Adding Affiliates

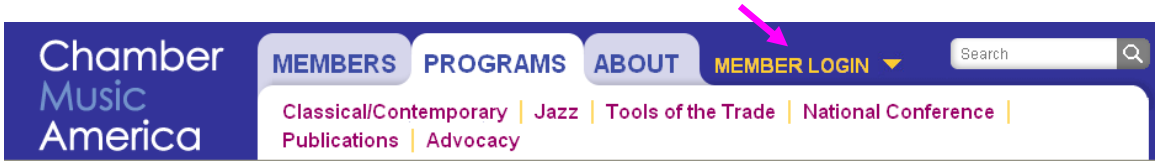
For best results, we recommend using the **Firefox** or **Google Chrome** browsers.

Note: Only organization-level members (ensembles, presenters, festivals, or training institutions) may name affiliates--up to nine individuals, usually organization staff, ensemble members, board members, etc.

Affiliate members receive member discounts and a complimentary subscription to *Chamber Music* magazine, and may participate in CMA's online discussion forum—Sounding Board.

1) Login

To add affiliates to your account, 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.



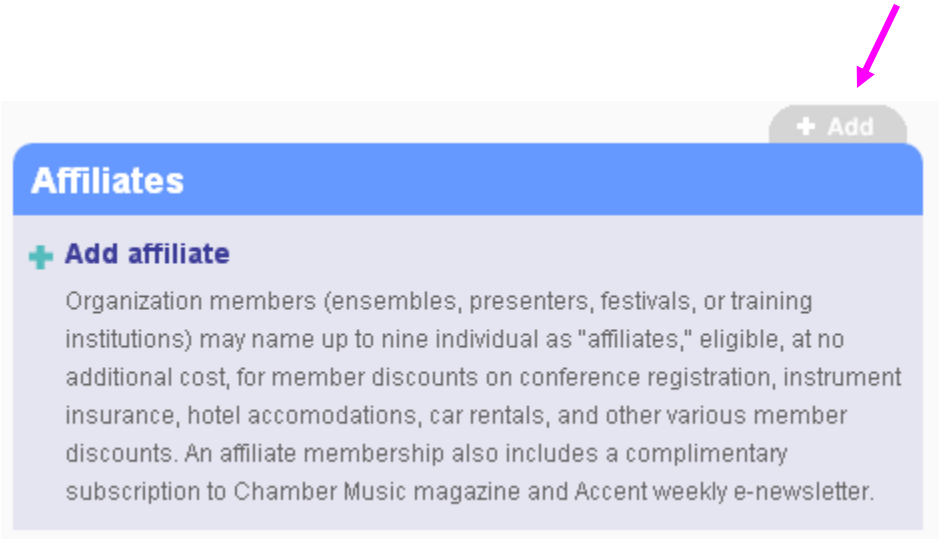
(If you need help logging in, please refer to the Login Tutorial.)

