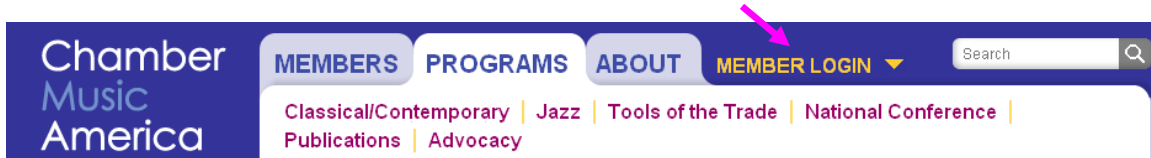


## Updating Profiles: Ensembles

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

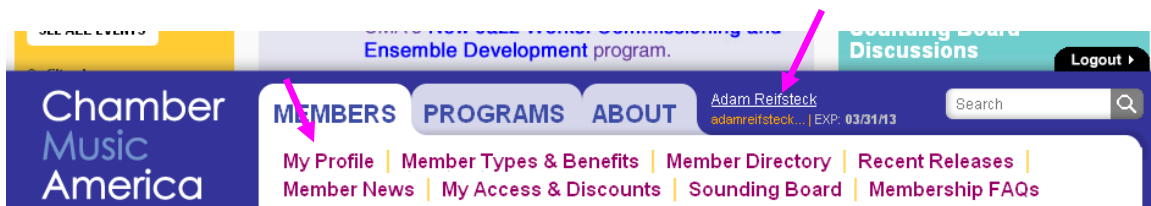
### 1) Login

To update your profile, first go to [chamber-music.org](http://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

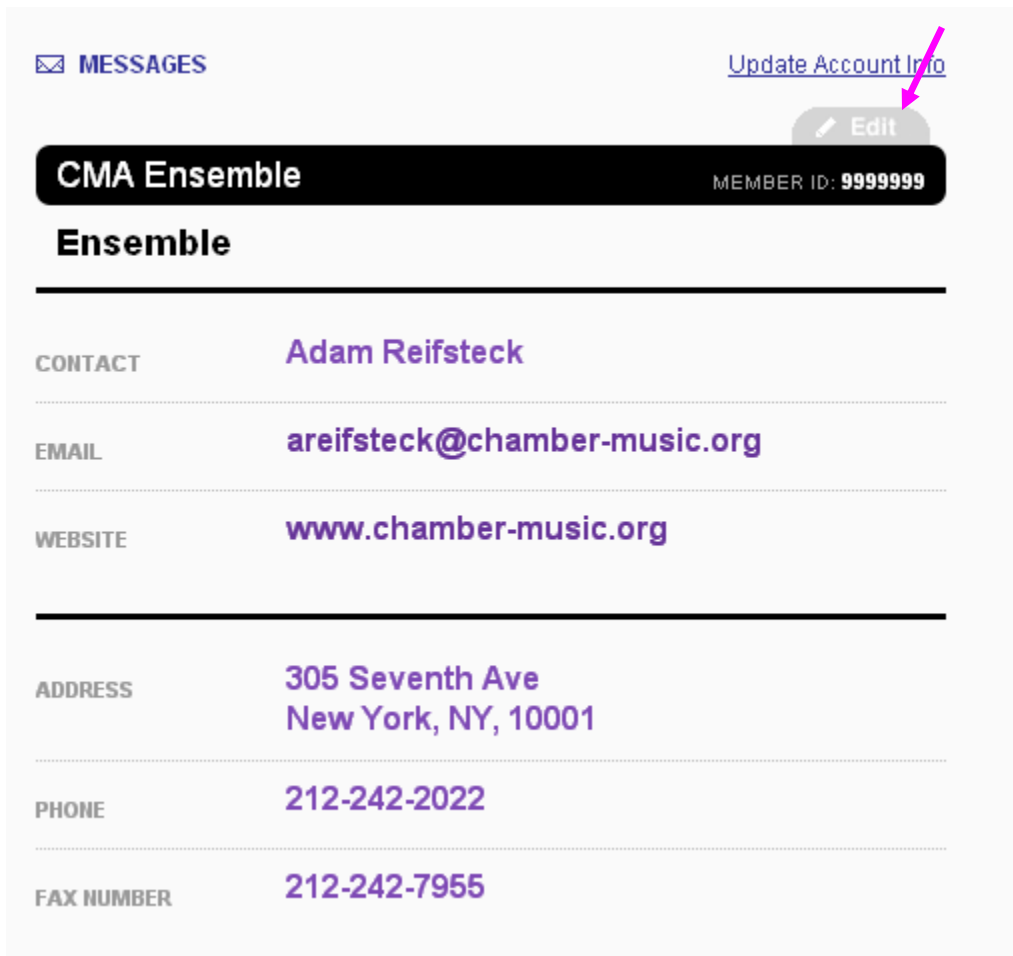


Access your profile by clicking on your name or on “My Profile” from the menu navigation dashboard.

