

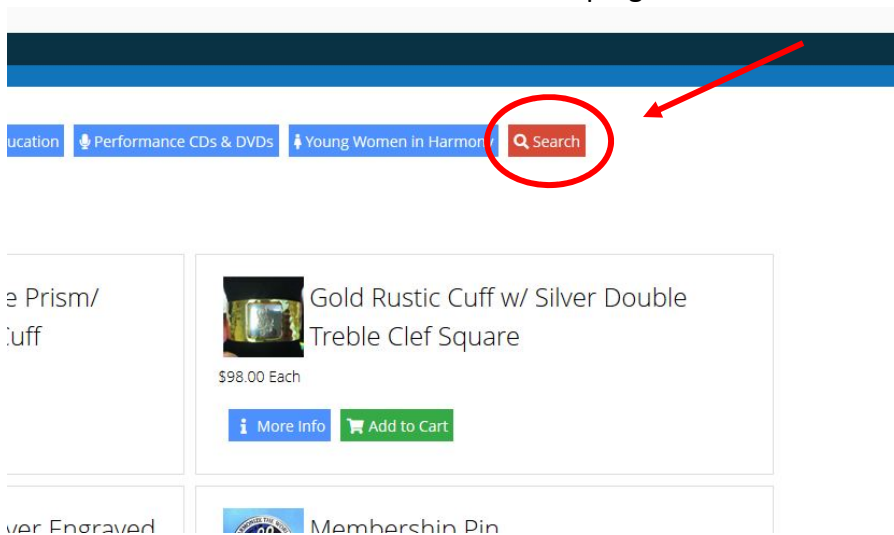
ASCAP/BMI/SESAC INSTRUCTIONS FOR MEMBERS

To purchase an ASCAP/BMI/SESAC license, please complete the following steps:

1. Visit www.sweetadelines.com
2. Click Shop in the top right hand corner
3. Select Click here on the next screen

*Ready to shop? **Click here** to go directly to the International Sales product area to search music, novelties and more!*

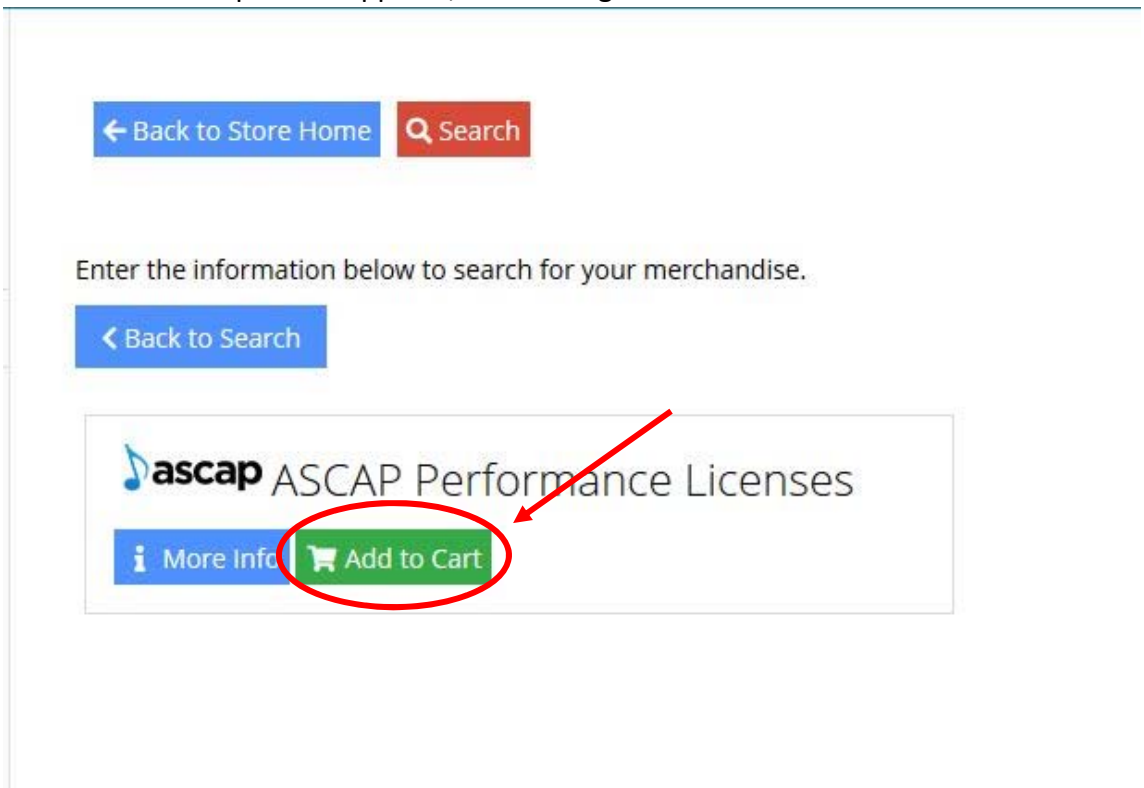
4. Click the Red Search button located in the top right hand corner



