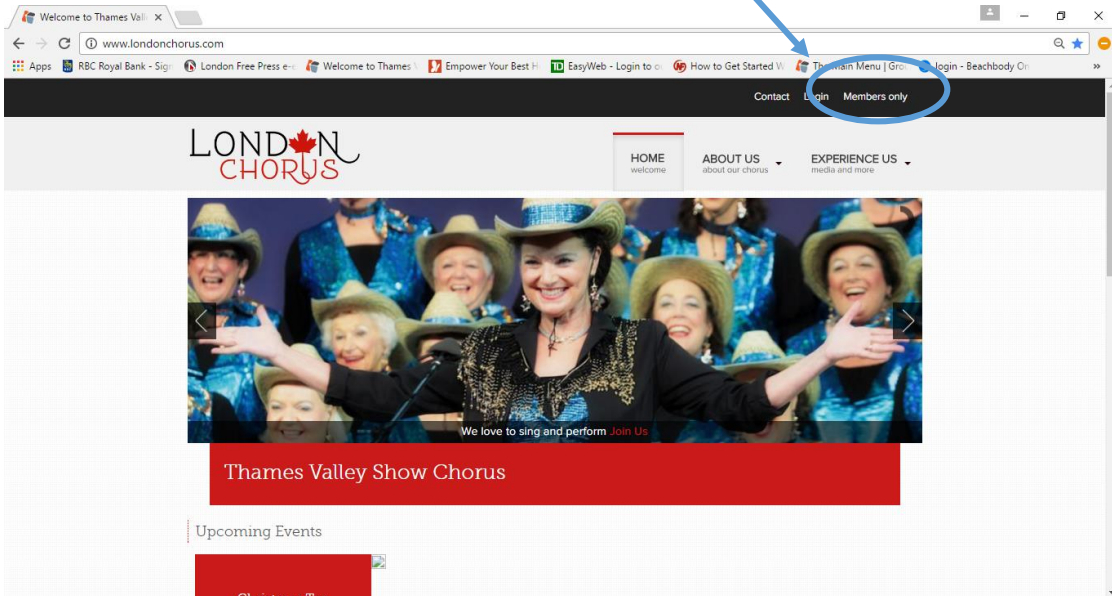


# Welcome to Groupanizer!

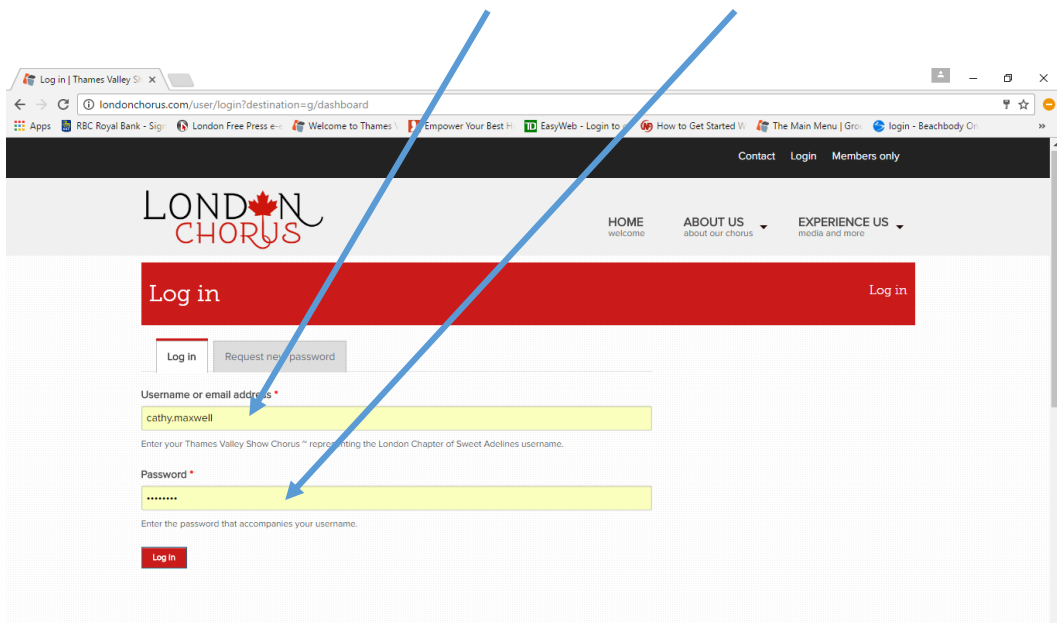
## How to use our Chorus Site for your benefit

url: [www.londonchorus.com](http://www.londonchorus.com)

Click on "Members Only"



Fill in your User Name and password



You are in and on your Main Dashboard screen!  
 Here you can wander through the site to check out all sorts of information about our Chorus, Music, Rehearsals etc.

