

Basic Procedures for Using The West Towns Chorus Groupanizer Site

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Logging Into The West Towns Chorus Groupanizer Site

1. Start your web browser and enter the following address in the address bar:

<http://WestTowns.Groupanizer.com>

The same Internet link appears in the welcome e-mail message. You can click the link in the e-mail to get to the same login page.

2. On the left side, enter the user name sent to you in the e-mail message. It should be your first initial and your last name, all in lowercase letters.
3. Enter the password sent to you in the e-mail message.
4. Click the “Log In” button and you will be taken to the main Dashboard.
5. Optionally, bookmark the dashboard page in your browser to make it easier to get to the site in the future.

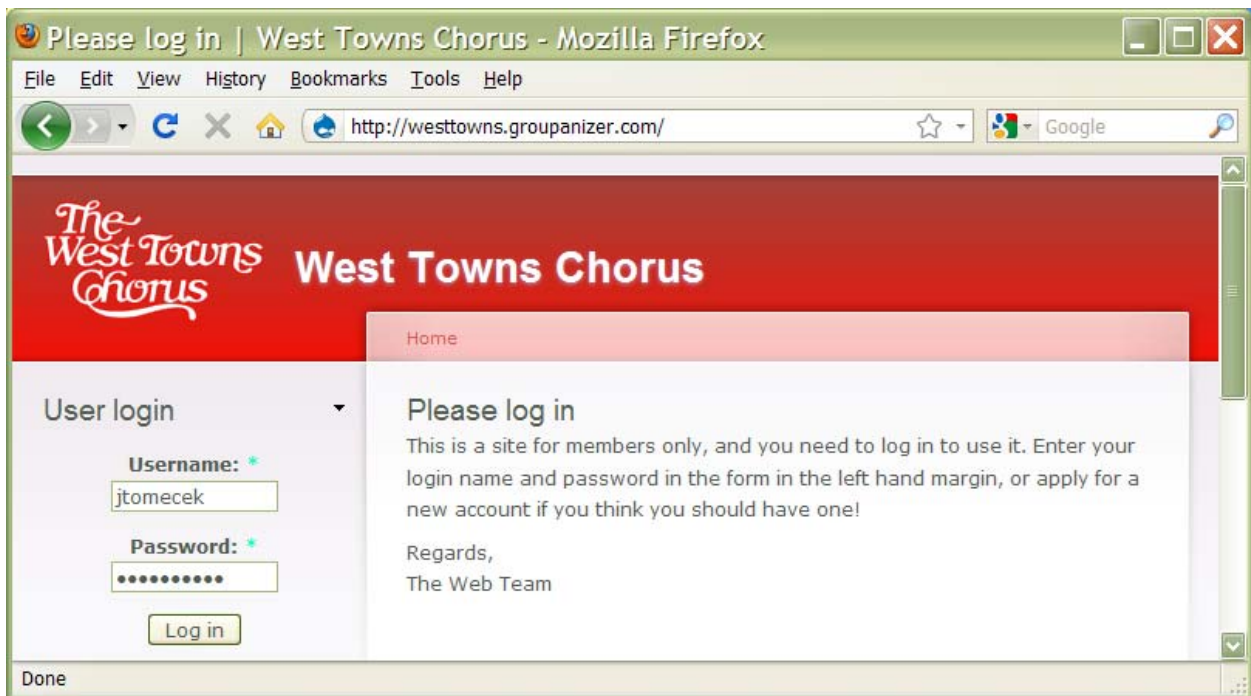


Figure 1: The Login Page of the WTC Groupanizer site.

Editing Your Profile Information

When logging into the site for the first time, you should immediately fill in your profile information. The profile is, in effect, the online chorus roster. This is also the place to change the e-mail address you use for the Groupanizer site.

