

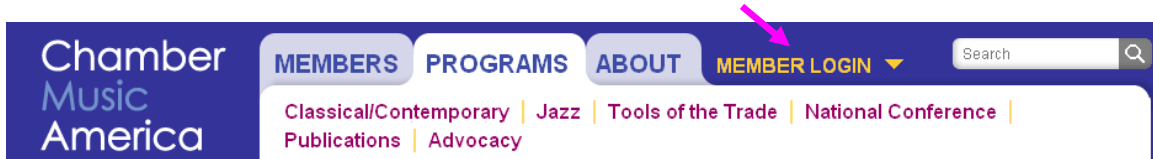
## Adding Member News

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

**Note:** To post news, you must be a CMA member at the Organization level (Ensemble, Presenter, Festival, Training Institution); or a Business, Professional Musician, Composer, or Educator member.

### 1) Login

To post to the **Member News** page, 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.



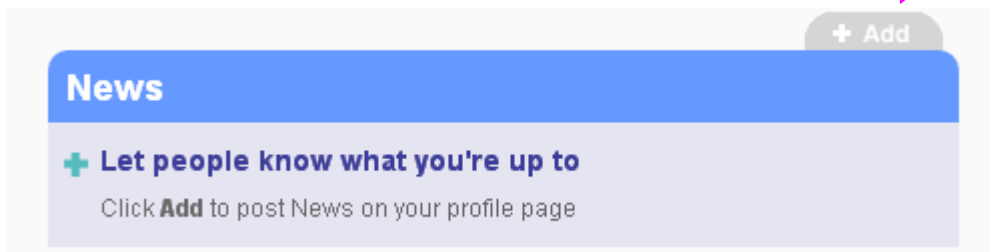
(If you need help logging in, please refer to the [Login Tutorial](#).)

### 2) Add Your News



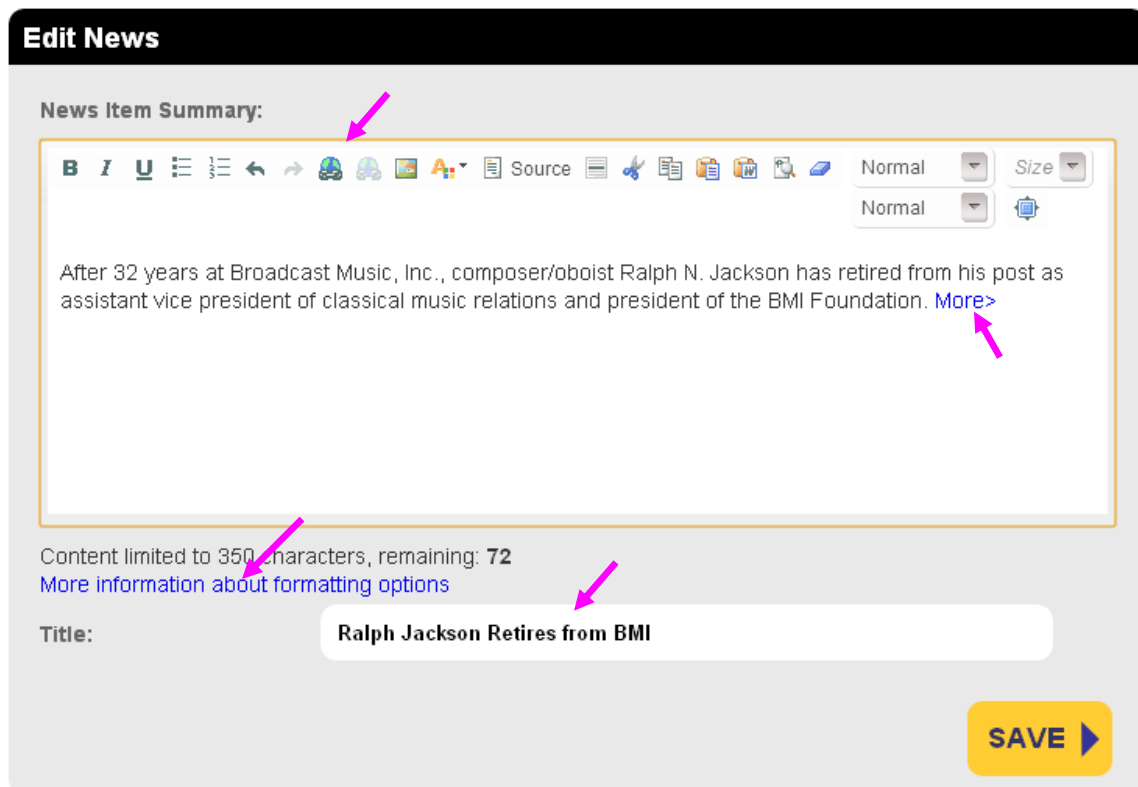
**Note:** News items can only be posted from your **Member Profile** page. Once posted, the item automatically appears on both **Member News** and your profile page.

Access your profile by clicking on your name or on **My Profile** from the menu navigation dashboard. Once you have navigated to your profile, find the news box and click on the **Add** button



## Adding Member News

Enter your news item, insert any relevant links, and enter a title for your post.



The screenshot shows the 'Edit News' interface. At the top, there's a 'News Item Summary:' label with a pink arrow pointing to the text area. Below it is a rich text editor toolbar with various icons for bold, italic, underline, list, link, unlink, source, and other functions. The text area contains the following text: 'After 32 years at Broadcast Music, Inc., composer/oboist Ralph N. Jackson has retired from his post as assistant vice president of classical music relations and president of the BMI Foundation. [More>](#)' A pink arrow points to the 'More>' link. Below the text area, there's a character count: 'Content limited to 350 characters, remaining: 72' and a link 'More information about formatting options'. Below that is a 'Title:' field with the text 'Ralph Jackson Retires from BMI'. A pink arrow points to the title field. At the bottom right, there is a yellow 'SAVE' button with a right-pointing arrow.