2) Navigating to Your Profile Page

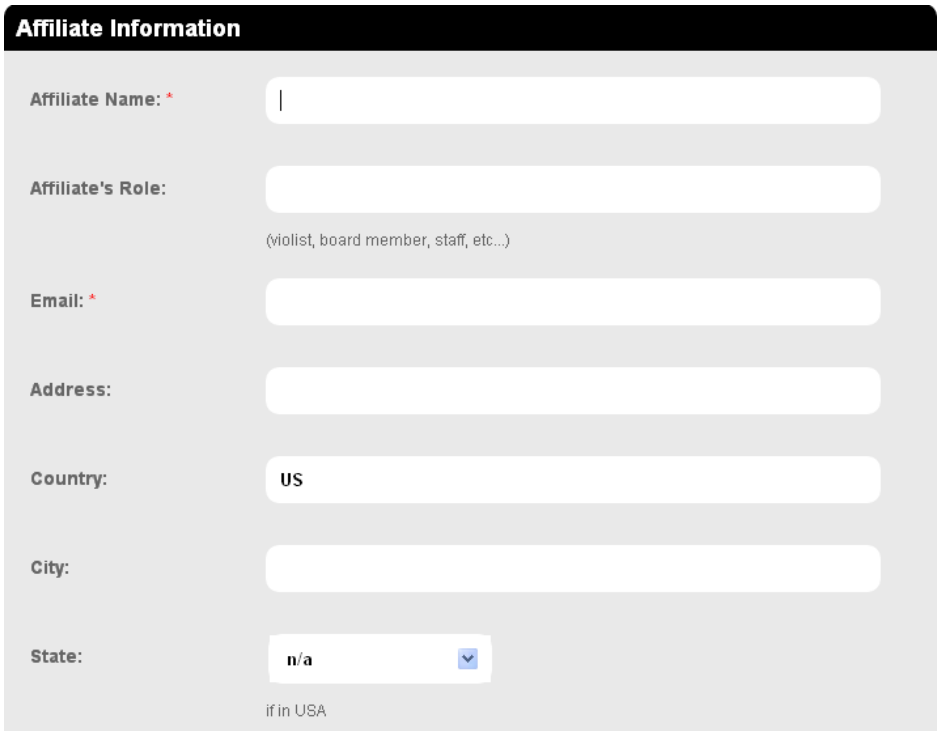
Access your profile by clicking on your name or on **My Profile** from the menu navigation dashboard.

2) Adding Affiliates

First, locate the “Affiliates” box on your profile page and click **Add** to launch the dialog box.



Now, add your affiliate’s contact information.



