

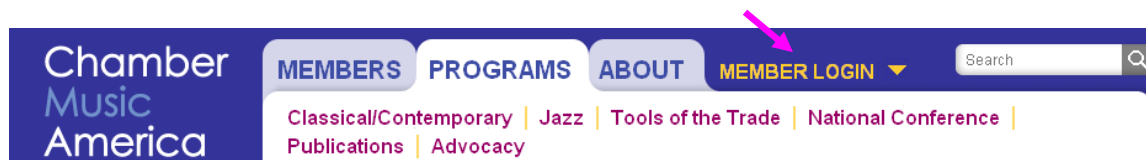
Getting Started with Your Member Profile

For the best results, when editing or adding information to your profile, we recommend using the **Firefox** or **Google Chrome** browsers.

This tutorial is based on a profile page for an ensemble, and demonstrates the basics of managing a profile page.

1) Login

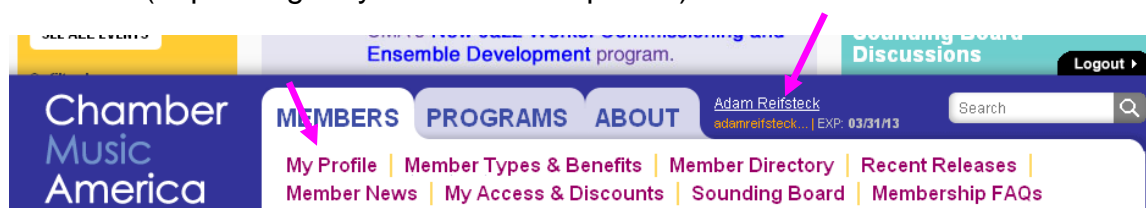
Go to chamber-music.org and log in by entering your username and password on the navigation dashboard at the bottom of your browser window.



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

2) Navigating to Your Profile Page

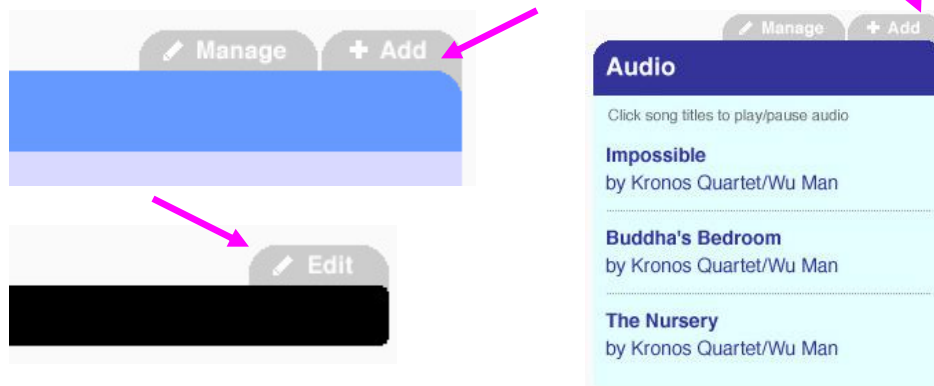
When you are logged into the site, your username and expiration date will be shown below your name or the name of your ensemble, organization, or business (depending on your membership level).



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

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2) Using the Add and Edit Tabs

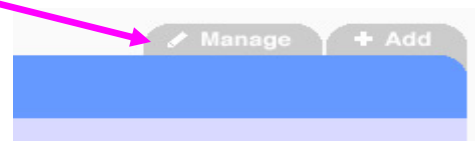


Your profile was created to make it easy for you to add/edit media and other information.

To add content to your profile (photos, video, news, events, etc.) or **to edit** your contact info and additional info:

1. Click the gray **Add** or **Edit** tab, which is on the top right of each content heading.
2. Fill out the fields in the pop-up form.
3. Click **Post** to publish the info/media to your profile.
4. The page will automatically refresh, and you will see the changes on your profile. (If you do not see the new changes, click the refresh button on your browser.)
5. If you've made a mistake, just follow the instructions below describing how to make changes to or to delete media that have already been uploaded.