This guide is going to show you how to access:

- This week's mini minder
- Mini minders from past weeks
- Mark your attendance intentions
- Find your music files and status
- Grab a membership list
- See some pictures from our gallery
- Find and create an message to our Members
- And other fun stuff

Don't worry – you cannot break the site.....

So click away on different things and see what you can find

# This week's Mini Minder:

Search the menu

groupanizer

Thames Valley Show Chorus ~ rep...

- Main Dashboard
- My Music
- My Events
- My Tasks
- My Invoices
- Shared group area >
- Public site area >

choirgenius powered by Groupanizer Like us on Facebook

Thames Valley Show Chorus ~ representing the London Chapter of Sweet Adelines

Home > Main Dashboard

## Main Dashboard

### Upcoming events

Oct 17 2016 - 6:00pm	International Competition
Oct 26 2016 - 7:00pm	Regular Rehearsal
Nov 2 2016 - 7:00pm	Regular Rehearsal
Nov 9 2016 - 7:00pm	Regular Rehearsal
Nov 16 2016 - 7:00pm	Regular Rehearsal
Nov 23 2016 - 7:00pm	Regular Rehearsal
Nov 29 2016 - 6:30pm	Board Meeting
Nov 30 2016 - 7:00pm	Regular Rehearsal
Dec 3 2016 - 2:00pm	Christmas Tea
Dec 7 2016 - 7:00pm	Regular Rehearsal

### Month block

October

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

### Upcoming birthdays

Joyce Walter	Oct 20
Lurith Dickerson	Oct 24

Click on the date in the Upcoming events window  
And you'll get this:

Regular Rehearsal - 2016-Oct-26

View Edit Attendance Program Music Learning

Event date: Repeats every week every Wednesday until Wed Apr 26 2017 except Wed Dec 28 2016.  
Oct 26 2016 - 7:00pm

Event type: Rehearsal  
Public event: No  
Featured Event: No

#### Members only fields

These fields are only displayed to members, while inside the site.

**Private Notes:**

**This week in London Chorus:**

Wed Oct 26 7pm Regular Rehearsal

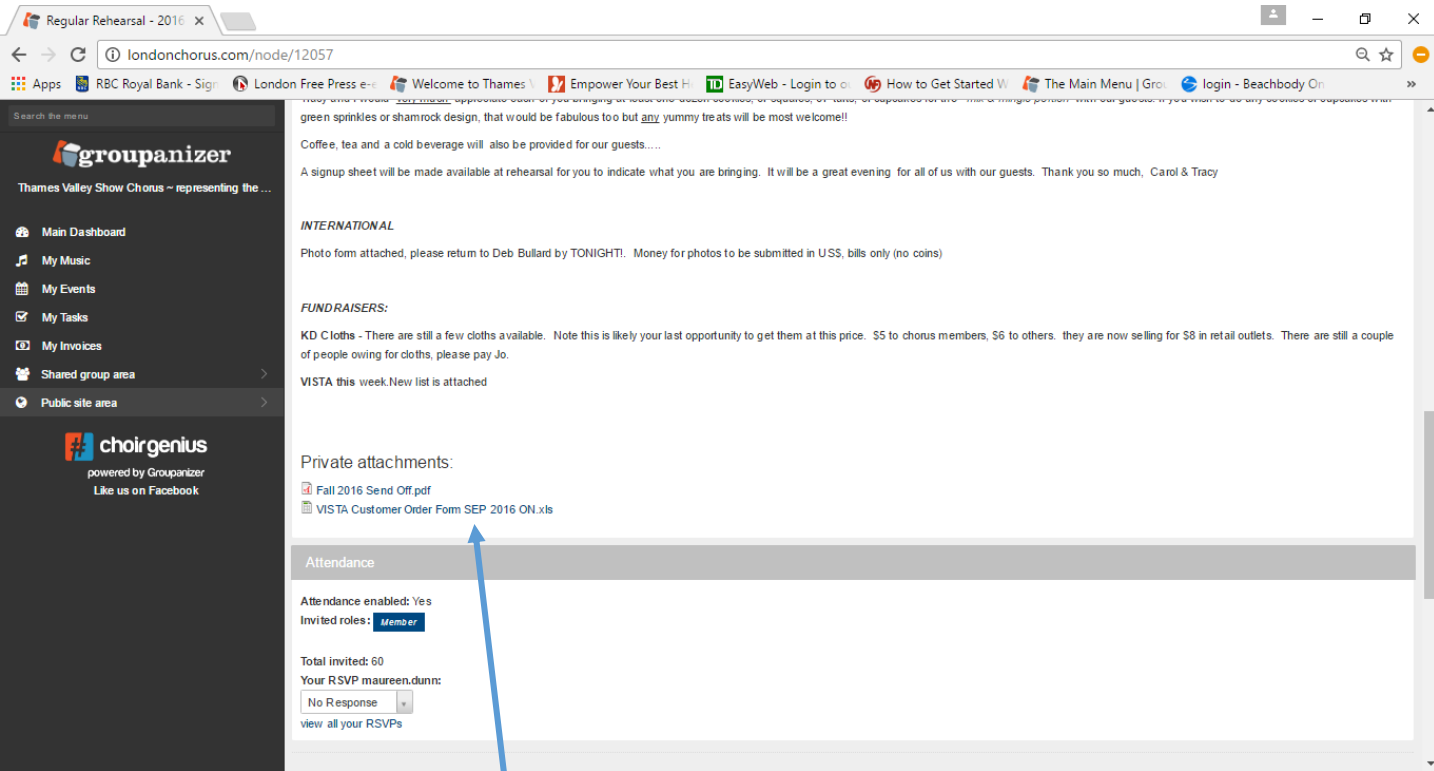
Welcome Back!

