

PMTNM Recital Organizer User Guide

The **Recital Organizer** on PMTNM.org lets teachers design, share and print polished recital programs. This guide distils everything learned during testing and exploration into three skill levels. Each level builds on the previous one, so beginners can learn the basics and more experienced users can take advantage of collaborative and public features.

Note about access: To use the Recital Organizer you must be logged in to your PMTNM teacher account. If you see a “log in” page instead, use your PMTNM username and password to sign in and then return to the **Recital Organizer** via the top navigation ([Tools → Recital Organizer](#)). The site occasionally returns “Bad Gateway” errors; refreshing the page or returning via the navigation usually resolves the issue.

Level 1 – Basic recital creation

At Level 1 you can create a simple recital program and print it for your students. This covers creating a new program, adding entries manually and previewing/printing.

1. Start a new program

1. From the PMTNM home page, choose **Tools → Recital Organizer**. You should see an interface with buttons labelled **Save**, **Preview Program** and **Print Program** along the top.
2. Click **New Program**. A new untitled recital appears.
3. Enter a **Recital Title**, **Date/Time** and **Venue** in the text boxes. These headings will appear at the top of your printed program.

2. Add performers and pieces manually

The **Add Entry** section lets you enter each performance individually.

1. Scroll down to the section labelled **Add Entry**. There are fields for *Piece title*, *Composer*, *Composer details*, *Performer name*, *Instrument*, *City* and *Teacher*.
2. Enter the information for the first performer. For example, a piece might be “Für Elise” by “Beethoven, Ludwig van (1770–1827, Germany)” performed by “Jane Doe” on piano.
3. Click **Add Entry** again to create another blank row and repeat for each performer.
4. Use the **Move Up**, **Move Down** and **Remove** buttons next to an entry to reorder or delete individual items.

3. Save, preview and print

1. Once you have added all entries, click **Save** to store the recital. You can return and edit it later by selecting it from the **Active Programs** drop-down.

2. Click **Preview Program** to see a formatted preview of the program. This preview reflects the chosen print size and page layout.
3. When you are satisfied, click **Print Program**. A printable PDF is generated; use your browser's print dialog to print or save the PDF.

Level 2 – Intermediate features

At this level you streamline data entry and begin sharing programs with trusted collaborators.

4. Import data from Google Sheets or spreadsheets

If you already have your program in a spreadsheet, you can paste multiple rows at once instead of adding each entry manually.

1. Prepare a spreadsheet with columns in the exact order shown in the **Recital Import Instructions** page. The required order is: Piece Title, Composer (Last, First), Composer Details, Performer Name, Instrument, City, and Teacher ¹.
2. Select the rows in your spreadsheet (use tab-separated values if possible) and copy them.
3. In the Recital Organizer, scroll to the **Paste from Google Sheets** text area, paste your rows and click **Import Rows**. The entries will appear in the list below for editing or reordering. This process is also explained in the Recital Import Instructions page, which you can access via the **Instructions & samples** button ¹.
4. After importing, click **Save**.

5. Add program notes or biographies

1. Above the spreadsheet area there is a section labelled **Program Notes / Biography** with a **Show/Hide** button. Click **Show** to expand a text box.
2. Enter any program notes, composer biographies or acknowledgments. These notes print on a separate page after the program.

6. Manage active programs and archives

The Recital Organizer supports saving multiple programs and archiving old ones.

- Use the **Active Programs** drop-down at the top to switch between recitals you have previously saved. Click **Load** to open the selected program.
- Click **View Archives** to see older programs you have archived. Archived programs are read-only; you can restore them to Active status if needed.
- Use the **Archive** button to move the current program to the archive or **Delete** to permanently remove it.

7. Collaborative features

PMTNM allows multiple teachers to collaborate on a recital.

- Click **Collaborators** to open a modal where you can invite other PMTNM members by entering their email addresses. Invitations are sent automatically and collaborators can edit the program once they log in. Only invite people you trust; there is no approval process after sending.
- The **History** button displays a log of changes to the program, including who made the change and when. Use this to track edits when multiple people are working on the same recital.

8. Make the recital public or editable by link

Below the venue field you'll see two check boxes:

- **Make this recital public (shareable link)** – when checked, your recital will appear in the public recital directory and anyone with the link can view it. Leaving it unchecked means only you and collaborators can access it.
- **Allow edit by link (logged-in users)** – checking this allows any logged-in teacher who receives the link to edit the program. Use caution: there is no approval step before changes take effect.

If you plan to share widely, consider copying the printed program PDF instead of allowing edit-by-link to preserve your data.

Level 3 – Advanced customization and public presentation

Level 3 explores advanced options for custom slugs, tagging, and fine-tuning how your recital appears in the directory.

9. Custom slugs for your recital link

A **slug** is a short text string used in the URL of your recital's public link. By default, PMTNM assigns a random slug, but you can customise it for memorability or branding.

1. In the recital header (below the venue field) there is an input labelled **Optional custom link slug**. Type a short, unique word or phrase (letters and hyphens only). For example, entering `spring-studio-2025` will create a link like `https://pmtnm.org/recital/spring-studio-2025`.
2. If the slug is already in use you will see a warning; choose another until accepted.
3. Remember to click **Save** after setting the slug. Once set, share the public URL with your students and audience.

10. Solo recital mode

Checking **Solo Recital Mode** hides the performer name, instrument and city fields on the printed program and groups entries by composer. This mode is designed for recitals by a single performer playing works by multiple composers. Use this option to simplify the printed program for solo concerts.

11. Understanding tags and categories (across PMTNM)

Although the Recital Organizer itself does not use tags, the **Shared Resources** and **Lists** sections of the PMTNM site rely heavily on tagging and slugs. When you create a public list or resource, you can assign category tags such as `music_theory`, `sheet_music`, or `professional_development`. Tags make your lists easier to find and appear in the community feed. Slugs function similarly by giving each list or resource a memorable URL. Consistency in tagging across lists, resources and recitals helps other teachers find your materials.

12. Viewing the public recital directory and feed

Once a recital is made public, it appears in PMTNM's recital directory. Visitors (including students and parents) can browse upcoming public programs. A mini-feed on the home page shows recent public lists, recitals and announcements. Teachers can "like" public lists and leave comments; these likes are visible in the community feed and help surface high-quality resources. However, likes on recitals are purely social and do not affect the printed program.

13. Best practices for usability

- **Consistent data entry:** Ensure names, instruments and cities are capitalised consistently. This improves the professional appearance of your printed program.
- **Use the import feature for large studios:** Preparing a spreadsheet and pasting it into the organizer saves time and reduces typos.
- **Proofread before making a recital public:** Once public, your program is visible to anyone with the link. Check composer spellings, dates and ensure any private student information is removed or anonymised.
- **Coordinate with collaborators:** Use the history log to review changes. Establish a workflow (e.g., only one person edits at a time) to prevent conflicting edits.
- **Test your slug:** After setting a custom slug and saving, open a new private browser window and visit the public URL to ensure it works.

Conclusion

The PMTNM **Recital Organizer** is a powerful tool for planning and sharing recital programs. Starting with basic entry and printing (Level 1), you can progress to importing data and collaborating with colleagues (Level 2) and finally to customising URLs, managing public visibility and understanding tags and slugs (Level 3). By following the steps above and adopting best practices, you can create polished, professional programs and share them effectively with students and the broader PMTNM community.