

## Adding New Members

1. Go to the [Members Only Menu](#) and select Chapter Portal

### Members Only Menu

The screenshot shows a navigation bar with several buttons. The buttons are arranged in rows. The first row contains 'My Profile', 'View My Quartets', 'Create a New Quartet', and 'Home Page'. The second row contains 'Donate Online' and 'Sweet Adelines Store'. The third row contains 'Chapter Portal' and 'Region Portal', with 'Chapter Portal' circled in red. The fourth row contains 'Request Permission to Arrange' and 'Pay Permission to Arrange'. The fifth row contains 'Upcoming Events', 'Operations', 'Financials', and 'Education Center'. The sixth row contains 'Logout'.

My Profile View My Quartets Create a New Quartet Home Page

Donate Online Sweet Adelines Store

Chapter Portal Region Portal

Request Permission to Arrange Pay Permission to Arrange

Upcoming Events Operations Financials Education Center

Logout

No Results

2. Select Chapter Members

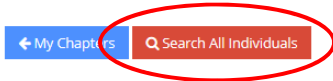
The screenshot shows a navigation bar for 'Test Chorus'. The buttons are arranged in two rows. The first row contains 'Profile', 'Pay for Members', 'Chapter Members', and 'Chapter Officers', with 'Chapter Members' circled in red. The second row contains 'Download Chapter Members'.

Test Chorus

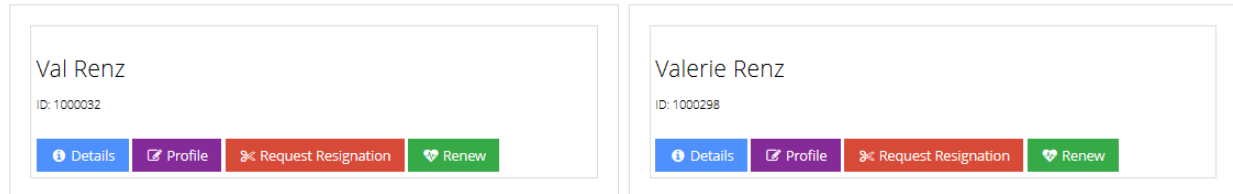
Profile Pay for Members Chapter Members Chapter Officers

Download Chapter Members

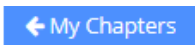
### 3. Select Search All Individuals



## Chapter Members



4. Try different combinations to search. If the member is in our records, you will be given an option to Transfer. Otherwise, select Add New Individual.



## Individual Search

**i** Record Number:

**i** First Name:

**i** Last Name:

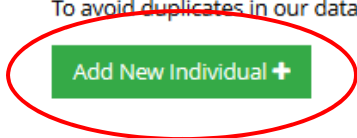
**i** Email Address:

**i** Address City:

**i** Address State:

## Cannot Find Someone?

To avoid duplicates in our database please do an exhaustive search before adding an individual.



# Individual Search

[← Back to Search](#)

No Results

## Cannot Find Someone?

To avoid duplicates in our database please do an exhaustive search before adding an individual.

[Add New Individual +](#)

5. Choose to Add New Individual to appropriate organization.

Add New Individual



Add an individual to one of your chapters.

To avoid duplicates in our database please do an exhaustive search before adding an individual.

Test Chorus


[+ Add New Individual to Test Chorus](#)

6. Fill out application and save.

a. Note: You MUST uncheck the “Link Phone” and “Link Address” boxes.

**i** Address Line 2:

**i** City, State/Province, Zip/Postal Code: \*

**i** Link Phone: 

**i** Phone:

**i** Email: \*

**i** Source:

**i** Create a User Profile:

**i** At-Large: \*

**i** Satellite: \*

**i** Youth: \*

7. Verify Address and Save.

8. It will take 1 – 2 business days for the invoice to populate.