

# North Andover Music Association (NAMA) and NAHS Music Dept: Methods of Communication, Fall 2017

Questions? Email us at [northandovermusicassociation@gmail.com](mailto:northandovermusicassociation@gmail.com)

## **PRIMARY METHODS OF COMMUNICATION:**

### **Remind** App - \*NEW for FALL 2017!

*What is it for?*

- Time-sensitive communications from NAHS Teachers: Justin Smalley and Sara Durkin
- Updates from Teachers will automatically be sent to your smart device once you sign up

*Do I need this?*

- **YES!** This is how students and families will receive important **REAL-TIME** details about schedules, schedule changes (which sometimes occur at the last-minute), attendance and performance dress requirements, etc.

*How do I get it?*

- **Band** link: <https://www.remind.com/join/d6844f>
- **Concert Choir** link: [https://www.remind.com/join/nahsconc?utm\\_medium=ios](https://www.remind.com/join/nahsconc?utm_medium=ios)
- **Scarlet and Black** link (must sign up for Concert Choir Remind too): <https://www.remind.com/join/scarletblk>

### **Email** via our Email service, Mailchimp

*What is it for?*

- Band and Chorus packets, including links to all forms that must be completed
- Weekly schedule from Teachers (Entitled **Band Week At A Glance** and **Chorus Week At A Glance**)
- Signup requests to volunteer at or donate to Music Department and North Andover Music Association (NAMA) events
- Miscellaneous Music Department and Music Association communications

*Do I need this?*

- **YES!** Some of this information will come via Remind; however, **required forms and other information communicated by the Music Association rather than Teachers will come via NAMA Email**, NOT via Remind

*How do I get it?*

- Once NAMA has your contact information, you will automatically receive NAMA Emails
- Emails will come to you from North Andover Music Association
- CHECK YOUR PROMOTIONS OR SPAM FOLDERS IF YOU BELIEVE YOU AREN'T GETTING NAMA EMAIL!

**SEE NEXT PAGE FOR SECONDARY METHODS OF COMMUNICATION**

## **SECONDARY METHODS OF COMMUNICATION:**

### **Website [www.northandovermusic.org](http://www.northandovermusic.org)**

#### *What is it for?*

- All messages delivered via Remind and Email are posted to Website and archived there
- Paypal online donation option
- Music Department and Music Association Schedule Google Calendar (which can be linked to your personal Google calendar); **NOTE: calendar is updated fairly regularly but may not reflect all changes or additions as they occur.**
- Documents such as registration and order forms, Marching Band music and videos, etc.
- Publicity-related posts
- Information about NAMA such as Board Members and contacts

#### *Do I need this?*

- **SOMETIMES, AS DIRECTED.**
- Students (especially Marching Band) will occasionally be directed by Teachers or NAMA Officers to view certain files that are posted only to the Website, such as sheet music, field drill diagrams, and MP3 videos
- The Website is also helpful as a central location where all information transmitted via Remind and Email can be viewed in one place

#### *How do I get it?*

- Check Website regularly (during Marching Band season - August to November - the Website is updated almost daily for Band students)
- **NOTE:** We have had trouble with email subscriptions to the Website. **Please do not rely on subscribing to the Website for automatic updates, as you may not receive them!** We are working on the problem and will notify people once we are ready to implement a solution. **Meanwhile, Remind and NAMA Email are the methods NAMA and Teachers will use.**

### **Facebook and Twitter at North Andover Music Association**

#### *What is it for?*

- All updates to the Website generate a Facebook post and a Tweet
- Extra sectional practices may be posted to FB by student section leaders
- Publicity-related posts
- Miscellaneous information of interest such as performance photos and videos posted by NAMA members and teachers

#### *Do I need this?*

- **POSSIBLY FOR PARENTS, DEFINITELY FOR STUDENTS!** Student section leaders may use Facebook to communicate with music students about extra sectional practices.
- **Please do not rely exclusively on Facebook or Twitter to stay updated!** Posts are moved down as new ones are entered, and information can be missed.

#### *How do I get it?*

- LIKE our Facebook page and FOLLOW our Twitter to receive notifications

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