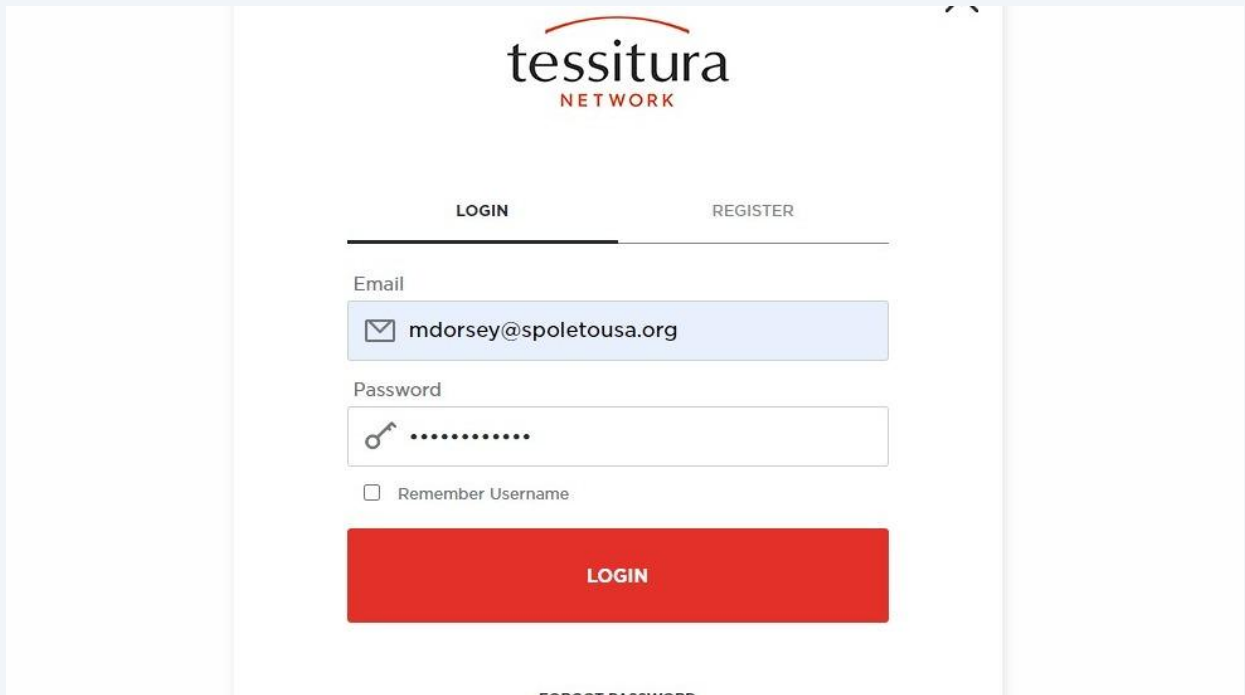


Changing your Time Zone Setting on the Tessitura Website

Some have reported seeing times in emails that don't match the time of the meeting. This is likely due to an incorrect time zone setting in your Tessitura profile. Follow the steps below to update your time zone settings.

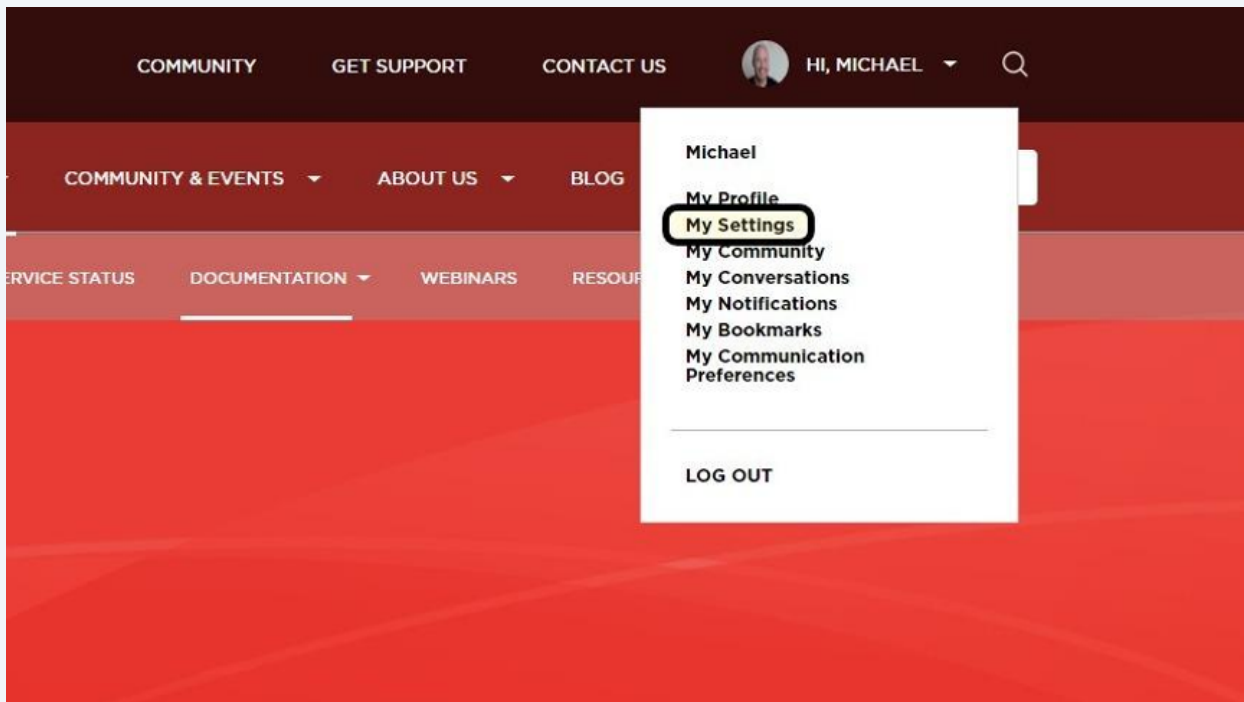
1 Login to www.tessitura.com



The screenshot shows the login page for the Tessitura Network. At the top center is the logo "tessitura NETWORK" with a red arc above the word "tessitura". Below the logo are two tabs: "LOGIN" (which is selected and underlined) and "REGISTER". There are two input fields: "Email" containing "mdorsey@spoletousa.org" and "Password" containing a series of dots. Below the password field is a checkbox labeled "Remember Username". A large red button labeled "LOGIN" is positioned below the form fields. At the bottom center, there is a link for "FORGOT PASSWORD".

