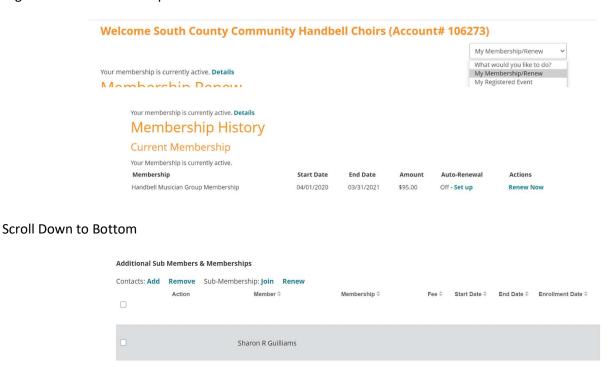
Enrolling Choir Members for Sub-Membership

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 <u>organizational</u> membership. If you are currently an individual member, contact Kim Braswell (<u>kbraswell@handbellmusicians.org</u>) and she can help you convert your individual membership to an organizational membership.



Click Add – You will get to this page



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) helpful.