

Week one – The beginning

Task 1: Read the first part of the Making Music help guides

Making Music have put together some guides to help you create your new website. The first one to focus on is [Getting started with your Making Music Platform.](#)

Task 3: Add a login for yourself and delete the pre-admin login

Once logged in with the pre-admin details go to the **Admin Dashboard** (Top right-hand corner where it says Admin). Scroll down to the section called Members and click on **Member List**.

If Making Music did not import your members, then you would need to add yourself by clicking on the **Add a new member** button – also create a log in giving yourself **Webmaster** access.

If Making Music has imported your members, then search for yourself in the **Member List** and click on your name to go to your profile. Under the Contact details section, you will see a tab which says **Website logins** click on this and **Add new login** – give yourself **Webmaster Access**.

Log out as the pre-admin and login with your new details. Now you need to delete the pre-admin login. Go to the **Admin Dashboard** and under the members section click on **Logins**. Next to the Pre-admin log in click on the dustbin symbol to delete it

Task 2: Make sure you have set up the correct ensembles

What are ensembles?

If you have one organisation then the Ensemble would just have the same name as the group (and in Platform speak what is known as the Club) e.g. *The Big Example Band*. If however, you have an umbrella organisation with multiple groups within it e.g. you have *The Big Example Training Band* and *The Big Example Performance Band* both of which falls under the umbrella organisation *The Big Example Band* then these would be classed as two separate Ensembles

Go to the **Website setup and Configuration tab** (the cog in the top right-hand corner). The Club is listed as the type Making Music Platform and Association and the ones below this e.g Group/Choir etc. are the Ensembles. If you need to add more then click on the **Add new ensemble** button. Having the correct ensembles in place will help when adding new members and with the general functionality of the platform

Task 4: Get acquainted with the main areas of your platform

The main areas you will be using during the set-up of your Platform are:

- **Website Setup and Configuration page**
- **Admin Dashboard**
- **Members Home**

It would be worth spending time looking around each of these areas to get acquainted with where you can find things.