

# Chapter Profile - How to Add or Update Chapter Leaders



As the primary means of communication with all chapters, it is a matter of compliance that all chapters update their Member Center profile with their Chapter Leaders.

## Important Information

The required roles that each chapter should list under their profile are:

- Chapter President
- Chapter Secretary
- Chapter Treasurer

Other roles that are not a matter of compliance but are required to have:

- Chapter Immediate Past President
- Chapter Board Member At Large
- Chapter Delegate to District

For the other roles and areas listed in the BHS Member Center, it is not required to designate a chapter leader under every role, however, BHS and your district utilize this information to send important updates and communications to those areas.

**Authorized leaders for making *EDITS* to chapter profile information are as follows:**

- Chapter President
- Chapter Secretary
- Chapter Treasurer

**All other leaders have "*View-only*" access, which includes downloading reports.**

### **Special Note about adding Community Board Members**

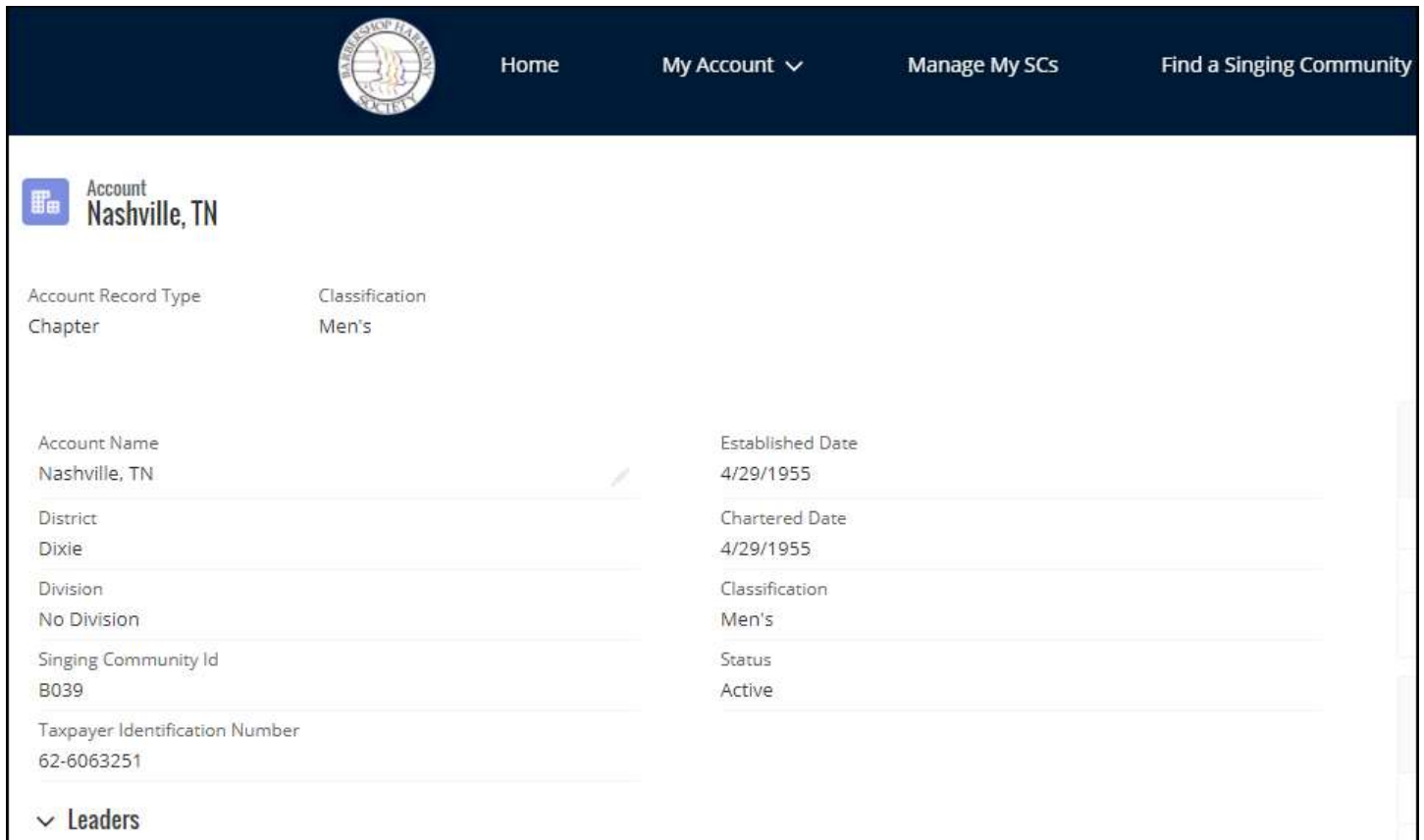
If your chapter is utilizing the [flexible board option](#) and would like to add someone who is not a member to your chapter leader list, please complete this form here: <https://goo.gl/forms/lvm55KlloiNzbHQh2>

