

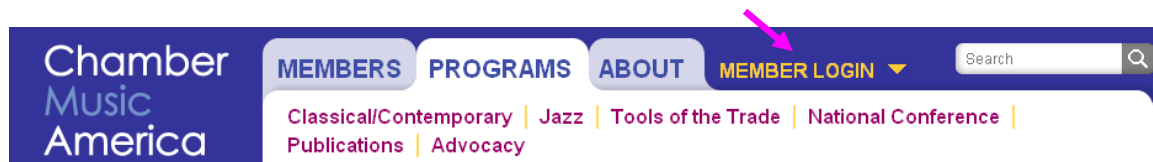
Adding Events to the National Calendar

For best results, we recommend using the **Firefox** or **Google Chrome** browsers.

Note: Only Ensemble, Presenter, Festival, Training Institution, Professional Musician, Composer, and Educator members are permitted to post to the calendar.

1) Login

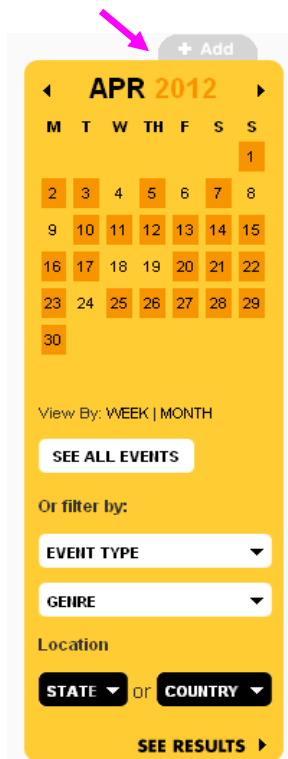
To add an event to the calendar, first go to chamber-music.org and log in by entering your username and password on the navigation dashboard at the bottom of your browser window.



(If you need help logging in, please refer to the [Login Tutorial](#).)

Note: Events posted to the calendar automatically appear on your profile page as well.

2) Using the “Add” Button



Once logged in, you will see an “add” button on the calendar.

Click on the button and the popup dialog box “Event Information” will appear.

Adding Events to the National Calendar

Complete the relevant fields in the “Event Information” box (fields with an asterisk are required).

Please fill in all relevant fields.
Unused fields will not appear on Event Information page.
***FIELDS WITH ASTERISK ARE REQUIRED**

Event Information

Event Title:

Date: *

Presented by:

Event Type: *

Genre: *

Event Contact Name:

Event Contact Email:

Event Description:

POST

If you fill in all the fields, your event will display when site visitors narrow their search for a certain event type, genre, or geographic location.

Adding Events to the National Calendar

a) Entering the Date and Time

Event Information

Event Title:

Date: *

Presented by:

Event Type: *

Genre: *

Event Contact Name:

Event Contact Email:


« Apr 2012 »

MO	TU	WE	TH	FR	SA	SU
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
	30					

Select the date for your event and enter the time your event begins.

b) Adding Pictures

Images

Main Image: 

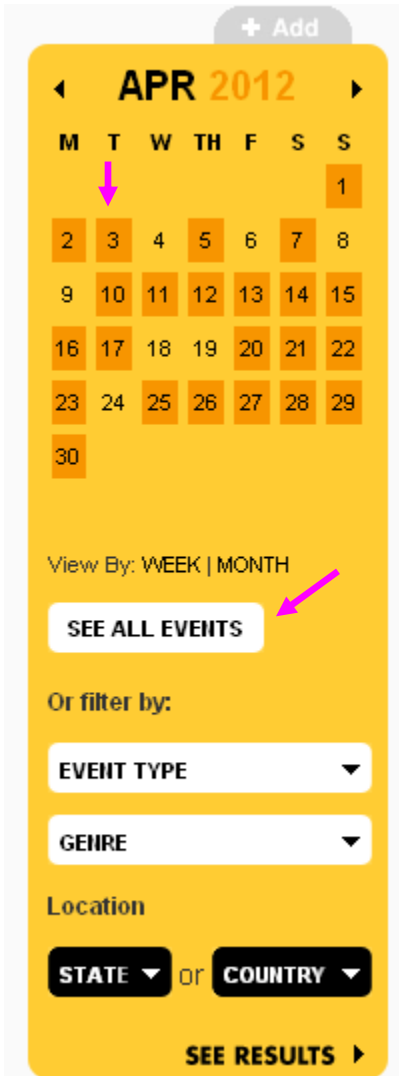
Additional Images:

Maximum file size: 2 MB
Allowed extensions: .png .gif .jpg .jpeg

If you wish, add a primary photo and additional images (maximum file size is 2 MB). To upload your image from your computer, click “Browse.” When you have selected the image you want, click “Upload.” (Once uploaded, images may be changed or deleted by clicking “Remove.”) When you have completed the form, click the “post” button at the bottom of the form.

