

NSBTM Friend of TM Procedure – Follow-up Tasks for When Someone Becomes a Friend of Therapeutic Music

People paying to become a Friend of Therapeutic Music fill out the Application form opened from a link on the Friends web page (<http://www.nsbtm.org/becoming-a-friend/>).

- If they complete payment through PayPal:
 - Notification from PayPal is received in **nsbtm.acct@gmail.com**, a copy of their Application is sent to **nsbtm.web@gmail.com**, their name, email address and application date are automatically added to the **Friends of Therapeutic Music** list in MailChimp, and a welcome message is automatically sent to the individual from **friends@nsbtm.org**. No one on the Board gets a copy of this message, but it includes the following text:

Dear "firstname"

Thank you for becoming a Friend of Therapeutic Music!
We will notify you when your listing has been added to our website. You will be hearing from us by email about research updates, legislative alerts and other news, and you will start receiving our quarterly newsletter.

Thanks again, National Standards Board for
Therapeutic Musicians

- At this point, the Web Content Manager needs to do the following:
 - Review the Application to see if the individual wants to participate in Board projects.
 - Send the Application information to the entire Board if the individual does want to participate in Board projects. Ask for someone on the Board to acknowledge this individual's interest.
 - Log In to Mail Chimp.
 - Add the new individual to the **Friends of Therapeutic Music** List if necessary.
 - Follow the directions on the **MailChimp** procedure sheet for [Sending Welcome Newsletter to 1 new Friend of Therapeutic Music](#)
- If the individual prefers to print out their Application and mail it with a check, everything has to be added manually to the **Friends of Therapeutic Music** list in MailChimp.

- If the individual is having problems completing the Application Process or using PayPal for payment, they will often fill out the Contact Form on the website which sends a message to nsbtm.web@gmail.com.
 - In this case, a new name may or may not have been added on the **Friends of Therapeutic Music** list in MailChimp.
 - The Web Content Editor will need to work with the NSBTM Treasurer to see if any payment has been received from this person.