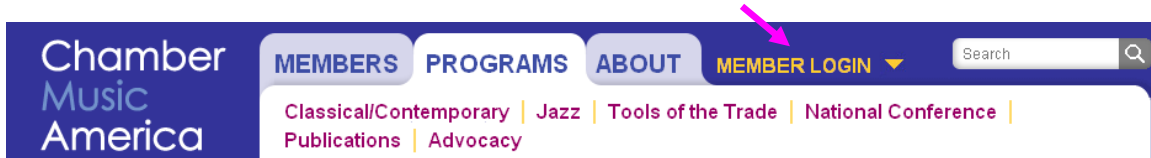


Updating Profiles: Businesses

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

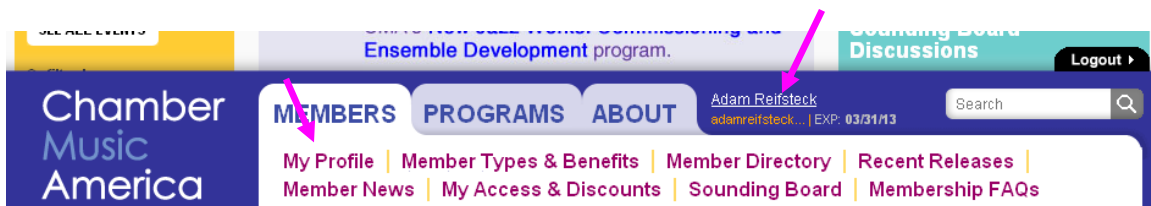
1) Login

To update your profile, 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](#).)

2) Navigating to Your Profile Page

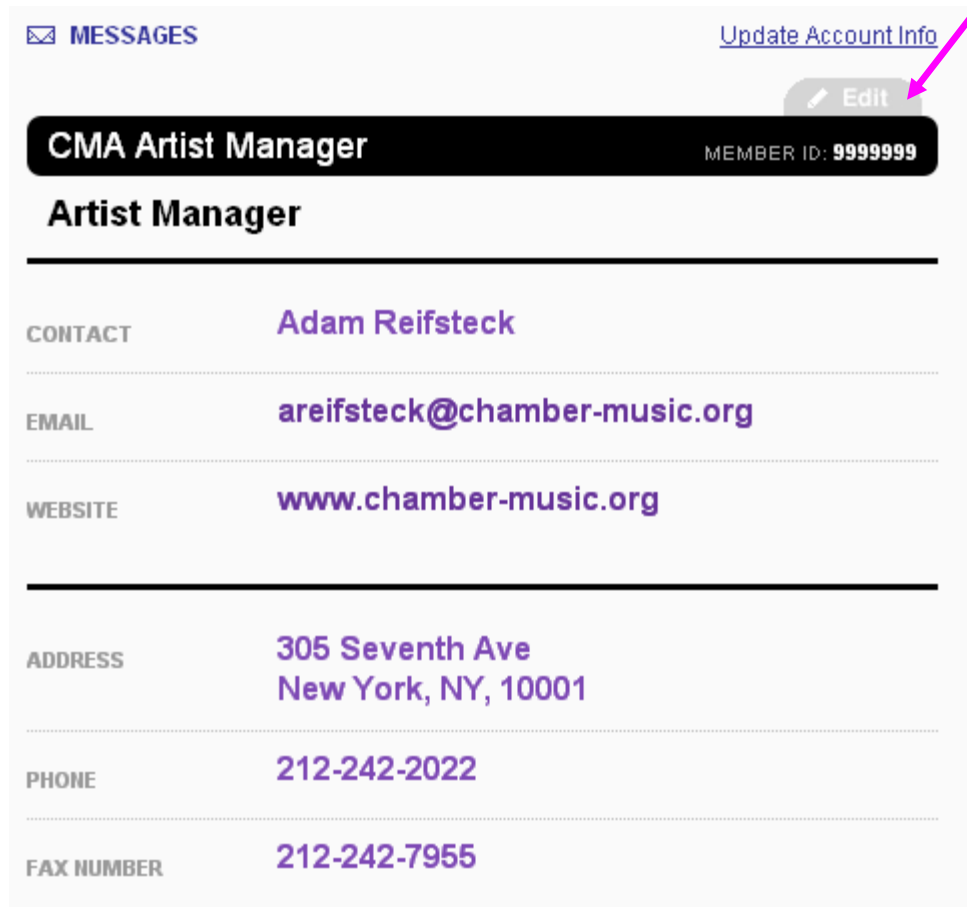


Access your profile by clicking on the name of your organization or on “My Profile” from the menu navigation dashboard.


