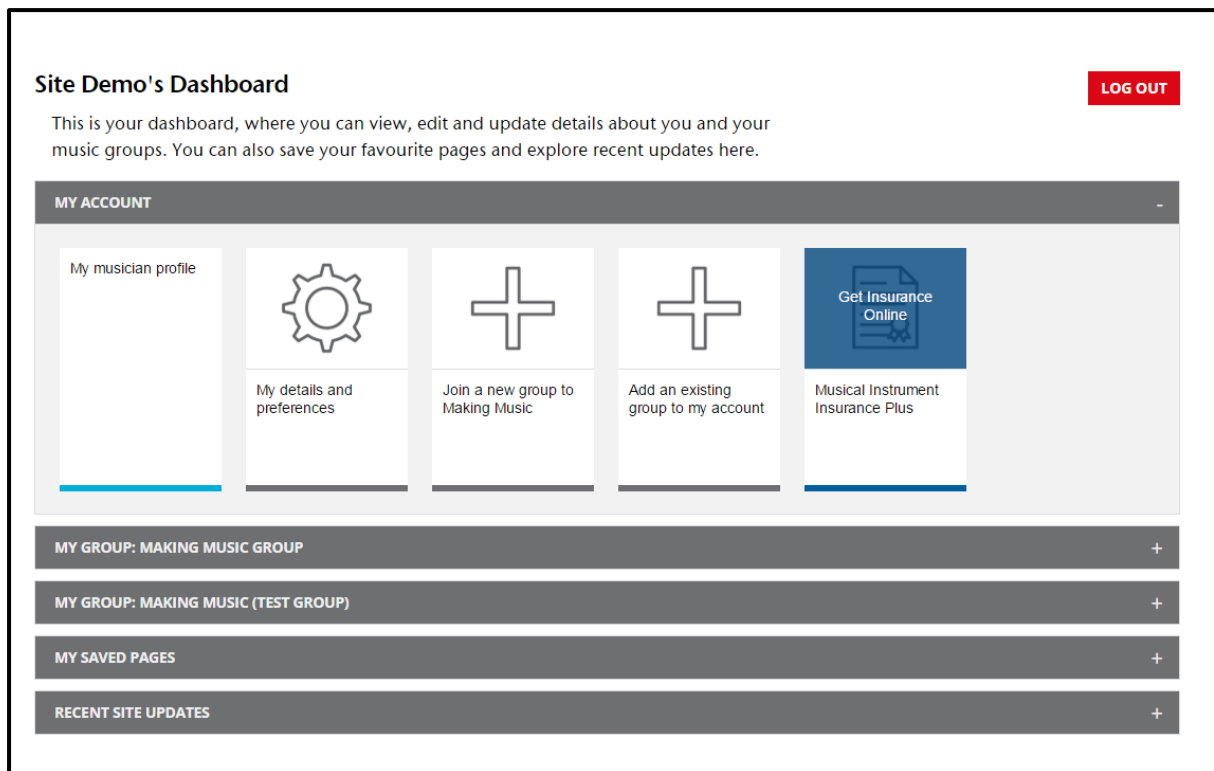


Making Music Website User Guide

User Guide no. 2: My Dashboard: My Group

'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.



You can do various things through your Dashboard:

- My Account: this is where you can view, add and update details about yourself (you can read more about this section of the dashboard in user guide no. 1)
- My Group:
 - This is where you view, add and update details about your group
 - if you click on the bar you will see more options
 - If you are in more than once group they will both appear in your Dashboard.
 - [See separate our guidance notes](#) on My Dashboard: My Group to find out more
- 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. Again 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 user guide will look at the My Group area of your Dashboard.**
- **For guidance on other areas of the Dashboard please see our [separate guidance](#)**

My Dashboard – My Group

The 'My Group' area of your dashboard is where you can view, add and update details about your group.

