

Using the Website

Event Search

- Go to 'Events' page
- Type in the venue, city or event title to filter by
- Events will be shown from the closest future date to today

Work Search / Work Catalogue

This page you can search all the works submitted to the New Music Scotland website either by members who programmed as part of events submitted by members. You can filter by:

- Instrumentation genre (eg solo instrument, ensemble with conductor, sound art, etc)
- Instrument
- Percussion requirements
- Duration / duration range
- Year / year range

Editing your profile, submitting events and opportunities

Profile Editing

This is how you edit your profile on the NMS website, update your biography and change links.

- Make sure you are logged in
- Hover over 'members area' in the upper right corner beside your name
- Click 'Edit my profile details'
- Upload an image. These can be at most 5mb
- Add your name/organisation name
 - If you are an organisation only add in the second box
- Choose your Role
 - Roles available are:
 - Creator (composers, sound artists, etc)
 - Educator
 - Performer (includes ensembles, conductors etc)
 - Project management/Production
 - Technical - for all the backstage people
 - If you are a promoter or venue this will have been assigned on profile creation. If you need this role, email info@newmusicscotland.co.uk
- Biography

- The biography box can contain html. To add html click the <> source button. From there you can edit html, paste embed codes etc. This is a simple guide to how to link within html <http://www.simplehtmlguide.com/basics.php>
- To add embedded media (eg Youtube, Spotify etc) click the insert media



embed button and paste the link. Insert media button =

- If this doesn't work you can use the html box to paste the embed code. Getting the embed code depends on the service you are trying to use.
 - From YouTube click 'share' then '<>embed'. This will bring up a box beginning with the text '<iframe '. Select the whole text and paste it using the source button as described above.
 - From Spotify in the desktop app click '...' scroll to 'share' and click 'copy embed code'. The Embed code is then on your computer's clipboard and can be pasted using the source button as described above.
- This box is limited to 10,000 characters. Roughly 400 words.
- Professional skills is an opportunity to highlight other skills you may have outside of your primary role. This will be searchable on the website
- Click 'save' and you will be taken to your profile page

Work Submission

This is how you add a new work to the NMS website. It will be added to your profile page and to the work search for others to listen, explore and programme your music.

If you are submitting multiple works that will be in the same event, create the event first and then edit the works once the event has been created.

If someone else has submitted an event and included your work on the programme list of the event it should be in your 'My Works' already and can be edited.

- Login
- Hover over 'members area' in the upper right corner beside your name
- Go to 'my works'
- Click 'Create a new work'
- Fill in all of the information you want, the more the better but only Title is required
 - Note that the description box can contain html. To add html click the '<> source' button. From there you can edit html.

- To embedded streaming links (eg Spotify, Soundcloud, YouTube) click



the media embed button

- If the embed button doesn't work you can use the '<> source' box to paste the embed code. Getting the embed code depends on the service you are trying to use.
 - From YouTube click 'share' then '<>embed'. This will bring up a box beginning with the text '<iframe '. Select the whole text and paste it using the source button as described above.
 - From Spotify in the desktop app click '...' scroll to 'share' and click 'copy embed code'. The Embed code is then on your computer's clipboard and can be pasted using the source button as described above.
 - From Soundcloud click 'share' then 'embed' and copy the code
- Click 'Continue for adding further details;
- Instrumentation
 - add the full instrumentation of the work and the number of players (e.g. string quartet would be violin 2 players, viola 1 player and cello 1 player)
 - The percussion list will only become active once you select 'percussion' in the drop down menu. Specify the number of performers and select all of the percussion they require
 - If you need more instruments click 'add more instruments'
 - 'Add more instruments' will ensure there are 10 empty boxes for new instruments. This means for an orchestra you need to fill in 10 instruments first then click 'add more instruments' to get 10 more boxes and so on until you have submitted all instruments
- Hit 'Save'
- Performances of this work
 - If this work will be performed in the future please create a new event (see below) first. Only add historic events can be added through this section
 - To add a historic performance click the 'add a historic performance' button and fill in the info. This will show on the work's page as an archive of performances.
- Hit 'Save' again

