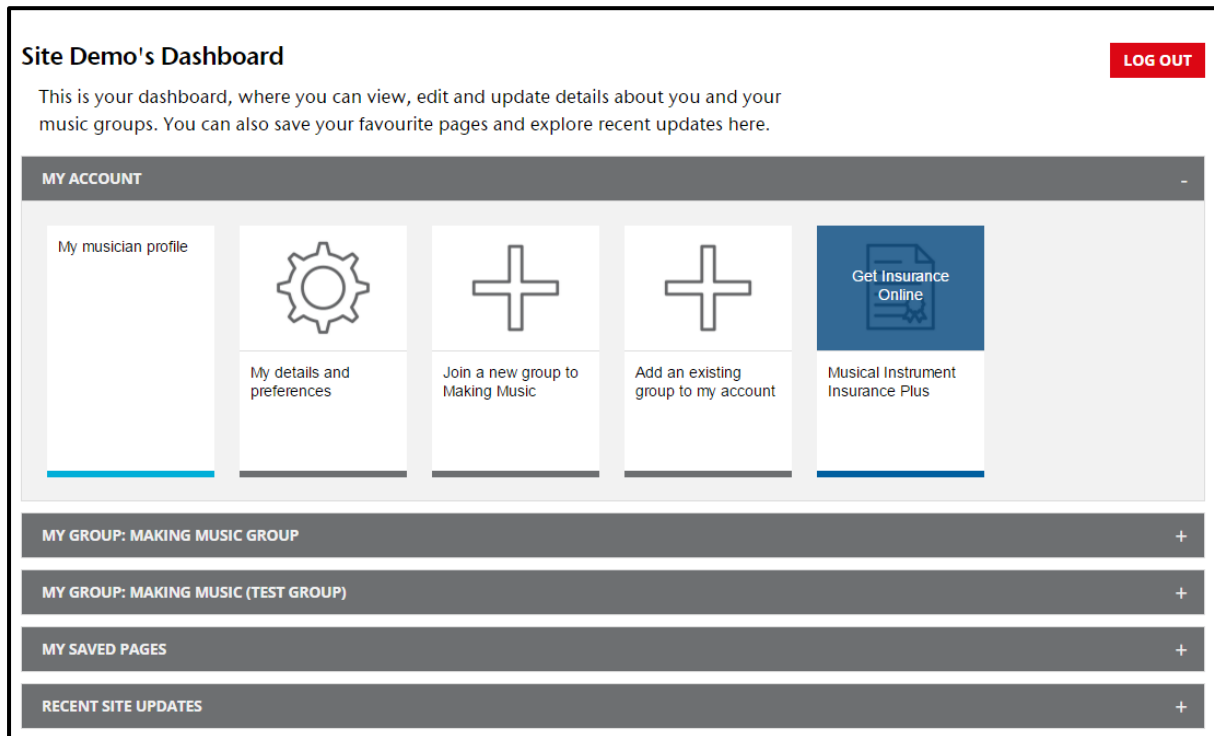


# Making Music Website User Guide

## User Guide no. 1: My Dashboard; My Account, My Saved Pages and Recent Site Updates

'My Dashboard' is your main admin area of the site – it is where you can view, add and update details about you and your group. Whenever you are logged into the site you will see a tab on the right-hand side of the screen that says 'My Dashboard' - just click on the tab to go to your Dashboard.

It will look similar to the below:



- Clicking on the grey bars will open up or close more options for each section
- My Account: this is where you can view, add and update details about yourself
- My Group: this is where you can view, add and update details about your group.  
[See User Guide no. 2: My Dashboard: My Group for more details](#)
- My Saved pages: you can save your favourite pages from the website in this section – so you don't have to keep searching for them. If you click on the grey bar your saved pages will appear.
- Recent site updates: the most recent news and guidance additions to the site will automatically be in here. Clicking on the grey bar will reveal them.

### This guide provides further details on:

- [My Dashboard – My Account:](#)
  - [My details and preferences:](#)
  - [Add an existing group to my account](#)
- [My Dashboard - My Saved pages](#)
- [My Dashboard - Recent site updates](#)

Just click on the section you are interested in for more details.