Depending on your level of website access you will see different icons on your Dashboard and have access to different functions. There are two levels of website access; User and Group Admin:

1. Users can access all of our online resources. In the Dashboard they can:
 - view the group profile, add and edit events, add and edit vacancies
2. Group Admins can do all the above, plus;
 - edit the group profile
 - view membership and insurance information
 - access insurance documents
 - renew membership and insurance (during renewals period)
 - manage contacts (i.e. invite people to join the group and give Group Admin website access)

Typical User view

The screenshot shows a dashboard for 'MY GROUP: MAKING MUSIC GROUP'. It features six main tiles in a single row. From left to right: 1. 'Group profile' with a person icon. 2. 'Remove this group from my account' with a large 'X' icon. 3. 'Add event' with a plus sign icon. 4. 'Award for Young Concert Artists presentation concert' with a purple background, 'View / edit' text, and a date of '18 Jun 2016'. 5. 'Add vacancy' with a plus sign icon. 6. 'Music Director' with an orange background, 'View / edit' text, and a date of 'Posted: 14 Apr 2016'.

Typical Group Admin view

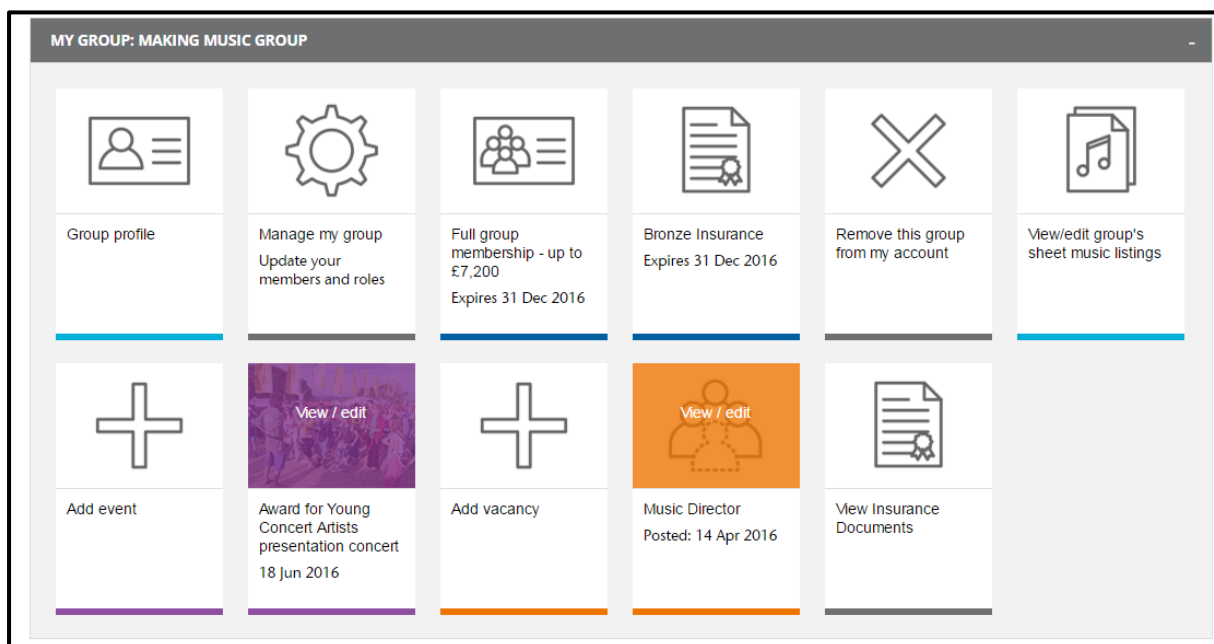
The screenshot shows a dashboard for 'MY GROUP: MAKING MUSIC GROUP' with expanded functionality. It features two rows of tiles. The first row includes: 1. 'Group profile' (person icon), 2. 'Manage my group' (gear icon) with subtext 'Update your members and roles', 3. 'Full group membership - up to £7,200' (group icon) with subtext 'Expires 31 Dec 2016', 4. 'Bronze Insurance' (document icon) with subtext 'Expires 31 Dec 2016', 5. 'Remove this group from my account' (large 'X' icon), and 6. 'View/edit group's sheet music listings' (sheet music icon). The second row includes: 1. 'Add event' (plus sign icon), 2. 'Award for Young Concert Artists presentation concert' (purple background, 'View / edit' text, '18 Jun 2016'), 3. 'Add vacancy' (plus sign icon), 4. 'Music Director' (orange background, 'View / edit' text, 'Posted: 14 Apr 2016'), and 5. 'View Insurance Documents' (document icon).