**Upcoming Performances:**

Performance at Banting SS: Friday November 4th - Irish package

Reminder: Please have all items for the Mini Minder submitted to [LondonChorusSA@gmail.com](mailto:LondonChorusSA@gmail.com) by 6:30pm on Sunday

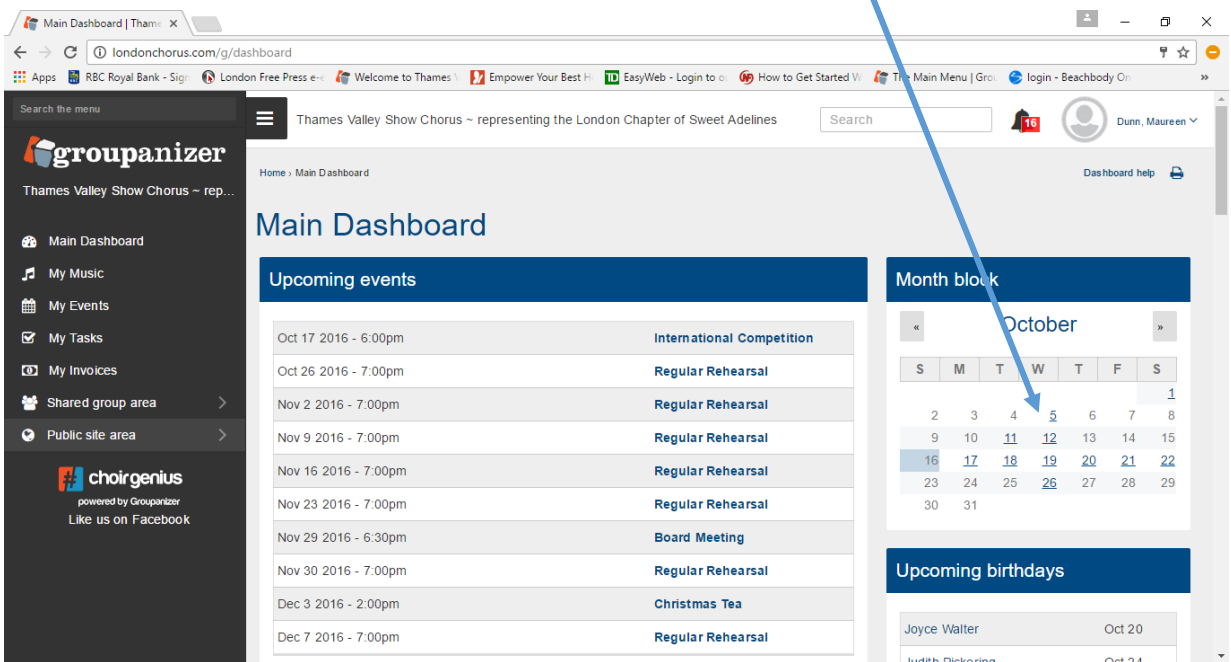
# Attachments in the Mini Minder Are found at the bottom of the note