1. Under your login ID on the left side, click the **My account** link. The account page will appear and show you the current information in your profile.
2. Along the top edge of the page, click the **Edit** link. The Account Information page will appear. You can change your e-mail address and site password on this page. Optionally, you may upload a picture for your profile by scrolling down to the bottom of the page to the Picture section of the page. The maximum dimensions are 65x65 and the maximum size is 1000 KB. The picture should be of YOU – not your kids or your pet. It is a way for everyone to put names to faces so be sure it is a decent likeness. If you make any changes on the page, be sure to scroll all the way to the bottom and click the **Save** button.
3. Click the **Profile** link at the top of the page. The Personal Information page will appear. Please complete ALL the information on this page. Under the Vocabularies section, be sure to select your voice part. If you are a member of the Board, Music Team or Show Committee, highlight the groups you belong to in the Subgroups list. You can select more than one.
4. When finished, scroll to the bottom and click the **Save** button.

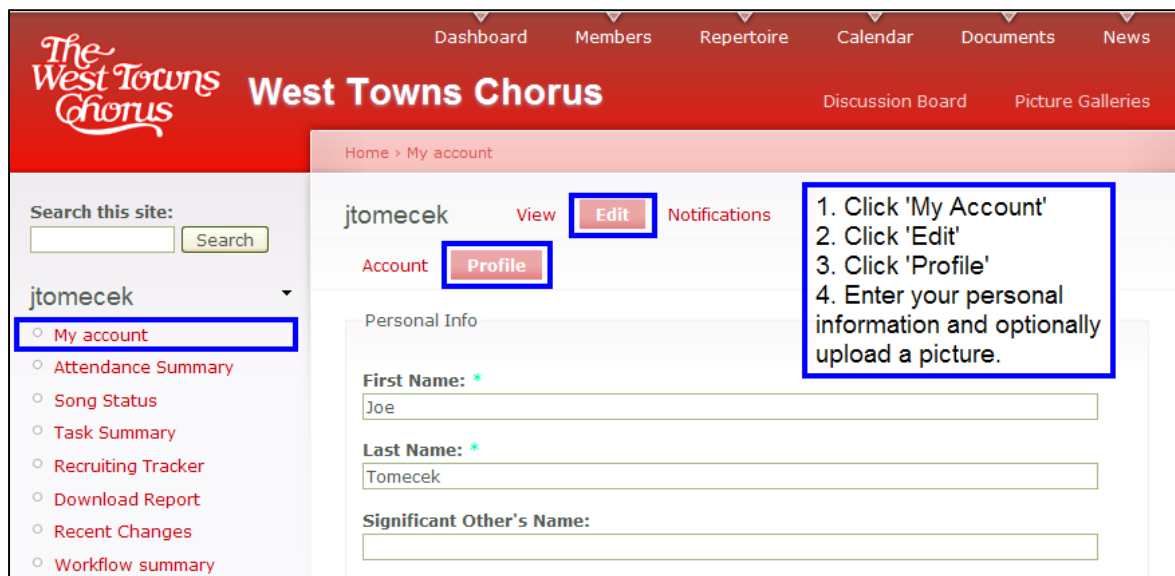


Figure 2: The Profile edit page.

Entering Your Attendance Plan

Anytime a rehearsal, performance, fundraising event, social event, or extra rehearsal is posted on our calendar, you will be asked to indicate whether you will be attending. This will help the chorus track participation and alleviate all the headaches of putting out sign-up sheets and getting hand counts during rehearsal.

1. The easiest way to get to your attendance plan is to click the **Update Your Attendance Plan** link that appears in the **My Attendance Plan** box on the right side of the main Dashboard. The Attendance Plan page will appear.

My Attendance Plan		
update your attendance plan		
Date	Event	My Plan
Jul 12 2010 - 7:00pm	Regular Rehearsal and Coaching Session with Mark Hale	Will Attend
Jul 15 2010 - 7:30pm	Board Meeting	Will Attend
Jul 17 2010 - 7:00pm	West Towns Chorus 2010 Cabaret Luau	Will Attend

2. On the Attendance Plan page, use the edit buttons in the far right column to enter your intention for the corresponding event.
 - a. Click the **Edit** button next to an event
 - b. Select your Plan response from the drop down box.
 - c. If you are NOT able to attend a regular rehearsal or special event, please enter a note in the note box to tell your administrative section leader why.
 - d. Click the **Save** button to save your response.
3. Return to this page periodically to keep your attendance plan up to date.

