups: BARNE - Fail Show Yeam Music Team Spring Show Yeam Music Team Date joined: Format: 2011-08-14 Format: 13:36 Format: 2011-08-14 Format: 13:36	Contact Home phone number: 650-555-1234 Work phone number: Mobile phone number: 123 Take St Address Address: 123 Take St City: Fake City State/Province: CA Country: Zip/Postal Code:	h this site: Search

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:

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The Penins	sulaires ibershop Harmony Society		Dashb	oard Memi	bers Repertoire	Calendar Documen	Hscussion Board ts News P ite:	Picture Galleria Projects & Task
akeuser	- Home						Events	Comina
• My account • My Attendance Plan	Repertoire	s					Soon	Event
My Song Status	Title	Key	Arranger	Files			2011-08-16	Chorus
Create content	Regul	ar Re	pertoire				19:30	Rehearsal
Mailing Lists	Armed Forces Medley	G	King, Grant, Delehanty & Ewald	5 files			2011-08-19	Harmony
Places (beta) Eilo Eindor	As Time Goes By	D	Walter Latzko	5 files			16:00	College West
File Finder Recruiting Tracker	Bare Necessities	F	*NO LEARNING TRACKS*				2011-08-23 19:30	Chorus Rehearsal
• Log out	Beach Boys Medley			5 files			2011-08-30	Chorus
	Cabaret	Eb	BHS	5 files			19:30	Rehearsal
	Crazy Little Thing Called Love	D	Christopher Peterson	5 files			2011-09-06	Chorus
	Do You Hear The People Sing?	F	Renee Craig	5 files			19:30 Show detail	Rehearsal
	For Me and My Gal	G	SPEBSQSA	5 files			Show details	s (printable)
	Gang That Sang Heart Of My Heart	Ab	Bob Graham	5 files				
	God Bless America	G	*NO LEARNING TRACKS*					
	God Bless The USA	Eb	Brian Beck	5 files				
	Home On The Range	Ab	J. Clancy	5 files				
	Hushabye Mountain	С	Bill Mitchell	5 files				
	I'll Be Seeing You	Eb	Rob Hopkins	5 files				
	If I Can't Call You Mine	G	Paul C. Olguin	5 files				
	Let There Be Peace On Earth		*NO LEARNING TRACKS*					
	Over The Rainbow	G	Lloyd Steinkamp	5 files				
	Star Spangled Banner			5 files				
	Thanks For The Memory	Eb	Roger Emerson	7 files				
	Unchained Melody	Bb	Dennis Driscoll	5 files				
	Under The Boardwalk	Ab	SPEBSQSA, Inc.	5 files				
	Unforgettable	F	Larry Wright	3 files				
	What A Wonderful World	G	Russ Foris	5 files				
	You Make Me Feel So Young	С	Mark Hale	5 files				

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:

← → C A Spenins	laires.groupanizer.com/node/178	☆ 👙
The Penins	Uaires Dashboard Members Rep	Discussion Board Picture Galleries pertoire Calendar Documents News Projects & Tasks
Palo Alto-Mountain View Chapter • Bar	bershap Harmony Society	Search this site: Search
akeuser	Home	Events Coming
My account	As Time Goes By	Soon
My Attendance Plan	View File import	Date Event
My Song Status	Regular Repertoire	2011-08-16 Chorus
My lasks	Fake User: Your status on this song is No Status Entered. Edit your song status	19:30 Rehearsal
Mailing Lists	Composer: Herman Hupfeld	2011-08-19 Harmony
Places (beta)	Lyricist:	16:00 College West
File Finder	Arranger: Walter Latzko	2011-08-23 Chorus
Recruiting Tracker	Copyright Date and Owner: 1997 Warner Bros. Inc.	19:30 Rehearsal
Log out	Starting Key: D	2011-08-30 Chorus 19:30 Rehearsal
	This song is excluded from song status tracking. Attachment Size	2011-09-06 Chorus 19:30 Rehearsal
	As Time Goes By - All.mp3 3.35 MB	Show details (printable)
	As Time Goes By - Tenor.mp3 3.35 MB	
	As Time Goes By - Lead.mp3 3.35 MB	
	As Time Goes By - Bari.mp3 3.35 MB	
	As Time Goes By - Bass.mp3 5.02 MB	
	Add new comment Subscribe to: This post Subscribe to: Posts of type Song	
🗙 Drupat		
	Powered by Groupanizer - for help see the forums and the FAQ.	

