

USER'S GUIDE TO THE NEW WEBSITE

www.grcsings.com

These are the pages that are open to the public. Anyone can view these pages. Most of these pages are geared to the prospective member. To view Members Only pages you must create your own account. An email will be sent to the webmaster and it is approved based on you being a current member of this chorus. Please make your user name and password something that you will remember. Please make sure you write it down in a safe place. We hope you enjoy our new website.

Every member will be required to create a unique login to access the "Members Only" section of the website. You may just want to enjoy the public pages, but there is much to see in Members Only. When you do create your member account an email will be generated and sent for approval. It is not instantaneous. The Members Only area is only for Greater Richmond members.

All our repertoire sheet music and audio learning tracks are in the Members Only section among other things.

To Create An Account.

1. Near the bottom of the left "Side Bar" under the calendar is the Member Login space. Click on "Create An Account." Members must click on that link to register for an account. The registration page asks you to create a username and password. Type in the verification code and click Register. You must write down your Username and Password. You will need to enter it each time you want to access the Members Only section.
2. If the registration page does nothing when you submit your information, the system probably requires a stronger password. Please start over and enter a new password of at least 8 characters in length, containing a couple of numbers.
3. If you do forget your password, below the "Members Login" form you will find a link entitled "Forgot your password?" Click on this link and follow the steps to reset your password.
4. You can change your password and email address on the "My Account" or "My Profile" page found in the Members Only Section.

ALL ABOUT THE PUBLIC PAGES

Home Page- Here you will find the place to set up your account so that you have access to the Members Only section. You will find this process very easy. Please note your request will be sent to the webmaster for approval. Check out the link at the bottom for the photo gallery. If you have pictures you would like added, please send them to the webmaster. Check out the **Sidebar**-fun stuff!

About Us- Here you will find many fun pages. **Tab 1- Overview** - A brief overview of Greater Richmond Chorus. **Tab 2 – Our Director** - brief information about Erin, our director **Tab 3- Our Leadership** - Here you will find a list of our leaders, both administratively and musically. **Tab 4 – What Is Barbershop** – This info comes from our SAI organization, and is for the uninformed public.

Media – Tab 1. – Press Kit – This is pretty self explanatory. **Tab 2. – In The News** – Listed here are local radio and TV stations that have featured Greater Richmond along with links to articles from the print media.

Join – These pages are geared for the prospective member. **Tab 1 – Be Our Guest** – Invite to come see what we are all about along with a Contact Form to send questions to our Membership Chair. **Tab 2 - Come Join Us** – More information about our chorus and visiting a rehearsal. **Tab 3 and 3A – Got Questions?** A number of frequently asked questions about GRC membership **Tab 4 – What They Are Saying** –Quotes from visitors and members **Tab 5 - Get Started** – Tells you what to do next if you want to visit with us. **Tab 6 – Video** – A video from SAI giving an overview of our organization.

Book Us – Tab 1 - Information about the various occasions we can perform for. **Tab 2 – Performance Packages** – Information about the many ways GRC can tailor our performances. **Tab 3 – About Our Show**- information about our annual show.

Look and Listen – **Tab 1** – Photo Gallery – A photo slide show of selected chorus photos . **Tab 1A –2011 Show** – A few photos from our 2011 show. **Tab 2 – Audio** – Short clips from our contest package.

Quartets – Links to our quartets. They each have their own page.

Events – **Tab 1 - Calendar of Events** - A list of regional and international events. **Tab 2 – Chorus Calendar** – Rehearsal and performance dates. **Tab 3 - Birthday Grams** – Information about our Phone-A-Gram program **Tab 4 – Singing Telegrams** – Information about our Singing Valentine Program. Includes links to Mother’s Day Serenades and Birthday Phone –a-Grams. **Tab 5– Mom’s Serenades** – Information about our Mother’s Day Serenades. **Tab 6 – Competition** – Information about competition both regional and international with a link to information about international competition in Houston.