## Updating Profiles: Ensembles

### 2) Entering Basic Information

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



✉ MESSAGES [Update Account Info](#)

**CMA Ensemble** MEMBER ID: **9999999**

**Ensemble**

---

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: Ensembles

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

**Ensemble Members:**

Member Name:	<input type="text"/>
+ Instrument(s):	<input type="text"/>
Member Name:	<input type="text"/>
+ Instrument(s):	<input type="text"/>

**Add another member**

**Contact First Name:**

**Contact Last Name:**

**Email:**

**Website:**

**Address 1:**

**Address 2:**

**City:**

**Country:**  ▼

**State:**  ▼  
if in USA

**Postal Code:**

**Primary Phone Number:**

**Fax Number:**

**SAVE** ▶

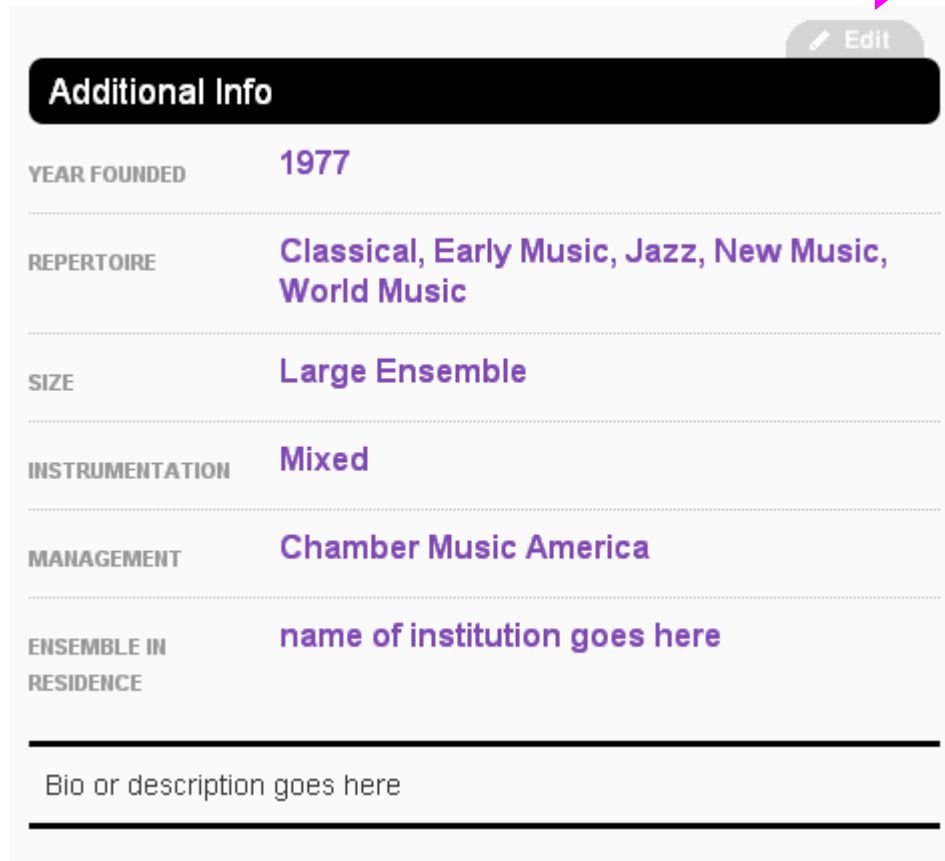
Need to change the name of your ensemble? See page 6.

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

## Updating Profiles: Ensembles

### 2) Entering Additional Information

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



The screenshot shows a profile form titled "Additional Info" with an "Edit" button in the top right corner, indicated by a pink arrow. The form contains the following fields:

YEAR FOUNDED	1977
REPERTOIRE	Classical, Early Music, Jazz, New Music, World Music
SIZE	Large Ensemble
INSTRUMENTATION	Mixed
MANAGEMENT	Chamber Music America
ENSEMBLE IN RESIDENCE	name of institution goes here

Below the fields is a text area for a bio or description, with the placeholder text "Bio or description goes here".

## Updating Profiles: Ensembles

Enter a short biography, indicate your repertoire, instrumentation, size of group, year founded, management, and where your ensemble is in residence (if applicable). When you finish, click “Save” at the bottom of the form.