You can type or copy/paste your item directly into the text box.

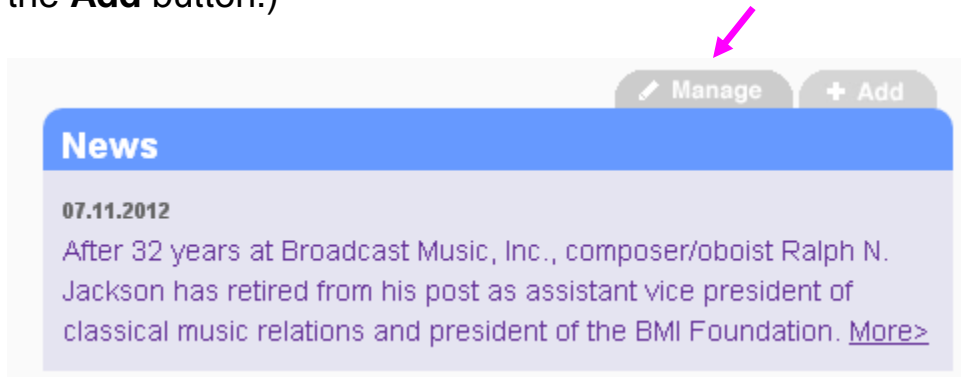
To add a link, highlight the word you wish to link, and click on the icon for inserting a link. (**Note:** Web links are included in the character limit. We recommend shortening your links using websites such as [bit.ly](http://bit.ly).)

For quick tips on HTML formatting, click **More information about formatting options** below the text box.

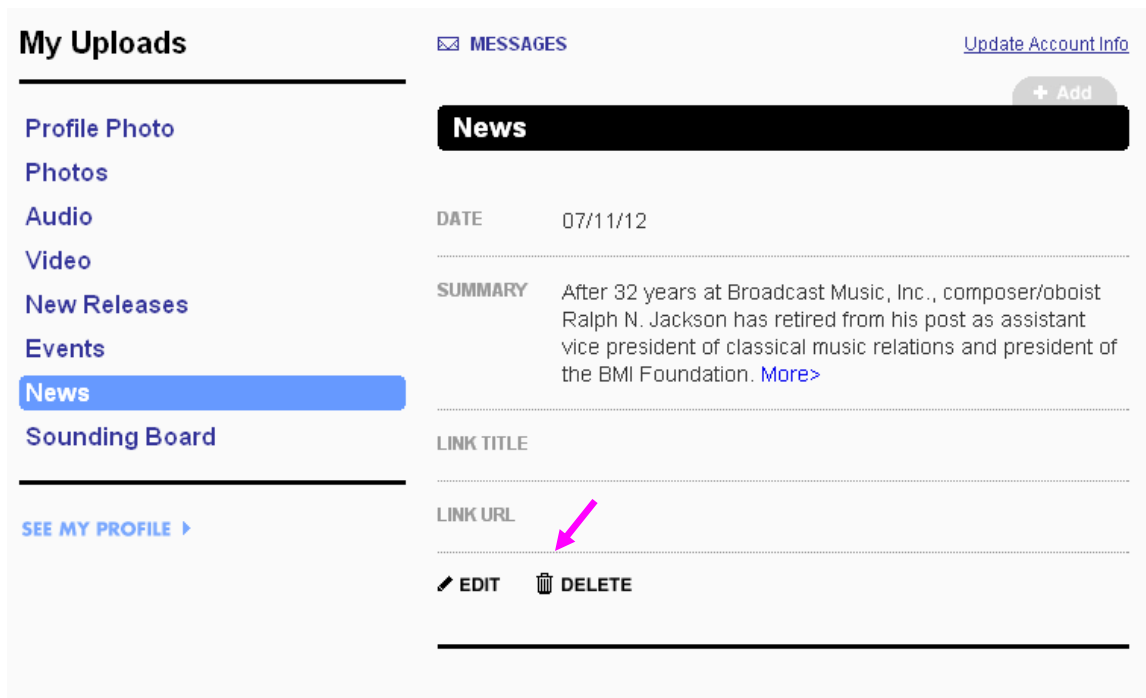
When you have completed your post, click **Save**. If your news item is too long, the text box will clear itself. Re-enter a shortened text and click **Save** again.

## Adding Member News

Your news item will appear in the **News** block on your profile page. To edit or update your post, click **Manage**. (To add a new item, click the **Add** button.)



To manage your post, use the **Edit** or **Delete** buttons shown below.



To navigate to the **Member News** page, click the link on the dashboard.




## Adding Member News


News items on the **Member News** page are listed chronologically by postdate.

**Member News**


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 **07/11/12** After 32 years at Broadcast Music, Inc., composer/oboist Ralph N. Jackson has retired from his post as assistant vice president of classical music relations and president of the BMI Foundation. [More>](#)

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 **07/09/12**  
**Now Available!**  
*How to Succeed as a String Teacher: A Studio Instructor's Survival Guide*, a downloadable e-book with tips on everything from creating a teaching studio to introducing chamber music to teaching adult enthusiasts, and much more! \$9.99 at [store.AllThingsStrings.com](http://store.AllThingsStrings.com)

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 **06/28/12**  
The premier of **Melba!**, commissioned by CMA's NJW program, is coming up in July in Chicago. See the calendar listing for details.

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