## My Dashboard – My Account

**Site Demo's Dashboard** LOG OUT

This is your dashboard, where you can view, edit and update details about you and your music groups. You can also save your favourite pages and explore recent updates here.

**MY ACCOUNT**

- My musician profile
- My details and preferences
- Join a new group to Making Music
- Add an existing group to my account
- Musical Instrument Insurance Plus

MY GROUP: MAKING MUSIC GROUP +

MY GROUP: MAKING MUSIC (TEST GROUP) +

MY SAVED PAGES +

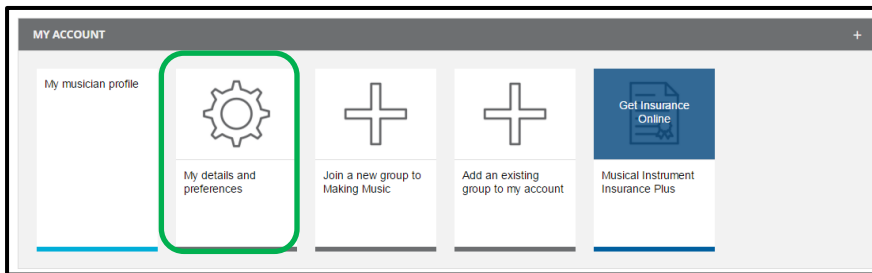
RECENT SITE UPDATES +

Clicking on any of the icons in the My Account section will take you through to another page.

- **My Musician Profile:** this is a work in progress. Ultimately we would like a database of amateur musicians that is searchable on our website – to help members find other musicians. As it stands, this is not working – but you can add an image and short description of yourself clicking on the icon
- **My details and preferences:** this is where you can update your personal details and communication preferences (email, mail etc.) - see more details below
- **Join a new Group to Making Music:** if you would like to apply for Group membership and insurance for the Music group you are in click on this icon – it will take you to online Group joining form
- **Get insurance online (Musical Instrument Insurance Plus):** if you would like to take out Individual Musical Instrument insurance - to cover all the instruments in your household – click on this icon to go to the online joining form.  
Please note: if you do take out individual insurance your insurance details and documents will be available through your Dashboard.
- **Add an Existing Group to my Account:** If you are a member of a music group that is already a member of Making Music and you would like to have access to our website resources this is where you can ask for permission.

[Click here to go back to the menu](#)

## My details and preferences:



- This is where you can update your personal details (address etc.) as well as set your contact preferences (email opt out, third part mailing etc.)
- Click on the icon (highlighted in green) to go to a screen similar to the below

### Individual Details

Here you can edit and update your personal information, contact details, choose which topics you are interested in receiving updates about and manage your mailing preferences.

Your Details

FIRST NAME

LAST NAME

ABOUT ME

WEBSITE

Contact Details

PHONE NUMBER

EMAIL

STREET ADDRESS

- You can edit existing details and add new ones by simply typing in the relevant field. If you scroll down the web page, you will see where you can set your mailing preferences. If you make any changes you must click **SUBMIT** for them to take effect.

### Email topics

To help with your music making, we will let you know about resources, opportunities, events and campaigns as well as highlighting resources and information from relevant organisations. You can select which of these you would like to receive from the tick-boxes below, or opt out of email or postal updates altogether.

RESOURCES FOR MUSIC GROUPS  
 YES

CAMPAIGNS & ADVOCACY  
 YES

TRAINING & EVENTS  
 YES

OPPORTUNITIES TO GET INVOLVED  
 YES

REGULAR DIGEST  
 YES

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### Mailing preferences

I DO NOT WANT TO RECEIVE UPDATES BY EMAIL

I DO NOT WANT TO RECEIVE UPDATES BY POST (INCLUDING HIGHNOTES MAGAZINE)