## **Tutorial**

*This is broken into two parts; How to Add a New Leader, and How to Edit an Existing Leader. Please scroll down to learn how to edit an existing leader.*

## How to Add a New Leader

1. Login to the BHS Member Center by visiting <http://members.barbershop.org>
2. Utilizing your Username and Password will activate your permissions as a Chapter leader. If you are not listed in the Member Center as one of the roles above, you will not be able to add a member to your chapter.
3. After logging in, Click Manage My SCs at the top of the page.
4. Then, select the chapter or chorus you would like to add the officer to. You should land on a page like this:



The screenshot shows the user interface for the BHS Member Center. At the top, there is a dark blue navigation bar with the BHS logo on the left and the following links: Home, My Account (with a dropdown arrow), Manage My SCs, and Find a Singing Community. Below the navigation bar, the page displays the account details for "Account Nashville, TN".

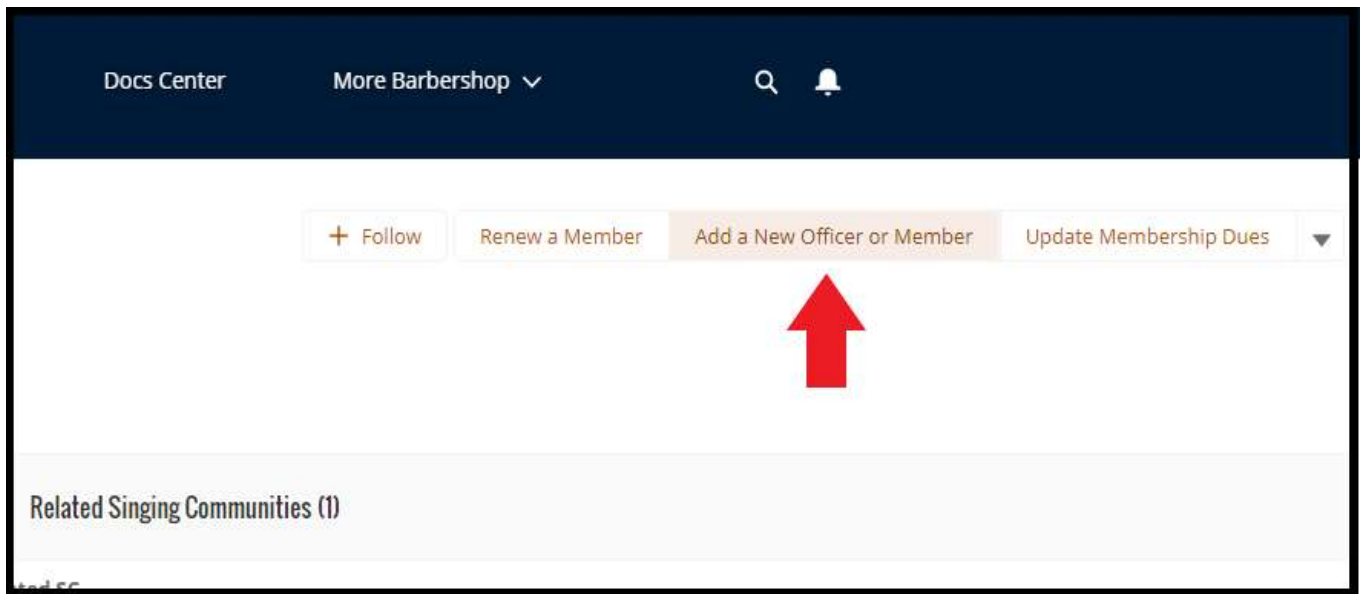
Account Record Type	Classification
Chapter	Men's

