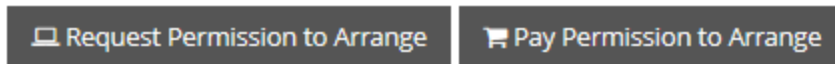## How to Add New Members
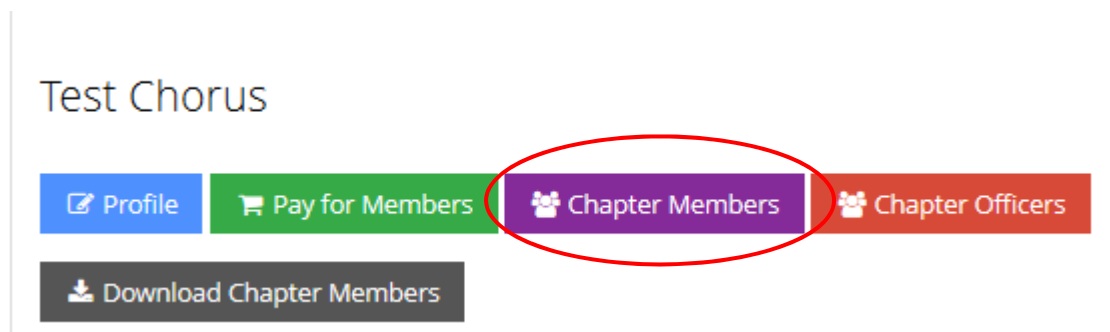
1. Go to the Members Only Menu and select Chapter Portal
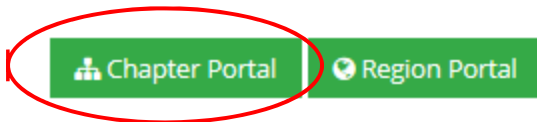
2. Select Chapter Members

3. Select Search All Individuals

Chapter Members

Val Renz	Valerie Renz
ID: 1000032	ID: 1000298
Details **Profile** **Request Resignation** **Renew**	**Details** **Profile** **Request Resignation** **Renew**
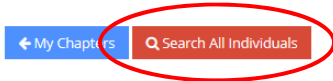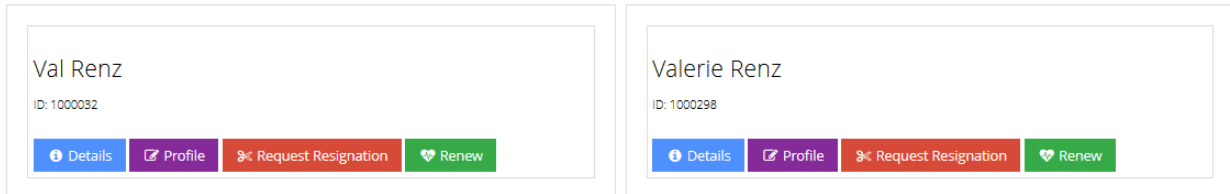
4. Try different combinations to search. If the member is in our records, you will be given an option to Transfer. Otherwise, select Add New Individual.
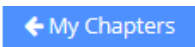
← My Chapters

Individual Search

Record Number:	
First Name:	Valeria
Last Name:	Renzino
Email Address:	
Address City:	
Address State:	

Q Search   **☐ Advanced View**   **Cancel**

Cannot Find Someone?

To avoid duplicates in our database please do an exhaustive search before adding an individual.

Add New Individual +
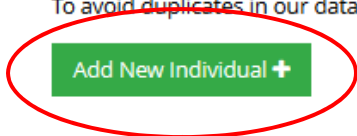
Individual Search

‹ Back to Search

No Results

Cannot Find Someone?

To avoid duplicates in our database please do an exhaustive search before adding an individual.

Add New Individual +

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5. Choose to Add New Individual to appropriate organization.

Add New Individual

Add an individual to one of your chapters.

To avoid duplicates in our database please do an exhaustive search before adding an individual.

Test Chorus

+ Add New Individual to Test Chorus

6. Fill out application and save.
    a. Note: You MUST uncheck the "Link Phone" and "Link Address" boxes.

ⓘ Address Line 2:	Address Line 2		
ⓘ City, State/Province, Zip/Postal Code: *	Broken Arrow	Oklahoma	74012-4736
ⓘ Link Phone:	🚫		
ⓘ Phone:	Work	☎ ████████	
ⓘ Email: *	Home	✉ Email	
ⓘ Source:	Source		
ⓘ Create a User Profile:	✔		
ⓘ At-Large: *			
ⓘ Satellite: *			
ⓘ Youth: *			

Save   Cancel

7. Verify Address and Save.

8. It will take 1 – 2 business days for the invoice to populate.