How to Upload Your Tracks to Groupanizer

Click 'My Music' on the sidebar. Find the name of the track you are submitting. Click 'Manage' on the right hand side of the track

	* Type here to search this menu *	White Sails A Cappella Chorus	Search for content 👔 🕼 Garvey, Judy 🛩
	#	Home • My Music My Music	Help options
	White Sails A Cappella Chorus	▼ Filters Ξ Actions Select all Deselect all	Search:
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On the next screen, upload your file by clicking 'Choose File'.

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	White Salis A Cappella Chor	us	Change the state to Learning - Notes and Words					
÷	Add content	>						
42	Main Dashboard		This record will be assigned to a random person with the Music Learning Admin role, in your voice part. The checker will be notified when this record is set to Self Evaluated. Send notifications about this change User will be notified if someone else changes this record. Checkers will be notified if this record is set to Self Evaluated.					
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In the window that opens, find the file that is saved on your computer and click open.

* Type here to search this menu *		Can't Take My Eyes Off Of 🗘	Q Search	
White Salis A Cappella Chorus	Chr Pavorites Dropbox (Personal) Lt Dopbox (Personal) Downloads 1 judy Documents Creative Cloud Files	Name Can't Take My Eyes Off Of You - Br.mp3 Can't Take My Eyes Off Of You - 4 part.mp3 Can't Take My Eyes Off Of You.pdf	Date Modified Siz Mar 12, 2019 at 12:41 PM Mar 12, 2019 at 12:41 PM Mar 12, 2019 at 12:40 PM	в 5.7 МЕ 5.2 МЕ 1.3 МЕ
Add content Main Dashboard My Music My Events Wy Tasks	iCloud Thit ☐ iCloud Drive 2 Locations Ut ☐ Judy's MacBook Pro SeagateSlimDri ≜			ed when this record is set to Self Evaluated.
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➡ More > ✓ Music area ♣ ♠ Communication area > ➡ Management area ♣ ● Public site area > ➡ Store > OS Settings & Admin >	Add a new file Chose File No file chosen Files must be less than 80 MB. Allowed file types: mp3 mp4 m4a v	Upload Submit		
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Click Upload to add it to Groupanizer:

Add a new file		1
Choose File Can't Take MyYou - Br.mp3	Upload	Submit
Files must be less than 80 MB. Allowed file types: mp3 mp4 m4a wav ogg aac webr	n flac wma aiff an	nr 3gp.

Then, click Submit to save it and share it with your Section Leader.

	Show row weigh
File information	Operations
+ 🗇 Can't Take My Eyes Off Of You - Br.mp3 (5.47 MB)	Submit Remove
Add a new file Choose File No file chosen Upload Files must be less than 80 MB. Allowed file types: mp3 mp4 m4a wav ogg aac webm flac wma aiff amr 3gp.	

Pro tip: Add the date of your track to the file name before submitting to make your Section Leader's life easier!

Your track will now be listed under 'Recordings' and is ready for review. If you change your mind or upload the wrong file, just click 'Remove'

Oct 3 2018 - 3:54pm Jud ecordings: Can't Take My Eyes Off Of You - Br.mp3 * OCCO OCCO pur browser can play: mp3, mpeg, opus, ogg, oga, w	r Garvey Learning - No Click on a file p	ay button to select a	Remove Remove
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Recordings			
Add a new file			
Choose File No file chosen	Upload		

Then scroll up to the Update status section and change your status to 'Self Evaluated'. Add any comments if necessary (ex. if there are spots you know aren't perfect, or have a question about something), and then click save!

Learning status information	
Music: Bridge Over Troubled Water	
Person: Judy Garvey	
Part on this song: Bari edit	
Status: Learning - Notes and Words	
Update status	
Self Evaluated Comment	
	1
This record will be assigned to a random person with the Music Learning Admin role, in your voice part. The checker will be notified when this record is set to Self Evaluated.	
Send notifications about this change	
Save	

Your Section Leader receives an email telling them you have uploaded a new track and that your status has changed. They will then review your track, add comments and change your status to 'Section Leader Evaluated' (still needs some work), or Pass – Notes & Words (good to go!)

If you have been asked to upload a new track, don't worry, just follow the same process. You don't need to delete the older versions of your tracks – sometimes they are good reference points! When you upload a new track, make sure to set your state back to 'Self Evaluated' that will help your Section Leader know that they have something new to evaluate.