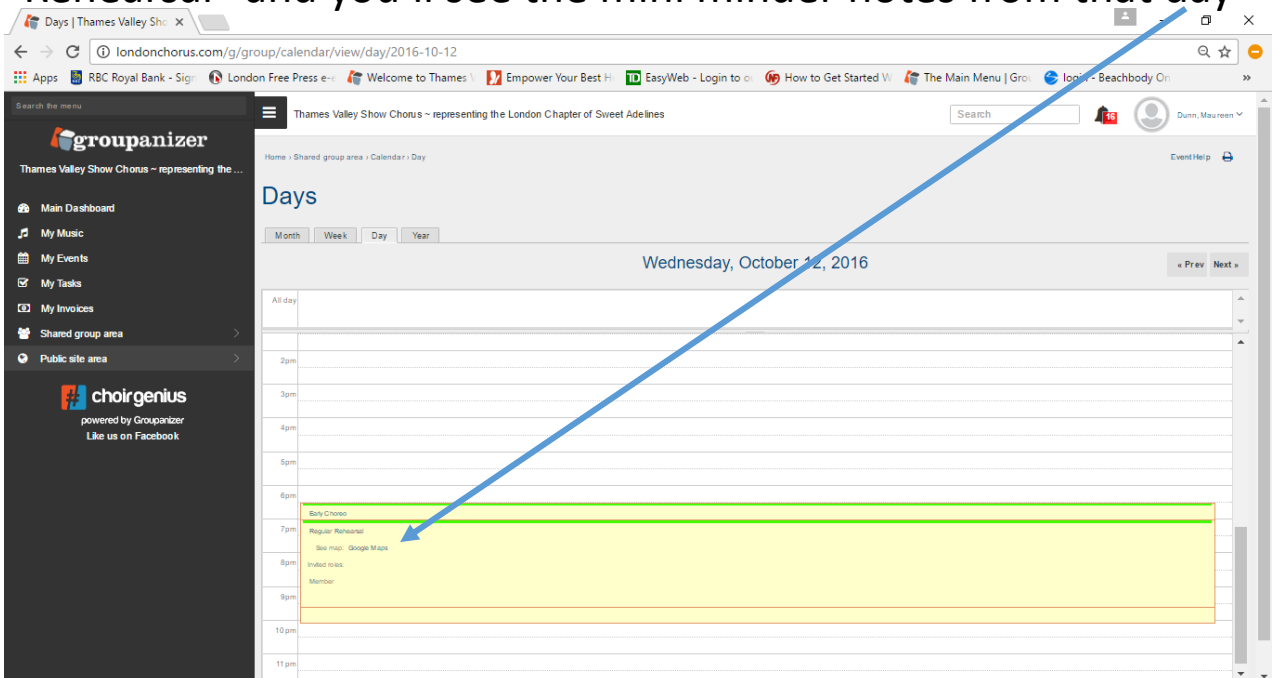
The screenshot shows a web browser window with the address bar displaying "londonchorus.com/node/12057". The page content includes a sidebar on the left with navigation options like "Main Dashboard", "My Music", "My Events", "My Tasks", "My Invoices", "Shared group area", and "Public site area". The main content area features a "Private attachments:" section with two items: "Fall 2016 Send Off.pdf" and "VISTA Customer Order Form SEP 2016 ON.xls". A blue arrow points from the text below to the "VISTA Customer Order Form SEP 2016 ON.xls" attachment. Below the attachments is an "Attendance" section with details such as "Attendance enabled: Yes", "Invited roles: Member", "Total invited: 60", and "Your RSVP maureen.dunn: No Response".

Click on the document you want to see – depending upon the operating system you are using you may need to right or left click. You may need to save it or it may download automatically.

Mini minders from past weeks are found through the calendar on your Main Dashboard.  
Click on the date that you are interested in



A listing of events will come up for that date. Click on "Regular Rehearsal" and you'll see the mini minder notes from that day



Sometimes important messages are posted on the Main Dashboard under "Latest Member Blogs". Don't forget to read through those.

The screenshot shows the Main Dashboard for the London Chorus. A blue arrow points from the top text to the "Latest Member Blogs" section.


**Calendar:**

Nov 16 2016 - 7:00pm	Regular Rehearsal
Nov 23 2016 - 7:00pm	Regular Rehearsal
Nov 29 2016 - 6:30pm	Board Meeting
Nov 30 2016 - 7:00pm	Regular Rehearsal
Dec 3 2016 - 2:00pm	Christmas Tea
Dec 7 2016 - 7:00pm	Regular Rehearsal

[more events](#)

**Latest Member Blogs**

**International Competition Information**



 Submitted by Cathy Maxwell on September 27, 2016 - 9:17pm

**Member**


Attachments include things you'll need for International Competition - our Chorus booklet is attached.

Make Up Manual

Attachments:

-  makeup manual.doc
-  Intemation Booklet.pdf

**Rules at Riverside United Church**



**Upcoming birthdays**

Joyce Walter	Oct 20
Judith Pickering	Oct 24
Agnes Male	Nov 20
Marsha J Smith	Nov 22
Tammy-Lyn Yungblut	Dec 01

**My attendance**

maureen.dunn, here is your status on the next few events. Also please respond to 2 future invitations!

