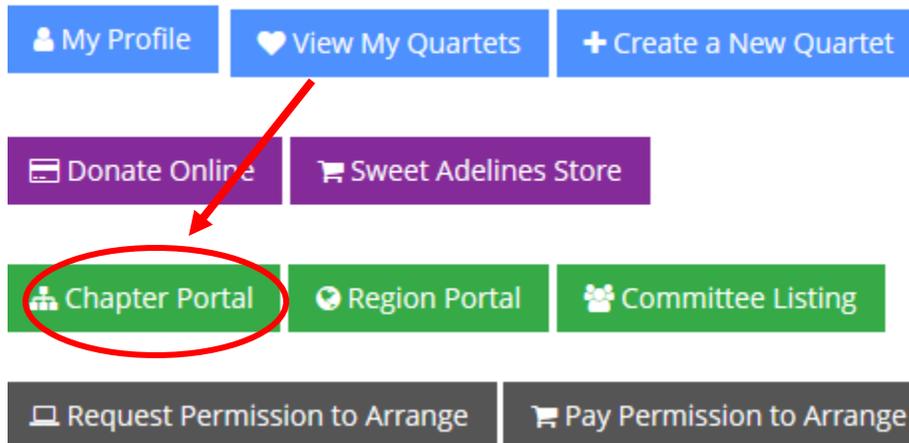


How to update chorus information

1. Log in
2. Select "Chapter Portal"

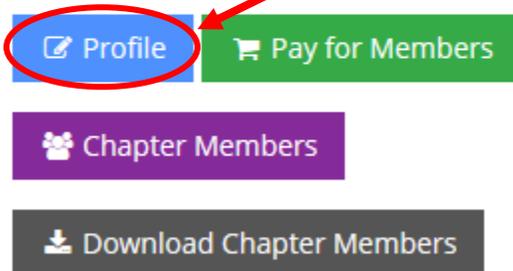
Members Only Menu



3. Select "Profile"

Talk of Tulsa Show Chapter

Heart of America Region 25



- Under the Account tab, you will see “Organization info,” “Contact Info,” “Additional Info,” “Awards,” and “Chapters”

Chapter Profile

The screenshot shows the Chapter Profile interface. At the top, there are four tabs: Overview (with a star icon), Account (with a pencil icon and circled in red), Individuals (with a person icon), and Purchases (with a shopping cart icon). Below the tabs, there is a list of sub-tabs: Organization Info (with a document icon and highlighted in blue), Contact Info (with an envelope icon), Additional Info (with a hand icon), Awards (with a trophy icon), and Chapters (with a book icon). To the right of the sub-tabs, there is a list of fields: Acronym, Name (with a red asterisk), Branch Name, Web Site, and Employees Ra. A red arrow points from the 'Account' tab to the 'Organization Info' sub-tab.

- The Organization Info tab will allow you to update the chorus's:
 - Website
 - Chorus Contact name and phone number
 - Chorus's email address
 - Meeting information
- Make sure to scroll down and hit “save” if you have updated any information