

## 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.

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### 3) Resetting Your Login

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.



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.



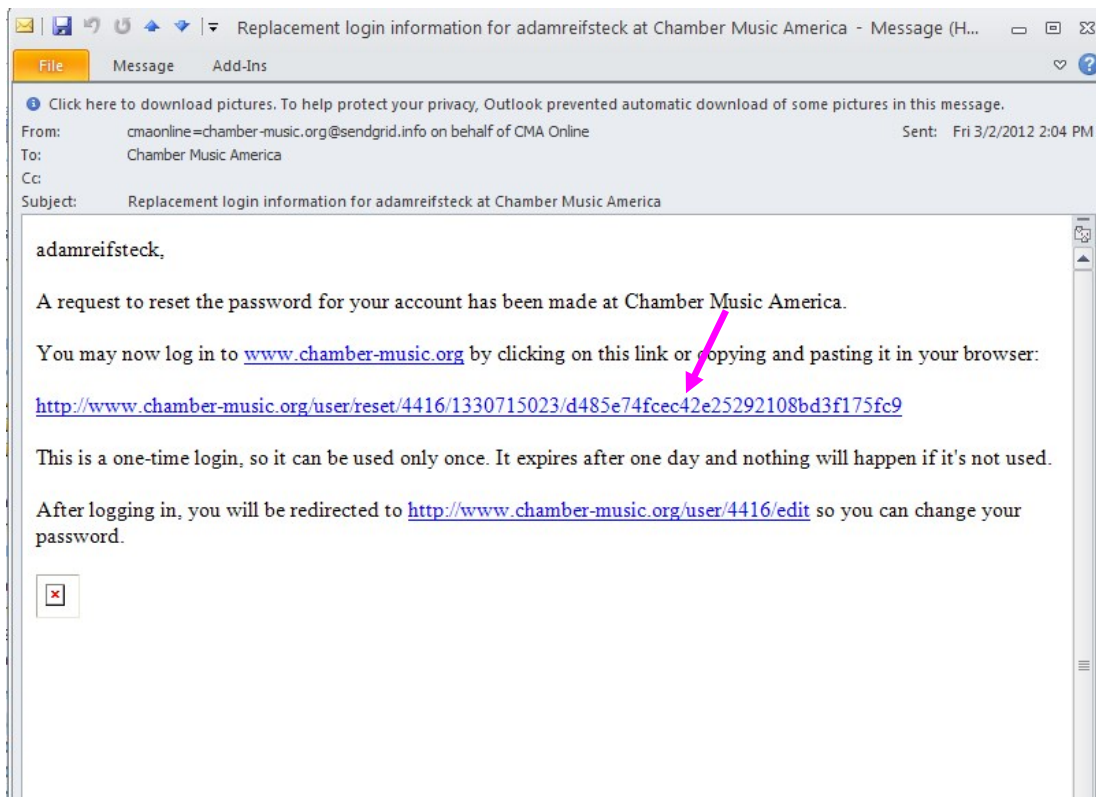
Depending on your email provider, this may take a few seconds or a few minutes.

## Logging In and Resetting Your Login

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

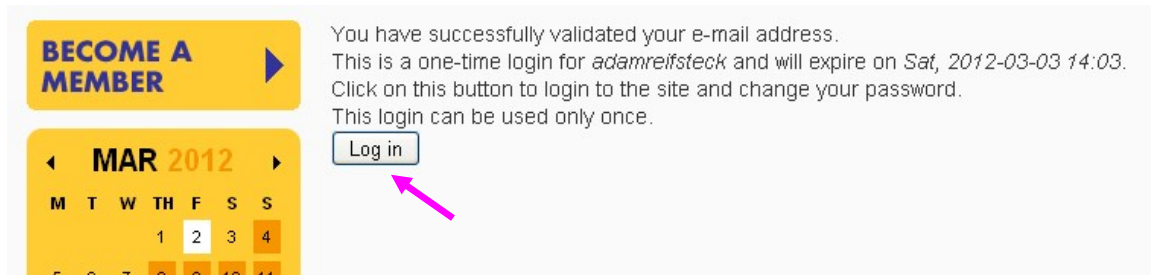
Click on the temporary login URL in the email message, or copy and paste it in to your browser.