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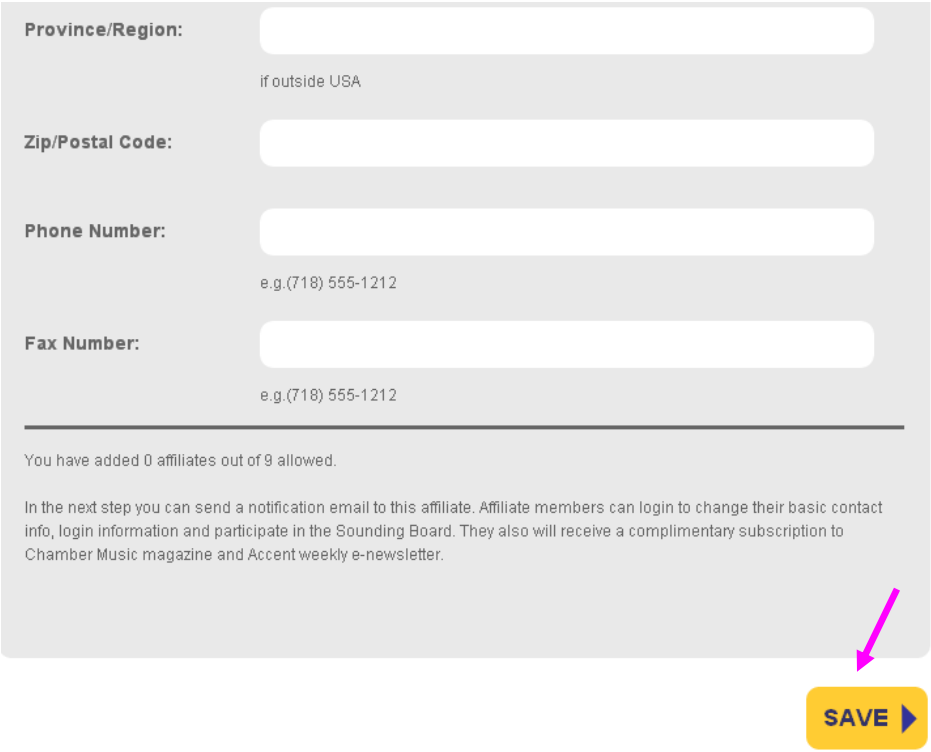
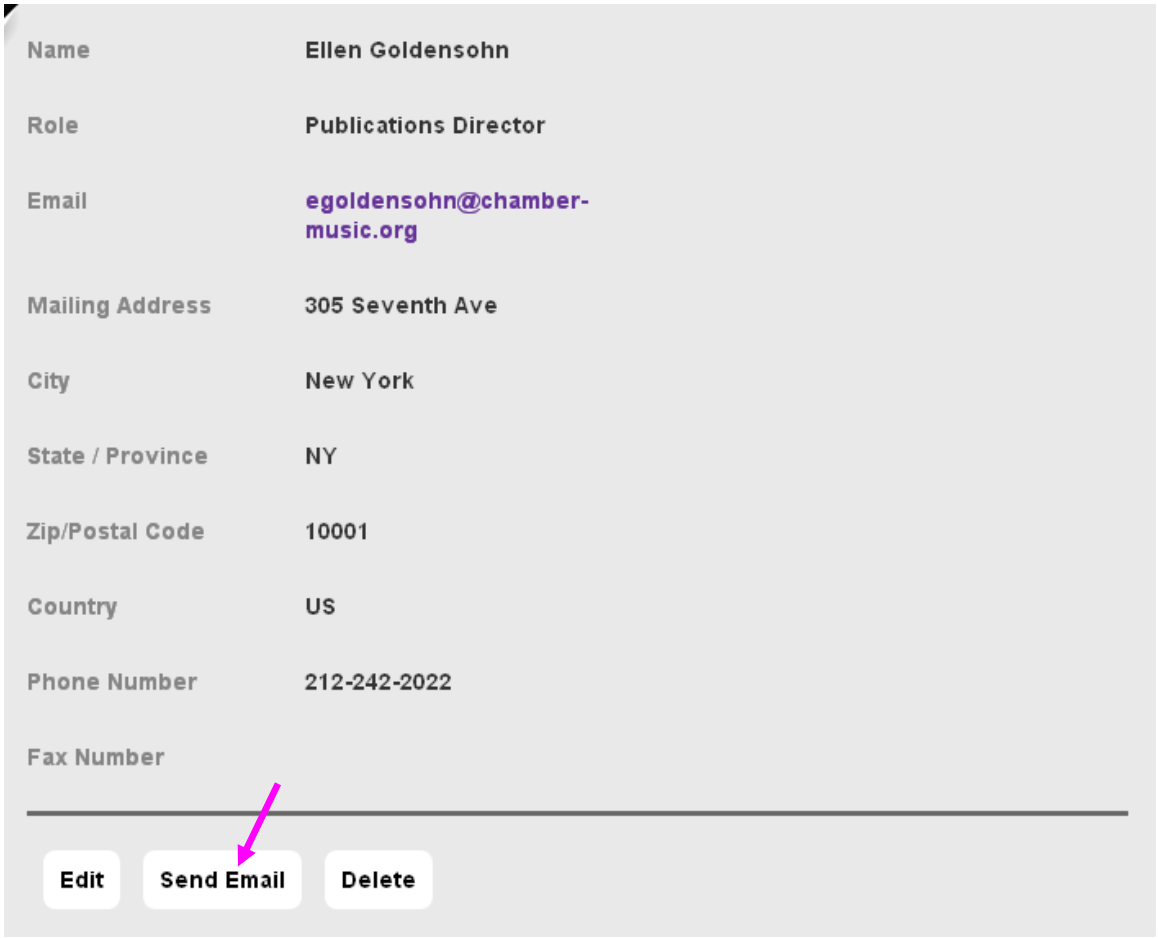
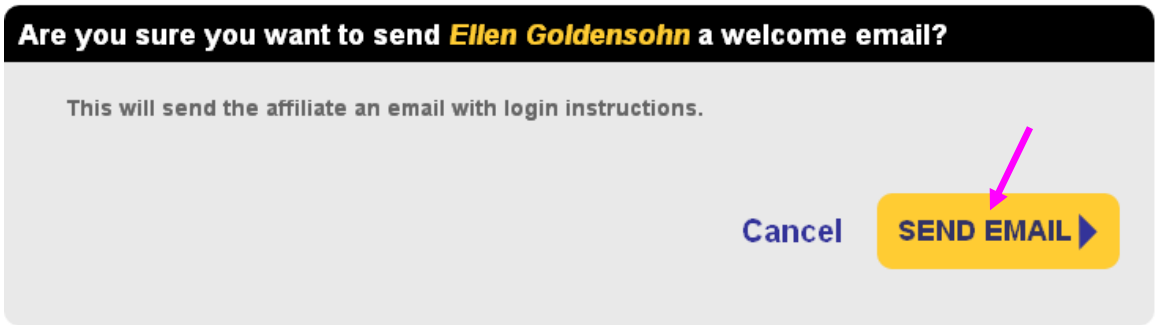