Date	Event	Response
2016-Oct-26	Regular Rehearsal	No Response
2017-Feb-05	Coaching with Ein Howden	Will Attend

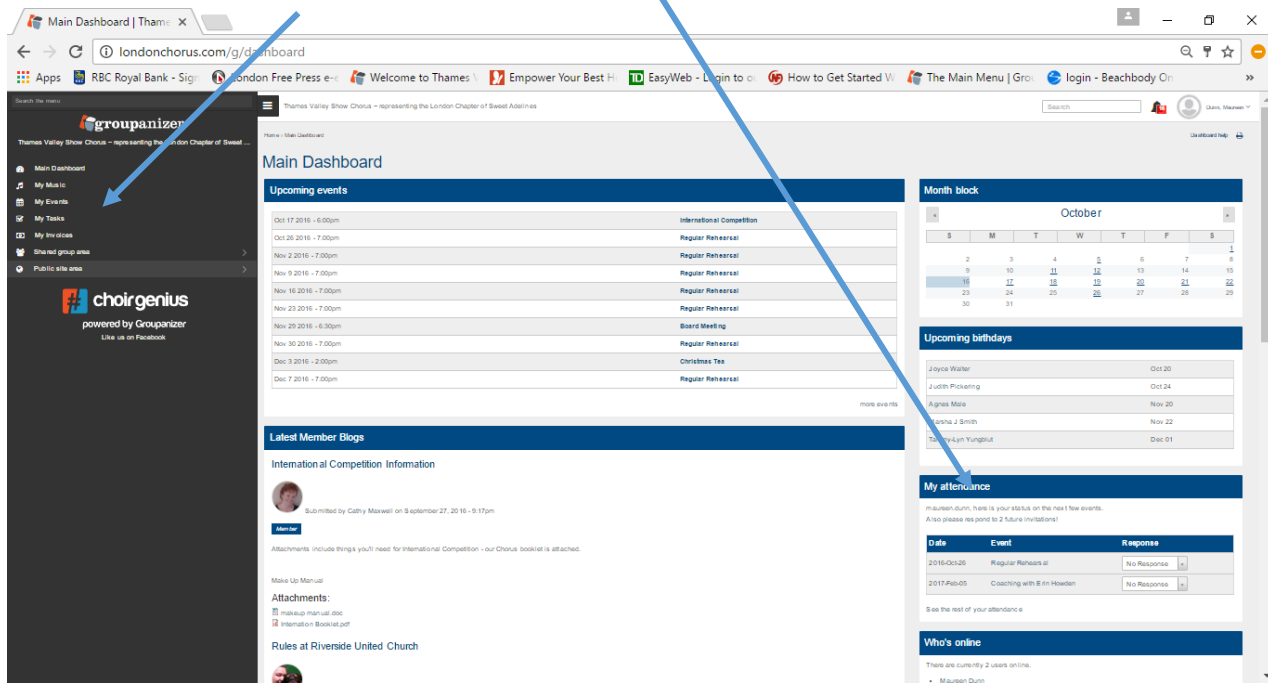
[See the rest of your attendance](#)

