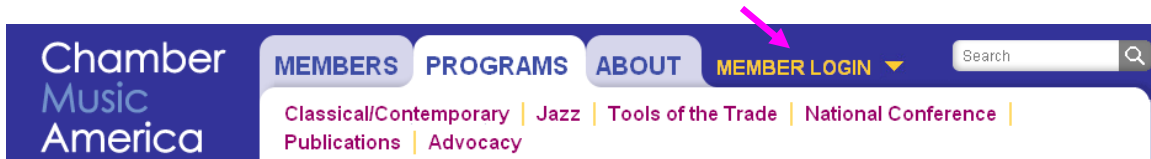


# Updating Profiles: Professional Musicians, Composers, Educators

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

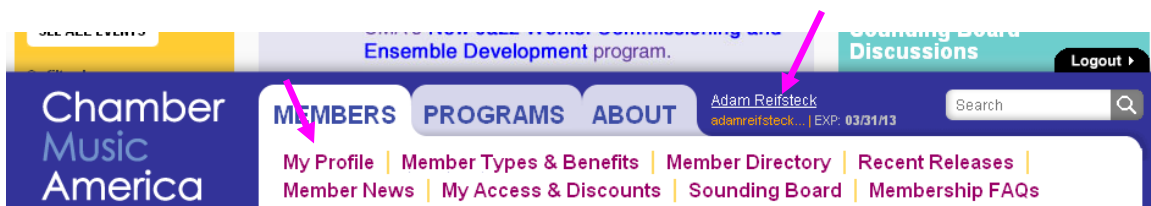
## 1) Login

To update your profile, 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) Navigating to Your Profile Page

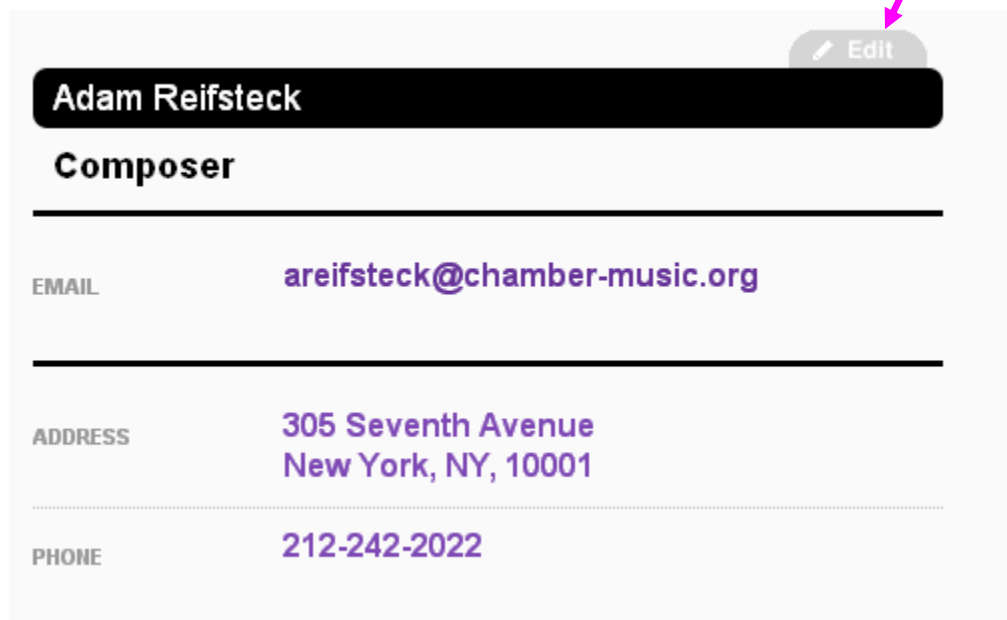


Access your profile by clicking on your name or on “My Profile” from the menu navigation dashboard.

## Updating Profiles: Professional Musicians, Composers, Educators

### 2) Completing or Updating Your Profile

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



**Adam Reifsteck**  
**Composer**

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

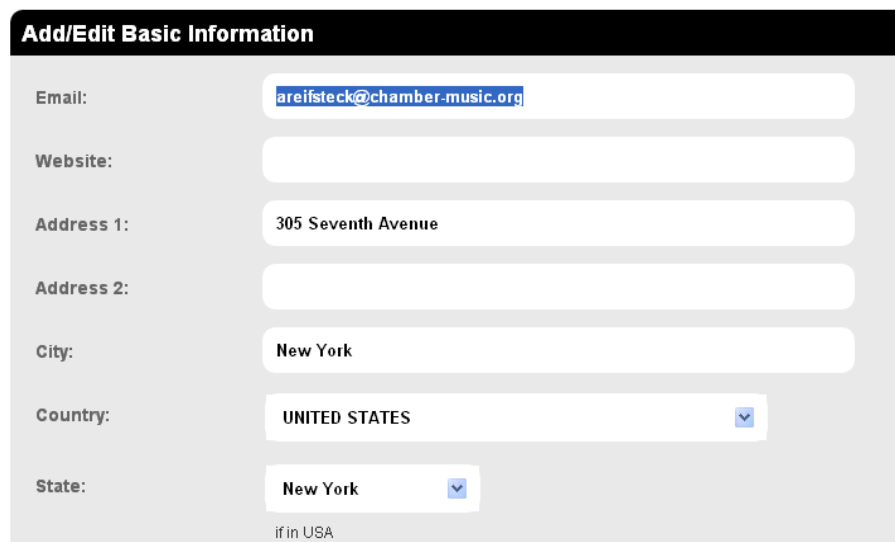
---

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

---

PHONE **212-242-2022**

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**

Email:

