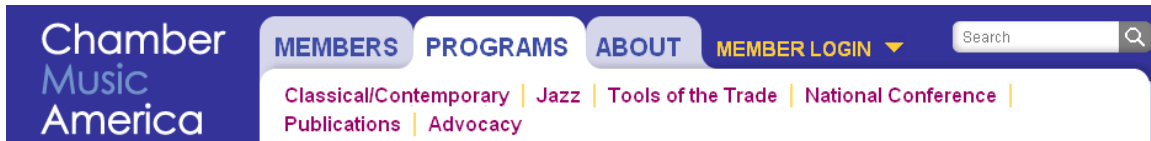


Logging In and Resetting Your Login

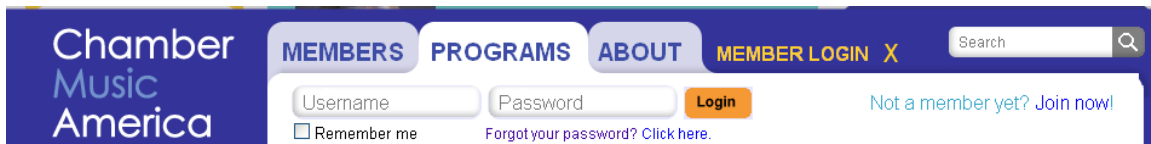
For the best results, we recommend using the **Firefox** or **Google Chrome** browsers.

1) To Log in

Go to <http://www.chamber-music.org> and find the navigation dashboard at the bottom of your browser.

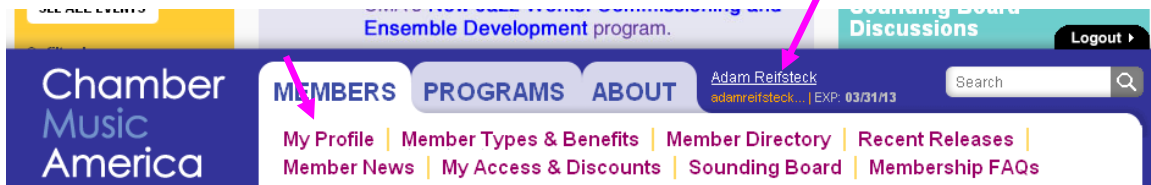


Click on the login tab on the navigation menu and enter your username and password (if you do not remember your login, please refer to page 2 for resetting your login).



2) Navigating To Your Profile Page

When you are logged into the site, your username and expiration date will be shown below your name or the name of your ensemble, organization, or business (depending on your membership level).

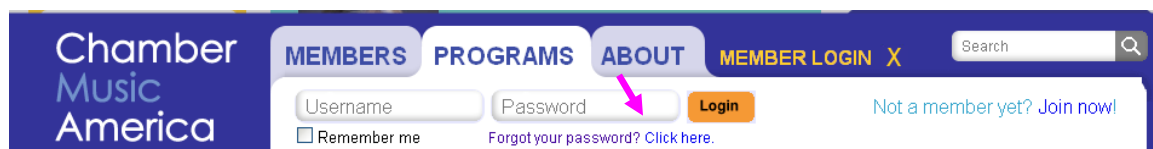


From now on, you can always access your profile by clicking on your name or on “My Profile” from the menu navigation dashboard.

We recommend logging out of your account each time you finish your session.

Logging In and Resetting Your Login

3) Resetting Your Login



Chamber Music America

MEMBERS PROGRAMS ABOUT MEMBER LOGIN X

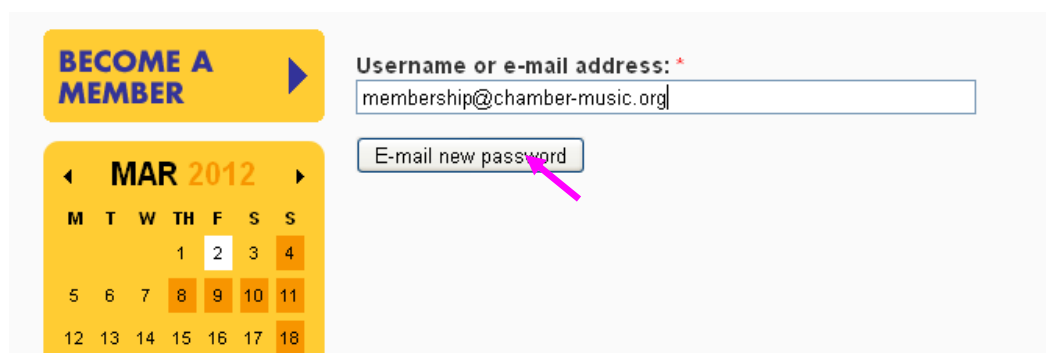
Search

Username Password Login

Remember me [Forgot your password? Click here.](#)

[Not a member yet? Join now!](#)

If at any time you forget your username or password, click on “Forgot your password? Click here” to reset your login. Then enter your email associated with your membership account.