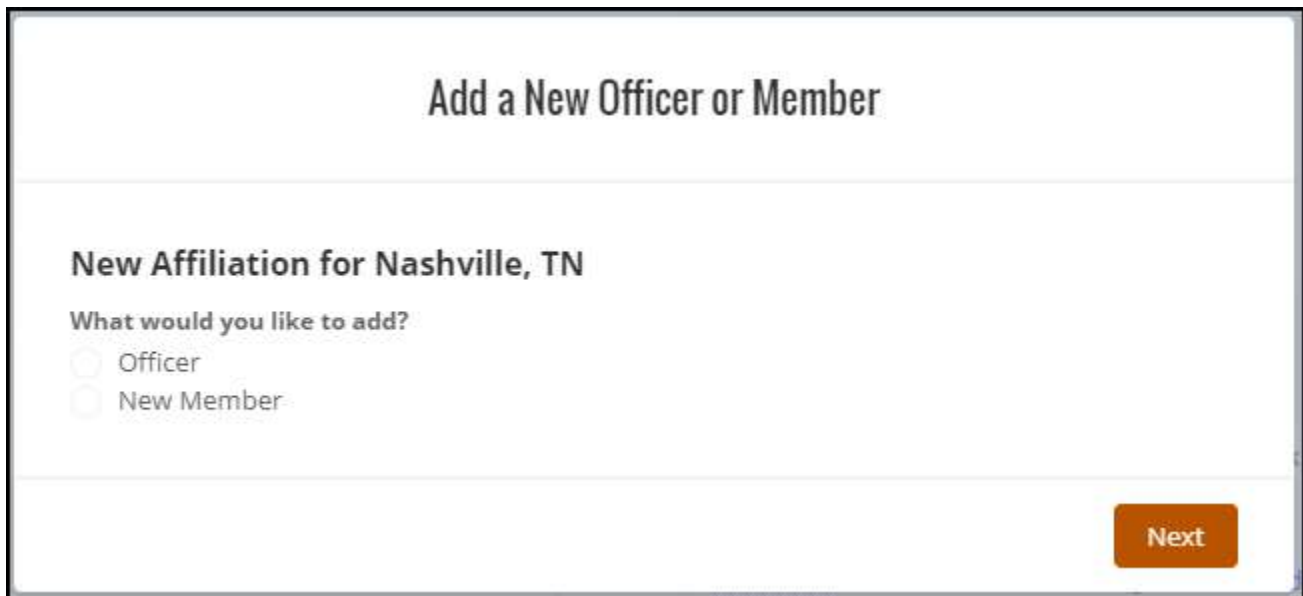
Account Name	Established Date
Nashville, TN	4/29/1955
District	Chartered Date
Dixie	4/29/1955
Division	Classification
No Division	Men's
Singing Community Id	Status
B039	Active
Taxpayer Identification Number	
62-6063251	

At the bottom of the account details section, there is a dropdown menu labeled "Leaders" with a downward arrow.