In this section we will explain a bit about how each function works

Menu – click on section you are interested in for more details

- [Group Profile](#) (Users can view and Group Admins can edit)
- Manage My Group (Group Admins only) - [See separate guidance](#)
- [Membership and Insurance information and documents](#) - (Group Admins only)
- [Add/edit events](#) (Users and Group Admins)
- [Add/edit vacancies](#) (Users and Group Admins)
- [View/edit group's sheet music listings](#) (Group Admins only)
- [Remove this group from my account](#) (Users and Group Admins)

Please note: The Manage My Group icon is not included in this guidance –[please see our separate guidance for more details.](#)



Group Profile (Users can view and Group Admins can edit)

MY GROUP: MAKING MUSIC GROUP

Group profile	Manage my group Update your members and roles	Full group membership - up to £7,200 Expires 31 Dec 2016	Bronze Insurance Expires 31 Dec 2016	Remove this group from my account	View/edit group's sheet music listings
Add event	Award for Young Concert Artists presentation concert 18 Jun 2016	Add vacancy	Music Director Posted: 14 Apr 2016	View Insurance Documents	

- Clicking on the icon will take you to a page similar to the one below:
- Users will not have the Edit Group Info button (circled in Red). If Group Admins click on it they will go the next page (see below)

Making Music Group

Posted on 03 Nov 2015

EDIT GROUP INFO

PRINT THIS PAGE

ADD THIS TO DASHBOARD

f t g+

Advertisement

Fantastic musical instr cover for amateur musicians

making music

Click here for more info or 020 7939 602

Type
Sub-type
Choral Society

Size
31 - 60 members

Repertoire
Main:
Other:
<http://www.makingmusic.org.uk>

Principal area of operation

Map Satellite

Wales, England, Snowdonia National Park, Nottingham, Leicester, Peterborough

Edit Group info page

- The next page will look similar to the one below. The information you submit on this page will be displayed on your group's public facing webpage on our site – which anyone can find using our [find a group tool](#).
- There are various fields and drop down menus to complete – there are more options than shown in the screen shot below (you just need to scroll down the screen in the actual site to see them all)
- You **cannot** change you group's name here – if you wish to do this you must email the office.
- Whenever you make any changes you must click the **SUBMIT** button, which you will find at the bottom of the screen.

Group Details

Group Details

GROUP NAME

DESCRIPTION

This will be shown on your group's profile page.

GROUP TYPE *

Your repertoire

MAIN REPERTOIRE *

ADDITIONAL REPERTOIRE

- CLASSICAL
- MODERN/CONTEMPORARY CLASSICAL
- EARLY MUSIC
- GOSPEL/SOUL
- JAZZ/BIG BAND/SWING
- OPERA
- MUSICAL THEATRE/CABARET
- FOLK/TRADITIONAL
- BARBERSHOP
- SAMBA
- WORLD MUSIC
- ROCK/POP/REGGAE

[Click here to go back to the contents page](#)

Membership and Insurance information and documents - (Group Admins only)

MY GROUP: MAKING MUSIC GROUP

 Group profile	 Manage my group Update your members and roles	 Full group membership - up to £7,200 Expires 31 Dec 2016	 Bronze Insurance Expires 31 Dec 2016	 Remove this group from my account	 View/edit group's sheet music listings
 Add event	 Award for Young Concert Artists presentation concert 18 Jun 2016	 Add vacancy	 Music Director Posted: 14 Apr 2016	 View Insurance Documents	

