CLASSICALMUSICARTISTS.COM - UPDATE GUIDE

Creating, managing and removing relationships between an artists’ manager and an artist.

Scan this QR code to add a shortcut to ClassicalMusicArtists.com to the homescreen of your mobile device.
To manage artists on your roster, or to add new artists, first log into the Classical Music Artists website [www.classicalmusicartists.com](http://www.classicalmusicartists.com) with your email address and password. If you have any problems logging in please contact Simon Williams at sw@iamaworld.com

Once logged in, navigate to the Classical Music Artists section of your control panel and type in the artist’s name if they are already registered, or click Manage An Artist to create a new artist.

On the Artists screen you can search the database to see if an artist already exists, and create a new artist if they do not.

Type in the artist’s name, or the name of the ensemble, and select the category. You will need to search the database first to perform a uniqueness check.
If the artist already exists on CMA’s database, a result will be returned under the search form.

To create a relationship with the artist, click on Manage this Artist. On the next screen you will be able to select the Artists’ Manager as well as the type of relationship you have with the artist (general, regional, local).

The artist will then appear on your artist management dashboard and on ClassicalMusicArtists.com.
Creating a new artist

If the uniqueness search returns no results, click on Add & Manage New Artist. Please note, in order for the Add & Manage New Artists button to be available, you must first input First Name, Last Name (or Ensemble name) and a category and press search. Once you have searched, the Add & Manage New Artist button will be available.

This will take you to a screen allowing you to select the category of the artist or ensemble, and select the relationship and Artists' Manager.

Pressing save will deliver you to the below summary screen and update the artist on ClassicalMusicArtists.com
Should you no longer manage an artist, or the specifics of your relationship with them change, you can remove or edit that relationship from the dashboard.

Find the artist on your CMA dashboard and select Edit Relationship.

Select Change Relationship to take you to the screen opposite where you can edit the specifics of the relationship, or Delete Relationship to remove your association with the artist from our database.

To change the type of relationship (general, local, regional) you will need to press Change Relationship which will take you to the screen below.