Chamber Music America

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.

Organization members (ensembles, presenters, festivals, or training institutions) may name up to nine individual as "affiliates," eligible, at no additional cost, for member discounts on conference registration, instrument insurance, hotel accommodations, car rentals, and other various member discounts. An affiliate membership also includes a complimentary subscription to Chamber Music magazine and Accent weekly e-newsletter.
When you are finished adding the contact information for your affiliate, click **Save** at the bottom of the form.
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.
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.
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**.