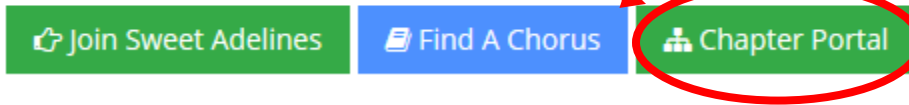


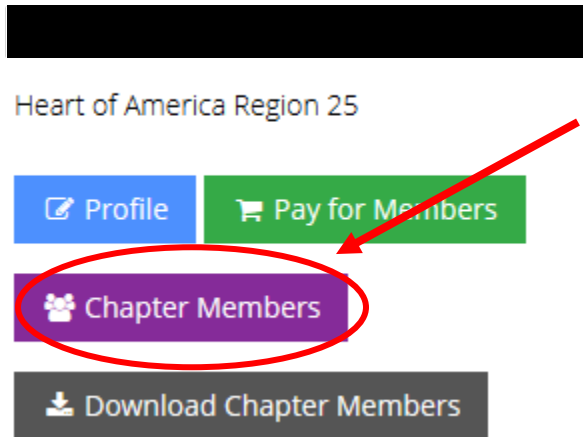
## How to transfer a member

1. Go to the Chapter Portal

### Membership



2. Select Chapter Members



3. Click "Search All Individuals to find the member's SAI account



## Chapter Members

- a. You can search by Record Number (their member ID) or first and last name.

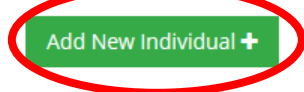
### Individual Search

A screenshot of the "Individual Search" form. It contains six input fields with labels: "Record Number:", "First Name:", "Last Name:", "Email Address:", "Address City:", and "Address State:". The "First Name" field contains the text "test". A blue oval highlights the "Record Number" field, and a blue arrow points to it from the left. Another blue oval highlights the "First Name" field, and a blue arrow points to it from the left. Below the input fields are three buttons: "Search", "Advanced View", and "Cancel". The "Search" button is blue with a white magnifying glass icon and is circled in red. A red arrow points to the "Search" button from the left.

- a. If you cannot find the member, they do not have a Sweet Adelines account. Click "Add New Member" to add them to the system or email [member@sweetadelines.com](mailto:member@sweetadelines.com) if they should have an account.

### Cannot Find Someone?

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



- Once you have found the right member, click “Transfer” under their name.

## Individual Search

[← Back to Search](#)

Test Person

ID: 142512

📍 Tulsa, Oklahoma 74137-2700

**Transfer** 🧑➕

- A pop-up will appear. Click “Transfer to (Chorus Name)” to transfer the member.

Transfer this individual to one of your chapters.

Stop. Are you sure the individual wants this?

Test Person

ID: 142512

**Transfer to** [REDACTED]