Attendance Plan for Joe Tomecek				
Date	Event	Plan	Notes	Actions
Jul 12 2010 - 7:00pm	Regular Rehearsal and Coaching Session with Mark Hale	Will Attend		<input type="button" value="edit"/>
Jul 15 2010 - 7:30pm	Board Meeting	Will Attend		<input type="button" value="edit"/>
Jul 17 2010 - 7:00pm	West Towns Chorus 2010 Cabaret Luau	Will Attend		<input type="button" value="edit"/>
Jul 19 2010 - 7:00pm	Regular Rehearsal and Guest Night	Will Attend		<input type="button" value="edit"/>
Jul 24 2010 - 11:00am	Coaching Session with Kevin Keller	Will Attend		<input type="button" value="edit"/>
Jul 26 2010 - 7:00pm	Regular Rehearsal	Will Attend		<input type="button" value="edit"/>

Downloading Music and Learning Tracks

Anytime a new song is introduced, you will get a message from the Repertoire administrator. The music and learning tracks will be available for download on the Repertoire page.

Note: The system tracks the number of downloads and the chorus is liable for each copy distributed. Please be responsible and do not download multiple copies.

1. Go to the Repertoire page by selecting the Repertoire link at the top of the web page.
2. Select the song for which you want the music and learning tracks. (e.g. Witchcraft) The repertoire song page will appear.

The screenshot shows the 'West Towns Chorus' website. The navigation menu at the top includes 'Dashboard', 'Members', 'Repertoire', 'Calendar', 'Documents', and 'News'. The 'Repertoire' link is highlighted with a blue box and an arrow. Below the menu, the page title 'West Towns Chorus' is displayed. The main content area is titled 'Repertoire' and includes links for 'Add a new song' and 'Change active and inactive categories'. A table lists songs with columns for Title, Key, Arranger, Attachments, and Song Status. The 'Witchcraft' song is highlighted with a blue box and an arrow. The 'My Romance' song is also highlighted with a blue box and an arrow.

Title	Key	Arranger	Attachments	Song Status
Contest (active)				
Fit As A Fiddle / For Me And My Gal Medley	Eb	Clay Hine	10 files	11 5
Sweetheart of Sigma Chi	G	Jim Clancy	5 files	11 5
Regular Repertoire (active)				
Almost Like Being In Love	E	David Harrington	5 files	11 2 4
Feed the Birds	G min	Kevin Keller	3 files	12 5
How Deep Is The Ocean	F	Kevin Keller	5 files	11 4
I'll Walk With God	G	Peter Rupay	5 files	11 5
I'm Gonna Live Till I Die	G min	Greg Volk	5 files	11 5
Irish Blessing	F	Don Gray	2 files	12 4
Precious Lord	A	Buzz Haeger	5 files	12 4
Coming Soon (active)				
Let's Do It (Let's Fall In Love)		Dave Briner	5 files	14 3
My Romance		Tom Gentry	2 files	15 2
Witchcraft	Ab	Dave Briner	5 files	12 3 2

Figure 3: The Repertoire page.

3. On the song page, there is section for attachments at the bottom of the page. Different browsers operate differently; however, most have a function whereby if you right-click the name of the attachment a context menu will appear. Select the option to "Save Link As..." and save the attachment to your computer like you would an e-mail attachment.
4. From here, you may burn the track to a CD, load it onto your MP3 player or print the music.

Witchcraft [View](#) [Edit](#) [Outline](#)

Thu, 06/17/2010 - 10:35pm — [edmcd](#)

Composer: Cy Coleman
Lyricist: Carolyn Leigh
Arranger: Dave Briner
Copyright Date and Owner: 1957 by Morley Music Co.
Starting Key: Ab
Learn by: Aug 3, 2010

Right click on the attachment and select 'Save Link As...' to download the attachment.

Attachment	Size
Witchcraft - Arrangement	124.19 KB
Witchcraft - Tenor - vocal	1.48 MB
Witchcraft - Lead - vocal	1.48 MB
Witchcraft - Bari - vocal	1.47 MB
Witchcraft - Bass - vocal	1.49 MB

Figure 4: The repertoire song page showing the attached learning tracks and music.