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:

The Peninsu	lair	es			Dash	board Members	Repertoire Cale	ndar Document	ts News Pr	rojects & Tas
akeuser •	Home	ndar							Events Soon	Coming
My Song Status	" Bro	Month	eek Day Add+	A.	uquet 2011			Nexts	Date	Event
My Tasks	w Fre	Monday	Tuesday	Wednesday	Thursday	Exiday	Caturday	Sunday	2011-08-16	Chorus
Create content Mailing Lists	32	1	Chorus Rehearsal	3	4	5	6	7	19:30 2011-08-19 16:00	Rehearsal Harmony College Wes
File Finder Recruiting Tracker	33	8	9	10	11	12	13	14	2011-08-23 19:30	Chorus Rehearsal
Log out			Chorus Rehearsal				Inter-chapter barbecue		2011-08-30 19:30	Chorus Rehearsal
	34	15	16 Chorus Rehearsal	17	18	19 Harmony College West	20	21	2011-09-06 19:30	Chorus Rehearsal
	35	22	23 Chorus Rehearsal	24	25	26	27	28	Show details	(princable)
	36	29	30	31						
			Chorus Rehearsal							
Drupal								<u>83</u>		
			Powen	ed by Groupanizer	- for help see the	forums and the FA	NQ.			
							-			

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 September:

Home Calendar Yor Mondu Week Day Addt September 2011 Next* My Saccount My Saccount My Saccount My Saccount Maing Liss Places (beta) File Finder Recruiting Tracker Log out Monday Tuesday Wednesday Thursday Friday Saturday Sunday 1 2 3	Image: Second State Sta	The Penins	ulaires				Dashbo	ard Members	Repertoire Cale	ndar Documen Search this si	its News Project	s & Ta St
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38 12 13 14 15 16 17 18 19:30 19:30 Rehearsal 19:30 Rehearsal 19:30 Rehearsal 10:30 Rehearsal 10:30 Rehearsal 10:30 10:30 Rehearsal 10:30 <td< td=""><td>38 12 13 14 15 16 17 18 2011-09-06 Chorus Show details (printer 39 19 Chorus Rehearsal 21 22 23 24 25 40 26 Chorus Rehearsal 29 30 26 27 Chorus Rehearsal 20 29 30 26 27 Chorus Rehearsal 29 30 20 20 20 Chorus Rehearsal 29 30 20 20 20</td><td>Log out</td><td></td><td></td><td>Chorus Renearsai</td><td></td><td></td><td></td><td>College - Fall</td><td></td><td>2011-08-30 Choru 19:30 Rehea</td><td>is arsal</td></td<>	38 12 13 14 15 16 17 18 2011-09-06 Chorus Show details (printer 39 19 Chorus Rehearsal 21 22 23 24 25 40 26 Chorus Rehearsal 29 30 26 27 Chorus Rehearsal 20 29 30 26 27 Chorus Rehearsal 29 30 20 20 20 Chorus Rehearsal 29 30 20 20 20	Log out			Chorus Renearsai				College - Fall		2011-08-30 Choru 19:30 Rehea	is arsal
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39 19 20 21 22 23 24 25 40 26 27 28 29 30 30 30 Chorus Rehearsal 28 29 30 30 30 30 Obupol 30 30 30 30 30 30 30	Source by Groupenizer - for help see the forums and the FAQ.										Show details (prin	table
40 26 27 28 29 30 20 20 20 20 20 20 20 20 20 20 20 20 20	40 26 27 28 29 30 Chorus Rehearsal 28 29 30 52		39	19	20 Chorus Rehearsal	21	22	23	24	25		
Dropose Powered by Groupanizer - for help see the forums and the FAQ.	Dropat Powered by Groupanizer - for help see the forums and the FAQ.		40	26	Chorus Rehearsal	28	29	30				
Powered by Groupanizer - for help see the forums and the FAQ.	Powered by Groupanizer - for help see the forums and the FAQ.											
Powered by Groupanizer - for help see the forums and the FAQ.	Powered by Groupanizer - for help see the forums and the FAQ.	Drupat										
					Power	ed by Groupanizer	- for help see the fo	orums and the F/	AQ.			

Step 3: To view details for an event, click on the name of the event. For example, to to see details for "Peninsulaires College – Fall" on Saturday, September 10, just click on it:

← → C A (S) peninsu	aires.groupanizer.com/node/69	☆ 😝 マ
The Penins	ulaires Dashboard Member	Discussion Board Picture Galieries s Repertoire Calendar Documents News Projects & Tasks
Paie Ado-Adonation Neur Chapter - Bert Fiak Courses • My account • My Account • My Song Status • My Tasks • Oreate content • Mailing Lists • Places (beta) • File Finder • Recruiting Tracker • Log out	Peninsulaires College - Fall View Edit File import Special Rehearsal Edit File import Special Rehearsal Event Type: Special Rehearsal Invited: Event Type: Special Rehearsal Invited: Eventore Special Rehearsal Map Link: Endition Special Rehearsal All-day skill building workshop for members and invited guests. Topics and instructors TBA. > Add new comment Subscribe to: This post Subscribe to: Posts of type Groupanize	to edit your attendance plan. to edit your attendance plan. Events Coming Date Event 2011-08-16 Chorus 19:30 Rehearsal 2011-08-39 Chorus 19:30 Rehearsal 2011-08-30 Chorus 19:30 Rehearsal 2011-08-30 Chorus 19:30 Rehearsal 2011-08-6 Chorus 19:30 Rehearsal
🗪 Drupal		
	Powered by Groupanizer - for help see the forums and the f	FAQ.