Support – Information for those who may contribute monetarily to our support. **Tab 1 – SAI Chocolates** – Information about our SAI Chocolates fund raiser with a link to an order form. **Tab 2 – Become a Sponsor** – Information about making monetary contributions to support us and the benefits of doing so, including the different levels of contributions. **Tab 3 – Circle of Sponsors** – list of those who have made contributions to GRC. **Tab 3A** – List of those taking full page ads in our show program. **Tab 4** – Information about volunteering to help GRC and list of volunteer areas **Tab 5 – Other Ways To Support** – Another link to our Singing Telegrams page

Extras – **Tab 1 – Join Our Fan Club** – Information and for to subscribe to Fan Mail. **Tab 2 – Photos** – Miscellaneous photos. **Tab 3 – Music** - Directions to the page containing music download information. **Tab 4– Links** - The page contains names and links a few other choruses and all SAI regional. It also has a link to the Sweet Adelines International web site and information about the Pitch Pipe Magazine. **Tab 5 – Site Users Guide** - A guide to help you navigate our web site. **Tab 6** - Information on current happenings in the barbershop world.

Contact Us – Self explanatory

MEMBES ONLY SECTION

Once you Create An Account for access to the Members Only section of our web site, you will find the following information:

Members Home- This page is a short cut to some of the pages you will use the most. Music Download instructions is also on this page. There is another navigation bar at the top of the page.

Administration – Written links to the Tabs under Administration. **Tab 1 – Money Matters** – All things pertaining to finances. **Tab 2 Management Team** – Information from the Management Team - Director Contract – Email address contacts. **Tab 2A – Komments From Kathy** – Information from our team coordinator. **Tab 3 – Music Team Info** – Structure, Attendance Policy, Learning Timeline, Self-Evaluation Form, Tape Listeners List **Tab 4 – Bylaw and Standing Rules** – Self-Explanatory **Tab 5 – Chorus Info** – Roster, Personal Care List. **Tab 5A – Choreo** – Written choreography moves and links to choreography videos.

News – List of coming events **Tab 1 – Member News** - Any interesting information or happenings about any of our past or current chorus members may be posted here. **Tab 2 – Coaching** – Name of coach and date of coaching sessions. Also notes from coaching sessions, if any. **Tab 3 – GRC Rocks** – This periodic newsletter will be posted her. **Tab 4 – Upcoming Events** – Date and type of coming events. **Tab 4A – 2012 Show** – Information about our annual show. **Tab 5, 5A and 5B** – General contest information, Regional Competition information and International Competition information.

Music **Tab 1- Word Sheets** – Not being used yet. **Tab 2 - Sheet Music** – Hard copies of some of our repertoire songs will be here. **Tab 3, 3A, 3B, and 3C.**- Learning tracks for some in our repertoire list to include contest, Show, and Holiday songs..

Community- Our governing body structure. **Tab 2 – Master Calendar** – Dates and explanation of events for all GRC members. **Tab 3 – Management Team and Chairs.** – Self-Explanatory **Tab 3 – Show Photos** – Link to 2011 show photos in Smile Box. **Tab 4 - Members Directory-** When you click on this page you will see members separated by singing part. You will see their name, home phone, city they live in, and email. If you want complete directory information, please click on their name and you will see everything they chose to list in the directory. **Tab 5 - My Profile** – Your personal information. You can make any changes to phone, address, email, etc. here. **Tab 6 - Shout Outs** - Please check each of them out. If you have a short message you want to share about your region/chorus/quartet or someone special....the shout outs are for you. **Tab 7 Discussions Groups** – A place for users to interact. A wide variety of topics are covered. **Tab 8 - Blogs** – The director, music team, board, or anyone else can keep members in the loop with flexible and nice-looking blogs.

Resources- This tab has a variety of resources that members will find handy. **Tab 1 - Documents** – Schedules, flyers, and other important documents are available for download here **Tab 2 - Email** – You can set up email forwarding so that you can forward email to a personal address, may be of interest to quartets **Tab 3 – Judging Categories** – Nothing is on this page yet. **Tab 4 – Map and Directions** – Performance sheets and directions to various performance locations will be posted here. **Tab 5 – New Members** – Information about our newest members. **Tab 5A – Rookies** – Information specific to our rookie members.

Help – **Tab 1 - Overview** – Brief explanation about the members only section **Tab 2 - Contact** – email link to the web administrator **Tab 3 - Shout Outs-** Shout Outs explanation and how to use it. **Tab 4 – Discussion Groups** – explanation about discussion groups and how to use them.