When you are finished adding the contact information for your affiliate, click **Save** at the bottom of the form.

Adding Affiliates



After you have reviewed the information for your affiliate, click **Send Email** to notify your affiliate that you have created an account for him/her on the CMA website.

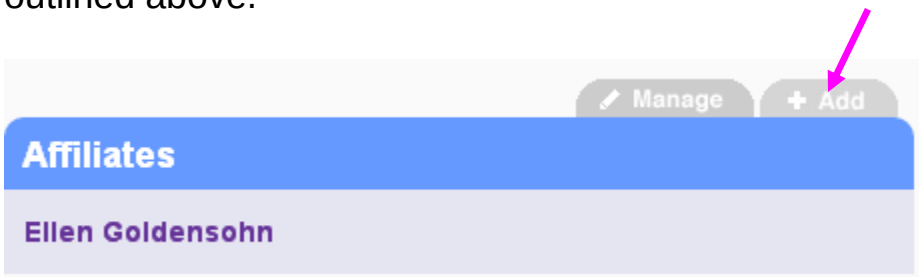


He/she will receive a welcome email with further instructions for accessing his/her Member Profile page.

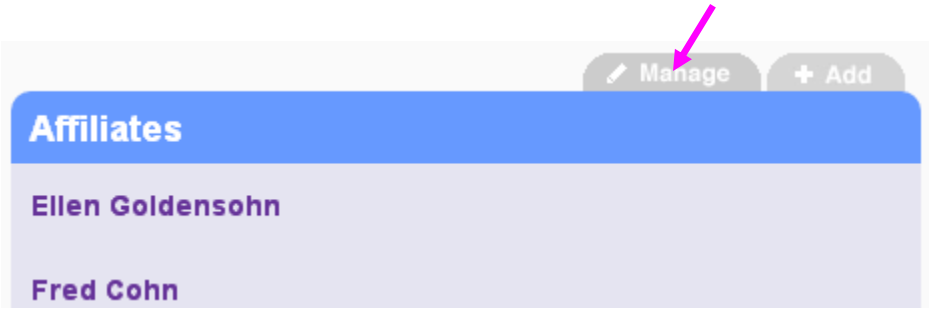
Adding Affiliates

While your affiliate's profile is separate from your organization's profile, they are automatically linked to your organization. When your organization's membership expires, so does the affiliate's account. Creating an affiliate does not grant access to that individual to manage your organization's profile page.

To add additional affiliates, click on **Add** and repeat the procedure as outlined above.

