



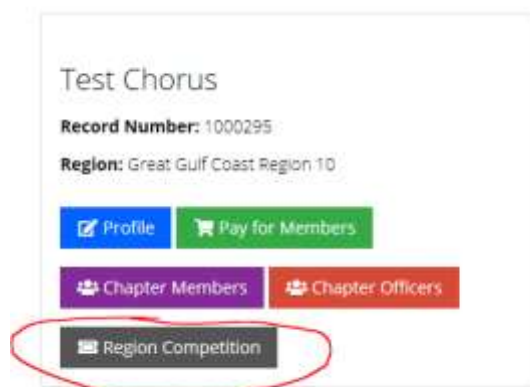
How to Register your Chorus for Regional Competition

1. Go to the Sweet Adelines International website.
2. Click on Member Login and log in.
3. For Chorus Registration – Go to Chapter Portal.

Members Only Menu



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



6. 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?

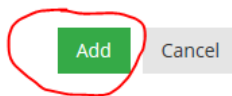
Sweet Adelines International
Competition Department
competition@sweetadelines.com

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)
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** 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 Chorus Registration for Test Chorus Great Gulf Coast Region 10 PURCHASE FOR <input type="button" value="Edit 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: [Dropdown: 01] - [Dropdown: 2018]
- Billing Zip/Postal Code: [Text Input]
- Save this Credit Card?: Stored securely in PayPal
- Confirmation Email:
 - Send confirmation email to: [Redacted]
 - Send a copy to: [Text Input]

Buttons: [Previous] [Submit Your Order ✓]

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 Purchased For:	1	\$150.00	\$150.00

← Attendee Name

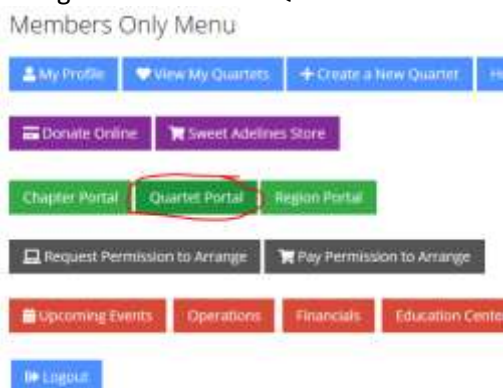
*Remember, only chorus presidents, directors, or treasurers may enter a chorus for regional competition.

Questions?

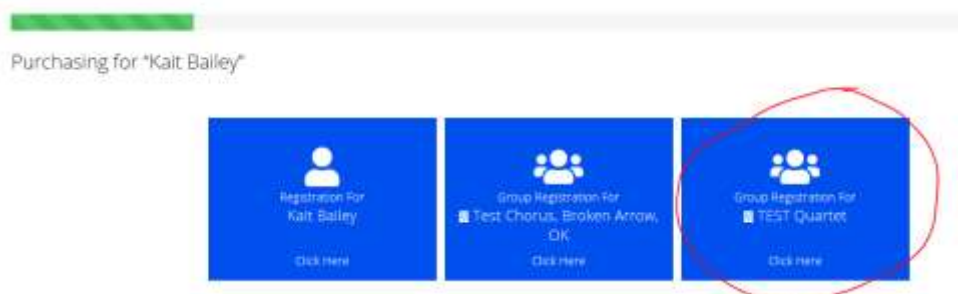
Sweet Adelines International
Competition Department
competition@sweetadelines.com

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. For Quartet Registration – Go to Quartet Portal.



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



9. Register yourself as an attendee.



Questions?

Sweet Adelines International
Competition Department
competition@sweetadelines.com

Purchasing for "TEST Quartet" by "Kait Bailey"

Attendee:

Kait Bailey

10. Fill out the entry form.

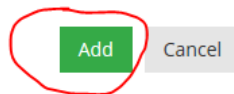
Other information

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

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



12. 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

13. Click the "Checkout" button.



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

Name on Card
 Card Number
 CVV Number
 Expiration Date (01 / 2018)
 Billing Zip/Postal Code
 Save this Credit Card
 Store securely in PayPal

Confirmation Email
 Send confirmation email to:
 Send a copy to:

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?

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 Competition Department
 competition@sweetadelines.com