5. On the top right side of the screen, you should see and click **Add a New Officer or Member**. Click this:



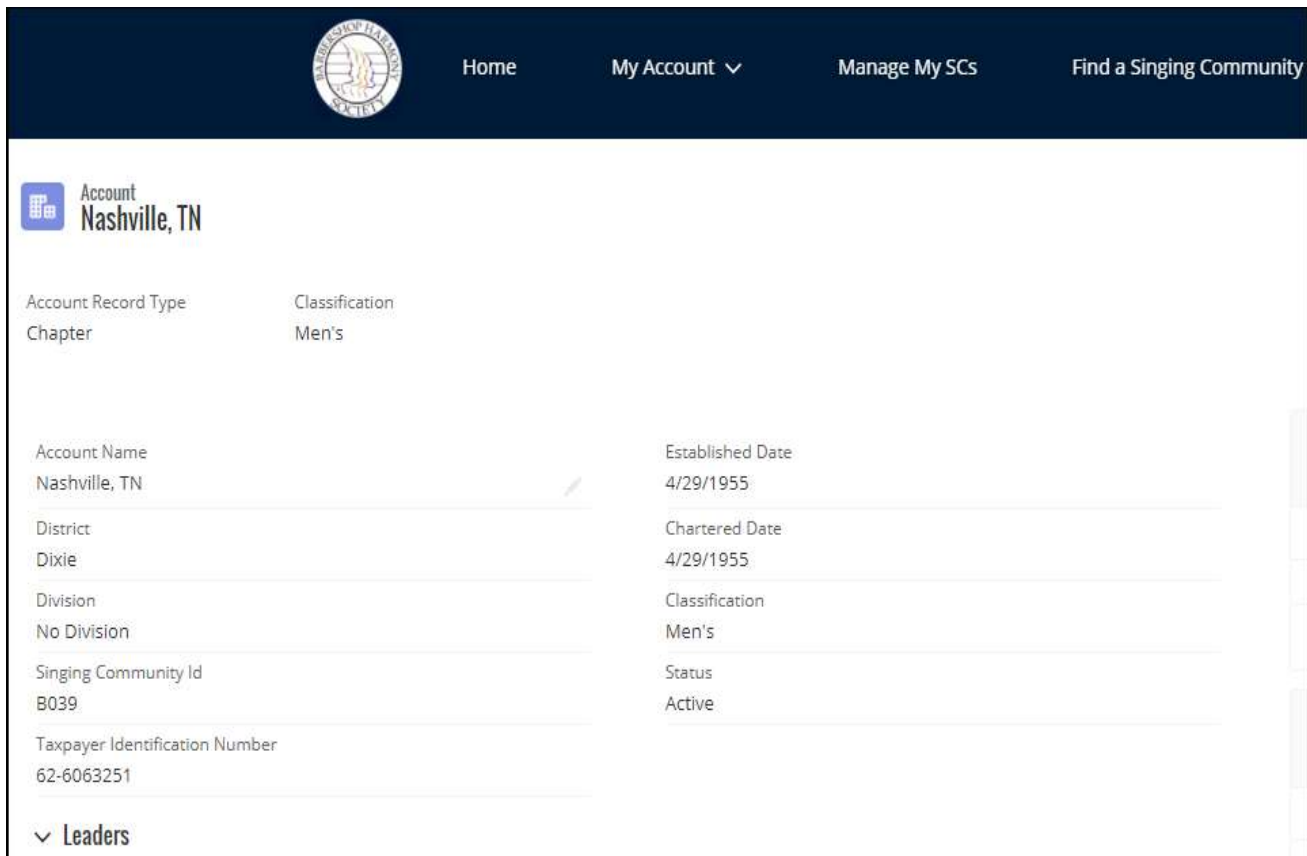
6. You will then be asked a series of questions about the new officer. Answer these questions to set up the member as an officer.

A screenshot of a form titled "Add a New Officer or Member". The form is for "New Affiliation for Nashville, TN". It asks "What would you like to add?" and provides two radio button options: "Officer" and "New Member". A "Next" button is located at the bottom right of the form.

# How to Edit an Existing Leader

Note: This process is intended for extending an officer's term or fixing a mistake, not to change the officer's position. If you have a previous officer in your chapter who is beginning a new role, follow the guide above on adding a new leader.

1. Login to the BHS Member Center by visiting <http://members.barbershop.org>
2. Utilizing your Username and Password will activate your permissions as a Chapter leader. If you are not listed in the Member Center as one of the roles above, you will not be able to add a member to your chapter.
3. After logging in, Click **Manage My SCs** at the top of the page.
4. Then, select the chapter or chorus you would like to add the member to. You should land on a page like this:



The screenshot shows the user interface of the BHS Member Center. At the top, there is a dark blue navigation bar with the BHS logo on the left and four menu items: "Home", "My Account" (with a dropdown arrow), "Manage My SCs", and "Find a Singing Community". Below the navigation bar, the main content area is white. On the left, there is a blue icon of a building and the text "Account Nashville, TN". To the right of this, there are two columns of information: "Account Record Type" (Chapter) and "Classification" (Men's). Below this, there are several rows of information, each with a label on the left and a value on the right, separated by a vertical line. The rows are: "Account Name" (Nashville, TN), "Established Date" (4/29/1955), "District" (Dixie), "Chartered Date" (4/29/1955), "Division" (No Division), "Classification" (Men's), "Singing Community Id" (B039), "Status" (Active), and "Taxpayer Identification Number" (62-6063251). At the bottom left, there is a dropdown arrow and the text "Leaders".

