How to Update a Chapter's Information for Find a Chorus

When potential members search for choruses, they will see this information. Please make sure it is accurate.

- 1. Go to members.sweetadelines.com/membersonlymenu and log in.
- 2. Go to the Chapter Portal. Members Only Menu

💄 My Profile	View My Quartets		+
📻 Donate Onli	ne	🐂 Sweet Adelines	s Store
Chapter Portal Region Portal			

3. Click "Profile."

Test Chorus						
Profile 📜 Pay for Members						
🖀 Chapter Members	🕾 Chapter Officers					

4. Under the "Account" tab, go to "Organization Info."

С	ħ	apter Profile	
	*	Overview 🕜 Account 📜 Purchas	ses
		Organization Info	e
		Contact Info	e

5. Under the "Find a Chorus Information," fill in your meeting day and time, meeting place, meeting address, meeting information, and contact person, phone, and email address. All of this information will show up on the website.

You MUST check the "I understand and consent to sharing the name and contact information below" box if you want this information to show up on the Find a Chorus feature of the website.

	Find A Chorus Information				
 I understand and consent to sharing the name and contact information below via the Find a Chorus feature.: 					
	Image: Meeting Day and Time:				
	Meeting Day and Time:	Wednesday at 7:00			
	Meeting Place:				
	Meeting Address:				
	Meeting Information:				
	i Contact Person:				
	Oontact Phone:				
	Contact Email Address:				

6. Scroll down and save.