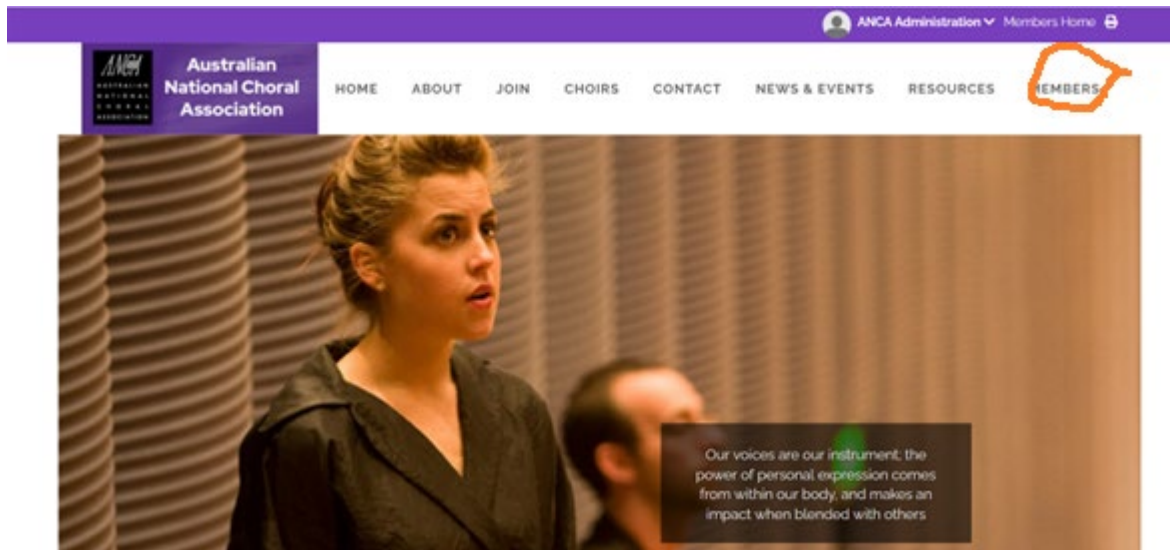


How to update your Choir or Institution Details.

Step 1 Click on Members



This will take you to the members area which will look like this :





Step 2 – You have all been emailed a Username and password (Please check junk mail if you can't find it).

Please enter these and log in. It will look like this:

ANCAHOIR successfully logged in


MEMBERS OPTIONS


COMMITTEES & TEAMS



BULLETIN BOARD



DOCUMENTS
The library of Chorus Documents

SING OUT

TEACHING RESOURCES


SUGGESTION BOX


MINUTES


MAILING LISTS


MY GROUPS


Clubs

ANCA CHOIR MEMBER

Add new: member | ensemble

Step 3. Your Choir or Institution is on the right under My Groups and Clubs.

Click on the Group which is located under "Clubs". This choir is called "ANCA CHOIR MEMBER"



Australian National Choral Association


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[MEMBERS](#)

MEMBERS AREA

ANCAHOIR successfully logged in


MEMBERS OPTIONS


COMMITTEES & TEAMS



BULLETIN BOARD



DOCUMENTS
The library of Chorus Documents

SING OUT

TEACHING RESOURCES


SUGGESTION BOX


MINUTES


MAILING LISTS


MY GROUPS


Clubs

ANCA CHOIR MEMBER

Add new: member | ensemble

You will be taken to this screen:

Step 4 - Click on Update


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ANCA CHOIR MEMBER

Qld

ANCA Membership ID: 4

Postal address: 1 William Street
Brisbane QLD 4000

Members: [ANCA financial members](#) | [ALL members](#)

You will then be directed here.

Step 5. You can change any details related to your club here by clicking General.

Club Details

General People ANCA

Name:
ANCA CHOIR MEMBER

Name of governing committee:

e.g. Executive

State:
Old

Area of operation:

Postal address:
1 William Street
Brisbane QLD 4000

Membership

Days grace before membership expiry:

Dues only accepted:
Not specified

Save Cancel

Step 6. Don't forget to save!