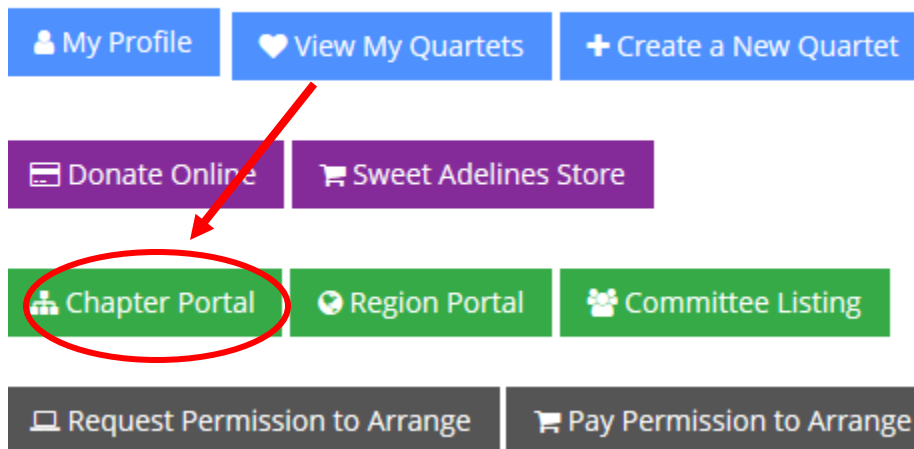


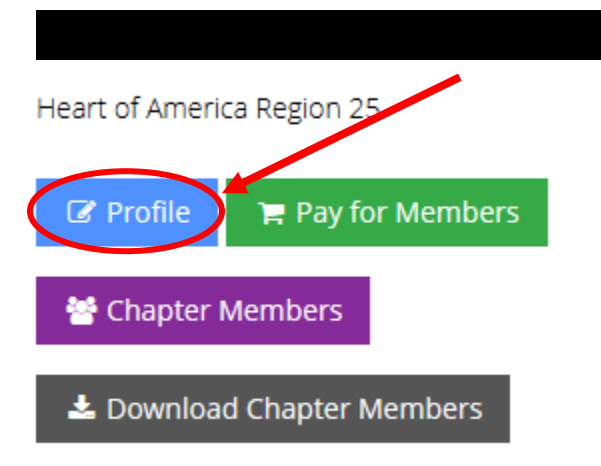
How to update chorus information

1. Log in
2. Select "Chapter Portal"

Members Only Menu

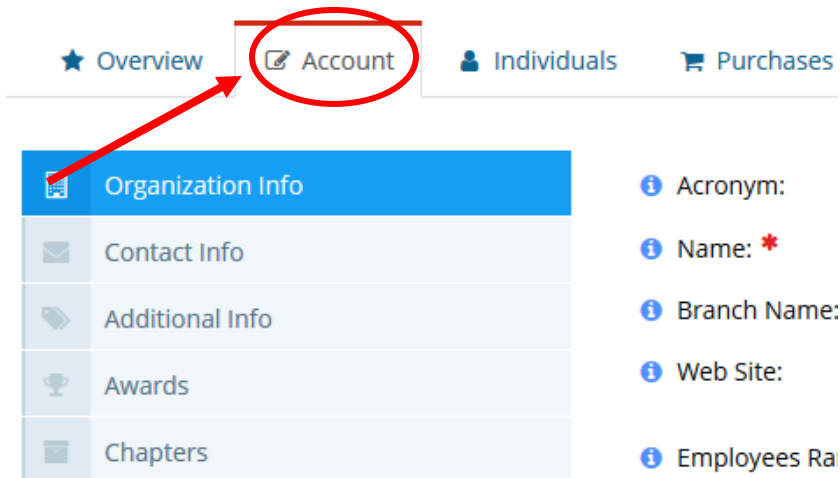


3. Select "Profile"



4. Under the Account tab, you will see “Organization info,” “Contact Info,” “Additional Info,” “Awards,” and “Chapters”

Chapter Profile



- a. The Organization Info tab will allow you to update the chorus's:
 - a. Website
 - b. Chorus Contact name and phone number
 - c. Chorus's email address
 - d. Meeting information
5. Make sure to scroll down and hit “save” if you have updated any information