3) Managing Your Uploads



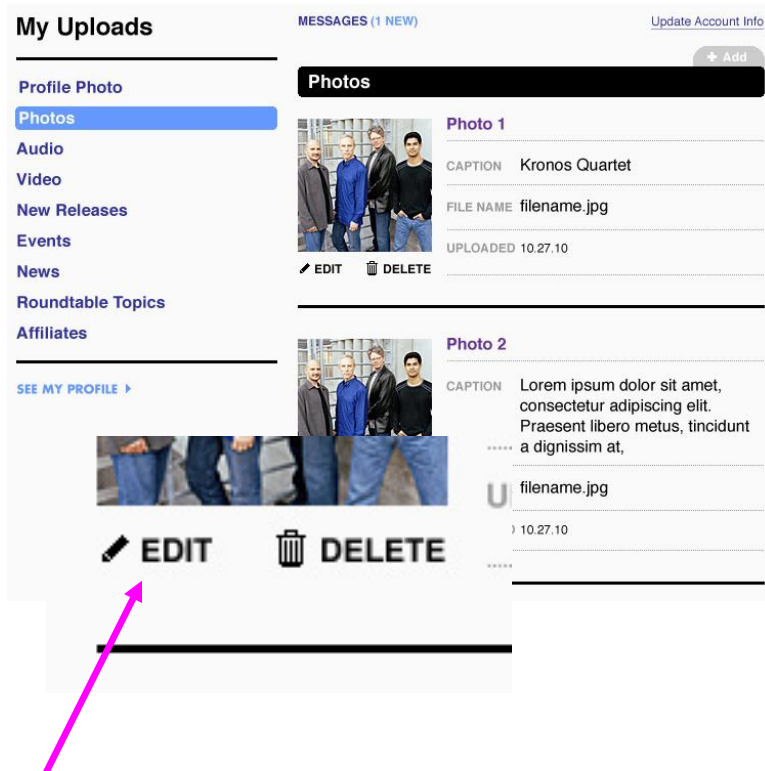
To change or remove anything previously uploaded to your profile:

1. Click on the **Manage** tab, which is on the top right of each content heading.
2. You will be taken to the **My Uploads** page.

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My Uploads

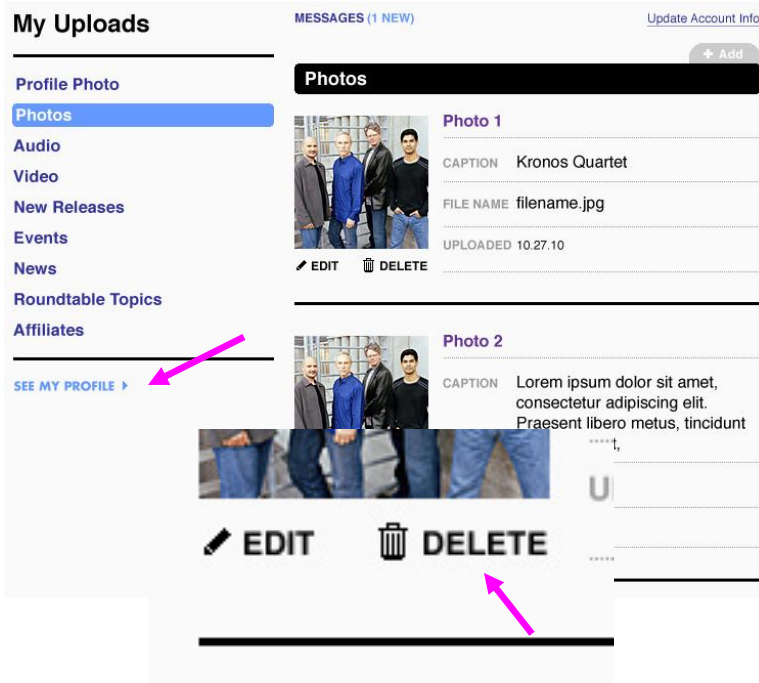
On the **My Uploads** page, you can edit or delete content uploaded to your profile.



To edit:

1. Select the content type you would like to manage by clicking the appropriate link at left.
2. Click **Edit** under the item you would like to change.
3. Change the appropriate fields in the pop-up form.
4. Click **Post**.
5. The page will refresh and you will see your changes on the My Uploads page.
6. To see the edits on your profile, click **See My Profile** on the left.