Updating Profiles: Businesses

2) Entering Basic Information

First, click the “Edit” tab to launch the dialog box for your profile.



✉ MESSAGES [Update Account Info](#)

[Edit](#) 

CMA Artist Manager MEMBER ID: 9999999

Artist Manager

CONTACT Adam Reifsteck

EMAIL areifsteck@chamber-music.org

WEBSITE www.chamber-music.org

ADDRESS 305 Seventh Ave
New York, NY, 10001

PHONE 212-242-2022

FAX NUMBER 212-242-7955

Updating Profiles: Businesses

Now, you can change, update, or add to your basic information. When you are finished, click “Save” at the bottom of the form.

Add/Edit Basic Information

Contact First Name:	<input type="text" value="Adam"/>
Contact Last Name:	<input type="text" value="Reifsteck"/>
Email:	<input type="text" value="areifsteck@chamber-music.org"/>
Website:	<input type="text" value="www.chamber-music.org"/>
Address 1:	<input type="text" value="305 Seventh Ave"/>
Address 2:	<input type="text"/>
City:	<input type="text" value="New York"/>
Country:	<input type="text" value="UNITED STATES"/> ▼
State:	<input type="text" value="New York"/> ▼ <small>if in USA</small>
Postal Code:	<input type="text" value="10001"/>
Primary Phone Number:	<input type="text" value="212-242-2022"/>
Fax Number:	<input type="text" value="212-242-7955"/>

▶

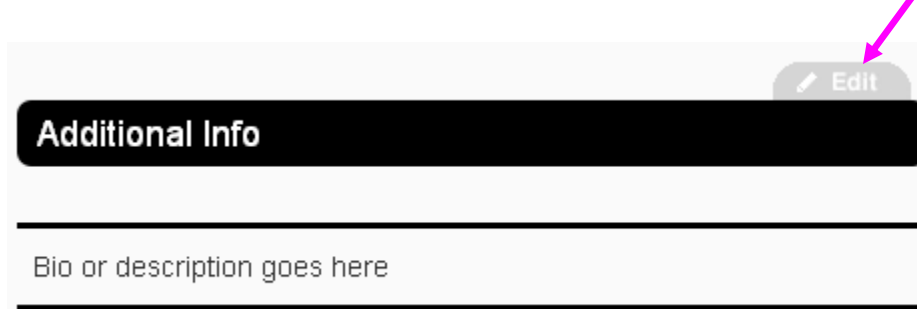
Need to change your business name? See next page.

Note: Don't enter anything you do not want to be displayed publicly or in the directory.

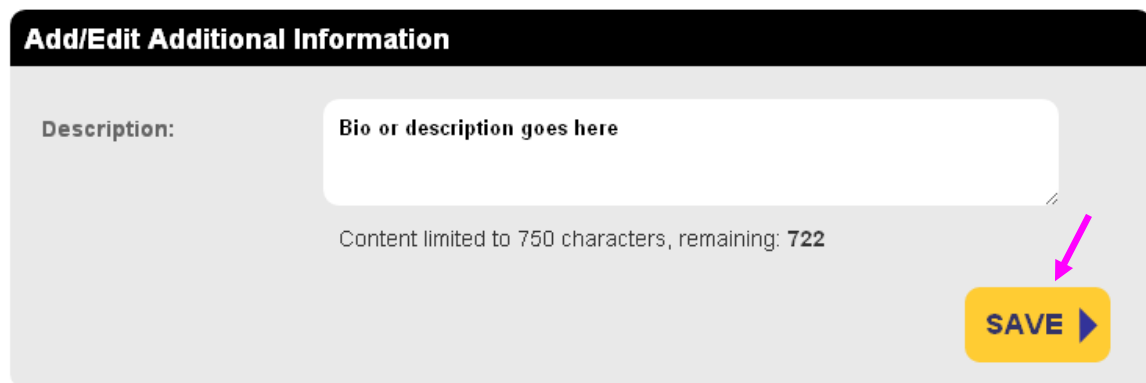
Updating Profiles: Businesses

2) Entering Additional Information

Click on the “Edit” tab to add more details to your basic profile.



Enter a short biography or description of your business. When you finish, click “Save” at the bottom of the form.



3) Updating Account Information

If you need to update your non-public contact information for CMA mailings and billing, to change your username or password, change your business name, or modify the email address associated with your account, please click “Update Account Info.”

