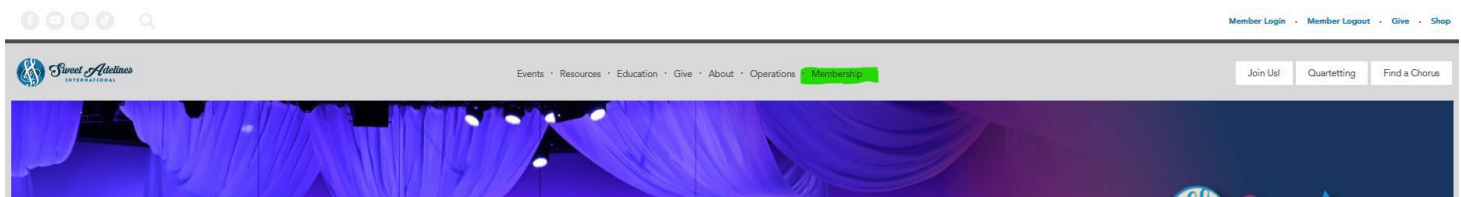


How To Register Your Chorus Online For Regional Contest (REVISED January 24, 2025)

➔ **Remember, only the chorus director, president, or finance coordinator may register a chorus for regional competition.* ➔

1. Go to the Sweet Adelines International website.
2. Click on Member Login and log in.
3. Once logged in, go back to the Sweet Adelines International Homepage, hover over “Membership” on the top right, and click “Membership Database”



4. For Chorus Registration – Go to Chapter Portal.



5. This will bring up a list of all your choruses
6. Click on the “Region Competition” button under the chorus you wish to register for contest



7. This will bring you to a page that lists “Things to remember” and information about that specific competition (it will look like the below image):

Region 10 Chorus Competition

March 23, 2019

Headquarters Hotel - Hilton North Houston

Site of Competition - Hilton North Houston

Closest Airports - Houston Intercontinental (10 miles) and Houston Hobby Airport (30 miles)

Riser Configuration: Alternate

Register Now

8. Click on the “Group Registration for (Chorus name)” button.

Purchasing for “Kait Bailey”



9. Register yourself as an attendee.

Purchasing for “Test Chorus” by “Kait Bailey”

Register an Attendee


Purchasing for “Test Chorus” by “Kait Bailey”

Attendee:

Kait Bailey [Redacted] x v

10. **NEW:** Under “Org Type:” Select **Chapter**. *Your answer to this question dictates how your chorus will be charged for the regional entry fee. If you select a different option, you will be charged incorrectly.*

2025 Regional Chorus Competition Entry Form

Org Type: 

Chorus: *

Chorus ID:

Region Number: *

Estimated # Competing Members: *

Order of Appearance :

Chapter

Chapter

Quartet

Exhibitor

Publisher

School

Other

Prospective

Region

2019 Regional Chorus Competition Entry Form

Chorus Name: *

Chorus ID: *

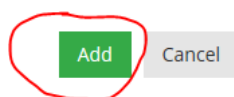
Region Number: *

Estimated # Competing Members: *

President Name: *

President ID: *

11. After filling out all required questions, click the “Add” button. Only register yourself. You are registering on behalf of your chorus. If you add anyone else, it will try to charge you an additional fee.



12. Click the “Next” button.

Purchasing for “Test Chorus” by “Kait Bailey”

Attendees

  Kait Bailey (\$150.00)

** Discounts Apply at Cart







13. Click the “Checkout” button.

Attendee Information Review & Submit Confirmation

Purchasing for [REDACTED] Chapter (Great Gulf Coast Region 10)

You can click or tap on each item to go back and make changes.

Item	Quantity	Item Price	Item Total	Remove
 2025 Region 10 Chorus Competition Group Registration for [REDACTED] (Great Gulf Coast Region 10) PURCHASING FOR [REDACTED]	1	\$ 200.00	\$200.00	

Promo Code
Promo Code

Subtotal \$200.00

Subtotal does not include applicable taxes or shipping costs, if any.

14. Input payment information, then click on the “Submit Your Order” button.

Name on Card:

Card Number:

CVV Number:

Expiration Date: 01/2018

Billing Zip/Postal Code:

Save this Credit Card? Saved securely in PayPal

Confirmation Email

Send confirmation email to: [REDACTED]

Send a copy to:

PLEASE NOTE: You should receive two emails confirming your chorus entry:

1. *Order Confirmation – This email acts as your receipt.*

a. **NOTE:** This email will show that the ORDER SUMMARY of a Region _ Competition was purchased for the “attende” (the person who filled out the form). However, this is simply a placeholder in our database. The actual entry is for the chorus and should be listed under the BILL TO section.

2. *202- Region – Chorus Competition Confirmation*

a. This email is your competition confirmation email, and it contains the dates, location, etc. for your regional contest.

b. **NOTE:** Under “Attendees” will be listed the person who filled out the form, along with their primary Sweet Adelines affiliation. Rest assured, the *entire* chorus is registered for contest. This email only lists the person who registered on behalf of the chorus.