⟨⑤⟩ ChatGPT

Navigating PMTNM's Online Resources

The **Professional Music Teachers of New Mexico (PMTNM)** site provides a workspace for teachers and parents to manage profiles, share materials and organise recitals. After logging in you land on the **Online Resources** home page. A blue header bar gives you access to all the site's features. This guide shows you how to navigate that workspace, with special emphasis on the **Tools** section and the **Recital Organizer**.

Home page and global navigation

- **Home** – The home page shows recent community activity and quick buttons to go to your profile, your lists and preferences. Across the top of every page you will see icons for:
- **My Profile** – view and edit your teacher profile.
- **My Links** – bookmark websites or resources for later use.
- **My Files** – upload PDFs and other documents to your account. This section allows drag-and-drop uploads and tagging of files (exact duplicates are detected automatically).
- **My Lists** – curate lists of resources to share with students and colleagues.
- **My Tools** (spanner icon) – open the tools workspace (described below).
- **Shared Resources** – browse teaching materials and lists shared by other members.
- **Teacher Directory** – search for certified teachers near you.
- **Show tips** – toggle contextual hints on or off.
- **Logout** – securely leave the site.

The Tools page

Open the **Tools** section from the top navigation bar (or by going to `tools.php`). The page shows a **Member Tools** grid with cards. Two of the cards are especially important:

Recital Organizer card

The Recital Organizer card advertises that it lets you build a print-friendly recital program using your students and IMSLP look-ups. The card's button links to the organiser (`tools_recital.php`) and also lists public recitals and instructions for importing data from Google Sheets [1]. The card's features include:

- **Open Recital Organizer** – opens the recital-creation tool.
- **Public Recitals** – links to sample recital programs (e.g., "Two Unique Spanish Composers"). Clicking one of these links opens a formatted recital program showing the order of pieces, composer details and program notes.
- **Paste from Google Sheets** – reveals instructions on how to format a Google Sheet for bulk importing recital entries. The instructions specify column order (piece title, composer, composer details, performer name, instrument, city, teacher) and explain that you can copy rows from a sheet and paste them into the import box; clicking **Import Rows** adds them as editable entries [2].

Handbook Modernization Proposal card

This card links to a 2024 proposal outlining a four-tier governance and operations framework for PMTNM. It lists essential governance requirements, officer roles and responsibilities, a strategic planning framework and an implementation road-map [2] . While not related to recitals, it is available for members who wish to review PMTNM governance documents.

Using the Recital Organizer

Open the organiser by clicking **Open Recital Organizer** (or go directly to `tools_recital.php`). The organiser page provides a form-driven workflow to build a recital program. Major features include:

1. **Program control bar** – At the top are buttons to **Save** your work, **Preview Program** and **Print Program**. A drop-down list lets you choose the print size (e.g., US Letter or A4). Use **Save** often while building your recital.
2. **Performer Details** – Toggle this section to enter the performer's name, instrument, teacher and location. These details appear on the printed program.
3. **Program Notes / Biography** – Another toggle reveals a text area where you can add programme notes or performer biographies.
4. **Paste from Google Sheets** – A large text box allows you to paste tab-separated (TSV) or comma-separated (CSV) rows from a spreadsheet. The instructions card on the Tools page explains the expected column order and emphasises that TSV is preferred [2] . After pasting, click **Import Rows** to convert rows into recital entries.
5. **Add Entry** – Use this button to manually add individual pieces. Each entry contains fields for:
6. Piece title
7. Composer (type-ahead search for IMSLP composers)
8. Composer details (dates and country)
9. Performer name, instrument and city
10. Teacher (optional) Buttons next to each entry let you **Move Up**, **Move Down** or **Remove** items to rearrange your program.
11. **Preview and print** – Once your program is complete, click **Preview Program** to view a formatted preview. **Print Program** outputs a PDF-style recital program suitable for distribution.

Viewing public recitals

The Tools page lists publicly shared recital programs. Selecting one opens a recital-program page with the program order and descriptive text. For example, the "Two Unique Spanish Composers" recital page lists works by **Frederic Mompou** and **Mario Carro**, showing piece titles, composer dates and a paragraph describing the performer's background (e.g., pianist **Fred Sturm**). Use these examples to see how your printed program will look.

Additional navigation tips

- **Shared Resources** – Use this section to browse teaching resources uploaded by other members (PDFs, websites and curated lists). You can like resources and add them to your lists.
- **My Files** – If you intend to share PDF scores or documents with students, upload them here first. Drag-and-drop files or use the file-chooser. A search bar helps find files by name or tags.

- **My Links** – Save frequently used websites or online scores. Links can be added to your lists or shared with others.
- **My Lists** – Organise your files, links and resources into lists (for example, a list for "Beginner Piano Pieces"). Lists can be shared publicly or kept private.
- **Teacher Directory** – From the home page (Members area), choose **Find a Teacher** or **Teacher Directory** to search for certified teachers near you by ZIP code or GPS. This is useful for parents seeking instructors.

Conclusion

PMTNM's online workspace is designed to help teachers organise and share resources. The **Tools** section houses the **Recital Organizer**, which allows you to build polished recital programs manually or by importing from a spreadsheet. Public recital examples show how your finished program will look. Beyond the recital tools, the site offers file management, link bookmarking, lists and shared resources to support music education throughout New Mexico. Use the navigation bar at the top of each page to quickly move between these sections, and refer back to this guide whenever you need a refresher on navigating PMTNM's online resources.

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1   2   Tools - PMTNM
https://pmtnm.org/tools.php