

# Week five – Getting started with the members area

## Task 1: Plan it

The members home area is highly customisable so the first step would be to think about what you would like to be included for your members to see. To give you some ideas we would recommend going to the **Administration Dashboard** and looking under the **Website config/info** section at the **Members area available icons**. This shows the available options for the members area. You can also use the blank tile with a title if you want to include a page of something else. We have included information about some of the main options in this task line although you may not be ready to add the information for all these sections yet. However, it is still a good idea to get the links in the members home area ready and to understand how the different aspects work for when you are ready.

Once you have figured out what you want to use you can check whether the website page already exists or if you need to create a page in the Platform. To check this or to add a new page go to the **Administration Dashboard** and look under the **website content** section clicking on the **website pages** link. Once the page exists you can then link it to the members home using a navigation link. This will then show up as an icon in the members home area. More information on how to add these navigation links can be found in our [Customising your Making Music Platform guide](#).

## Task 4: Member Audits

Member Audits allow you to record information about your members which the Platform does not already have a space for. This can include things like dietary requirements or skills for instance. The information gathered will then be recorded on each member's individual profile page in the **Member list/database**.

You are also able to carry out member surveys/polls using this function. Responses and all member audits can be found in the **Administration Dashboard** under the **Member Audits** section.

## Task 2: Add documents

The Platform allows you to store several documents such as minutes, annual reports, news items or teaching resources. All documents can be found in the **Administration Dashboard** under the **Posts/Documents/News** section. These can also be included in the members home area. All documents will also be shown in the bulletin board.

**Top tip:** You can assign certain documents to be viewable only by certain committees (by going to committees/Teams in the members section of the **Admin Dashboard** and adding a document), ensembles or those with certain permission levels

**Top tip 2:** documents can be assigned post categories to separate them out

## Task 3: Add your libraries

**Assets:** The platform allows you to have libraries of assets which are loaned out to members. This can include registers for uniforms, equipment, and music to name a few. This function is customisable and you can create libraries for anything you want to. All created assets can be found in the **Administration Dashboard** under the **Libraries/Assets** section.

**Song Library:** The Platform allows you to list your music which can include links to sheet music, learning tracks and recordings. You can also assign assessments to members on pieces. More information can be found in our [Other information you need to know in your Making Music Platform guide](#). Everything to do with the song library can be found in the **Administration Dashboard** under the **Music Library** section.

## Task 5: Announcements

As the members home will be the first page members will see when they log in this is the perfect place to add any announcements you want to make. You can set an expiry date for the announcement and have the option to send the announcement out to members in an email. All announcements are then listed in the **Admin Dashboard** under the **Website content** section.