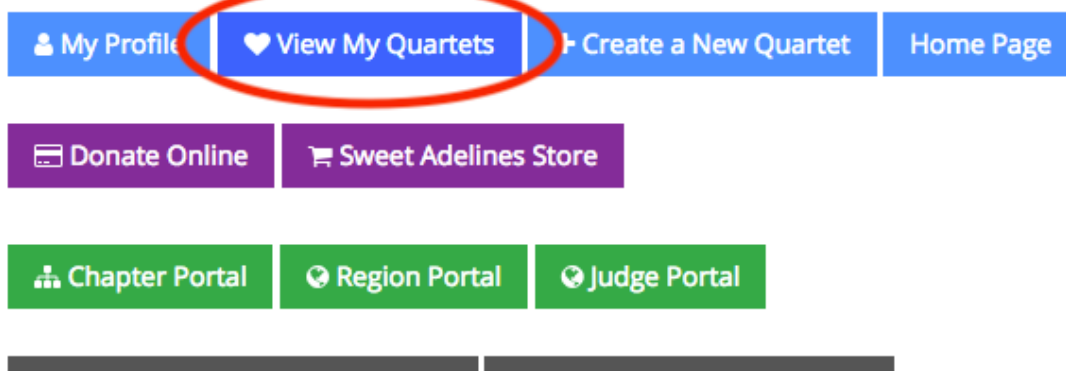


Quartet Renewal

Please note, ONLY the Primary Contact of the quartet may have access to the quartet's record, and, therefore, is the only member of the quartet that may renew online.

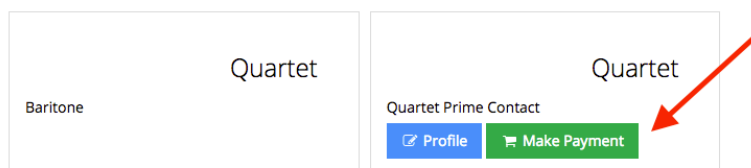
1. Sign in to the Member's Login [here](#).
3. Once logged in, you should see a menu item titled "View My Quartets", click on this item.

Members Only Menu



4. On the next page you will see all the quartets that you are currently registered in and your position in the quartet listed. If your quartet is due for renewal, you will see a green "Make Payment" button listed by the quartet's name.
5. Click on the green button to begin the payment for your quartet's renewal.

Your Quartets



Cannot Find Your Quartet?

[+ Create a New Quartet](#)

6. On the net page, in the “Pay For” field, click on the dropdown box, select your quartet and click “Next”.



Payment Wizard

The screenshot shows the first step of the Payment Wizard, labeled "1 Customer". A progress bar at the top indicates the current step. Below the progress bar, there is a dropdown menu for "Pay For:" with "Quartet" selected. A red arrow points from the dropdown to a green "Next >" button.

7. On the new page, on the left-side of the page, select the checkbox next to the name of your quartet to request to pay your quartet’s renewal of quartet membership.

Select	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	

8. Click the blue button “Payment”

Payment Wizard

The screenshot shows the second step of the Payment Wizard, labeled "2 Open Orders/Invoices". A search bar is present with "Quartet" entered. Below the search bar is a table with one row selected. A red arrow points from the "Pay" button to the "View Order" button.

Select	Number	Customer	Main Item	Balance	Date	View
<input checked="" type="checkbox"/>	6220	Quartet	Membership: T-Quartet Membership	\$100.00	6/14/2018	View Order

Promo Code: [Apply](#)

Total \$100.00

[Pay](#)

9. Next, you will fill in your payment information and click the green “Submit Payment” button.
10. Your quartet has now been successfully renewed!