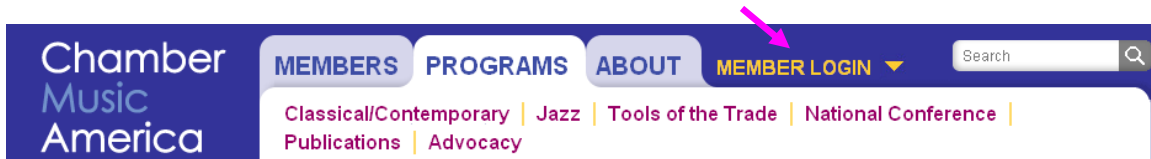


Updating Profiles: Presenters, Festivals, Training Institutions

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

1) Login

To update your profile, 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 the name of your organization or on “My Profile” from the menu navigation dashboard.




Updating Profiles: Presenters, Festivals, Training Institutions

2) Entering Basic Information

First, click the “Edit” tab to launch the dialog box.

✉ MESSAGES [Update Account Info](#)

 Edit

CMA Presenter MEMBER ID: **9999999**

Presenter

CONTACT **Adam Reifsteck**

EMAIL **areifsteck@chamber-music.org**

WEBSITE **www.chamber-music.org**

ADDRESS **305 Seventh Ave
New York, NY, 10001**

PHONE **212-242-2022**

FAX NUMBER **212-242-7955**

Updating Profiles: Presenters, Festivals, Training Institutions

Now, you can change, update, or add to your basic information. When you are finished, click “Save” at the bottom of the form.

Add/Edit Basic Information

Contact First Name:	<input type="text" value="Adam"/>
Contact Last Name:	<input type="text" value="Reifsteck"/>
Email:	<input type="text" value="areifsteck@chamber-music.org"/>
Website:	<input type="text" value="www.chamber-music.org"/>
Address 1:	<input type="text" value="305 Seventh Ave"/>
Address 2:	<input type="text"/>
City:	<input type="text" value="New York"/>
Country:	<input type="text" value="UNITED STATES"/>
State:	<input type="text" value="New York"/>
	<small>if in USA</small>
Postal Code:	<input type="text" value="10001"/>
Primary Phone Number:	<input type="text" value="212-242-2022"/>
Fax Number:	<input type="text" value="212-242-7955"/>

SAVE ▶

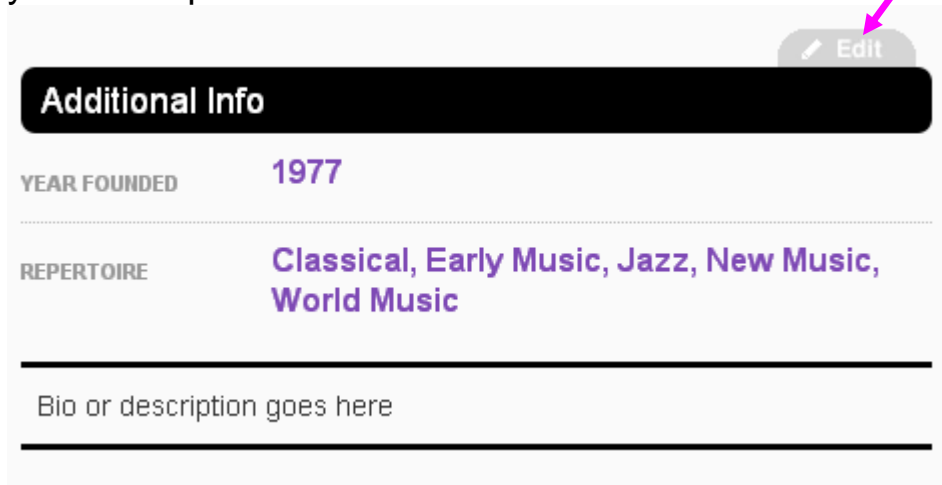
Need to change the name of your organization? See page 5.

Note: Don't enter anything you do not want to be displayed publicly or in the directory.

Updating Profiles: Presenters, Festivals, Training Institutions

2) Entering Additional Information

Click on the “Edit” tab to launch the dialog box to add more details to your basic profile.