- The two icons highlighted in green tell you which level of membership and insurance you have.
- From January to November these icons just display information. When the membership renewal period starts (mid-November) these icons will say 'Renew now' – clicking on the icons during this period will take you to the renewal form.
- The 'View Insurance documents' icon (highlighted in red) is where you can view your insurance documents. Clicking the icon will take you to the below page. Just click on the relevant icon to download your documents.
- Note: the 'View Covering Letter' document has public liability information

Insurance Documents for Making Music Group

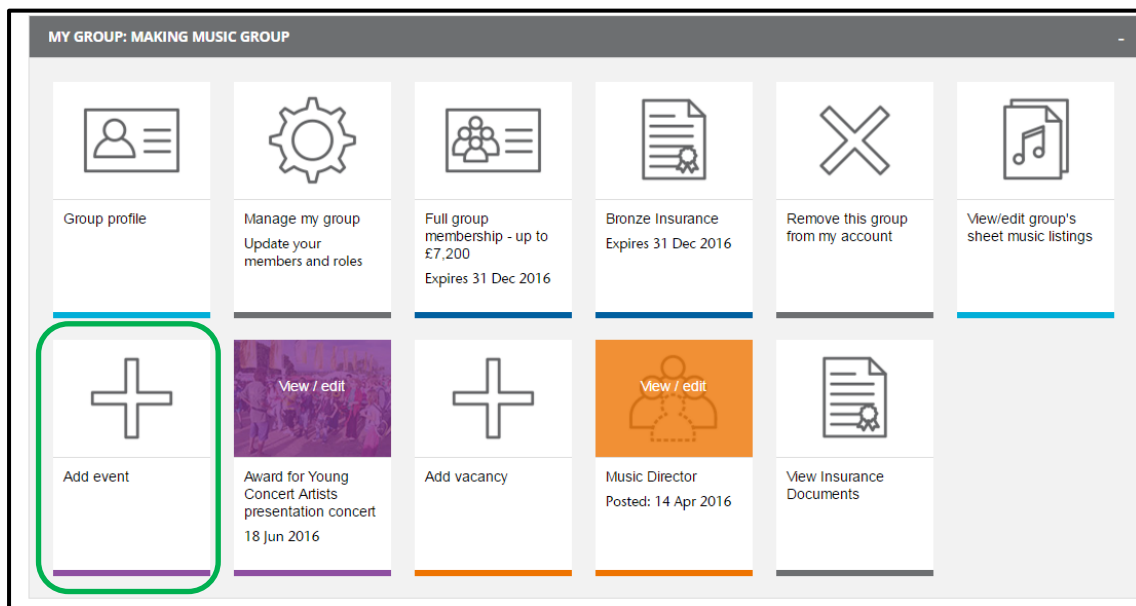
View Insurance Schedule	View Covering Letter	View Insurance Certificate	View Policy Summary	View Full Policy Document

[« BACK TO USER DASHBOARD](#)

[Click here to go back to the contents page](#)

Add/edit events (Users and Group Admins)

Adding an event



- To add an event click on the 'Add event' icon (highlighted in green). It will take you to a page similar to the below where you can add your event details:

Create Member Event

EVENT TITLE *

Which of your groups is this event for?

YOUR GROUPS

- None -

OTHER GROUPS

As groups administrator, associate this content with groups you do *not* belong to.

EVENT TYPE *

Performance
Participatory workshop

PROVISIONAL EVENT?