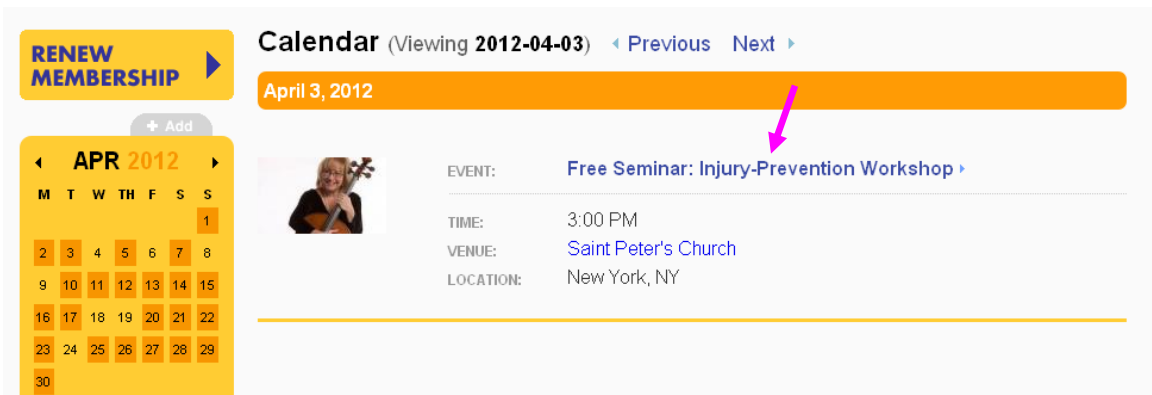
Adding Events to the National Calendar

3) View Your Event



You can find your event on the calendar by selecting the date on which it occurs, or by viewing all of the month's listings by clicking "See All Events."

A click on the date will display the basic information for your event. To see more, click on the event title.



Adding Events to the National Calendar

Each event has its own page on the CMA site. You can share your event URL on your website or social media pages.

In this example, the URL would appear in your browser as

<http://www.chamber-music.org/event/free-seminar-injury-prevention-workshop>

RENEW MEMBERSHIP ▶

➕ Add

◀ **MAR 2012** ▶

M	T	W	TH	F	S	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

View By: WEEK | MONTH

SEE ALL EVENTS

Or filter by:

EVENT TYPE ▼

GENRE ▼

Location

STATE ▼ or COUNTRY ▼

SEE RESULTS ▶


Member Directory

Jazz Grants

Free Seminar: Injury-Prevention Workshop

➕ Add

Tuesday, April 03, 2012



Ticket Information

This event is free and open to the public.
R.S.V.P. required.

TIME	3:00 PM
PRESENTED BY	Chamber Music America
EVENT TYPE	Other Events
GENRE	Cross-Genre
EVENT CONTACT	Susan Dadian
CONTACT EMAIL	sdadian@chamber-music.org
DESCRIPTION	Cellist Janet Horvath, author of <i>Playing (less) Hurt: An Injury Prevention Guide for Musicians</i> , will lead the next First Tuesdays seminar on Tuesday, April 3, 3:00 p.m. to 5:00 p.m., at Saint Peter's Church in New York City. Horvath will present specific injury-prevention measures and ergonomic solutions, as well as rehabilitation strategies. Seating is limited. R.S.V.P. to Susan Dadian, program director, CMA Classical/Contemporary, (212) 242-2022, ext. 13 or at sdadian@chamber-music.org . The series is supported by the National Endowment for the Arts, the New York City Department of Cultural Affairs, New York State Council on the Arts, and the Doris Duke Charitable Foundation. Recordings of selected seminars are available online through the generosity of MetLife.

Adding Events to the National Calendar

4) Adding Additional Events

The screenshot shows a user interface for adding events. On the left is a calendar for March 2012 with a '+ Add' button above it. The main content area features an event listing for 'Free Seminar: Injury-Prevention Workshop' on Tuesday, April 03, 2012, at 3:00 PM. The event is presented by Chamber Music America and is categorized as 'Other Events' and 'Cross-Genre'. The event contact is Susan Dadian, with the email address sdadian@chamber-music.org. The description mentions Cellist Janet Horvath and provides details about the seminar, including its location at Saint Peter's Church in New York City and its support by the National Endowment for the Arts and the New York City Department of Cultural Affairs. A '+ Add' button is visible in the top right corner of the event listing, indicated by a pink arrow.