BECOME A MEMBER

Username or e-mail address: *

membership@chamber-music.org

E-mail new password

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

After you have entered in your email address and clicked “e-mail new password,” you will be emailed a temporary login URL, which will allow you into your account to reset your password.

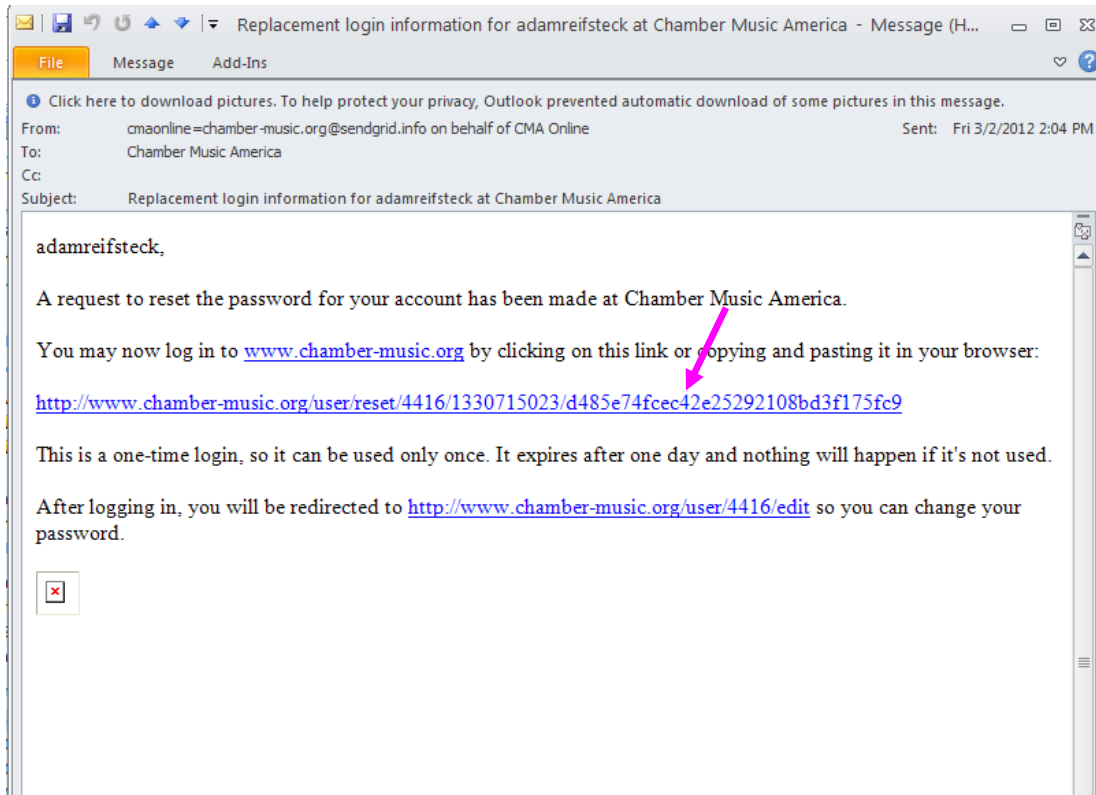
Depending on your email provider, this may take a few seconds or a few minutes.

Open your email account to find your temporary login instructions from CMA.

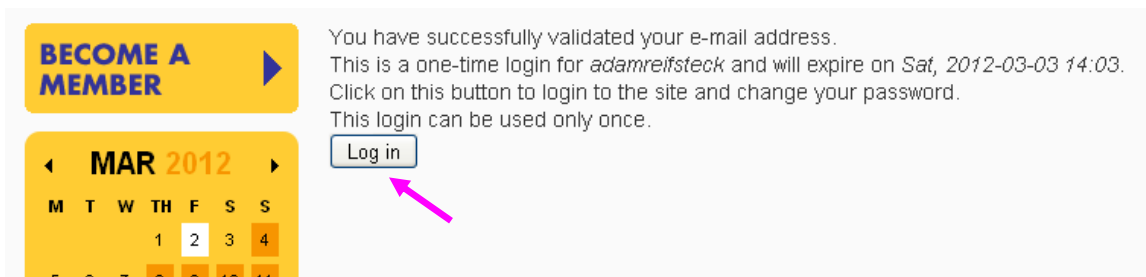
Logging In and Resetting Your Login

Click on the temporary login URL in the email message, or copy and paste it in to your browser.

Note: This is a one-time login and will expire after one day.



After clicking the link or copying it into your browser, you will be directed to the page shown below. Click on the login button to access your account.



Logging In and Resetting Your Login

After clicking the login button, you will be directed to the page shown below to reset your password and, if applicable, your username.