Account Record Type	Classification
Chapter	Men's
Account Name	Established Date
Nashville, TN	4/29/1955
District	Chartered Date
Dixie	4/29/1955
Division	Classification
No Division	Men's
Singing Community Id	Status
B039	Active
Taxpayer Identification Number	
62-6063251	

Leaders

5. On the right side under **Chapter Affiliations** click **View All**.

Affiliation: Affiliation Name	Contact Link	Officer Role	Voice Part
<a href="#">AF-1218061</a>	<a href="#">James J</a>		▼
<a href="#">AF-896582</a>	<a href="#">Shane S</a>	Chapter Board Member at Large	▼
<a href="#">AF-896584</a>	<a href="#">Jon R</a>	Chapter Membership Develop...	▼
<a href="#">AF-896588</a>	<a href="#">Jeremy L</a>	Chapter Membership Develop...	▼
<a href="#">AF-896590</a>	<a href="#">Douglas H</a>	Chapter Immediate Past Presid...	▼
<a href="#">AF-896603</a>	<a href="#">Rich S</a>	Chapter President	▼

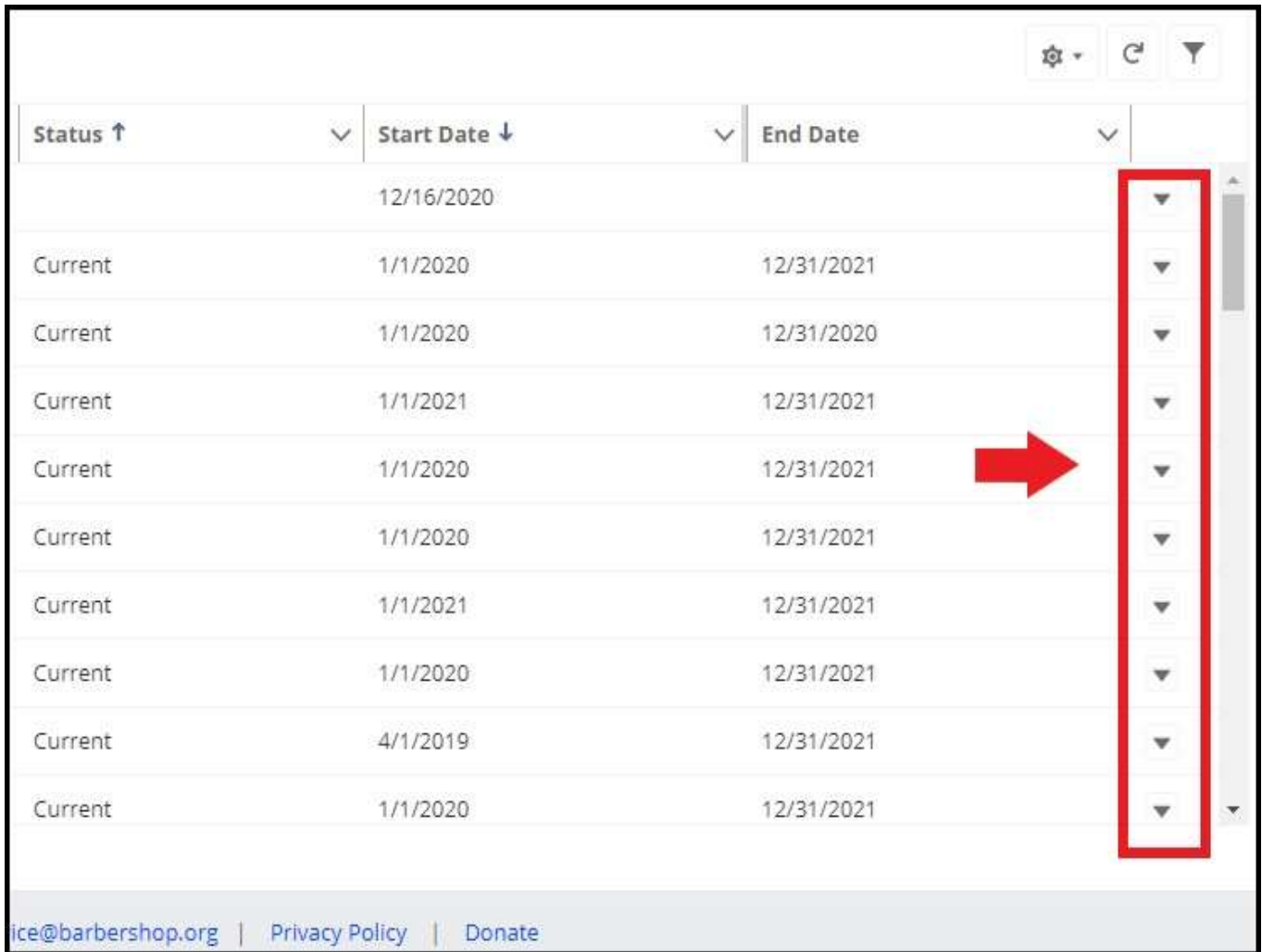
[View All](#)