5. Type ascap into the Song Title or Product Name bar, then click Search

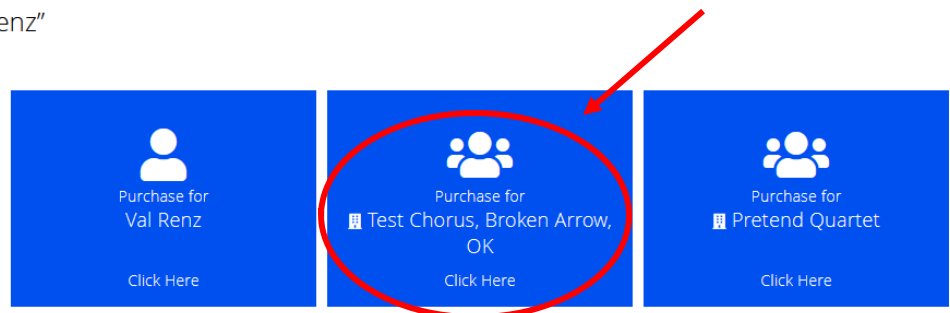
A screenshot of the search interface. At the top, there are two buttons: 'Back to Store Home' and 'Search'. Below them is the instruction 'Enter the information below to search for your merchandise.' There are three input fields: 'Stock Number:', 'Song Title or Product Name:', and 'Arranger Name:'. The 'Song Title or Product Name:' field contains the text 'ascap'. At the bottom, there are three buttons: 'Search', 'Advanced View', and 'Cancel'. Red arrows and circles highlight the 'Search' button in the top navigation bar, the 'ascap' text in the search field, and the 'Search' button at the bottom of the form.

6. When the license product appears, select the green Add to Cart button



7. Select your chorus name

Purchasing for "Val Renz"



8. Fill in the requested information:

- i. Gross Revenue (can be 0.00)
- ii. Date of Performance
- iii. Name of Facility
- iv. Location of Facility
- v. Seating Capacity (typically 1500)
- vi. Region/Chorus/Quartet Name

vii. Region Number

Purchasing for "Test Chorus" [Shop for Another](#)

ASCAP Performance Licenses

Gross Revenue:

Date of Performance:

Facility

Name of Facility:

Location of Facility:

Seating Capacity:

Organization

Region/Chorus/Quartet Name:

Region Number:

viii. Click the green Next in the far bottom right hand corner

9. The standard ASCAP fee is \$25 USD. Consult your form to fill in the appropriate fees. Then click the Green Checkout button.

Purchasing for "Talk of Tulsa Show Chapter (Heart of America Region 25)"

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

Item	Quantity	Item Price	Item Total	Remove
ASCAP Performance Licenses <small>Merchandise</small>	1	\$ 25.00	\$25.00	
<small>This merchandise is required to be purchased together with ASCAP Performance Licenses</small> BMI Performance License <small>Merchandise</small>	1	\$ 20.00	\$20.00	
<small>This merchandise is required to be purchased together with ASCAP Performance Licenses</small> SESAC Performance License <small>Merchandise</small>	1	\$ 10.00	\$10.00	

Promo Code [Apply](#)

Subtotal \$55.00

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

[Clear Cart](#) [Checkout](#)


10. Enter payment information.

- a. The default email address that populates is the email address linked to your chorus. If this is different than your email address, fill in your email address in the "Send a copy to:" field.

Payment Options

Credit Card





Confirmation Email

Send confirmation email to: valrenz@hotmail.com

11. Click the green Submit Your Order button.

How to Access Licenses:

Regional leadership can access all ASCAP/BMI/SESAC licenses and receipts by logging into the Chapter account, clicking Purchases, and selecting Recent Invoices. Select ASCAP Performance License from the list, click view, scroll to the bottom, click Report, and the receipt and license will load in a .pdf.