

# How to use the new contribution portal for Tonmeistertagung:

## Step 1: Register to MyTMT

Go to <https://tonmeistertagung.com/mytmt>

Click „Register for a MyTMT user account“ and follow the instructions. You have to enter your name and email address and you have to confirm our Terms & Conditions as well as our Privacy Policy. Then press submit.

You will receive an email which you have to confirm within one hour, using the same computer you've used for your initial registration. Then you can set your password.

## Step 2: Complete your Profile

Go to <https://tonmeistertagung.com/mytmt> and log in with your new MyTMT account. Use your email address and your newly set password.

After log-in, you will get the information that you have to complete your profile first:

Click on „Edit Profile“, fill in the mandatory fields and save them. You will get a new message telling you that you have saved the profile:

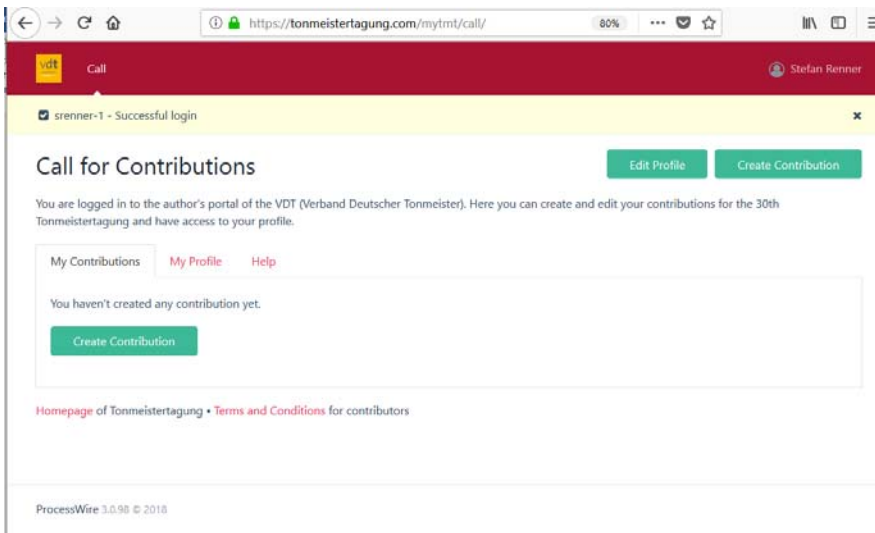


### Step 3: Go to MyTMT/My Contributions

On this screen you see the menu „Call“. Click there and you will come to the contribution portal. You also reach the contribution portal when you log in the next time.

### Step 4: Submit a Contribution

The contribution portal looks like this:



You have three tabs: My Contributions, My Profile and Help.

Click on „Create Contribution“ to submit a new contribution.

First you are asked to fill in a title and save. Then you come to a form allowing you to choose the language of the contribution, enter a short title and an abstract, choose the topic and the format, choose co-authors, write a note to the program planning team, and finally save the submission. Later on you can edit the submission.

The call for contributions closes on the 18th of July.

If you have any questions, please ask out program team ([program@tonmeister.de](mailto:program@tonmeister.de))