### Add/Edit Additional Information

**Biography:**

Content limited to 750 characters, remaining: 722

**Repertoire:**  Early Music  Classical  Jazz  
 New Music  World Music

**Instrumentation: \***  Brass  Mixed  Vocal  
 Percussion  String  Piano  
 Woodwind  Saxophone

**Size of Group: \***  Duo  Trio  
 Quartet  Quintet  Sextet  
 Large Ensemble  Variable

**Year Founded:**

**Management:**

**Ensemble in Residence:**

\*FIELDS WITH ASTERISK ARE REQUIRED

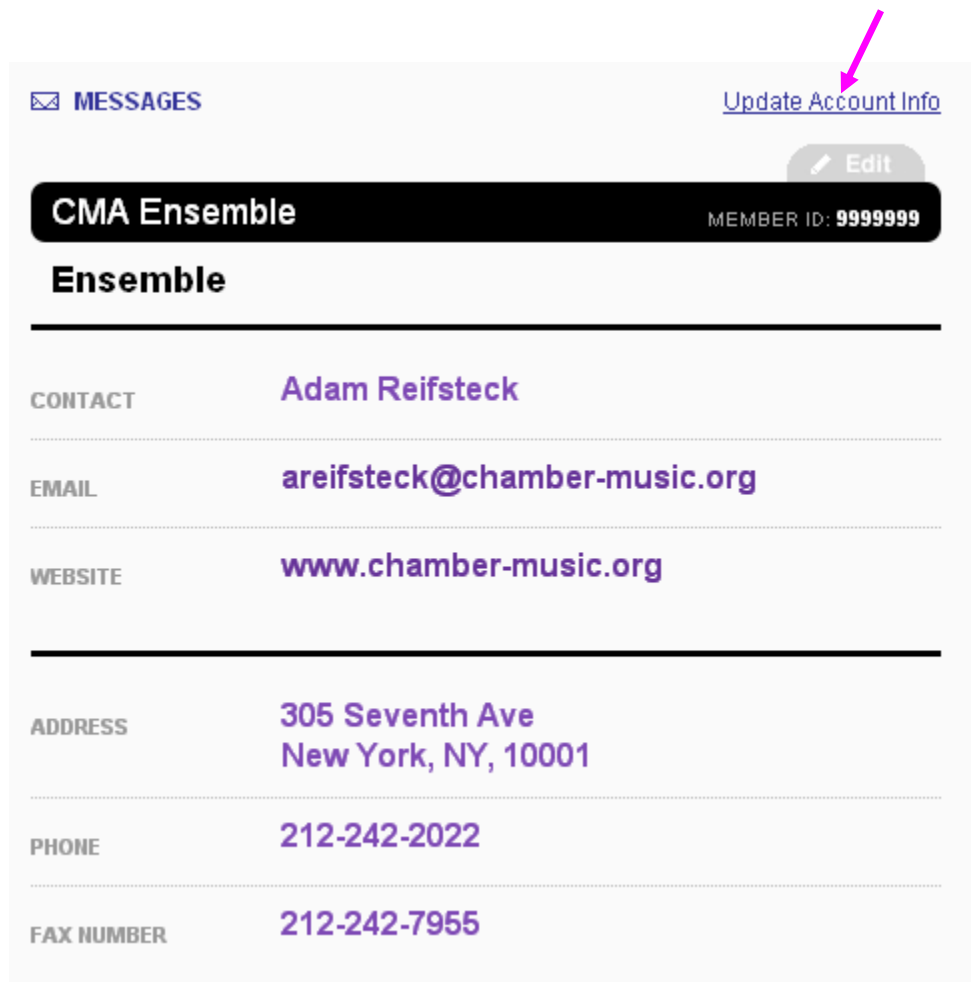
**SAVE** ▶

## Updating Profiles: Ensembles

### 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 the name of your ensemble, or to change the email address associated with your account, please click “Update Account Info.”

Do NOT use the Basic Contact Information section above to update non-public account information.



The screenshot shows a user profile for 'CMA Ensemble' with a member ID of 9999999. The profile includes contact information such as name, email, website, address, phone, and fax number. A pink arrow points to the 'Update Account Info' link in the top right corner.

MESSAGES	<a href="#">Update Account Info</a>
<b>CMA Ensemble</b>	MEMBER ID: <b>9999999</b>
<b>Ensemble</b>	
CONTACT	<b>Adam Reifsteck</b>
EMAIL	<b>areifsteck@chamber-music.org</b>
WEBSITE	<b>www.chamber-music.org</b>
ADDRESS	<b>305 Seventh Ave New York, NY, 10001</b>
PHONE	<b>212-242-2022</b>
FAX NUMBER	<b>212-242-7955</b>