**Who's online**

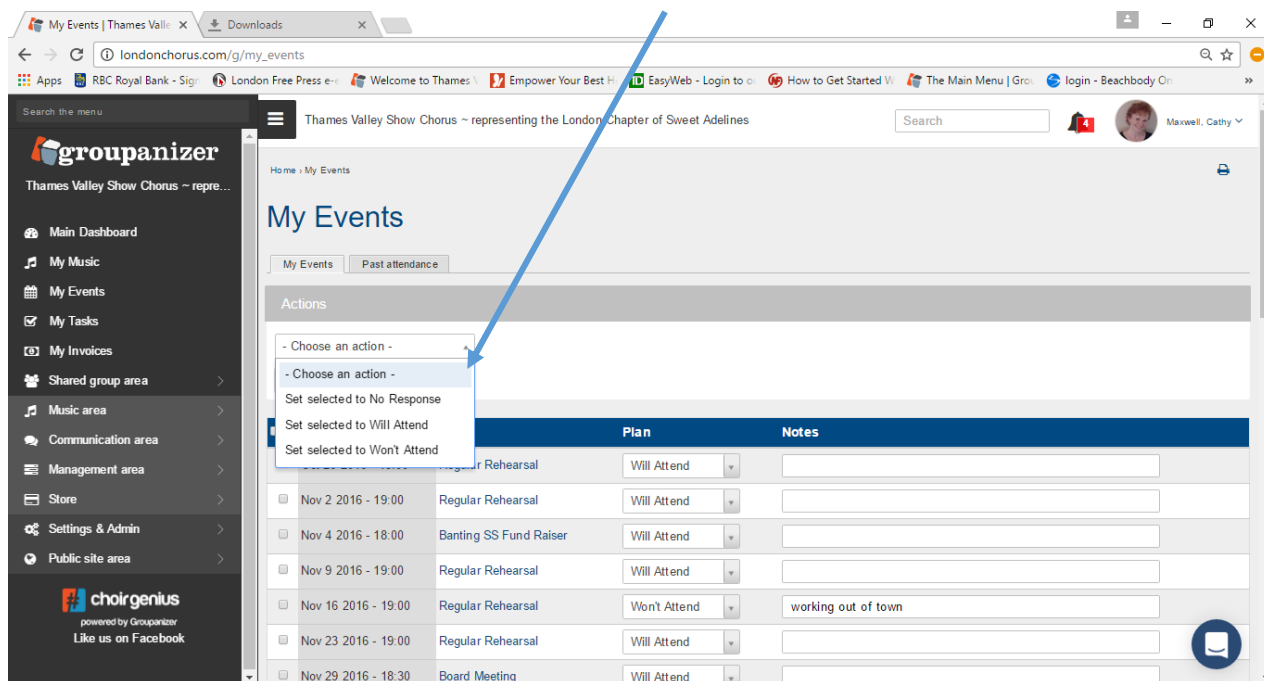
There is currently 1 user online

There are 2 ways to indicate your attendance intentions.

- Right on the Main Dashboard
- Or via My Events



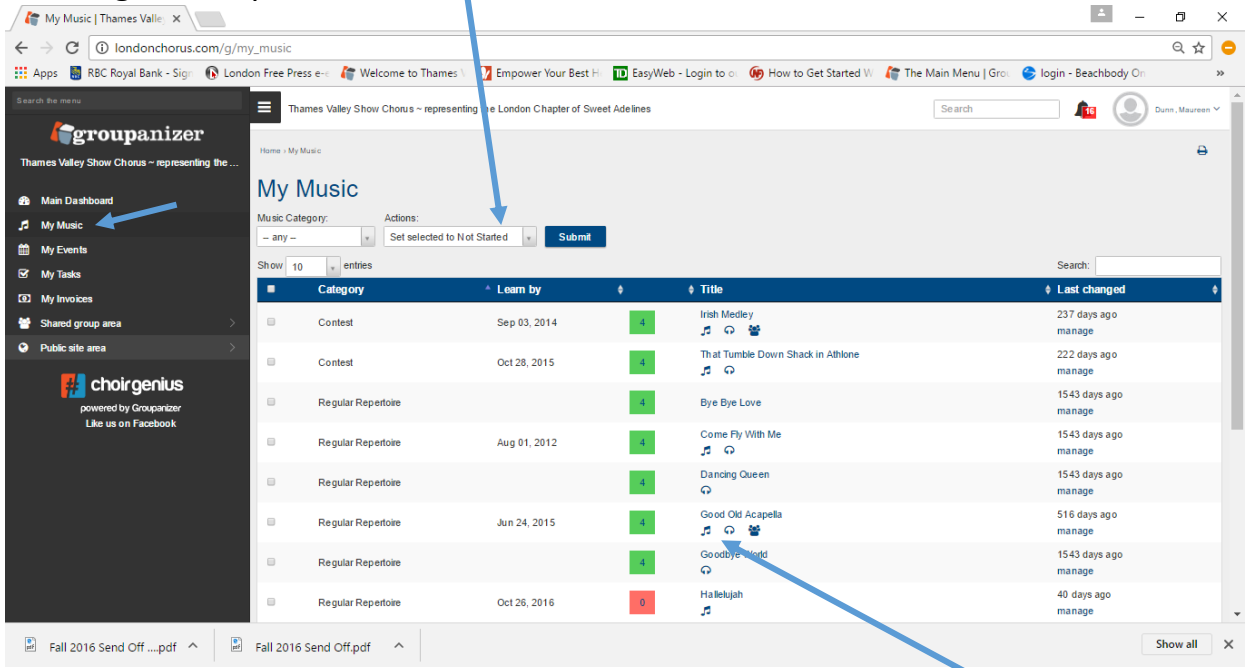
Simply choose “Will Attend” or “Won’t Attend” from the drop down. If you choose “Won’t Attend” you have an opportunity to write in a note about why. This helps Julia and your Section Leader know what is happening.



