

NSBTM Friend of TM Procedure – Maintaining and Sharing the Friend of Therapeutic Music Database

1. When the **NSBTM Web Content Editor** receives a copy of the *Friend of Therapeutic Music* Application in nsbtm.web@gmail.com (automatically from the website),
 - Print the Application Form and file it in the **NSBTM Friends Applications** binder.
 - When notified that the **NSBTM Welcome Newsletter** has been sent by the **MailChimp List Administrator**, the date sent should be noted on the Application Form and in the database.
 - Post the information from the Application Form in the *Friend of Therapeutic Music* spreadsheet.
 - * Locate the **FriendofTM.xlsx** file in the ... \NSBTM\Treasurer\Friends of TM\yyyy folder.
 - * In the spreadsheet, open the Tab for the current year and open the PDF copy of the Application form.
 - * Copy and paste the information from the Application Form into the Excel spreadsheet.
 - * Close and save the spreadsheet.
 - Upload a copy of the revised spreadsheet to Friends of Therapeutic Music webpage in the Archives of the NSBTM.ORG website.
2. If the new *Friend of Therapeutic Music* Application indicates the individual is interested in participating in Board Projects, forward a copy of the Application to the **Executive Board**.