6. This will bring you to your full list of affiliations. We recommend sorting this by officer role, and status to get your current officers closest to the top. You can do this by clicking the arrows circled in red:

Accounts > Nashville, TN  
**Affiliated Contacts**  
50+ Items • Sorted by Status • Updated a few seconds ago

	Affiliation: Affiliation Name	Contact Link	Officer Role	Voice Part	Status	Start Date
1	<a href="#">AF-1218061</a>	<a href="#">James</a>				12/16/2020
2	<a href="#">AF-896582</a>	<a href="#">Shane</a>	Chapter Board Member at Large		Current	1/1/2020
3	<a href="#">AF-896584</a>	<a href="#">Jon</a>	Chapter Membership Development		Current	1/1/2020
4	<a href="#">AF-896588</a>	<a href="#">Jeremy</a>	Chapter Membership Development		Current	1/1/2021
5	<a href="#">AF-896590</a>	<a href="#">Douglas</a>	Chapter Immediate Past President		Current	1/1/2020
6	<a href="#">AF-896603</a>	<a href="#">Rich</a>	Chapter President		Current	1/1/2020
7	<a href="#">AF-896606</a>	<a href="#">Steve</a>	Chapter Executive Vice President		Current	1/1/2021
8	<a href="#">AF-896615</a>	<a href="#">Carl</a>	Chapter Secretary		Current	1/1/2020
9	<a href="#">AF-896618</a>	<a href="#">Jacot</a>	Chapter Board Member at Large		Current	4/1/2019
10	<a href="#">AF-896628</a>	<a href="#">Corey</a>	Chapter Treasurer		Current	1/1/2020

7. Next to the individual in which you'd like to edit, click the **down arrow** option on the far right of their listing, then select edit.



The screenshot shows a table with columns for Status, Start Date, and End Date. The table is sorted by Status (ascending) and Start Date (descending). A red box highlights the dropdown arrows in the rightmost column of the table. A red arrow points to the fifth row of the table.

Status ↑	Start Date ↓	End Date	
	12/16/2020		▼
Current	1/1/2020	12/31/2021	▼
Current	1/1/2020	12/31/2020	▼
Current	1/1/2021	12/31/2021	▼
Current	1/1/2020	12/31/2021	▼
Current	1/1/2020	12/31/2021	▼
Current	1/1/2021	12/31/2021	▼
Current	1/1/2020	12/31/2021	▼
Current	4/1/2019	12/31/2021	▼
Current	1/1/2020	12/31/2021	▼

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8. Make any edits that you need, then select **Save**.

The screenshot shows the 'Edit Affiliation' form with the following fields and values:

- Affiliation Information**
- Organization: Nashville, TN
- Contact: Shane
- Community Role: Member
- \* Start Date: 1/1/2020
- Type of Community: Chapter
- End Date: 12/31/2021
- Officer Role: Chapter Board Member at Large
- \* Status: Current
- Currency: USD - U.S. Dollar
- Voice Part: --None--
- Contact Full Name: Shane
- Member Completed Sign-up Process?:
- Contact Email: (empty)
- Send Payment Form to Member?:
- Description: (empty text area)
- Created By: CFG Barbershop Harmony Society, 12/16/2019, 10:48 AM
- Last Modified By: CFG Barbershop Harmony Society, 12/10/2020, 9:11 AM

Red arrows point to the 'End Date' field, the 'Officer Role' dropdown, and the 'Save' button.

*Note: You cannot delete leaders. However, you can edit the start and end date to reflect the necessary changes.*

For any questions or assistance, please email customer service at [customerservice@barbershop.org](mailto:customerservice@barbershop.org) or call 800-876-7464