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

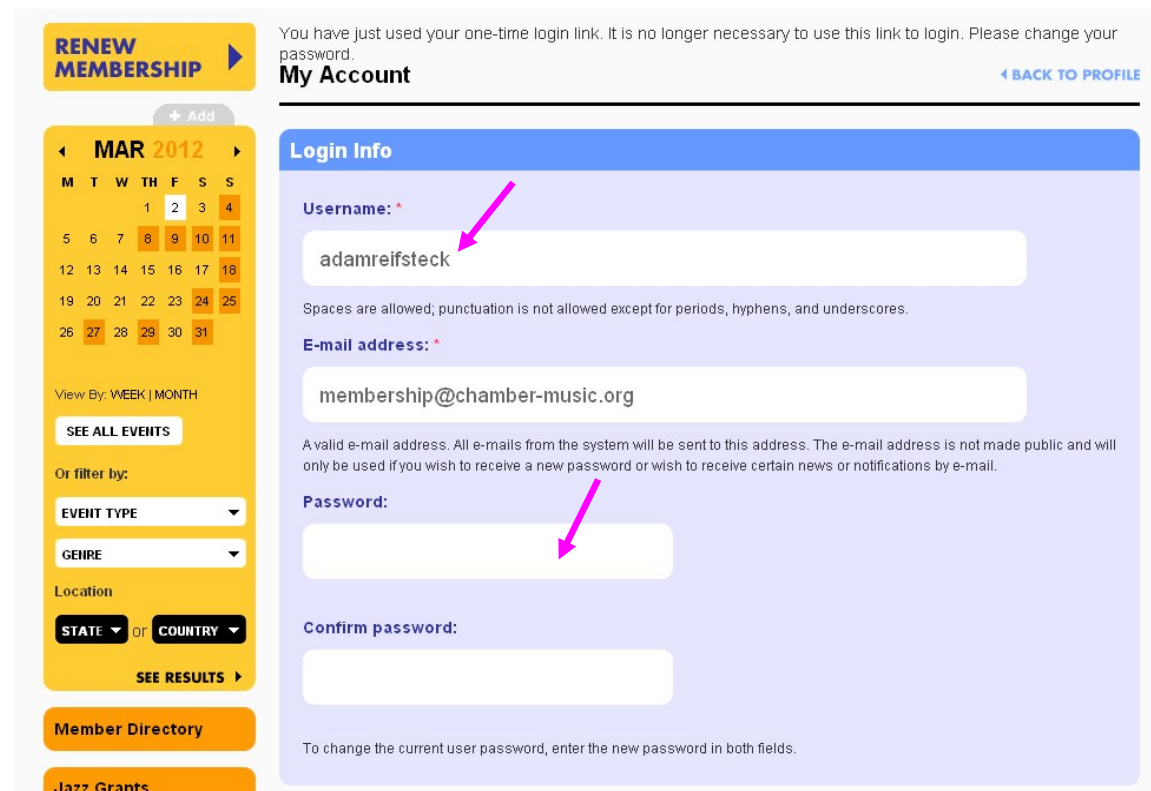


## Logging In and Resetting Your Login

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.



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



## Logging In and Resetting Your Login

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.

Passwords match: **Yes**

The password does not include enough variation to be secure. Try:

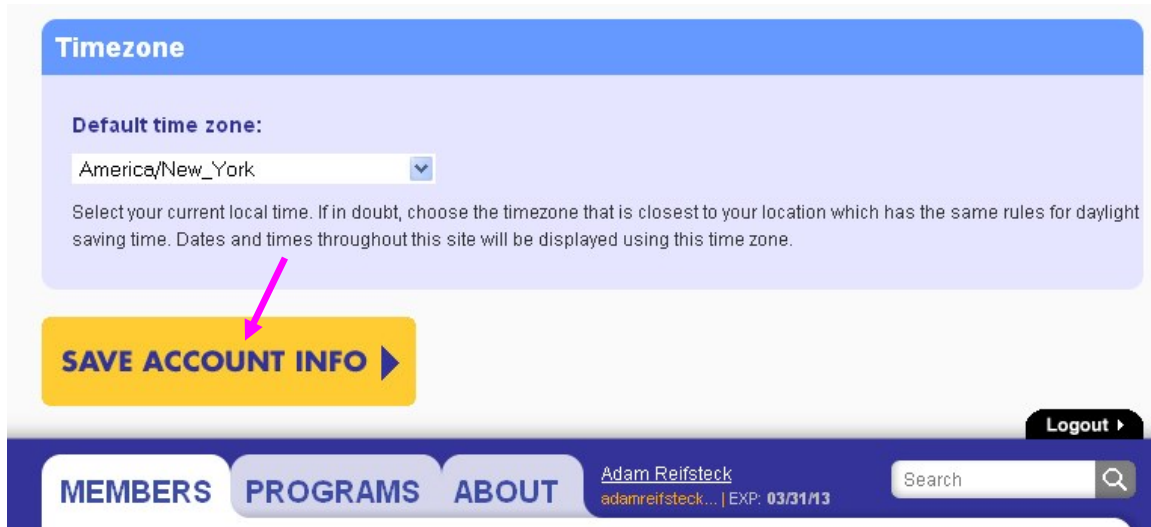
Adding both upper and lowercase letters.

Adding punctuation.

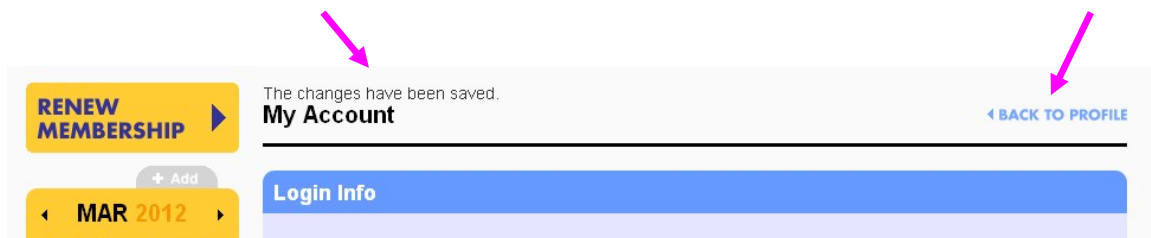
To change the current user password, enter the new password in both fields.

## 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.

