

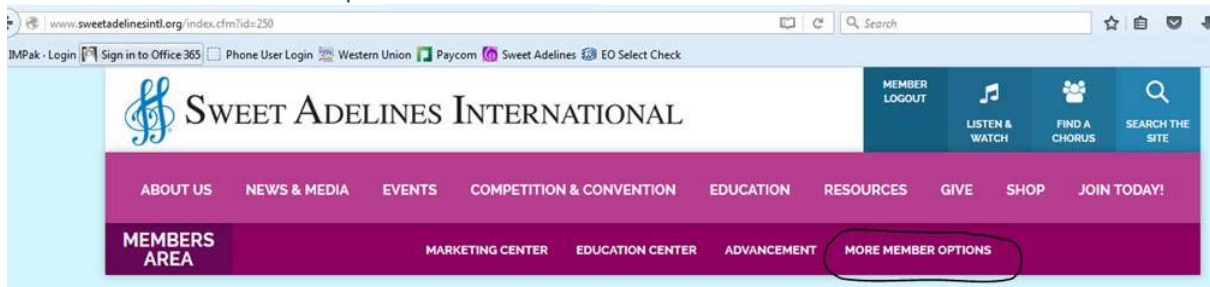
The unpaid invoice for the charter renewal dues can be found on the SAI website by following the steps below.

1. Go to the SAI website at www.sweetadelines.com



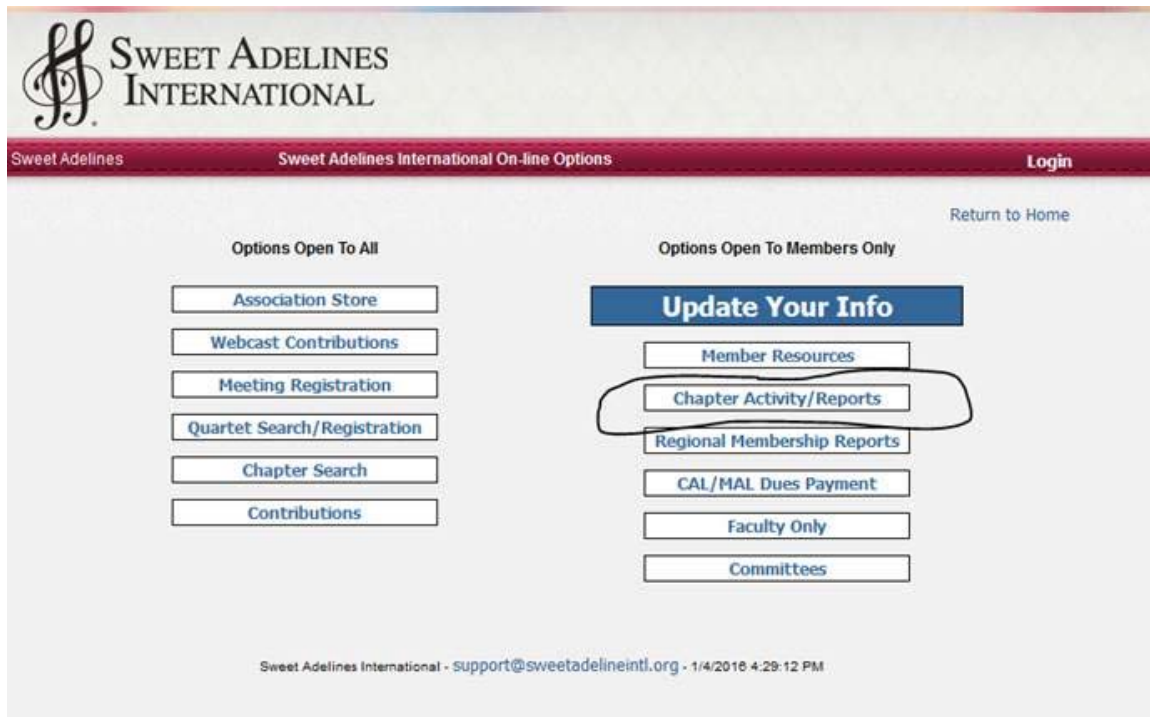
2. Login using your member id and password.

3. Click onto "More Member Options"



4. Click onto "Chapter Activity / Reports." You will be required to log in again.

- 5.



6. Click on "Charter Renewal & Officers." Choose your chapter from the dropdown box and click "Select Chapter."

Chapter Members for Excel Chapter: Please Select A Chapter

Chapter Members for PDF Chapter: Please Select A Chapter

Chapter Member Activity Chapter: Please Select A Chapter
 Start Date:
 End Date:

Chapter Invoices Chapter: Please Select A Chapter

Charter Renewal & Officers

Add/Transfer/Update Members

Sweet Adelines International - member@sweetadelineintl.org - 1/4/2016 4:31:42 PM

Please select which Chapter you would like to update: Song of the Lakes Chapter

Select Chapter

Sweet Adelines International - member@sweetadelineintl.org - 1/4/2016 4:33:33 PM

- You will then be allowed to update the Contact/Rehearsal Information for the chapter. Make the necessary changes, if needed. Click "Continue" to move to the next screen.
- You will then be allowed to update Officer Information. Make the necessary changes, if needed. Click "Update" to save changes and "Continue" to move to the next screen.
- Finally, you arrive at the charter renewal screen. Click "Continue" to move to the payment screen.

Please verify information below, complete payment information, and click on the "Continue" button.

Outstanding Invoices:

Chapter Code	Invoice Date	Description	Charter Renewal	Liability Insurance	Balance Due
		Charter Renewal	\$125.00	\$150.00	\$275.00
				Total Due:	\$275.00

Amount of Payment \$

Membership Information:

No Membership Record Found.

Continue Reset Form

- Enter your credit card information and click "Submit."
- "Logout" after you are done and close your browser.