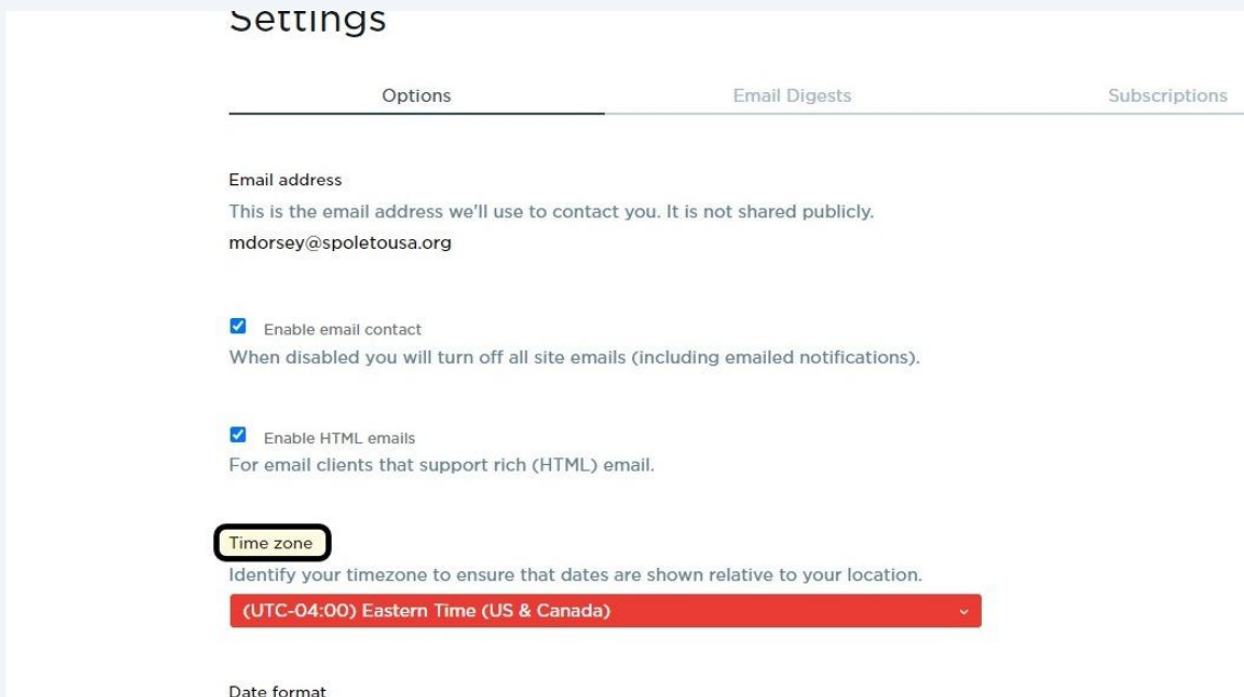
2

In the top-right corner, click the arrow next to "Hi, <name>" to open the menu, and click "My Settings".

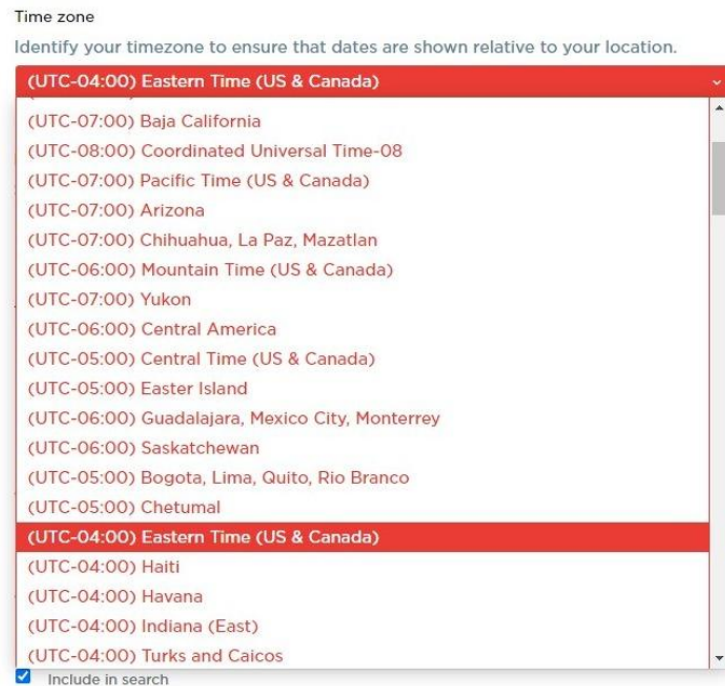


3

Find the time zone setting and open the dropdown menu.



4 Find and select the correct time zone.



5 Scroll to the bottom and click "Save".

Add images and other files by dragging them into the editor.

Sign-in

Password

Click the change password link to change your sign-in password

[Change password](#)

Last sign-in

Date that you last signed into this site

Thu, Apr 4 2024

SAVE