

## PMTNM “My Profile” Guide

This guide explains how to update your PMTNM teacher profile, focusing on the teacher address page and communication preferences. Screenshots from the live site are cited as evidence.

### 1. Log in and access your profile

1. Navigate to the PMTNM login page (<https://pmtnm.org/login.php>) and sign in using your email and password. After logging in you will land on the **Home** page.
2. Click **My Profile** in the navigation menu or use the **Go to My Profile** button on the home dashboard. This opens your personal profile page.

### 2. Teacher address page

On the profile page you will see a heading like “Welcome, [Your Name]!” and a section titled **My Teacher Profile**. This is where you update your studio address and public contact details.

- **Street Address / City / State / ZIP:** Enter your studio address. These fields determine how your location appears in the directory.
- **Public Email (for directory):** This email will display publicly and may differ from your login email. Enter the address you want students to use.
- **Phone:** Provide a phone number if you want it visible in the directory.
- **Website:** Optionally include a link to your studio website <sup>1</sup>.
- **Show my contact information in the online member directory:** Check this box if you want your address, public email and phone to appear in the public teacher directory <sup>1</sup>.
- After editing these fields, click **Save Profile**. This saves your teacher address information and controls whether you appear in the public directory.

**Note:** PMTNM requires Nationally Certified Teachers of Music (NCTM) status to appear publicly. If you are not listed on the MTNA website, your profile will remain private even if you check the box.

### 3. Set contact preferences

Scroll down to the section titled **How I'd Like to Be Contacted**. You will see cards representing different topics you are open to discussing with fellow PMTNM members <sup>2</sup>:

- **Business Opportunities** – referrals, studio collaborations, professional networking.
- **Coffee/Lunch Meetups** – casual in-person conversations about teaching and music.
- **Online Collaboration** – virtual meetings, masterclasses and consultations.
- **PMTNM Questions** – questions about PMTNM events, membership and local activities.
- **MTNA Questions** – questions about Music Teachers National Association certification and professional development.

- **Teaching Resources** – sharing pedagogy materials and recommending music.
- **Brainstorming Sessions** – collaborative idea generation and event planning.

Click each card to toggle it on (green check) or off (no check). These icons will appear next to your name in the member directory so other teachers know the topics you're willing to discuss. When finished, click **Save Contact Preferences** <sup>2</sup>.

## 4. Membership preferences

Continue scrolling to the **Membership Preferences** section. This area contains toggle switches that control how PMTNM communicates with you and how you appear in the member directory <sup>3</sup>:

- **Email Updates:** Receive announcements about PMTNM events and resource updates.
- **Directory Visibility:** Allow your name and email to appear in the online **membership** directory (visible only to logged-in members). This setting is separate from the public directory checkbox.
- **Resource Tagging:** Allow other members to tag you in resources and collaborative materials.

Turn each toggle on or off according to your preference and click **Save Preferences** <sup>3</sup>.

## 5. Verify your profile

After saving your changes:

1. Click **Teacher Directory** in the navigation bar. Search for your name to ensure your listing appears as expected.
2. Check that your address, email and phone are displayed (if you chose to make them public) and that the communication topic icons reflect your selections.

## Summary

- Access **My Profile** from the home dashboard.
- Update your teacher address, public email, phone and website in the **My Teacher Profile** section and decide whether to appear in the public directory <sup>1</sup>.
- Choose communication topics in the **How I'd Like to Be Contacted** section and save your contact preferences <sup>2</sup>.
- Adjust email updates, member directory visibility and resource tagging in **Membership Preferences** and save your preferences <sup>3</sup>.
- Verify your listing in the **Teacher Directory** and make further edits if needed.

Following these steps ensures your contact information and preferences are correctly set in the PMTNM directory.