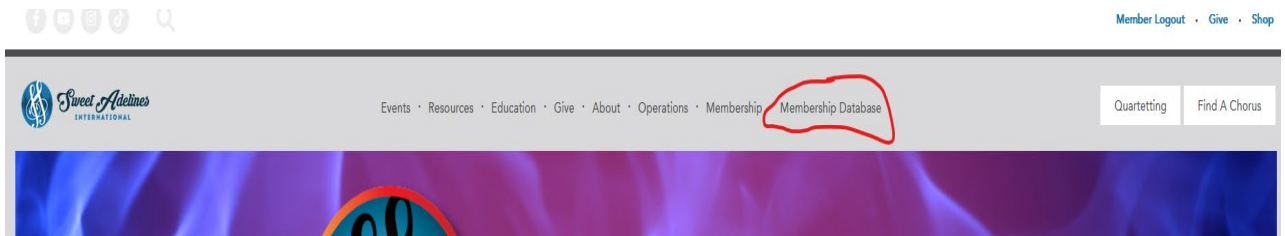


How to Register your Quartet for Regional Competition

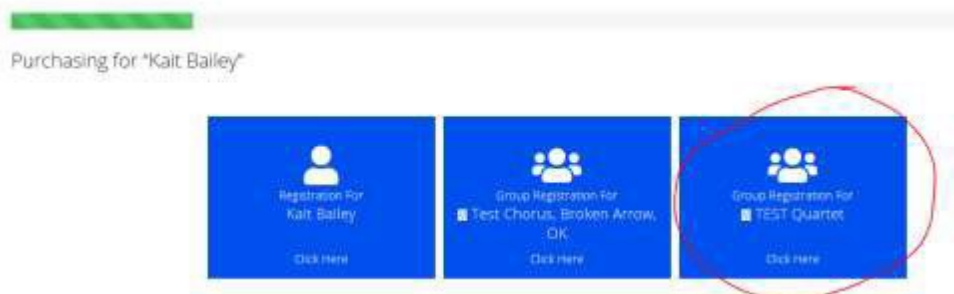
1. Go to the Sweet Adelines International website.
2. Click on Member Login and log in.
3. Once logged on, go back to the Sweet Adelines International Homepage and click “Membership Database” on the top right.



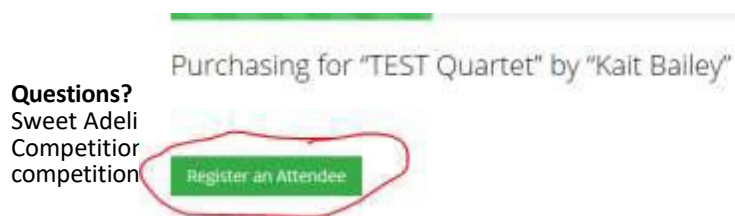
4. For Quartet Registration – Go to Quartet Portal.



5. This will bring up a list of all of your quartets
6. Click on the “Region Competition” button under the quartet you wish to register
7. This will bring you to a page that lists “Things to remember” and information about that specific competition.
8. Click on the “Register Now” button.
9. Click on the “Group Registration for (Quartet name)” button.



10. Register yourself as an attendee.



Purchasing for "TEST Quartet" by "Kait Bailey"

Attendee:

Kait Bailey

11. Fill out the entry form.

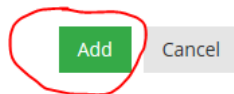
Other information

2019 Regional Quartet Competition Entry Form

Quartet Name: *	<input type="text"/>
Quartet ID: *	<input type="text"/>
Region Number: *	<input type="text"/>
Order of Appearance :	<input type="text"/>

Quartet Personnel

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



13. Click the "Next" button.

Purchasing for "TEST Quartet" [Shop for Another Customer](#)

Attendees

[Edit](#) [Remove](#) Kait Bailey (\$100.00)

== Discounts Apply to Cart

[Register Another Attendee](#)



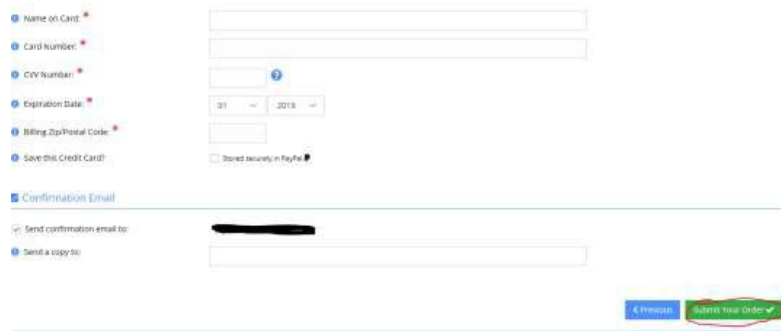
Questions?

Sweet Adelines International
Competition Department
competition@sweetadelines.com

14. Click the “Checkout” button.



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



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.)



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

Questions?

Sweet Adelines International
 Competition Department
 competition@sweetadelines.com