

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

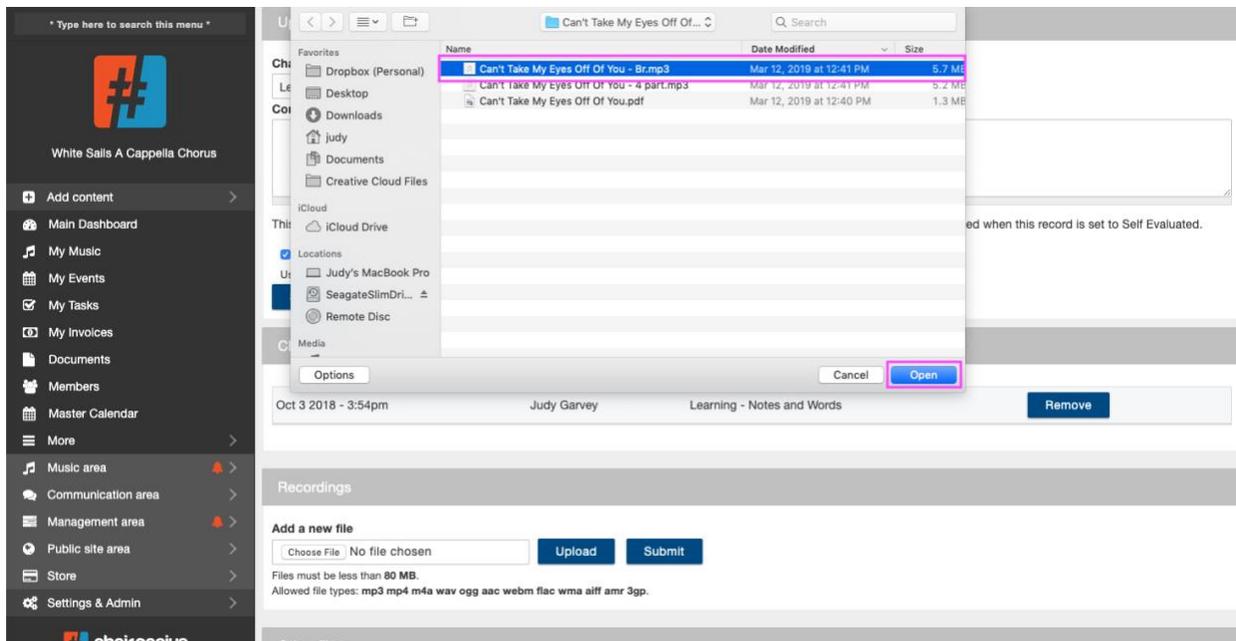
The screenshot shows the Groupanizer interface for 'White Sails A Cappella Chorus'. The sidebar on the left contains a search bar and a list of navigation items, with 'My Music' highlighted in pink. The main content area is titled 'My Music' and features a table of tracks. The table has columns for 'Learn by', 'Status', 'Title', and 'Last changed'. The track 'Bridge Over Troubled Water' is highlighted, and its 'manage' link is circled in pink. Below the table, it says 'Showing 1 to 7 of 49 entries' and 'Click a row to select it'.

Learn by	Status	Title	Last changed
		Tags	5 months ago manage
Current Repertoire			
	1	Bridge Over Troubled Water	6 months ago manage
Apr 09, 2019	3	Can't Take My Eyes Off Of You - Wright	2 weeks ago manage
Aug 22, 2017	5	Don't Stop	6 months ago manage
	5	Each Time I Fall In Love	6 months ago manage
	0	Happy Birthday	1 year ago

On the next screen, upload your file by clicking 'Choose File'.

The screenshot shows the 'Update status' page in Groupanizer. The sidebar on the left is the same as in the previous screenshot. The main content area has a 'Change the state to' dropdown menu set to 'Learning - Notes and Words'. Below this is a 'Comment' text area and a 'Save' button. A 'Change log' section shows a log entry for 'Oct 3 2018 - 3:54pm' by 'Judy Garvey' for 'Learning - Notes and Words' with a 'Remove' button. At the bottom, the 'Add a new file' section has a 'Choose File' button highlighted in pink, followed by 'Upload' and 'Submit' buttons. Below the buttons, it says 'Files must be less than 80 MB.' and 'Allowed file types: mp3 mp4 m4a wav ogg aac webm flac wma aiff amr 3gp.'

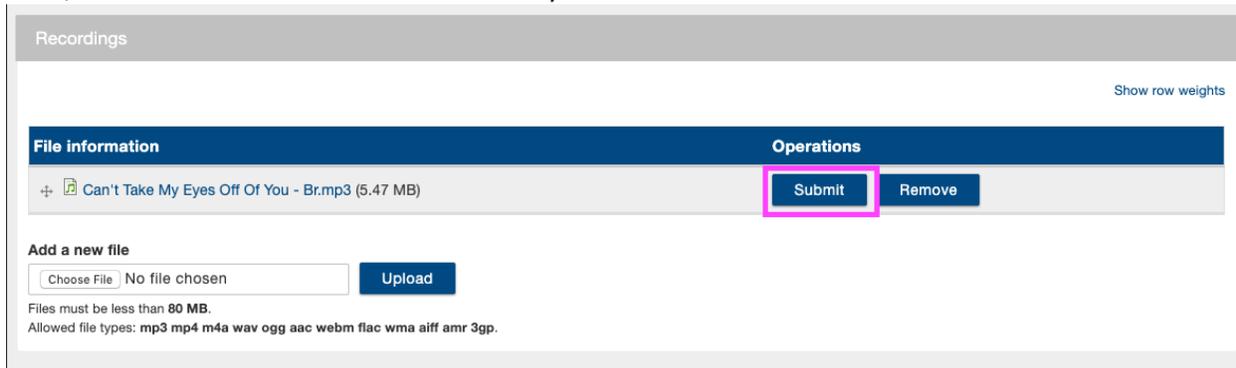
In the window that opens, find the file that is saved on your computer and click open.



Click Upload to add it to Groupanizer:



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



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'

Change log

Oct 3 2018 - 3:54pm	Judy Garvey	Learning - Notes and Words	Remove
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Recordings:

 Can't Take My Eyes Off Of You - Br.mp3 [Remove](#)

0:00 Click on a file play button to select a file 0:00

Your browser can play: mp3, mpeg, opus, ogg, oga, wav, aac, m4a, mp4, weba, webm, flac

Recordings

Add a new file

No file chosen

Files must be less than **80 MB**.
 Allowed file types: mp3 mp4 m4a wav ogg aac webm flac wma aiff amr 3gp.

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

Change the state to:

Comment

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.

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.