

UPDATING CHAPTER OFFICERS (as of July 2022)

Updating Chapter Officers

1. Go to members.sweetadelines.com/membersonlymenu and log in.
2. Click the Chapter Portal
3. Click "Chapter Officers."
4. To remove a chapter officer, scroll down to their position and click "Remove."

Membership Chair

The following are individuals related to this chapter as a Membership Chair:

[+ Add New Employee](#)



Name	Title	Email Address	Actions
Crockett, Laura		laura@sweetadelines.com	Edit Remove

5. To add a chapter officer:
 - a. click "Add New Employee" under the position.

Treasurer/Finance Manager

The following are individuals related to this chapter as a treasurer/finance manager:

[+ Add New Employee](#)



- b. Fill out the first and last name, and email address.
 - i. You must fill out the email address with their Sweet Adelines account email, or the system will not link their officer role to their account.
- c. Click "Add"
- d. It will take 1-2 business days for the officers to be added.