EVENT IMAGE

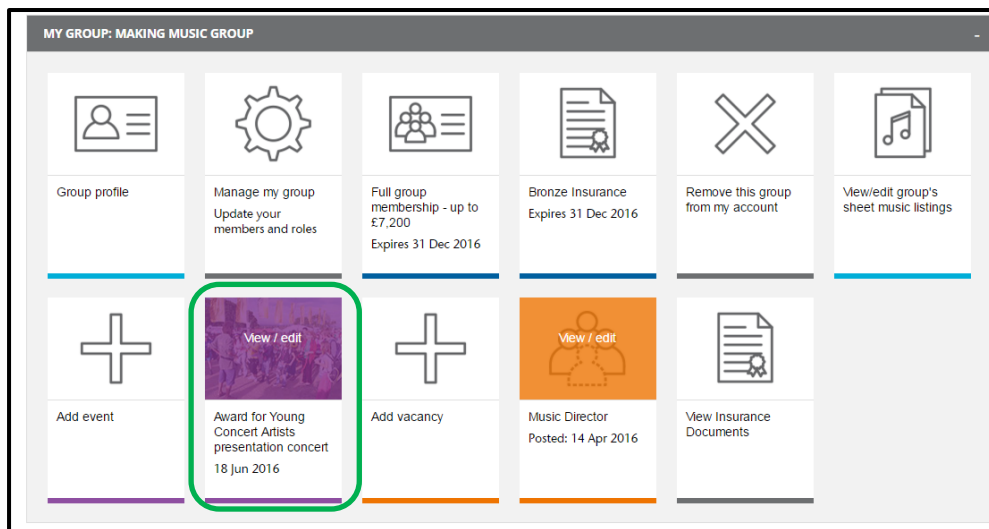
Choose file No file chosen

UPLOAD

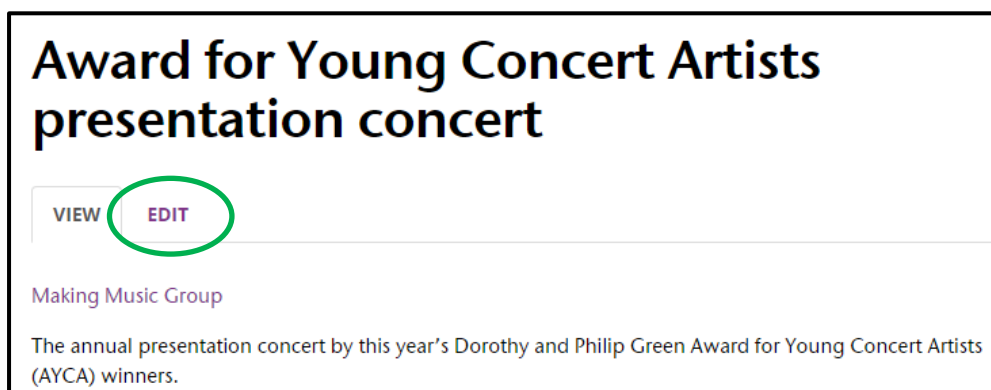
Files must be less than 2 MB.
Allowed file types: png gif jpg jpeg.
Images must be smaller than 712x400 pixels.

- Just complete all the relevant details and click **SAVE** at the bottom of the page. This will add the event to your Dashboard (see 'Editing an Event' below)
- **Your event will also now be listed in the public event listing on our website.**

Editing an Event



- Once you have added an event it will appear on your dashboard (highlighted in green). Click on the event icon to edit or delete the event. You will see a page similar to the one below.



- Click on Edit to update the details – the screen will look similar to the one below

Edit Member Event Award for Young Concert Artists presentation concert

VIEW **EDIT**

EVENT TITLE *
Award for Young Concert Artists presentation concert

WHICH OF YOUR GROUPS IS THIS EVENT FOR? *
Making Music Group

EVENT TYPE *
Performance
Participatory workshop

PROVISIONAL EVENT?