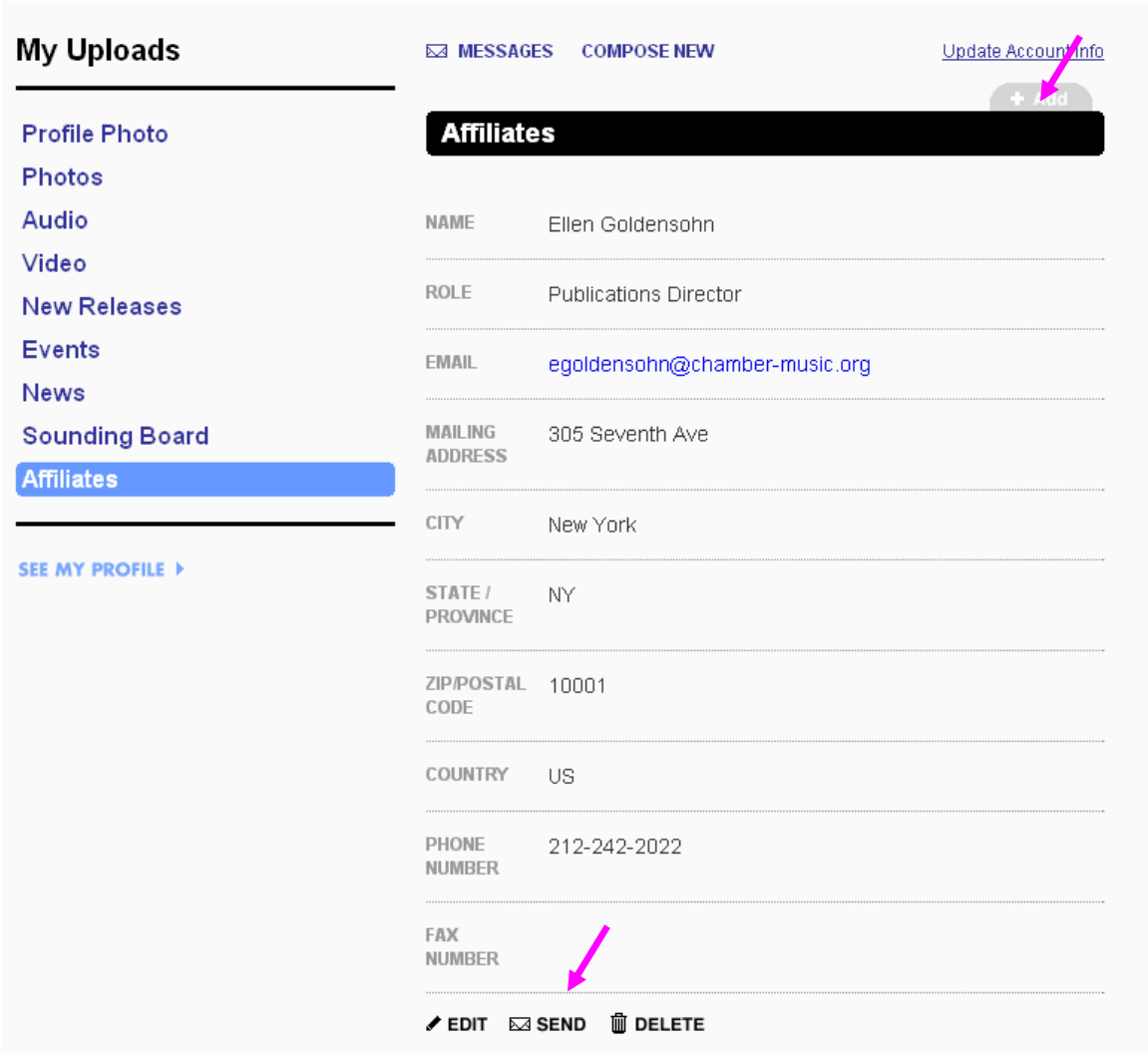


To manage your existing affiliates, click on **Manage**.



Note: Your affiliates are not visible to the public.

Adding Affiliates



From the my Uploads page (as shown above), click on **Edit** to make changes to the information, click **Send** to re-send the welcome email message to your affiliate, or click **Delete** to remove your affiliate. You can also add additional affiliates from this page by clicking **Add**.