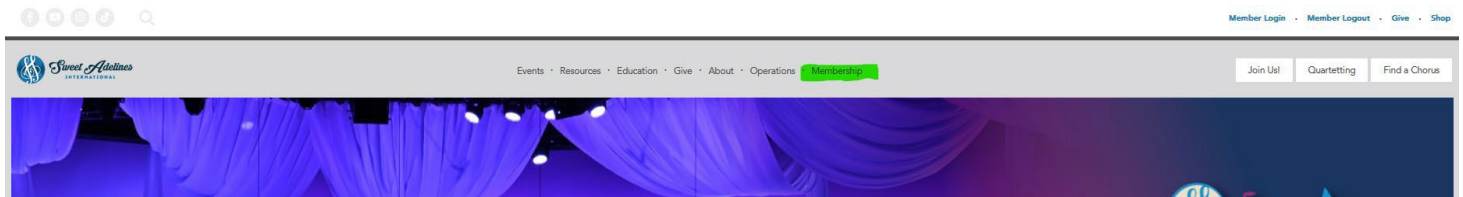


# How To Register Your Quartet Online For Regional Contest

**(REVISED January 24, 2025)**

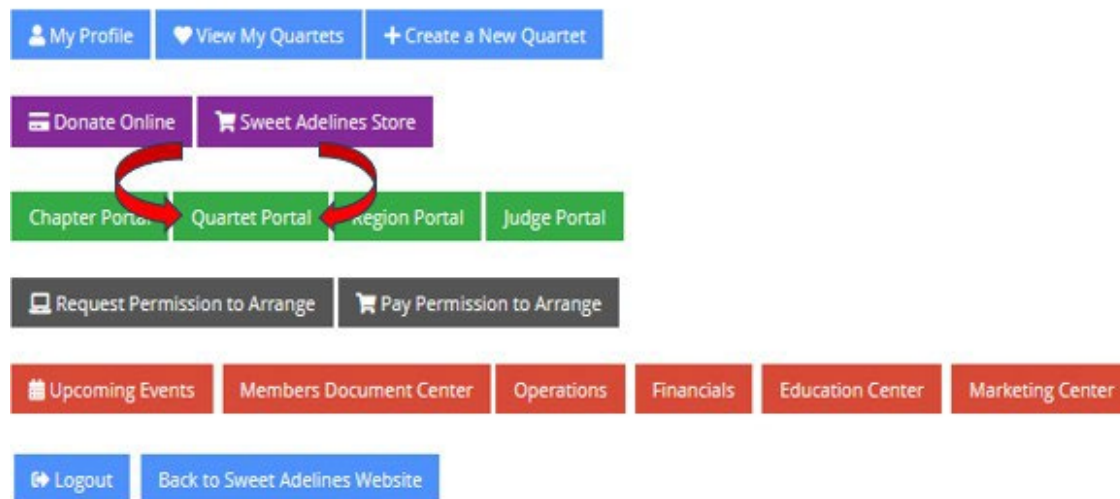
**→ \*Remember, only the quartet primary contact may enter a quartet for regional competition. ←**

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”

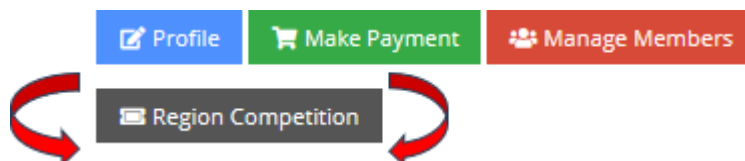


4. For Quartet Registration – click the **green** “Quartet Portal” button, located under the “Members Only Menu”

## Members Only Menu



5. This will bring up a list of all quartets you are affiliated with.
6. Click on the “Region Competition” button under the quartet you wish to compete with.



7. This will bring you to a page that lists “Things to remember before registering for Regional

Competition” and information about that specific competition (it will look similar to the below image):

**Things to remember before registering for Regional Competition:**

- Quartet name and personnel must be registered 45 days prior to the regional quartet competition and be in good standing with the chapter and region.
- New quartets registering after January 15 are charged an additional \$60.00 processing fee.
- Members may compete in up to two different quartets during the same regional contest, as long as they are in different competition divisions (one quartet in International Division and other in the Open Division) No more than two members per quartet may compete in the second quartet in the same regional contest.
- If you are performing as mic-tester you may **ONLY** compete for Evaluation Only or Open Division and you **MUST** perform last.
- A quartet competing for Evaluation Only in the International Division is automatically drawn prior to all competitors performing for placement in its respective contest sessions.
- You are **NOT** permitted to change contests (International Division/Evaluation Only to Open Division, or vice versa) after the final order of appearance has been drawn.
- Entry fee is \$125 (up to 60 days prior to competition.) From 59-45 days prior to competition, a \$100 late fee is added onto your entry fee.
- When you proceed to the following page, please select your quartet when registering.

8. Click on the “Register Now” button.

9. Click on the “Group Registration for (Quartet Name)” button.



10. **Register \*only\* yourself as an attendee. As the quartet primary contact, you are registering on behalf of your quartet. If you add additional attendees, the form will try to charge you an entry fee per person.**

11. **NEW:** Under “Org Type:” Select **Quartet.** 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 Quartet Competition Entry Form

1 Org Type:

1 Quartet Name (If Applicable): \*

Quartet ID: \*

Region Number: \*

1 Order of Appearance :

Primary Contact Name: \*

Chapter  
Quartet  
Exhibitor  
Publisher  
School  
Other  
Prospective  
Region

12. Fill out the entry form **ONCE.**



13. After filling out all required questions, click the “Add” button.

14. Once your name has been added as an “attendee”, Click the “Next” button. **DO NOT ADD ANOTHER ATTENDEE.**

15. Click the “Checkout” button.

Purchasing for [redacted] Quartet”

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



Item	Quantity	Item Price	Item Total	Remove
 2025 Region 17 Quartet Competition Group Registration for [redacted] PURCHASING FOR [redacted]	1	\$ 125.00	\$125.00	

Promo Code

Subtotal \$125.00

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


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

 **PLEASE NOTE:** *You should receive two emails confirming your quartet 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 “attendee” (the person who filled out the form). However, this is simply a placeholder in our database. The actual entry is for the entire quartet and should be listed under the BILL TO section.

2. *202- Region – Quartet 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* quartet is registered for contest. This email only lists the person who registered on behalf of the quartet.
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