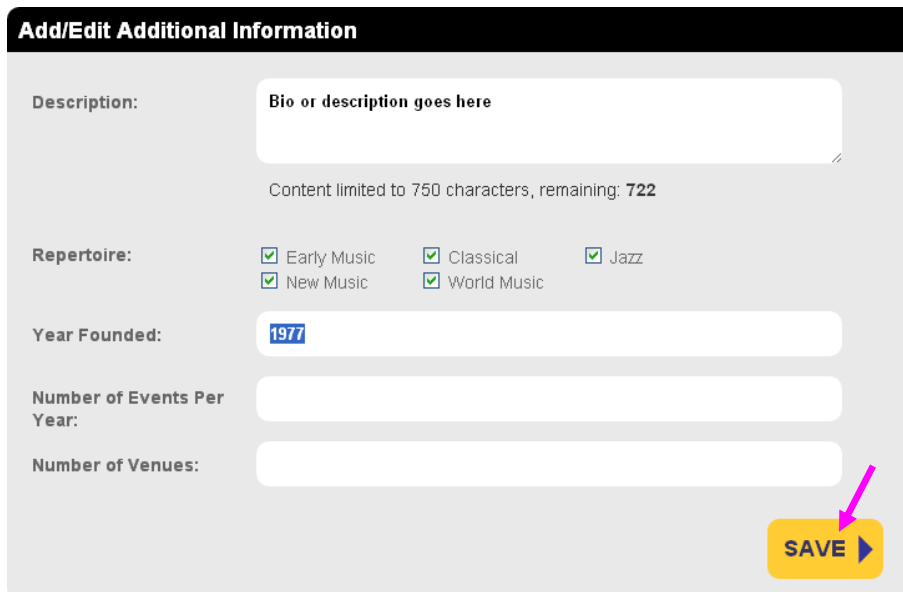
Additional Info

YEAR FOUNDED **1977**

REPERTOIRE **Classical, Early Music, Jazz, New Music, World Music**

Bio or description goes here

Now you may enter a short description of your organization, indicate the types of repertoire programmed, the year founded, the number of events you produce each year, and/or the number of venues. When you finish, click “Save” at the bottom of the form.



Add/Edit Additional Information

Description:

Content limited to 750 characters, remaining: 722

Repertoire: Early Music Classical Jazz New Music World Music

Year Founded:

Number of Events Per Year:

Number of Venues:

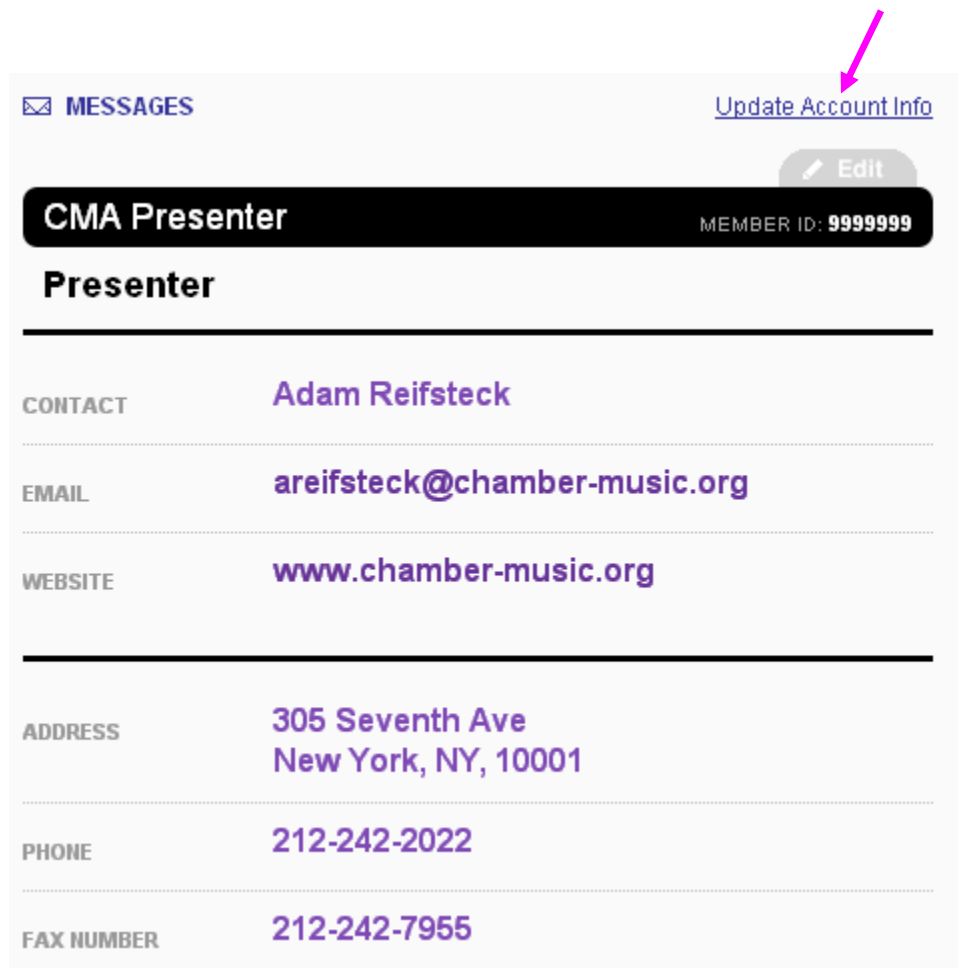
SAVE

Updating Profiles: Presenters, Festivals, Training Institutions

3) Updating Account Information

If you need to update your non-public contact information for CMA mailings and billing, to change your username or password, change the name of your organization, or modify the email address associated with your account, please click “Update Account Info.”

Do NOT use the Basic Contact Information section above to update non-public account information.



The screenshot shows a user profile for 'CMA Presenter' with a member ID of 9999999. The profile includes contact information such as name, email, website, address, phone, and fax number. A pink arrow points to the 'Update Account Info' link in the top right corner of the profile card.

MESSAGES	Update Account Info
CMA Presenter	MEMBER ID: 9999999
Presenter	
CONTACT	Adam Reifsteck
EMAIL	areifsteck@chamber-music.org
WEBSITE	www.chamber-music.org
ADDRESS	305 Seventh Ave New York, NY, 10001
PHONE	212-242-2022
FAX NUMBER	212-242-7955