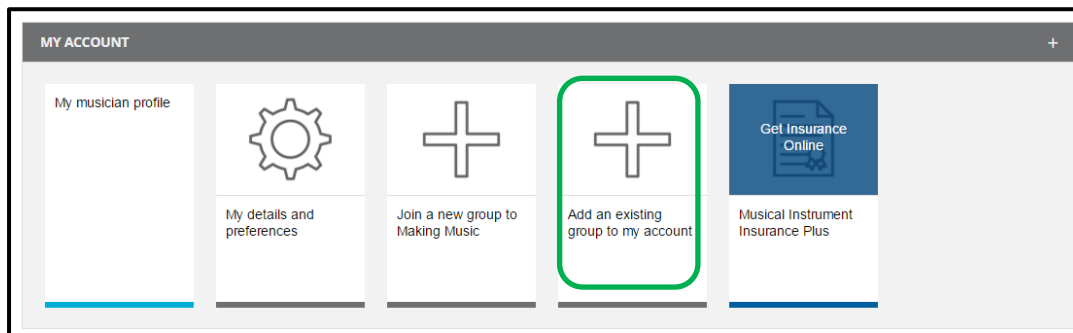
I WANT TO HEAR FROM SELECTED 3RD PARTIES BY POST.  
 YES  
 NO

With your consent we may share your postal details with 3rd parties to offer you exclusive discounts, goods or services which we think may be of interest to you. Please select whether or not you would like to receive these.

**SUBMIT**

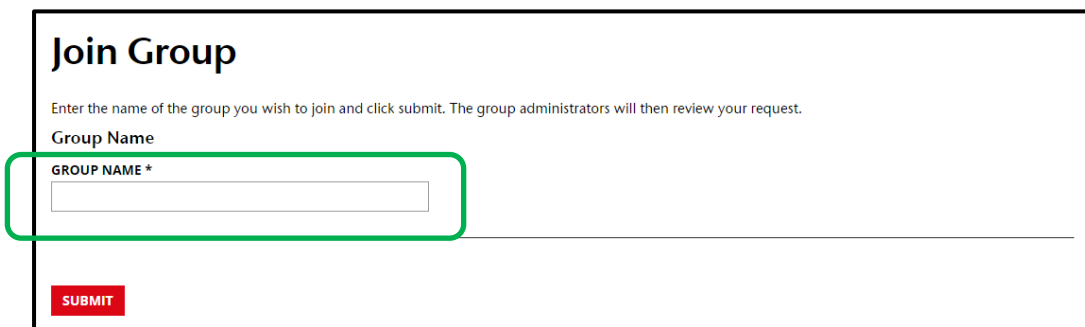
[Click here to go back to the menu](#)

## Add an existing group to my account:



If you are a member of a music group that is already a member of Making Music and you would like to have access to our website resources you can ask the group website administrator to give you access through this icon (highlighted in green). Clicking on the icon will take you to the below screen

Start typing the name of the group in the Group Name box (highlighted in green). The website will search for matching groups who are members with Making Music. Once you have found the right group click **SUBMIT**.

A screenshot of a "Join Group" form. At the top, the title "Join Group" is displayed. Below the title, there is a line of text: "Enter the name of the group you wish to join and click submit. The group administrators will then review your request." Underneath this text, the label "Group Name" is shown. Below the label is a text input field with the placeholder text "GROUP NAME \*". This input field is highlighted with a green rounded rectangle. At the bottom left of the form, there is a red button with the text "SUBMIT" in white.

### What happens next?

1. Anyone in your group who has Group Admin website access will receive an email saying that you have asked to join the group, and that they need to approve your request.
2. Once they have approved your request you will receive an email to notify you.
3. The next time you log into the site you will be able to access the member resources, and the 'My Group' bar will appear in your Dashboard (which means you will be able to view, add and edit some details for your group – see 'My Dashboard – My Group' guidance for more information on this)

[Click here to go back to the menu](#)

## My Dashboard - My Saved pages

### Site Demo's Dashboard

This is your dashboard, where you can view, edit and update details about you and your music groups. You can also save your favourite pages and explore recent updates here.

