How to transfer a member

1. Go to the Chapter Portal



2. Select Chapter Members



3. Click "Search All Individuals to find the member's SAI account



a. If you cannot find the member, they do not have a Sweet Adelines account. Click "Add New Member" to add them to the system or email <a href="member@sweetadelines.com">member@sweetadelines.com</a> if they should have an account.

## Cannot Find Someone?

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



4. Once you have found the right member, click "Transfer" under their name.



5. A pop-up will appear. Click "Transfer to (Chorus Name)" to transfer the member.

Transfer this individual to one of your chapters.

Stop. Are you sure the individual wants this?

