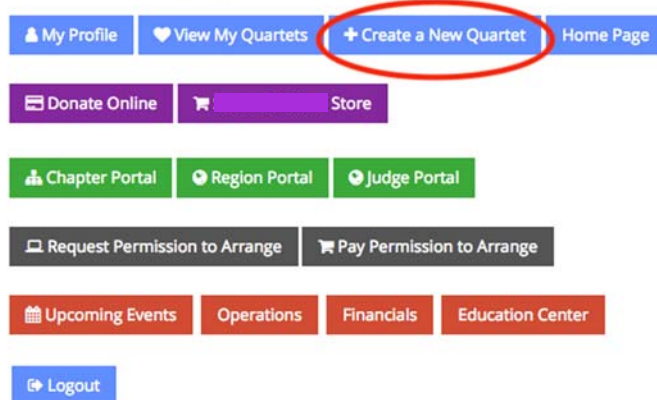


How To Register a Quartet Online

1. Once you are logged in, click on “Create a New Quartet.”

Members Only Menu



2. On the next page, enter your desired name in the name search and click the green button entitled “Search”. If your name is available you will automatically proceed to the next page.

Create a Quartet

To find out if a quartet name is available, please enter a name in the search below and click the search button. If your search reveals there is not a similar name, you will be taken to the next screen to submit your second and third choice name and create you quartet.

Keep in Mind:

- Past champion quartet names are protected for various periods, depending if they placed as regional or international champions. If a name is protected, it cannot be used until the release date. Please feel free to call Emily also toll-free at 800.992.7464, ext. 121 or 918.622.1444, ext. 121, with any questions or to confirm availability of name.
- If the quartet name can be spelled more than one way or if the word(s) sound like another word - then the name is NOT available. For example: Just For Fun, Just Four Fun, or just 4 Fun. When you call international headquarters to register a name, though the text search may say that the name is available, in reality, names that SOUND similar to an already registered quartet will not be approved. Thank you for taking this into consideration.

For further questions or to register your quartet's new name, please contact Emily Mock at Quartet@sweetadelines.com. Please realize that quartet names change on an almost daily basis, be prepared to submit a second and third choice when registering your quartet's name.

Name:

Two red arrows originate from the 'Name' field. One arrow points to the right, ending at the 'Q Search' button. The other arrow points down and to the left, ending at the 'Q Search' button.

3. Enter your two alternate names and select your quartet's region. Click the green “Save Quartet” button.

Staff

Alternate Quartet Name, 1 of 2: *

Alternate Quartet Name, 2 of 2: *

Region: *

Three red arrows originate from the form fields. One arrow points from the 'Alternate Quartet Name, 1 of 2' field to the 'Save Quartet' button. A second arrow points from the 'Alternate Quartet Name, 2 of 2' field to the 'Save Quartet' button. A third arrow points from the 'Region' dropdown menu to the 'Save Quartet' button. The 'Save Quartet' button is circled in red.

4. On the next page, you will add the members of your quartet. Search for your members by entering either their email or ID number into the search field and click the green “Search” button. Once the member has been found, select their singing position and

click the green “+Add” button.

Staff Quartet

Add Quartet Members

Search by email address or Record Number:
191468 Q Search

You have identified **Emily Mock**.
Not an active member. Continue to create the quartet. Afterwards, ensure all performers have a current Sweet Adelines individual membership.

Position

- ✓ Baritone
- Bass
- Lead
- Tenor
- Quartet Prime Contact

+ Add Q Search Again

Quartet members need to be added.

- Once you have entered all your members, click on the “Make Prime” button to indicate who is the primary contact of the quartet.

Staff Quartet

North Atlantic Region 1

Add Quartet Members

Search by email address or Record Number:

Quartet Members

Members of this quartet:

Valerie Renz Baritone Delete Make Prime	Emily Mock Lead Delete Make Prime	Emily Mock Quartet Prime Contact Delete
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Is your quartet all set up?

Purchase Quartet Membership →

- Your next step will be to click the green “Purchase Quartet Membership” button to purchase a quartet membership.

Make Prime Make Prime Make Prime

Is your quartet all set up?

Purchase Quartet Membership →

- Now select the name of your new quartet from the dropdown box to indicate that you would like to purchase a New Quartet membership for your new quartet.

Payment Wizard

1 Customer 2 Open Orders/Invoices 3 Submit 4 Confirmation

Select if this payment is for you or your organization.

Pay For:

Next >

8. Check the box to indicate that you would like to purchase a “New Quartet” membership.

Payment Wizard

1 Customer 2 Open Orders/Invoices 3 Submit 4 Confirmation

Quartet [Start Over](#)

Search for customers or order/invoice numbers related to



Search by Customer

Select	Number	Customer	Main Item	Balance	Date	View
<input checked="" type="checkbox"/>	6220	Quartet	Membership: Quartet Membership	\$100.00	6/14/2018	View Order

9. Now click the green “Checkout” button.

Purchasing for “Staff”

You can click or tap on each item to go back and make changes.

Item	Quantity	Item Price	Item Total	Remove
 Quartet Membership Membership	1	\$ 100.00	\$100.00	

Promo Code [Apply](#)

Subtotal \$100.00

Subtotal does not include applicable taxes or shipping costs, if any.

[Clear Cart](#) [Checkout](#)

10. Next, you will fill in your payment information and click the green “Submit Your Order” button.

11. Your quartet registration has now been successfully submitted! You will receive a confirmation email to indicate that your quartet registration went through successfully. Once your name is approved you will receive an additional email confirmation.