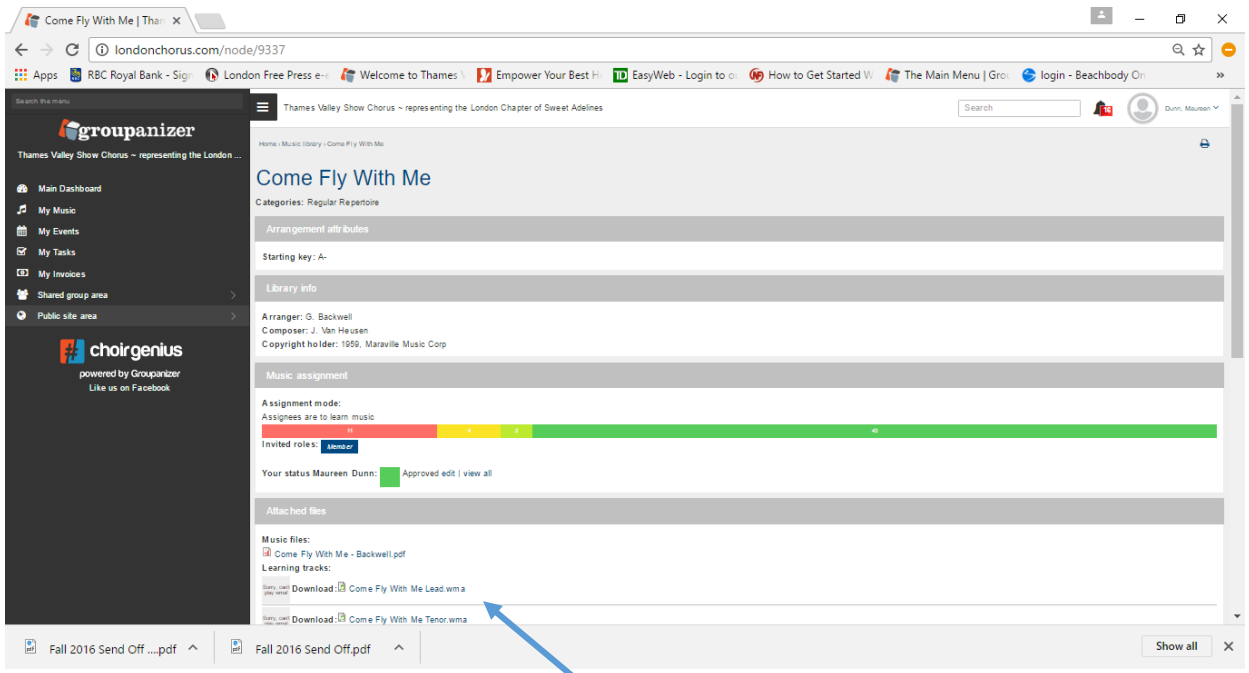
Fyi – this is how the Step Sisters input their steps each week – on the My Events page

Your music status and files are found from the “My Music” choice on the Main Dashboard

You can change your status to tell your Section Leader you are Learning or Ready to be Tested using the drop down menu



If the Music has learning tapes and sheet music there will be a symbol to click on



Any downloadable files will appear here



Finding a Membership list or contact information for people in your Section... It all starts with the “Shared Group Area” on the Main Dashboard.

Then choose “Members”

The screenshot shows the 'Main Dashboard' for the 'Thames Valley Show Chorus'. The left sidebar contains a 'Search the menu' box and a list of navigation options: Main Dashboard, My Music, My Events, My Tasks, My Invoices, Shared group area, and Public site area. Below this is the 'choirgenius' logo and a Facebook link. The main content area shows the 'Shared group area' with a search bar and a list of 'Upcoming events' for October 2016, including International Competition, Regular Rehearsals, and a Board Meeting. A 'Month block' for October is also visible on the right. A blue arrow points from the text 'Then choose “Members”' to the 'Members' link in the navigation menu.

You can see the list of our members in “Card” or “Roster” format

The screenshot shows the 'Members' page for the 'Thames Valley Show Chorus'. The page title is 'Members' and it includes a search bar and a 'View' dropdown menu. The 'View' dropdown is open, showing options for 'Cards', 'Roster', and 'Activity'. A blue arrow points to the 'View' dropdown. Below the dropdown is a grid of member cards, each showing a profile picture, name, role, and voice part. A second blue arrow points to the 'Roster' option in the dropdown menu. Below the grid is a table with columns for Name, Login, Email, Phone Numbers, Address, and Spouse/Partner.

Name	Login	Email	Phone Numbers	Address	Spouse/Partner
Beadle, Julia	julia.beadle	jbeadlemaria@gmail.com	H 516-857-2227	603 Riverside Dr London, ON N6H 4N3	Greg Backwell
Black, Anta	anta.black	anta.black@mbu.on.ca	H 516-957-3685 W 516-955-3117	722 Wonderland Rd S London, ON N6K1L8	
Boothe, Barbara	barbara.boothe	mailomara@hotmail.com	H 516-857-2892 W - M same	550 Grandview Ave London, ON N6K 3G5	
Bowman, Heidi	heidi.bowman	hbowman@santelecom.net	H 516-429-1831 M 516-428-9791	402 West Street Simcoe N3Y 1T9	Philip Oct-25
Brislin, Carol	carol.brislin	carolbrislin@gmail.com	H 516-297-2011	245 Rivers Blvd Everset, ON N0M 1S1	
Bryant, Colores	colores.bryant	coloresbryant@gmail.com	H 516-472-2571 M 516-472-2571	800 Kingsway Ave London, ON N5A 3A1	Glen Jan-27
Bullard, Debbie	debbie.bullard	bullard.family@sympatico.ca	M 516-794-9494	40 Thornhill Cres Chatham, ON N7L 4M3	Henry Sep-29
Buttner, Jackie			H 516-874-0855	19123 Hill Rd	