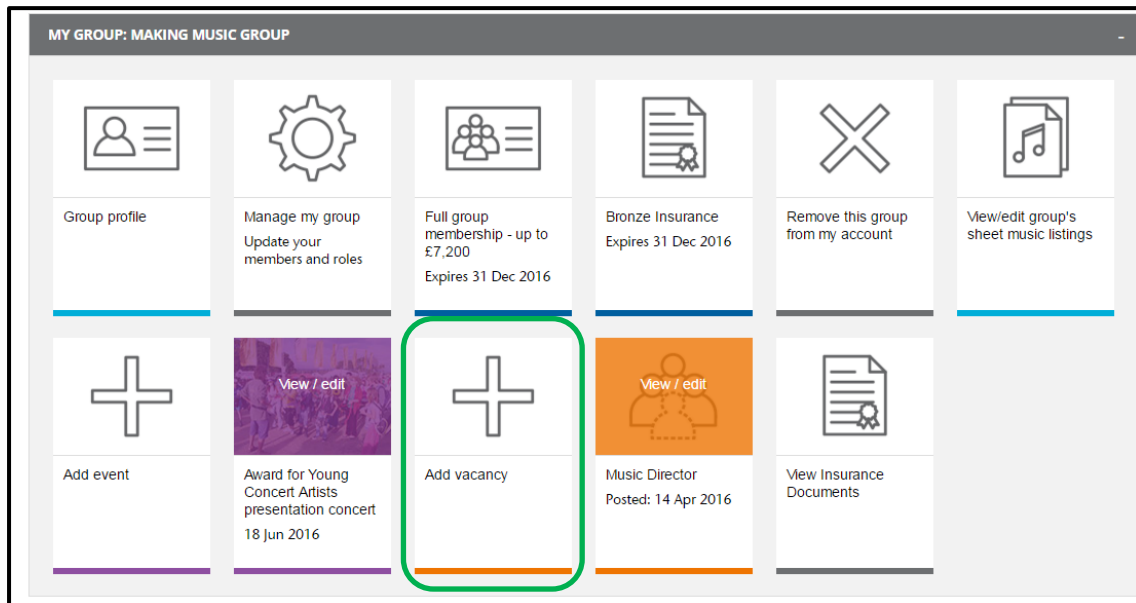
EVENT IMAGE
 No file chosen

- Once you have updated the details scroll to the bottom and click **SAVE**. This will update the event details to the public event listing on our website.
- To delete an event scroll to the bottom and click **DELETE**.

[Click here to go back to the contents page](#)

Add/edit vacancies (Users and Group Admins)

Adding a vacancy



MY GROUP: MAKING MUSIC GROUP

- Group profile
- Manage my group
Update your members and roles
- Full group membership - up to £7,200
Expires 31 Dec 2016
- Bronze Insurance
Expires 31 Dec 2016
- Remove this group from my account
- View/edit group's sheet music listings
- Add event
- Award for Young Concert Artists presentation concert
18 Jun 2016
- Add vacancy
- Music Director
Posted: 14 Apr 2016
- View Insurance Documents

- To add a vacancy click on the 'Add vacancy' icon (highlighted in green). It will take you to a page similar to the one below where you can add your vacancy details:

Create Musical Vacancy

TITLE/ROLE *

LANGUAGE

Language neutral ▾

Which of your groups is this vacancy for?

YOUR GROUPS

- None - ▾

OTHER GROUPS

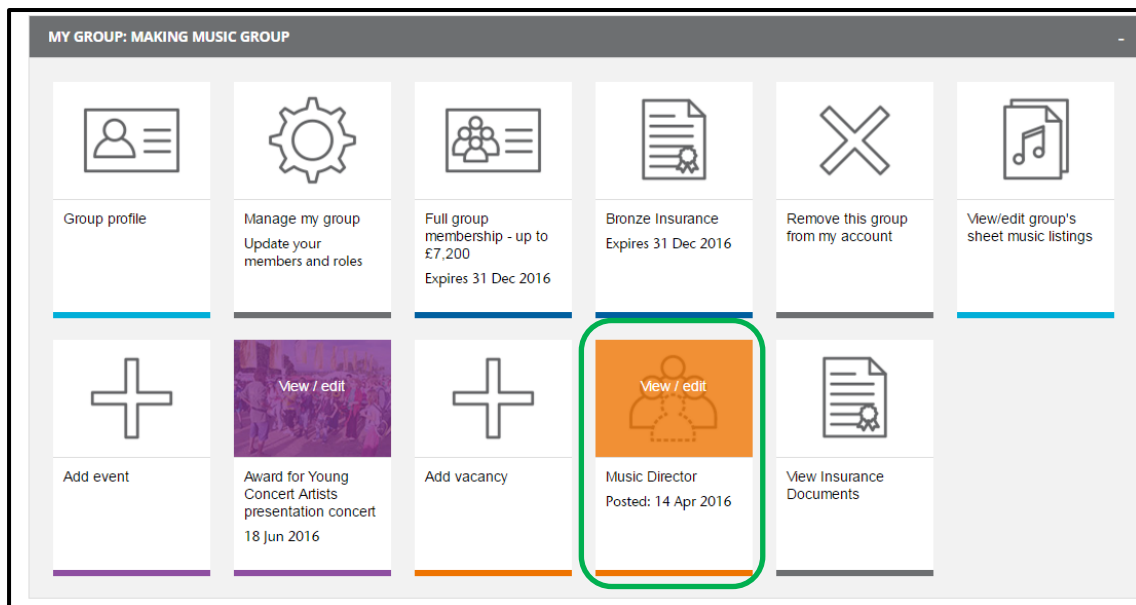
As groups administrator, associate this content with groups you do *not* belong to.