You can access the popup window for adding another event by clicking on the “Add” button on the calendar or above an event listing. Note: you can modify your event only from your profile page.

5) Managing Your Events from Your Profile Page

The screenshot shows the navigation menu of the Chamber Music America website. The menu includes links for 'MEMBERS', 'PROGRAMS', and 'ABOUT'. A user profile is displayed as 'Adam Reifsteck' with the email address adamreifstec... and an expiration date of 03/31/13. A search bar is also visible. The 'MEMBERS' section is highlighted, and a pink arrow points to the 'My Profile' link in the sub-menu. Other links in the sub-menu include 'Member Types & Benefits', 'Member Directory', 'Recent Releases', 'Member News', 'My Access & Discounts', 'Sounding Board', and 'Membership FAQs'.

Access your profile by clicking on your name or on “My Profile” from the menu navigation dashboard.

Adding Events to the National Calendar

Your event will appear in the “Events” block on your profile page. To edit or update any information, click “Manage.” (To add a new event, click the “Add” button.)



Events

EVENT: **Free Seminar: Injury-Prevention Workshop**

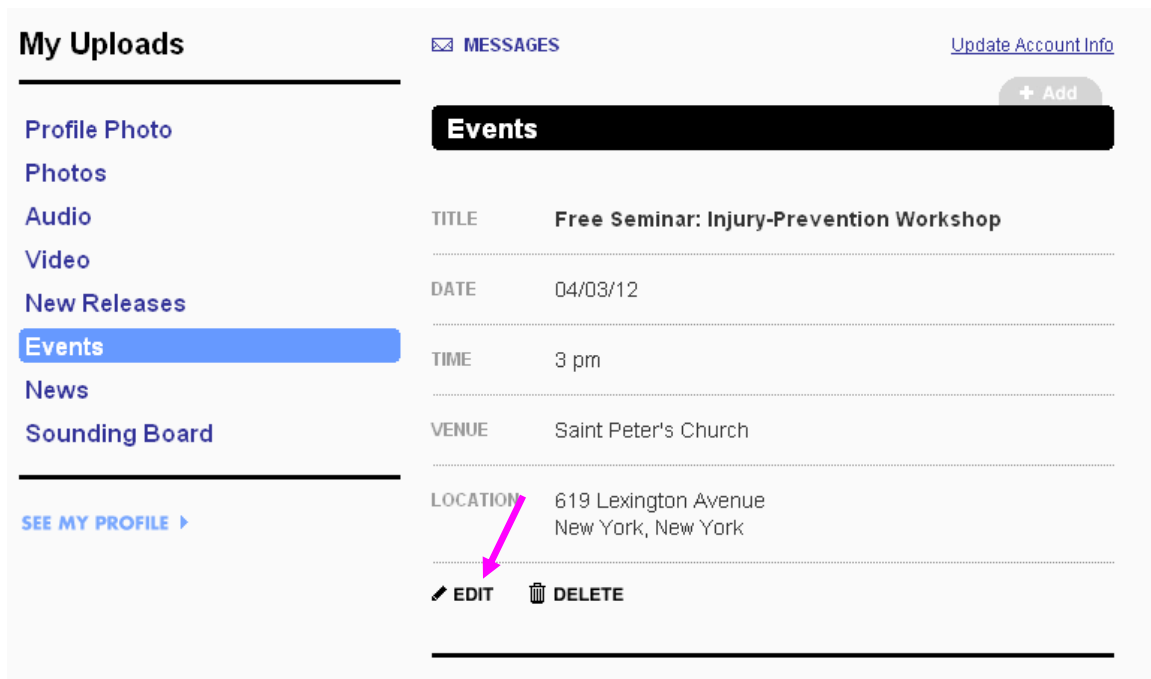
DATE: **April 3, 2012**

TIME: **3:00 PM**

VENUE: **Saint Peter's Church**

LOCATION: **New York, NY**

Modify the information or delete your event on the page shown below.



My Uploads

[Profile Photo](#)

[Photos](#)

[Audio](#)

[Video](#)

[New Releases](#)

Events

[News](#)

[Sounding Board](#)

[SEE MY PROFILE >](#)

[MESSAGES](#) [Update Account Info](#)

Events

TITLE **Free Seminar: Injury-Prevention Workshop**

DATE 04/03/12

TIME 3 pm

VENUE Saint Peter's Church

LOCATION 619 Lexington Avenue
New York, New York

[EDIT](#) [DELETE](#)