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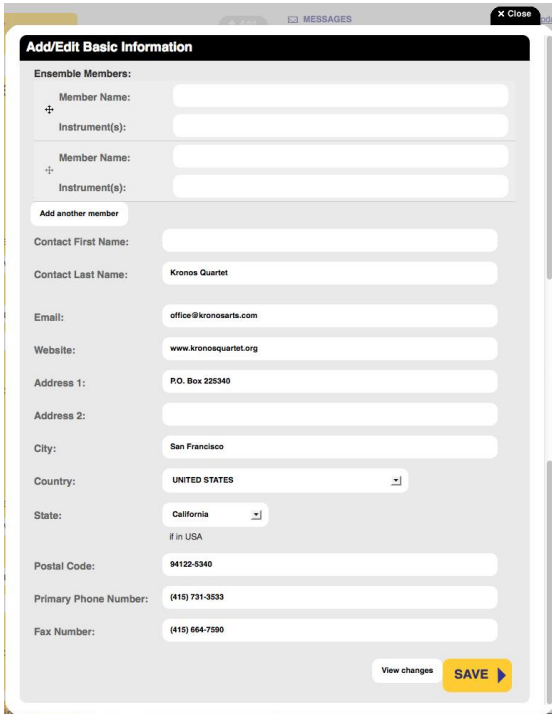


To delete content:

1. Select the content type you would like to manage by clicking the appropriate link on left.
2. Click **Delete** under the item you would like to change.
3. Confirm that you would like to delete the content in the pop-up.
4. The page will refresh and you will see that the item has been removed from the My Uploads page.
5. To see your profile, click **See My Profile** on the left.

4) Editing Content

a) Editing Basic Info



1. Click on the **Edit** tab which appears right above your member ID.
2. Edit or add new content to the appropriate fields.
3. Click **Save**. You will see your changes reflected on your profile. (Please refresh your browser.)

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b) Editing Additional Information

23 24 25 26 WEBSITE www.kronosquartet.com Close

Add/Edit Additional Information

Biography: Dedicated to the performance of contemporary music and to the commissioning of new work. Tours extensively throughout the U.S., Canada, Europe, Mexico, Russia, South America, Japan, China, and

Content limited to 750 characters, remaining: 447

Repertoire: Early Music Classical
 Jazz New Music World Music

Year Founded: 1973

Management: Kronos Performing Arts Association

Ensemble in Residence:

View changes SAVE

1. Click on the **Edit** tab to the top right of the “Additional Info” content block. A blank form will appear.
2. Edit or add new content to the appropriate fields.
3. Click **Save**. You will see your changes reflected on your profile (Please refresh your browser).

c) Adding Photos

+ Add HIP Close

Add Images to Your Profile

Additional Images: * Browse... Upload

Maximum file size: 2 MB
Allowed extensions: png gif jpg jpeg

Caption/Photo Credit:

SAVE

To add images to your profile:

1. Click on the **Add** tab on the top right of the “Show us more” content block. A blank form will appear.
2. Browse to your desktop to upload your photo. Please note: Maximum file size is 2 MB; acceptable formats are: png, gif, jpg, jpeg.
3. Add caption and/or photo credit.

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d) Adding Audio

Add Audio [Close]

Upload Audio: *

Maximum file size: 128 MB
Allowed extensions: mp3

Please select your audio with the "choose file" button. Click "upload," then click "save" below.
Please note: your audio file will not be added, if you do not select "upload."

Composer: *

Title: *

Artist Name: *

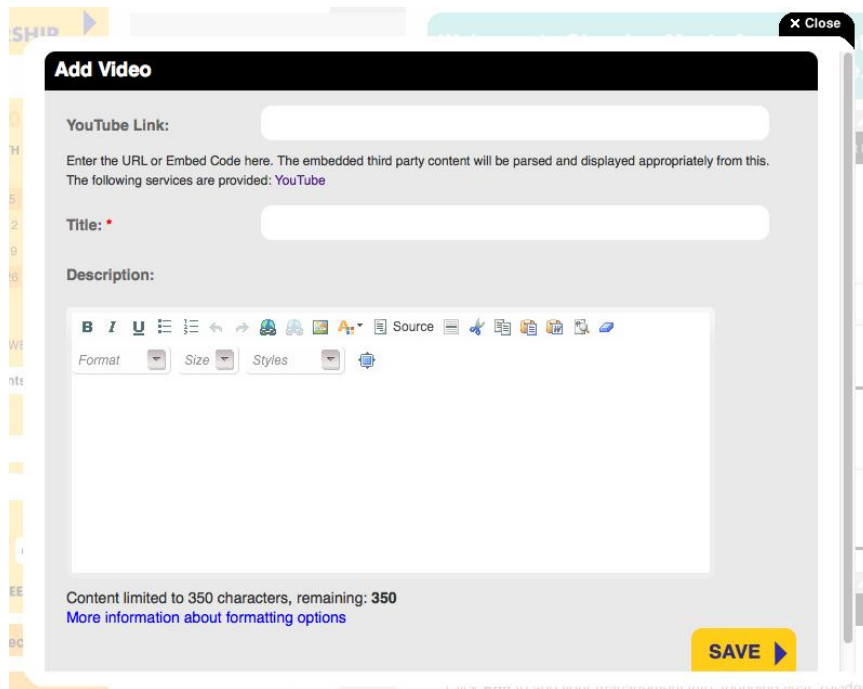
▶

To add audio to your profile:

1. Click on the **Add** tab on the top right of the Audio block. A blank form will appear.
2. Please select your audio with the "browse" button. Click **Upload** then click **Save** below.
Please note: your audio file will not be added if you do not select the "upload" button.
3. Enter composer, title, and artist name. **Please note: these are required fields.**

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e) Adding Video



The screenshot shows a web interface for adding a video to a member profile. The form is titled "Add Video" and has a "Close" button in the top right corner. It contains the following fields and elements:

- YouTube Link:** A text input field with a placeholder.
- Instructions:** "Enter the URL or Embed Code here. The embedded third party content will be parsed and displayed appropriately from this. The following services are provided: YouTube"
- Title:** A text input field with a red asterisk indicating it is required.
- Description:** A rich text editor with a toolbar containing icons for bold, italic, underline, list, link, unlink, source, and other formatting options. Below the toolbar are dropdown menus for "Format", "Size", and "Styles".
- Character Limit:** "Content limited to 350 characters, remaining: 350" with a link for "More information about formatting options".
- SAVE:** A yellow button with a right-pointing arrow.

To add video to your profile:

1. Click on the **Add** tab, which appears on the top right. A blank form will appear.
2. Enter the URL or Embed code of your YouTube video.
3. Enter title of video. Please note: this is a required field.
4. You may also include a description for your video, **limited to 350 characters**.
5. For quick tips on HTML formatting, click "More information about formatting options."

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f) Adding New Releases

The screenshot shows a web interface for adding a new release. The form is titled "Add New Release" and is set against a light gray background. At the top, there are navigation elements like "+ Add", "MESSAGES", and "Update Acco". The form fields are as follows:

- Album Title:** A text input field with a red asterisk indicating it is required.
- Release Date:** A date picker showing "11/02/2012" with a red asterisk.
- Album Cover:** A file upload area with a "Browse..." button and an "Upload" button. Below it, text specifies "Maximum file size: 2 MB" and "Allowed extensions: png gif jpg jpeg".
- Image Scaling:** A note states "The image will be scaled to 75x75 pixels."
- Buy Link Title:** A text input field.
- Buy Link URL:** A text input field.
- Album Description:** A rich text editor with a toolbar containing icons for bold, italic, underline, list, link, unlink, and source. Below the editor, it says "Limit 350 characters" and provides a link for "More information about formatting options".
- SAVE:** A yellow button with a right-pointing arrow.

To add new releases to your profile:

1. Click on the **Add** tab at the top right of the New Releases content block. A blank form will appear.
2. Enter the album title and the release date. **Please note: both of these fields are required.**
3. Enter album cover image. Please note: Maximum file size is 2 MB; Acceptable formats are: png, gif, jpg, jpeg; Image will be scaled to 75 x 75 pixels.
4. Enter Buy Link Title (e.g., "Available at Amazon") and Buy Link URL (insert full URL link here).
5. You may also include a description for your album, **limited to 350 characters.**
6. For quick tips on HTML formatting, click "More information about formatting."