Website:

Address 1:

Address 2:

City:

Country:

State:

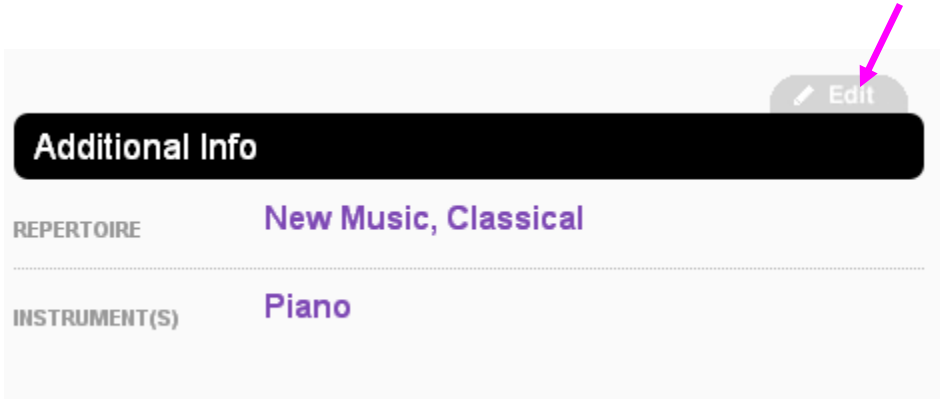
if in USA

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

# Updating Profiles: Professional Musicians, Composers, Educators

## 2) Entering Additional Information

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



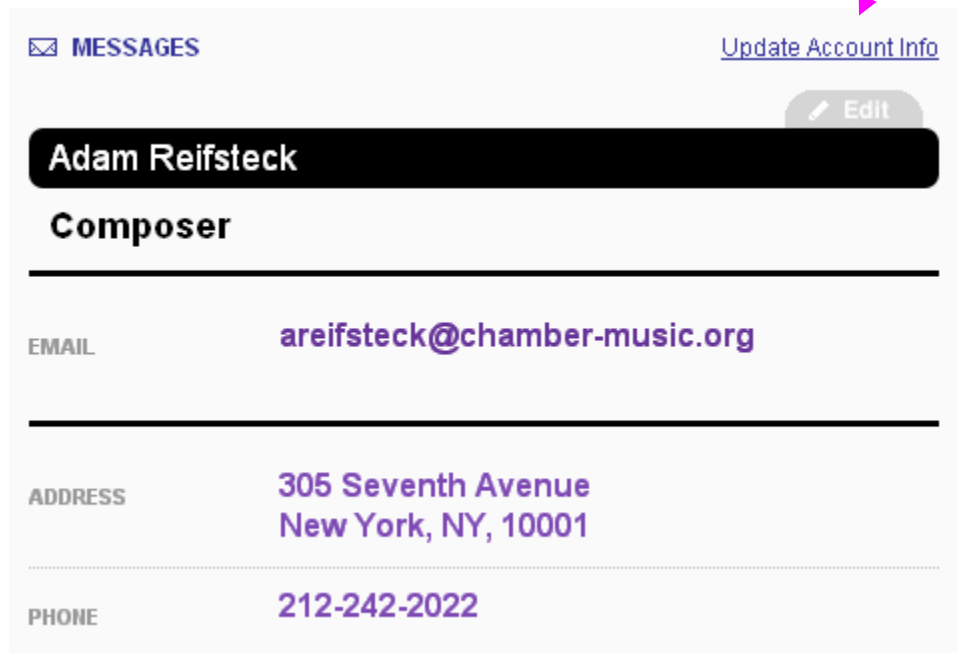
You may now enter a short biography, indicate your repertoire categories, and instruments. You also have the option to enter the name of your management. When you finish, click “Save” at the bottom of the form.

A screenshot of a form titled "Add/Edit Additional Information". The form contains several sections: "Biography:" with a large text input field (pointed to by a pink arrow) and a character count "Content limited to 750 characters, remaining: 750"; "Repertoire:" with five checkboxes: "Early Music" (unchecked), "Classical" (checked), "Jazz" (unchecked), "New Music" (checked), and "World Music" (unchecked); "Instruments:" with three columns of checkboxes: "String" (Harp, Acoustic Guitar, Classical Guitar, Electric Guitar, Violin, Viola, Cello, Double Bass, Electric Bass, Other), "Woodwind" (Piccolo checked, Flute, Oboe, English Horn, Clarinet, Bassoon, Saxophone, Other), and "Brass" (Horn, Tuba, Trumpet, Flugelhorn, Trombone, Euphonium, Other); and "Percussion", "Keyboard" (Piano checked), and "Other" (Period Instrument) sections.

## Updating Profiles: Professional Musicians, Composers, Educators

### 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, or change 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 Adam Reifsteck, a Composer. The profile includes contact information for email, address, and phone. A pink arrow points to the 'Update Account Info' link in the top right corner of the profile card.

✉ MESSAGES	<a href="#">Update Account Info</a>
<b>Adam Reifsteck</b>	
<b>Composer</b>	
EMAIL	<a href="mailto:areifsteck@chamber-music.org">areifsteck@chamber-music.org</a>
ADDRESS	<b>305 Seventh Avenue New York, NY, 10001</b>
PHONE	<b>212-242-2022</b>