

How to Add a New Member

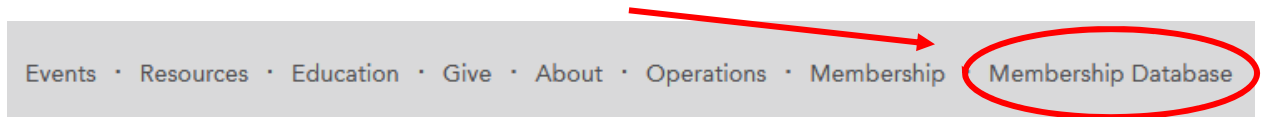
Note: You must be a chapter president, membership chair, director, or treasurer to have access to the chapter portal.

Note: You cannot pay for a new member right away. After adding them, their invoices will appear in 1-2 business days.

1. Log in at Sweetadelines.com by clicking “Member Login” on the upper right hand corner.

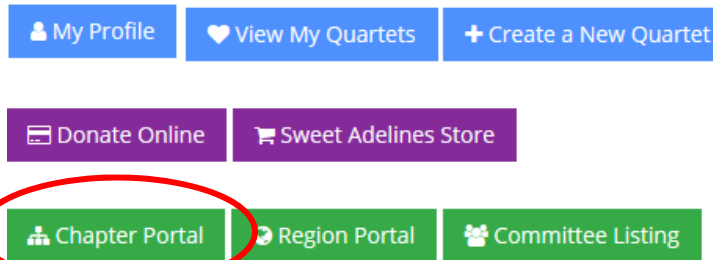


2. Once you’ve entered your email address and password, you’ll be redirected to the Sweet Adelines main page. Click “Membership Database” on the toolbar.

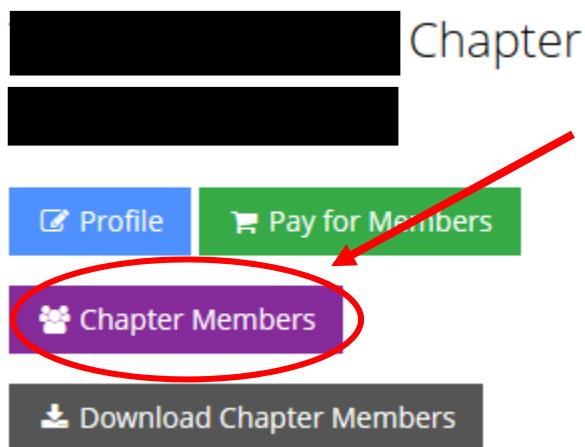


3. Go to “Chapter Portal.”

Members Only Menu



4. Select Chapter Members



5. Click "Search All Individuals" to make sure an account does not already exist.



Chapter Members

- a. You can search by Record Number (their member ID) or first and last name.

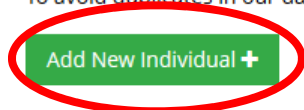
Individual Search

A screenshot of an "Individual Search" form. On the left, there are six labels, each with an information icon: "Record Number:", "First Name:", "Last Name:", "Email Address:", "Address City:", and "Address State:". To the right of these labels are six corresponding input fields. The "First Name" field contains the text "test". A blue oval highlights the "Record Number" field, and a blue arrow points to it from the left. Another blue oval highlights the "First Name" field, and a blue arrow points to it from the left. Below the input fields are three buttons: "Search" (blue with a magnifying glass icon), "Advanced View" (grey with a square icon), and "Cancel" (grey). A red oval highlights the "Search" button, and a red arrow points to it from the top right.

- a. If you cannot find the member, they do not have a Sweet Adelines account. Click "Add New Member" to add them to the system.

Cannot Find Someone?

To avoid duplicates in our database please do an exhaustive search before adding an individual.



6. Add "Add New Individual to (Chapter)".

Add an individual to one of your chapters.

To avoid duplicates in our database please do an exhaustive search before adding an individual.

████████████████████ Chapter

Greater NY/NJ Region 15

+ Add New Individual to ██████████ Chapter

- 7. Fill in the information. Do NOT click "link address" or "link phone." Select "No" under At-Large. If you belong to Region 30, select "yes" for Satellite. If the member is a Youth member, select "yes" for "Are you 25 years old or under." Click Save.

At-Large: *

No

Satellite: *

No

Are you 25 years old or under?: *

No

- 8. Once you've hit Save, they've been added. Come back in 1-2 business days to pay their invoice and activate their membership.