

Sweet Adelines International

Chapter Member Renewal – Online Payment Information

Please note:

- Printed invoices are no longer mailed.
- You will receive an email every month even if you do not have members up for renewal.
- Only CURRENT Chapter Presidents, Treasurers, and Membership Chairs have access to the online payment screen and reports.
- Please share the monthly email with any appropriate officers of your chorus that we do not have email addresses for.
- Chapter officers and/or members are responsible for updating contact information through the Members Only portal at: http://secure.sweetadelineintl.org/members_online/members/login.asp

Payment

Using a chorus debit or credit card to pay member renewals online is convenient and offers a more timely, efficient and less costly payment process. If your chorus is unable to acquire a debit or credit card, you may print the online invoices and mail to international headquarters accompanied by payment. We accept Visa, Mastercard, or Discover credit or debit cards only. We will continue to accept wire transfers if no other option is available to your chorus. Please use the Members Only link below to access member profiles, reports, and invoices.

Making online payments

- Go to http://secure.sweetadelineintl.org/members_online/members/sai_menu.asp?
- Click on **Chapter Activity/Reports**
- Enter your login credentials and click **Login** (Your username is your last name first initial, ex: Jane Smith is smithj. If you forgot your password, or your username, [click here to retrieve it.](#))
- You will be directed to the Chapter Activity/Reports page
- Next to Chapter Invoices click on the drop down arrow and select your chorus name, then click on **Chapter Invoices**
- Click in the box on the right of each member you wish to pay and click on **Pay Selected Invoices**
- Type in your payment information in the fields provided and click **Submit Payment**
- Your transaction will be processed/posted within 24 hours

Please update your Chapter Officers with the new automated Charter Renewal and Chapter Officer Update Form online in the Members Only section under Chapter Member Reports. **Please do not send any chapter officer updates to International headquarters staff from this point on.** All chapter officer updates can be made by the Membership Chair, President or Treasurer through this new online feature. If you encounter any issues with this new online form please contact the membership department at member@sweetadelineintl.org.

Should you have any other membership related inquiries, please feel free to contact member@sweetadelineintl.org or call headquarters toll free at 800.992.7464 or 918.622.1444 and ask for the membership department.