

Singers In Accord: technology for chorus members

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1. Quick-Start How-To Guide

1.1. **Google Group:** to send a message to all SIA members, either send email to singersinaccord@googlegroups.com, or post a message on <http://groups.google.com/group/singersinaccord> . We should never send emails to long lists of addresses anymore, just to the group. For communication among smaller teams, we hope to get similar systems in place but that isn't ready yet.

1.2. **Calendar:** all rehearsals, concerts, & meetings are published in the SIA calendar. It can be viewed by logged-in chorus members on our site, by clicking on "Members' Calendar" in the left-hand menu. It can also be subscribed to as a calendar if you already use Google Calendar. I'd encourage us to keep admin stuff & music stuff all in the same calendar, but if people don't like this we can separate them.

1.3. **Group Roster:** after logging in to the site, click on "Group Roster" in the left-hand menu.

1.4. **To-do lists:** I installed "TaskFreak" (an online multi-person todo-list tool) on our site, but it's not ready for people to use yet because it doesn't integrate with our site accounts. Will continue working on this.

2. Web Site

2.1. **Design:** The web site, <http://singersinaccord.org>, is currently extant but not pretty. We need to get our logo design finalized, then have someone (internal or external) design some "skin" for the current site.

2.2. **Content:** I've made some rudimentary stabs at putting public-facing content on the site (e.g. stuff from Mike's prospectus, announcements), but there's not much there.

3. Record-Keeping & Data Management

3.1. **CRM:** going well. This contains our database of all members, donors, collaborators, hired musicians, etc.

3.2. **Music library:** once the current assessment/revamp of the library catalog is complete, we'll keep this as a spreadsheet on the site.

3.3. **File manager:** I installed "Web File Manager" on our site, which people can use for posting meeting notes, etc.

4. Challenges

4.1. **Proliferation of accounts:** members shouldn't need separate logins for all our stuff. Currently we have separate accounts for the web site, Google Groups, the CRM, task list, and so on. I'll be working on consolidating all of this over time.

4.2. **Email:** unfortunately, Comcast & AOL block emails sent from our hosting provider. This doesn't affect Google Groups but it does affect any emails sent from our site (e.g. the "welcome" email you should have gotten when I created your account), so we'll have to figure this out.