[LOG OUT](#)

#### MY ACCOUNT

- My musician profile
- My details and preferences
- Join a new group to Making Music
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#### MY GROUP: MAKING MUSIC GROUP

#### MY GROUP: MAKING MUSIC (TEST GROUP)

#### MY SAVED PAGES

#### RECENT SITE UPDATES

- This is where you can save your favourite pages from the website – so you don't have to keep searching for them. You can save resource pages, news items, vacancies and events.
- If you are on a page you want to save, just click on the [ADD THIS TO DASHBOARD](#) option. See below

## Why amateur music making matters

Many of you involved in music making in your spare time never think about why it matters. You enjoy it, so you assume everyone understands its importance, and often don't appreciate that it might be helpful to engage with the larger community on this who do not automatically share your enthusiasm. So why should you consider telling the world about making music?

Making music has real, measurable, tangible positive effects on individuals, on their community and on

Posted on 05 Nov 2015

[PRINT THIS PAGE](#)

[ADD THIS TO DASHBOARD](#)

[f](#) [t](#) [g+](#)

You can find more tools and tips for

- On your Dashboard click the grey bar that says My Saved Pages (highlighted in green) and it will show your pages. Just click on the page icon to go straight to the page

#### MY GROUP: MAKING MUSIC (TEST GROUP)

#### MY SAVED PAGES

- News**  
[Yorkshire Music Library saved \(once again!\)](#)  
After the creation of the Yorkshire Music Library (under social enterprise Fresh Horizons) in 2012, the vast collection of over 300,000 musical...
- Making Music**  
[Making Music events](#)  
**Making Music**  
Information and advice event (London): good...  
Come and get together with other amateur musicians and orchestral conductors at this session specifically for orchestras (including chamber...
- Guidance**  
[Why amateur music making matters](#)  
Many of you involved in music making in your spare time never think about why it matters. You enjoy it, so you assume everyone understands its...
- Templates**  
[Template contract for working with a Music...](#)  
This model contract has been developed with the help of the Incorporated Society of Musicians (ISM) and the Association of British Choral Directors...

#### RECENT SITE UPDATES

To remove a page from your dashboard just go to the page and click **REMOVE THIS ITEM FROM YOUR DASHBOARD**

## Making the most of your membership - for MM Reps

Posted on 07 Aug 2015

[PRINT THIS PAGE](#)

[REMOVE THIS ITEM FROM YOUR DASHBOARD](#)

[f](#) [t](#) [g+](#)

[Find out more about membership benefits](#)

### What is a Making Music Representative?

The Making Music Representative (MM Rep) is the primary link between Making Music and your group, helping us to create a two-way flow of communication.

## My Dashboard - Recent site updates








- This is where the most recent site updates will be automatically pulled through; they include resources, news items, vacancies and forum posts. Just click on the Grey bar in your dashboard to see all the updates.

MY GROUP: MAKING MUSIC GROUP +

MY GROUP: MAKING MUSIC (TEST GROUP) +

MY SAVED PAGES +

RECENT SITE UPDATES +

 <p><b>Musical Vacancy</b> <a href="#">Double Bass players</a> Double Bass players wanted to play with amateur orchestra on Tuesday evenings - see <a href="http://www.colintonorchestra.org.uk">www.colintonorchestra.org.uk</a></p>	 <p><b>Musical Vacancy</b> <a href="#">Bassoon player</a> Bassoon player wanted to play with amateur orchestra on Tuesday evenings - see <a href="http://www.colintonorchestra.org.uk">www.colintonorchestra.org.uk</a></p>	 <p><b>Musical Vacancy</b> <a href="#">Viola players</a> Viola players wanted to play with amateur orchestra on Tuesday evenings - see <a href="http://www.colintonorchestra.org.uk">www.colintonorchestra.org.uk</a></p>	 <p><b>Musical Vacancy</b> <a href="#">Brass and Woodwind Players Welcome</a> We are a lively and friendly concert band, playing a wide range of music. Rehearsals in central Christchurch, Dorset every Tuesday from 7.30pm until...</p>
		<p><b>Forum topic</b> <a href="#">Copyright</a> What are the copyright laws regarding photocopying song words for choir members?</p>	

[Click here to go back to the menu](#)