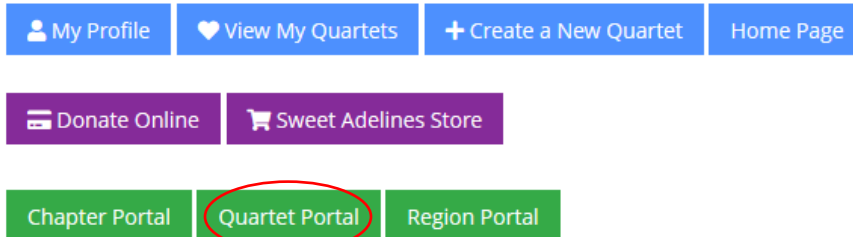


To Pay Quartet Charter Renewal

1. **Log on at members.sweetadelines.com/membersonlymenu**
2. **Click “Quartet Portal”**

Members Only Menu

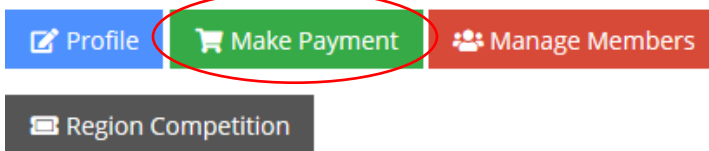


3. **Click “Make Payment”**

Pretend Quartet

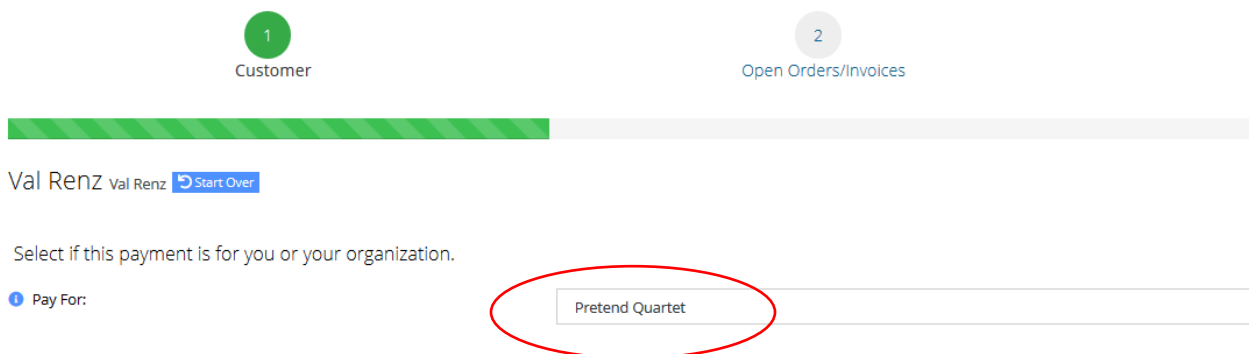
Record Number: 1000430

Region: Great Gulf Coast Region 10



4. **Select your quartet name and hit Next**

Payment Wizard



5. Change the dropdown menu to show balances for Past 6 Months, check the box next to your invoice and select Pay at the bottom right.

Customer Open Orders/Invoices Submit

Pretend Quartet Val Renz [Start Over](#)

Search for customers or order/invoice numbers related to Pretend Quartet

Show Balances For: * Past 6 Months

Search by Customer Search for Record

Select All	Order/Invoice Number	Customer	Main Item	Balance
<input type="checkbox"/>				
<input checked="" type="checkbox"/>	340780	Pretend Quartet	Membership: Quartet Membership	\$100.00

6. Enter your initials to accept the Quartet Policies

Acknowledgement of Quartet Policies

By completing this form and checking this box, all members of the quartet acknowledge they will abide by the policies of the organization. Quartets are voluntary associations of members of Sweet Adelines International, and it is understood that no member has the legal right to be elected to the position of president. Current regional championship quartets, current wild card quartets and current international finalist quartets must retain at least three members to enter the next Regional Quartet Competition or the next International Quartet Semifinals.

Initials: *

Billing Address + add new billing address

7. Next, you will fill in your payment information and click the green "Submit Payment" button.

8. Your quartet has now been successfully renewed!