6. Indicating Your Attendance (the "Red Book")

Other than regular rehearsals, 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:

The Penins	ulaires	,, , _ , _ ,	Dashboard N	1embers Caler	ndar Repertoire	Discussion E Documents New	Board Picture (s Projects 8	Galleries k Tasks
Palo Alto-Mountain View Chapter - Ba Alto-Mountain View Chapter - Ba My account My Tasks Create content Mailing Lists Places Title Finder	Home » My account View A Attendance	unt ttendance Edit Invoi Plans Attendance History	ces Notificat	ions	Se	arch this site:		Searc
o File Finder Recruiting Tracker o Log out	Attendance P	Tans for Fake User	Blaz	Notos (aliak to a	dia)			
	Nov 27, 11:00AM	Holiday Music at FTLOUT	No Response	none	uit)			
	Dec 05 5:00PM	Mountain View Tree Lighting		none				
	Dec 03, 3:00 PM	Helidey Derby Cities Assis	No Response	none				
	Dec 08, 7.00AM	Holiday Party: Cities Ass h	No Response	none				
	Dec 17, 8:45AM	Palo Alto Farmers Market	No Response	none				
	Jan 07, 6:00PM	Installation Dinner	No Response 🗘	none				
	Jan 20, 6:20AM	Sing @ The Sequoias	No Response	none				
	May 06, 11:00AM	Spring Show 2012	No Response 🕏	none				
	Jul 04, 5:30AM	Sing for San Jose Giants	No Response 🛟	none				
	Set my plan for a	all future events to: No Respons	se 🛟 Set Them All)				
Drupal				-				
		Powered by Groupanizer	r - for help see the	forums and the F	FAQ.			

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):

← → C f Spenins	ulaires.groupanizer.cor	n/user/56/attendance						\$	\$
The Penins	sulaires		Dashboard	Members	Calendar	Repertoire	Discu Documents	ssion Board Picture News Projects	Galleries & Tasks Search
fakeuser • My account • My Tasks • Create content • Mailing Lists • Places	Home » My account View Attendance	unt tendance Edit Invoi Plans Attendance History	ces Notifica	itions					
• File Finder • Recruiting Tracker • Log out	Attendance P	Fight for rake user	Plan	Notes (c	lick to adit)				
	Nov 27, 11:00AM	Holiday Music at FILOLI	Will Attend	none	liner to edit)				
	Dec 05, 5:00PM	Mountain View Tree Lighting	No Response	none					
	Dec 08, 7:00AM	Holiday Party: Cities Ass'n	No Response	none					
	Dec 17, 9:45AM	Palo Alto Farmore Market	No Response						
	Dec 17, 8.45AM	Paio Alto Farmers Market	No Response	none					
	Jan 07, 6:00PM	Installation Dinner	No Response	none					
	Jan 20, 6:20AM	Sing @ The Sequoias	No Response	none					
	May 06, 11:00AM	Spring Show 2012	No Response 🛟	none					
	Jul 04, 5:30AM	Sing for San Jose Giants	No Response 🛟	none					
	Set my plan for a	Il future events to: No Respons	se 🔹 Set Them A						
Drupal									
		Powered by Groupanize	r - for help see th	e forums a	and the FAQ.				

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, this will tell you how to use it.

There are two ways of sending email to Groupanizer mailing lists – either via the web from within Groupanizer, or from your favorite email client.

<u>Method 1</u>: Sending email from within Groupanizer

Step 1: After logging into Groupanizer, click on "Mailing Lists" on the menu on the left-hand side of the screen. This will take you to a list of all the mailing lists for the chapter:

The Penins	ulaires		Dashboard	Members Repertoire	Discussion Board Calendar Documents News P Search this site:	Picture Gallerk
fakeuser • My account • My Attendance Plan • My Song Status • My Tasks • Create content • Mailing Lists • Places (beta) • File Finder • Recruiting Tracker • Log out	 Home Mailing Lists List Name 	Mailbox	Member Groups	Actions	Events Soon	Coming
	Chorus PAMV Chapter Board PAMV Music Team	Does not accept incoming mail Does not accept incoming mail musicteam@peninsulaires.groupanizer.com	Member Board Music Team	post view members post view members post view members	2011-08-16 19:30 2011-08-19 16:00	Chorus Rehearsal Harmony College Wes
					2011-08-23 19:30 2011-08-30 19:30 2011-09-06	Chorus Rehearsal Chorus Rehearsal
					19:30 Show detail	Rehearsal s (printable)
Drupal						
		Powered by Groupanizer - for h	help see the forum:	and the FAQ.		

Step 2: Click on "post" in the row that corresponds to the e-mail list you wish to send to. This will take you to a site that will allow you to send email to that list:



Step 3: Enter the subject of your email then write the body of the email. Scroll down to add any attachments. Then click on "Save and Send!" to send the email.

Method 2: Send email from your favorite email client

You can also send email to Groupanizer mailing lists from whichever email program you usually use. Just make sure you are sending it from the same email address that Groupanizer has in your user profile (see section 3 of this document). The email address to send to for the chorus is chapter@peninsulaires.groupanizer.com.