Event Creation

This is how to add a **new** event to the NMS website. To add a historic performance see info under 'work submission'. We will use these events to create the monthly bulletin. The events will also show on your profile page and any performances of the works will be included on the work pages

- Make sure you are logged in
- Hover over 'members area' in the upper right corner beside your name
- Go to 'my events'
- Click 'Create a new event'
- Fill in all of the information you want, the more the better, but only Title and Description are required
 - The description box can contain html. To add html click the <> source button. From there you can edit html. To embedded streaming links (eg Spotify,



Soundcloud, YouTube) click the media embed button

- If the auto-embed doesn't work click the <> source and past the embed code (usually <iframe code.....</iframe> or similar). Getting the embed code depends on the service you are trying to use.
 - From YouTube click 'share' then '<>embed'. This will bring up a box beginning with the text '<iframe '. Select the whole text and paste it using the source button as described above.
 - From Spotify in the desktop app click '...' scroll to 'share' and click 'copy embed code'. The Embed code is then on your computer's clipboard and can be pasted using the source button as described above.
 - From Soundcloud click 'share' then 'embed' and copy the code
 - Repertoire - adding repertoire will mean the event shows on the creator's profile page and the work's info page if they are a member of NMS
 - Choose Repertoire already in the NMS database. If it isn't there choose 'add a new work'
 - Add the title and choose the creator. This will add the work to the creator's profile page and allow them to edit any instrumentation details at a later date
 - If the Creator is not in the NMS database then click 'add a new creator to the database' and input their first and last name. This will mean that when the Creator joins NMS their profile will already be partially populated by works for them to edit
 - Promoter - adding a promoter will mean the event shows on the promoter's profile page if they are a member of NMS
 - Select one from the database or 'add a new promoter'
 - Solo performer and Ensemble performer - adding performers will mean the event shows on the promoter's profile page if they are a member of NMS
 - Select one from the database or 'add a new performer'
- Click 'continue'
- You will now see the venue information
 - Choose the venue from the dropdown menu, if not there click 'add a new venue' and input the details
 - Add date and time
 - Add a link (eg ticket link) and link description

- You can add multiple venues with multiple dates and times and ticket links to the same event for a tour. These will show up separately on the 'events' page but link back to the same event.
- If you require more dates than 5 then click 'add more dates', the page will refresh and another line will be added. Do this as often as needed.
- Events will show up on the Events page, the works pages for the rep included (if the works are assigned to a member of NMS) and on the NMS Member page
- Make sure to Save and close

My Projects

This is an opportunity for you to show any project you are working on, have worked on or have finished. It will show on your profile page.

It could be creating a new album, a project you did the lighting for or anything else you want and feel is appropriate. It can also act as a discography. Basically use it to highlight anything that doesn't quite fit in the other sections of your profile.

- Make sure you are logged in
- Hover over 'members area' in the upper right corner beside your name
- Go to 'my projects'
- Add a title and description
 - The description is text only
- Add a link and link description
- Hit Save

My Opportunities

This will add a new opportunity under the opportunities menu. This is for calls for scores, job adverts, summer school applications or any other relevant opportunity

- Make sure you are logged in
- Hover over 'members area' in the upper right corner beside your name
- Go to 'my opportunities'
- Add a title
- Choose the Type of Opportunity (this is how people will filter on the search page)
- Add description
 - The description is text only
 - Add deadline
- Add a link and link description
- Hit Save
- This will now show under Opportunities

My Funding

This will add a new funding strand under the opportunities menu

- Make sure you are logged in
- Hover over 'members area' in the upper right corner beside your name
- Go to 'my funding
- Add a title and description
 - The description is text only but will honour paragraphs
- Add a link and link description
- Hit Save
- This will now show under Opportunities / Funding