The screenshot shows the 'My Account' page. At the top left, there is a 'RENEW MEMBERSHIP' button. Below it is a calendar for March 2012. To the right of the calendar is a 'SEE ALL EVENTS' button and filter options for 'EVENT TYPE', 'GENRE', and 'Location' (STATE or COUNTRY). Below these are 'Member Directory' and 'Jazz Grants' buttons. The main content area is titled 'Login Info' and contains the following fields:

- Username:** * (field contains 'adamreifsteck', with a pink arrow pointing to it)
- E-mail address:** * (field contains 'membership@chamber-music.org')
- Password:** (field is empty, with a pink arrow pointing to it)
- Confirm password:** (field is empty)

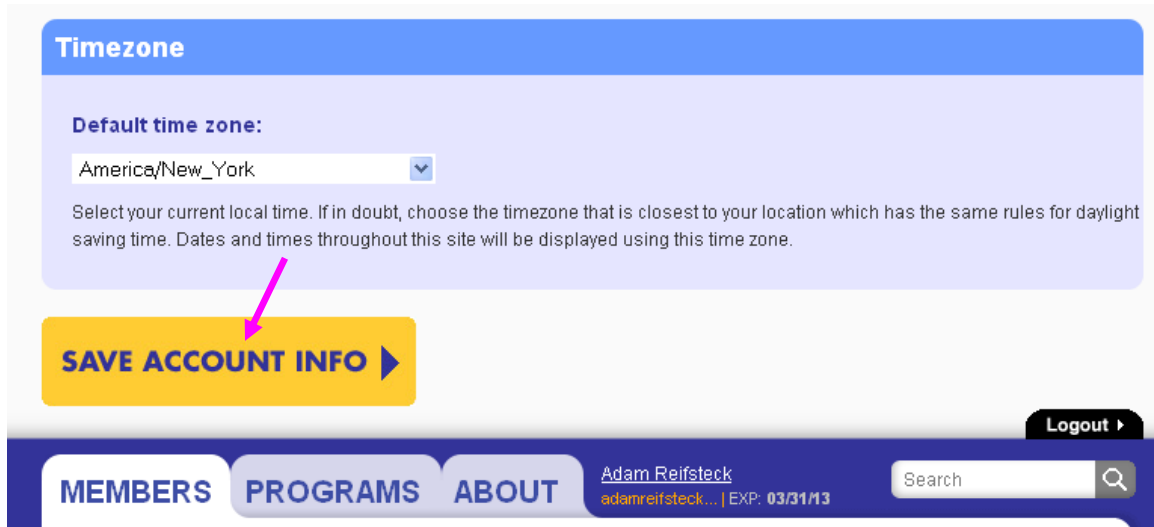
Text above the form: "You have just used your one-time login link. It is no longer necessary to use this link to login. Please change your password." A link for 'BACK TO PROFILE' is in the top right. Text below the form: "To change the current user password, enter the new password in both fields."

When you create a new password in the password fields, you may see the message shown below. The system warns you if the password you entered is not secure. It is recommended that you create an alphanumeric password.

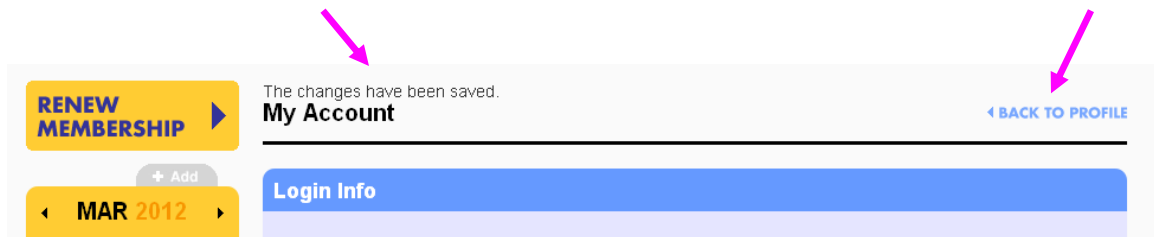
The screenshot shows a warning message in a light blue box. The text reads: "Passwords match: Yes" in green. Below this is a yellow box containing the text: "The password does not include enough variation to be secure. Try: Adding both upper and lowercase letters. Adding punctuation." At the bottom of the blue box, it says: "To change the current user password, enter the new password in both fields."

Logging In and Resetting Your Login

Once you are satisfied with the changes you have made, scroll to the bottom of the page and click “Save Account Info.” Be sure you have **completed all of the required fields marked with a red asterisk**. Otherwise, your changes will not be saved.



When your account info has been saved, you will see a confirmation (as shown below) that your changes have been made. To navigate back to your profile page, click on the “Back to Profile” link.



If at any time you want to update or change your account information, click on the “Update Account Info” link shown below at right.