VACANCY TYPE *

- Select a value - ▾

- Just complete all the relevant details and click **SAVE** at the bottom of the page. This will add the vacancy to your Dashboard (see 'Editing a vacancy' below)
- Your vacancy will also now be listed in the public Musical vacancies are of on our website.**

Edit Vacancy



MY GROUP: MAKING MUSIC GROUP

- Group profile
- Manage my group
Update your members and roles
- Full group membership - up to £7,200
Expires 31 Dec 2016
- Bronze Insurance
Expires 31 Dec 2016
- Remove this group from my account
- View/edit group's sheet music listings
- Add event
- Award for Young Concert Artists presentation concert
18 Jun 2016
- Add vacancy
- Music Director
Posted: 14 Apr 2016
- View Insurance Documents

- Once you have added a vacancy it will appear on your dashboard (highlighted in green). Just click on the vacancy icon to edit or delete the vacancy. You will see a page similar to the below.

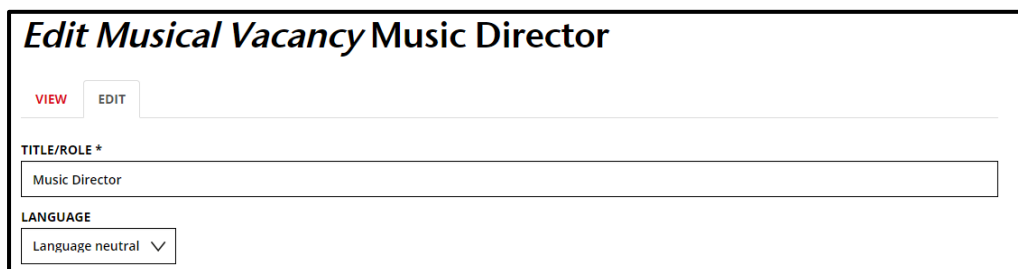


Music Director

Vacancy Type:
Composer/Arranger

Making Music Group

- Click on Edit to update the details – the screen will look similar to the one below



