

## Enrolling Choir Members for Sub-Membership

Below is a step-by-step process for signing up your choir members for an HMA sub-membership.

Log In – Get to you Member Detail Page. Note, to enroll people for sub-membership, your membership must be an organizational membership. If you are currently an individual member, contact Kim Braswell ([kbraswell@handbellmusicians.org](mailto:kbraswell@handbellmusicians.org)) and she can help you convert your individual membership to an organizational membership.

Welcome South County Community Handbell Choirs (Account# 106273)

My Membership/Renew

What would you like to do?

My Membership/Renew

My Registered Event

Your membership is currently active. [Details](#)

Membership Renew

Your membership is currently active. [Details](#)

Membership History

Current Membership

Your Membership is currently active.

Membership	Start Date	End Date	Amount	Auto-Renewal	Actions
Handbell Musician Group Membership	04/01/2020	03/31/2021	\$95.00	Off - <a href="#">Set up</a>	<a href="#">Renew Now</a>

Scroll Down to Bottom

Additional Sub Members & Memberships

Contacts: [Add](#) [Remove](#) Sub-Membership: [Join](#) [Renew](#)

Action	Member	Membership	Fee	Start Date	End Date	Enrollment Date
<input type="checkbox"/>						
<input type="checkbox"/>	Sharon R Guilliams					

Click Add – You will get to this page

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What would you like to do?

Your membership is currently active. [Details](#)

Membership Join

Fill in information below to add an employee membership

Are you joining for a business, church, school, or other organization? Then please select the Organization User option on the right to go to the correct join form for that type of account.

Complete the information for your sub-member (They can change passwords later, so just pick one.) You will need the sub-members name, address, email, and phone number.

(Note, I have found that it is best if you do one at a time, only. The phone type seems to disappear if you do multiples or refresh the screen and will give you an error.)

And then proceed to pay. If the renewal date says 3/31/21, contact Kim Braswell and she will get this extended to 3/31/22.

If you have any issues, I have found Kim Braswell ([kbraswell@handbellmusicians.org](mailto:kbraswell@handbellmusicians.org)) helpful.

12/30/2020