Other information you can find in the “Shared Group Area” are:

Email Discussion boards – communicate with the rest of your Chorus members (like a Group Chat)

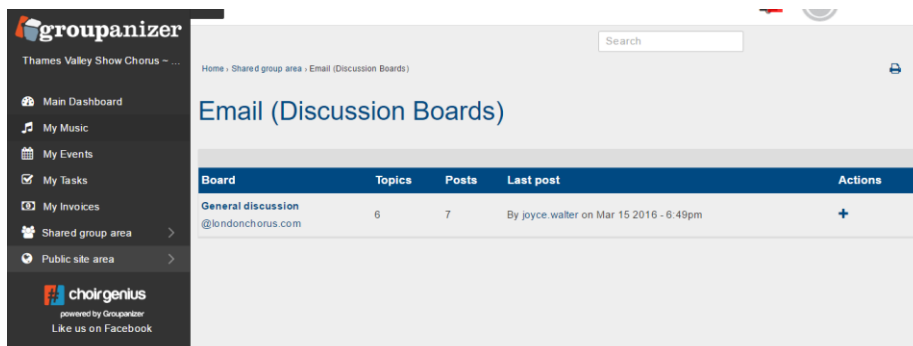
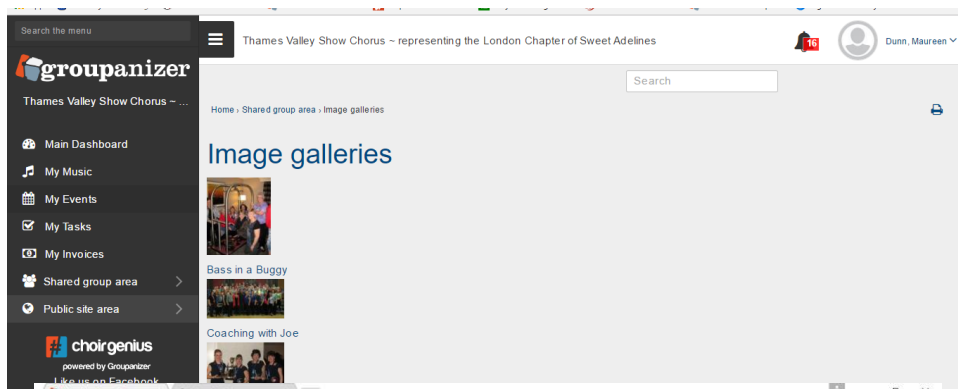
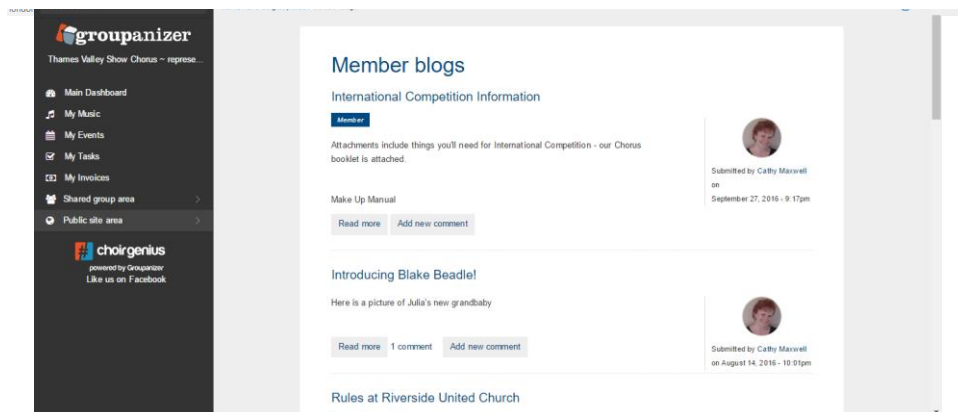


Image Galleries – pictures from events within our Chorus. We promise to post more items here if people start looking!



Member Blogs – you see these on the Main Dashboard too



**GO ON, GIVE IT A TRY!**

Groupanizer has been set up to enhance our communication within the Chorus. **Communication is essential and it takes all of us.**