

## Membership for organizations with multiple choirs

If your organization has multiple choirs, you will first set up an **organizational profile** and then add your component choirs as **group members**.

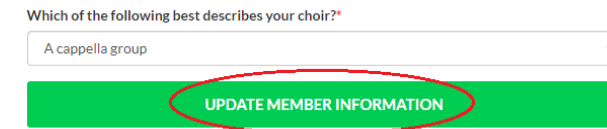
Your membership is attached to your organizational profile. The organizational profile serves as the umbrella for your component choirs and contains unique parameters that keep it distinct from your component choirs.

When setting up/signing into your membership, the first screen you will see is your **organizational profile**. Please ensure the following fields are filled as instructed:

1. Under **Name of Choir/Organization** [group members format as "Organization name - Choir name; company name for corporate memberships), use the name of your organization (with no choir name).
2. Under **Choir Type**, select "Organizational Profile".
3. Under **Which of the following best describes your choir?**, select "Organizational Profile".
4. The following fields are not relevant to the Organizational Profile and should be filled in with "N/A":
  - Conductor name
  - Conductor email address
  - Rehearsal Day(s) + Time(s)
  - Rehearsal Venue
  - Rehearsal City
  - Number of singers in this choir
  - Please provide a 100-word description of your choir(s)

These details will be completed for the Component Choirs.

To save changes, click the green **"Update Member Information"** button at the bottom of the form.

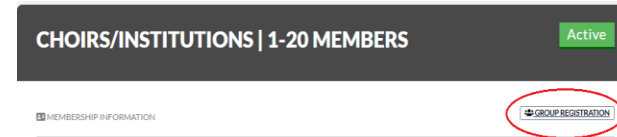


Which of the following best describes your choir?\*

A cappella group

UPDATE MEMBER INFORMATION

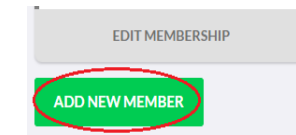
To add or edit your component choirs, click the **"Group Registration"** button in the top right corner of your profile.



CHOIRS/INSTITUTIONS | 1-20 MEMBERS Active

MEMBERSHIP INFORMATION GROUP REGISTRATION

This will take you to a page that displays all of the choirs within your organization. To add a component choir, click the green **"Add New Member"** button.



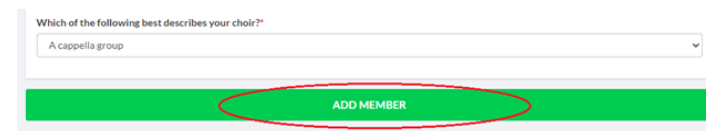
EDIT MEMBERSHIP

ADD NEW MEMBER

This will take you to your Component Choir page, where you can name your Component Choir. **Please name component choirs as follows:**

### Organization name – Choir name

Please complete all fields on the form for each choir (including those not listed in your Organizational Profile). For any fields not applicable to your Component Choir, type "N/A". When you are finished, click the green **"Add Member"** button at the bottom.



Which of the following best describes your choir?\*

A cappella group

ADD MEMBER

Repeat this process to add all the component choirs in your organization.