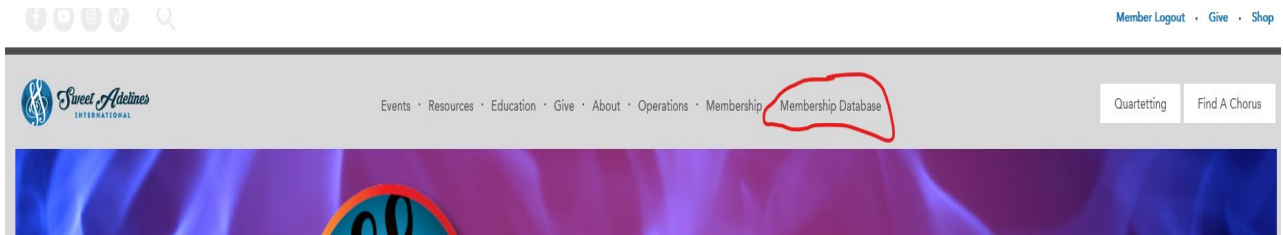




How to Register your Chorus for Regional Competition

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



4. For Chorus Registration – Go to Chapter Portal.



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



Questions?
Sweet Adelines
Competition
competition@

7. This will bring you to a page that lists “Things to remember” and information about that specific competition.

Questions?
Sweet Adelines International
Competition Department
competition@sweetadelines.com

7. Click on the "Register Now" button.

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]

Questions?

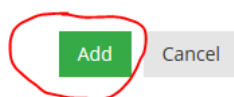
Sweet Adelines International
Competition Department
competition@sweetadelines.com

10. Fill out the entry form.

2019 Regional Chorus Competition Entry Form

Chorus Name:	<input type="text"/>
Chorus ID:	<input type="text"/>
Region Number:	<input type="text"/>
Estimated # Competing Members:	<input type="text"/>
President Name:	<input type="text"/>
President ID:	<input type="text"/>

11. After filling out all required questions, click the "Add" button.



12. Click the "Next" button.

Purchasing for "Test Chorus" by "Kait Bailey"

Attendees

<input type="button" value="Edit"/>	<input type="button" value="Remove"/>	Kait Bailey (\$150.00)
-------------------------------------	---------------------------------------	-------------------------------

All Discounts Apply in Cart



13. Click the "Checkout" button.

Purchasing for "Test Chorus" by "Kait Bailey"

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

Item	Quantity	Item Price	Item Total	Remove
 Region 10 Chorus Competition <small>Click registration for Test Chorus</small> Great Gulf Coast Region 10 PURCHASE FOR <input type="button" value="Add Item"/>	1	\$150.00	\$150.00	<input type="button" value="Remove"/>

Promo Code

Subtotal \$150.00

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

Questions?
Sweet Adelines International
Competition Department
competition@sweetadelines.com

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

The screenshot shows a payment form with the following fields and options:

- Name on Card: [Text Input]
- Card Number: [Text Input]
- CVV Number: [Text Input]
- Expiration Date: [Date Picker (01/2018 - 12/2018)]
- Billing Zip/Postal Code: [Text Input]
- Save this Credit Card?: Stored securely in PayPal
- Confirmation Email:
 - Send confirmation email to: [Redacted Email]
 - Send a copy to: [Text Input]

Buttons: [Previous] (blue), [Submit Your Order] (green, highlighted).

Note: You should receive a confirmation email upon completing entry. (Note: the confirmation email will show that the ORDER SUMMARY of a Region _ competition was purchased for the attendee. However, this is simply a “placeholder” in the database; the actual entry is for the chorus listed under the BILL TO section.)

Order Confirmation

Sweet Adelines
 9110 S. Toledo Avenue Tulsa, OK 74137
 Phone: 800-992-SING (7464) Email: communications@sweetadelines.com

Bill To:

Chapter ← Chorus Name

Order Info:

Order #: Order Date: 12/19/2018
 PO #:

Payment Method: Visa Card Number: Reference Number: .
 Payment Amount: \$150.00

ORDER SUMMARY

Description	Qty	Price	Amount
Region 14 Chorus Competition <small>Event</small> Regional Chorus <small>Purchased For:</small>	1	\$150.00	\$150.00

Attendee Name

*Remember, only chorus presidents, directors, or treasurers may enter a chorus for regional competition.

Questions?

Sweet Adelines International
 Competition Department
 competition@sweetadelines.com