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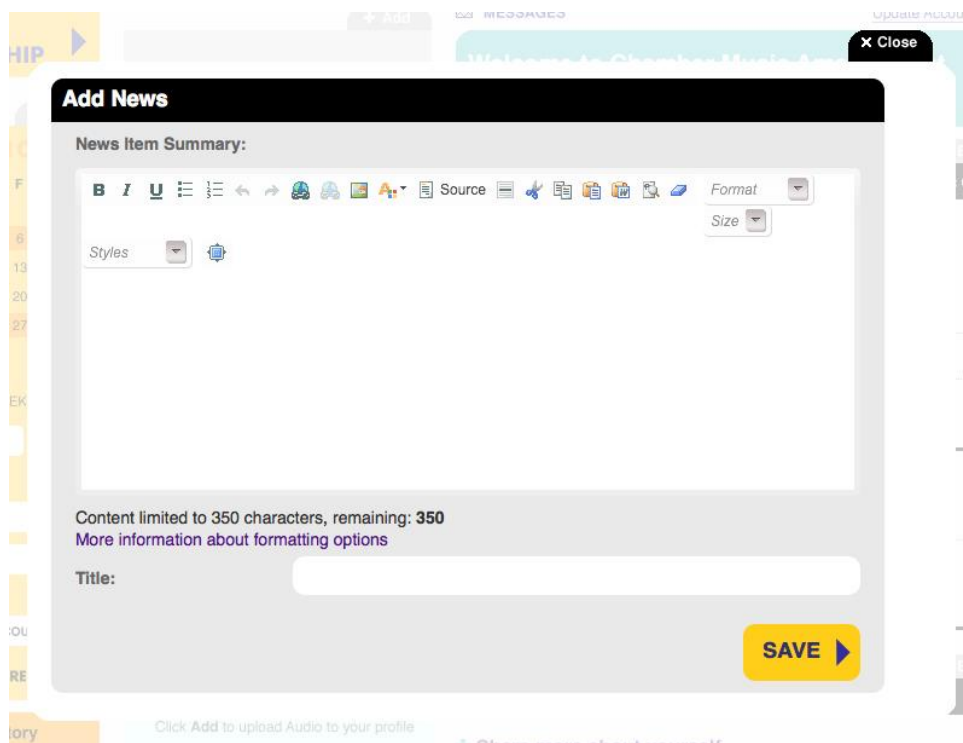
g) Adding Events

The screenshot shows a web form for adding an event. It is organized into five distinct sections, each with a title and a 'More information about formatting options' link. The sections are: 1. Event Information: Includes fields for Event Title, Date (with a calendar icon), Presented by, Event Type (dropdown), Genre (dropdown), Event Contact Name, and Event Contact Email. 2. Participant/Program Information: Includes fields for Ensemble Name, Musicians, Speakers/Participants, and Program. 3. Venue Information: Includes fields for Venue, Street, Additional, Country (dropdown), City, State/Province (dropdown), Phone, and URL. 4. Ticket Information: Includes a Description field, a Buy Link Title, and a Buy Link URL. 5. Images: Includes a Main Image field and a list of Additional Images, each with a file upload button and a 'Maximum file size: 2 MB' warning. A 'POST' button is located at the top right and bottom right of the form.

The events you post on your profile will be published to the calendar page:

1. Click on the **Add** tab to the top right of the Events content block. A blank form will appear.
2. The pop-up window is divided into 5 sections, you only need to fill out required fields marked with an asterisk. **The required fields are:** Date, Event Type, and Genre.
 - a. Event Information: Enter event title. You may also enter a short event description if applicable.
 - b. Participant/Program Information: you may also enter participating musicians, speakers, program description, etc., or leave this section blank.
 - c. Venue Information: Enter venue name and details. **Required fields are:** Country, City, State/Province
 - d. Ticket Information: if your event is ticketed, you can enter the ticket URL into this section.
 - e. Images: The image for your event will be displayed on the calendar page. Please note: Maximum file size is 2 MB; Acceptable formats are: png, gif, jpg, jpeg; Image will be scaled to 108 x 63 pixels.
3. For quick tips on HTML formatting, click “More information about formatting.”

h) Adding News



To add news to your profile:

1. Click the **Add** tab to the top right of the News content block. A blank form will appear.
2. Enter the news description, **limited to 350 characters**.
3. Enter title of article.
4. For quick tips on HTML formatting, click “More information about formatting.”

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i) Adding Sounding Board Topics

The screenshot shows a web browser window with a modal form titled "Add Sounding Board Topic". The form is light blue and contains the following elements:

- Subject:** A text input field with a red asterisk indicating it is required.
- Categories:** A dropdown menu with a red asterisk and the text "- Please choose -".
- Body:** A rich text editor with a toolbar containing icons for bold (B), italic (I), underline (U), list, link, unlink, source, and other formatting options. There are also dropdown menus for "Format", "Size", and "Styles".
- More information about formatting options:** A link located at the bottom left of the form area.
- SAVE:** A yellow button with a right-pointing arrow at the bottom right of the form.

To add a Sounding Board topic to your profile:

1. Click on the **Add** tab to the top right of the Sounding Board content block. A blank form will appear.
2. Enter the Subject, select a Category from the drop down and enter your topic description in the Body. **Please note all 3 fields are required.**
3. For quick tips on HTML formatting, click "More information about formatting."