Edit Musical Vacancy Music Director

TITLE/ROLE *

Music Director

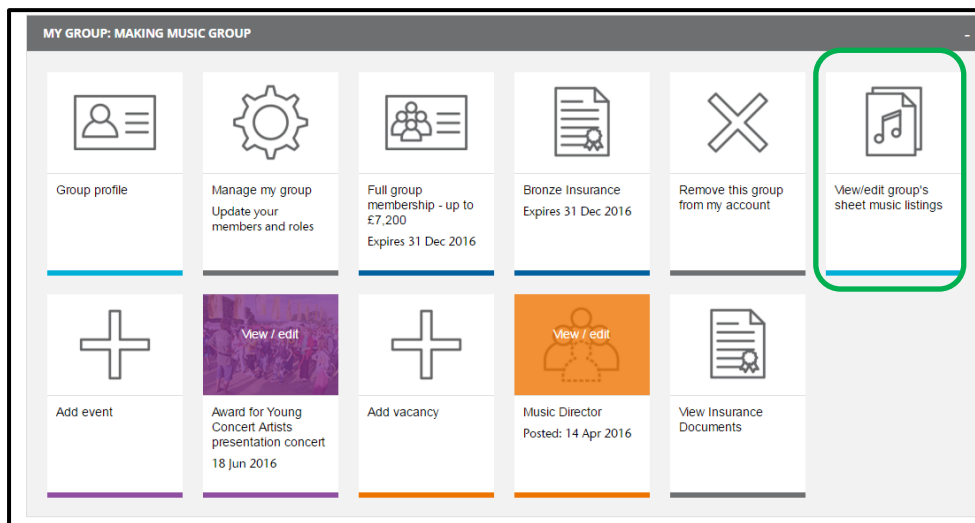
LANGUAGE

Language neutral ▾

- Once you have updated the details scroll to the bottom and click . This will update the vacancy details in the Musical vacancies area of our website.
- To delete a vacancy scroll to the bottom and click .

[Click here to go back to the contents page](#)

View/edit group's sheet music listings (Group Admins only)



- To add or edit your group's music sheet listings for our Music Bank click on the 'View/edit group's sheet music listings' icon (highlighted in green). It will take you to a page similar to the one below:

Group Sheet Music Holdings

« BACK TO DASHBOARD ADD NEW ITEM +

Composer	Title	Publisher	Qty	
Barber, Samuel	Quartet in B minor, Op. 11	G. Schirmer	1	Edit Delete

- Click **ADD NEW ITEM +** to add a new listing (see below for more details)
- Click Edit to edit existing sheet music lists (see below for more details)
- You can delete listings too by clicking on delete (you will be taken to a confirmation page before anything is deleted)

Add New Listing: the Add New Item page will look similar to the below:

Add Sheet Music Holding

PIECE

QUANTITY

WITHDRAWN

SAVE **CANCEL**

- Start typing to find the piece of music you have sheet music for – it will bring up a drop down list for you select from.
- Note: if the piece is not already listed in our Music Bank you will not be able to add a sheet music listing for it.
- Enter the number of copies of the sheet music you have
- Click **SAVE** this will mean your sheet music listing will now be listed in the Music Bank and available to other members to view and contact you about borrowing.

Edit Existing Listing; the Edit existing listing will look similar to the below:

Edit Sheet Music Holding

PIECE
Barber, Samuel: Quartet in B minor, Op. 11 (G. Schirmer) [id:9807]

QUANTITY
1








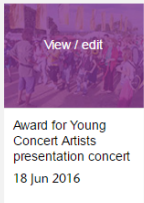

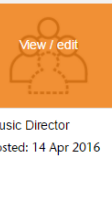

WITHDRAWN

SAVE **CANCEL**

- You can change details of the piece and adjust the number of copies you have available.
- If you tick the withdrawn box the sheet music will no longer be shown as available in our Music Bank – but it will still be listed in your dashboard.
- Unticking it will make it available to view in the Music Bank again.
- So if you loan out the music you could withdraw it whilst it is out on loan and then add it back in when you receive it back – that way you won't get emails requesting to borrow it when it had already been loaned
- Once you have made the changes remember to click **SAVE**.

Remove this group from my account (Users and Group Admins)

MY GROUP: MAKING MUSIC GROUP

 Group profile	 Manage my group Update your members and roles	 Full group membership - up to £7,200 Expires 31 Dec 2016	 Bronze Insurance Expires 31 Dec 2016	 Remove this group from my account	 View/edit group's sheet music listings
 Add event	 Award for Young Concert Artists presentation concert 18 Jun 2016	 Add vacancy	 Music Director Posted: 14 Apr 2016	 View Insurance Documents	

- If you have left a group and you no longer wish to see their details in your Dashboard just click on Remove this group from my account icon (highlighted in Green). You will go to the page below where you can confirm or change your mind

Unsubscribe From Group

Are you sure you want to leave Making Music Group?

> No thanks! Take me [back to My Dashboard](#)

REMOVE ME FROM THIS GROUP

[Click here to go back to the contents page](#)