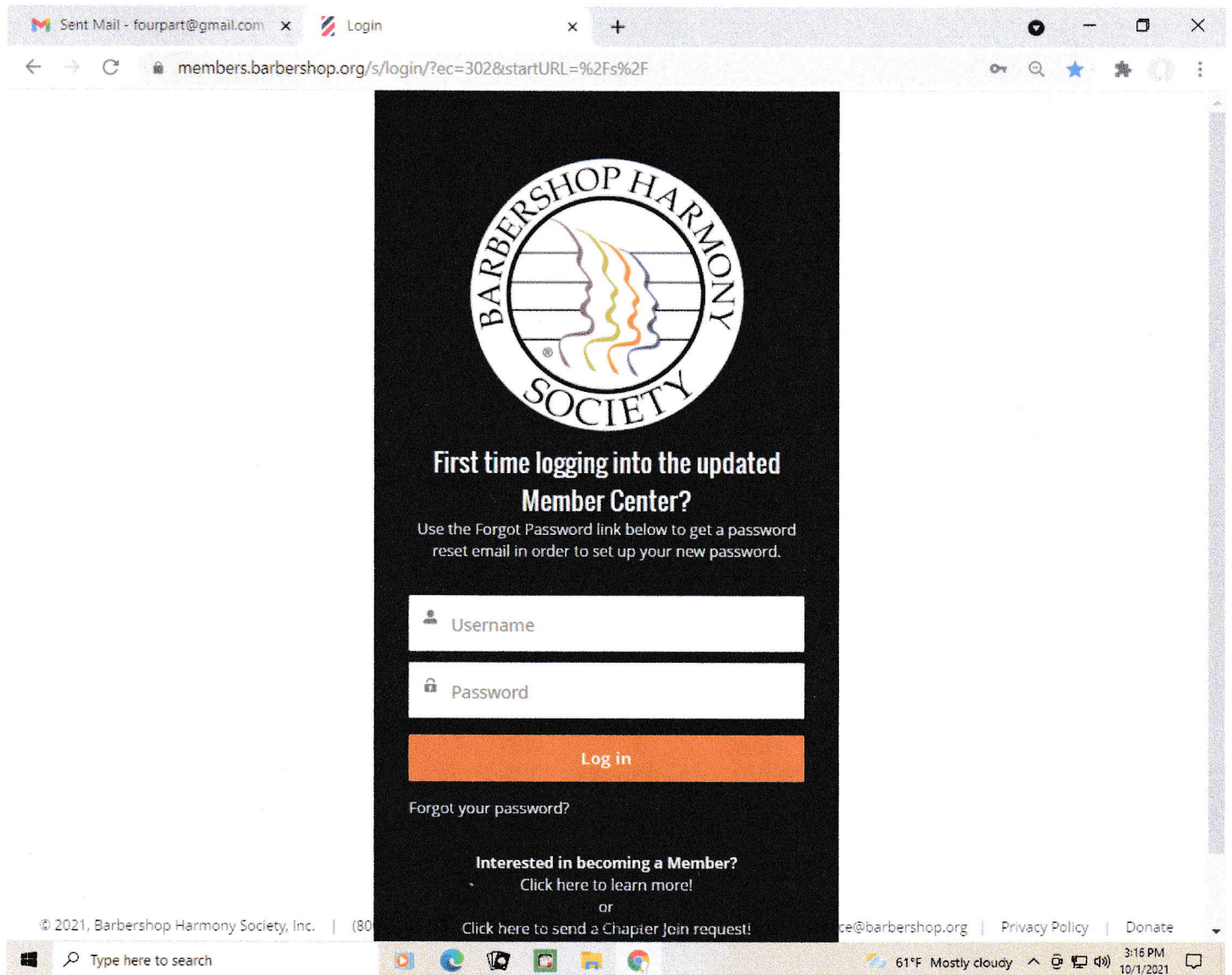


MEMBER CENTER LOGIN

November, 2021

This tutorial was prepared to lend assistance to those Chapter Officers who, for whatever reason, have never logged into Member Center.

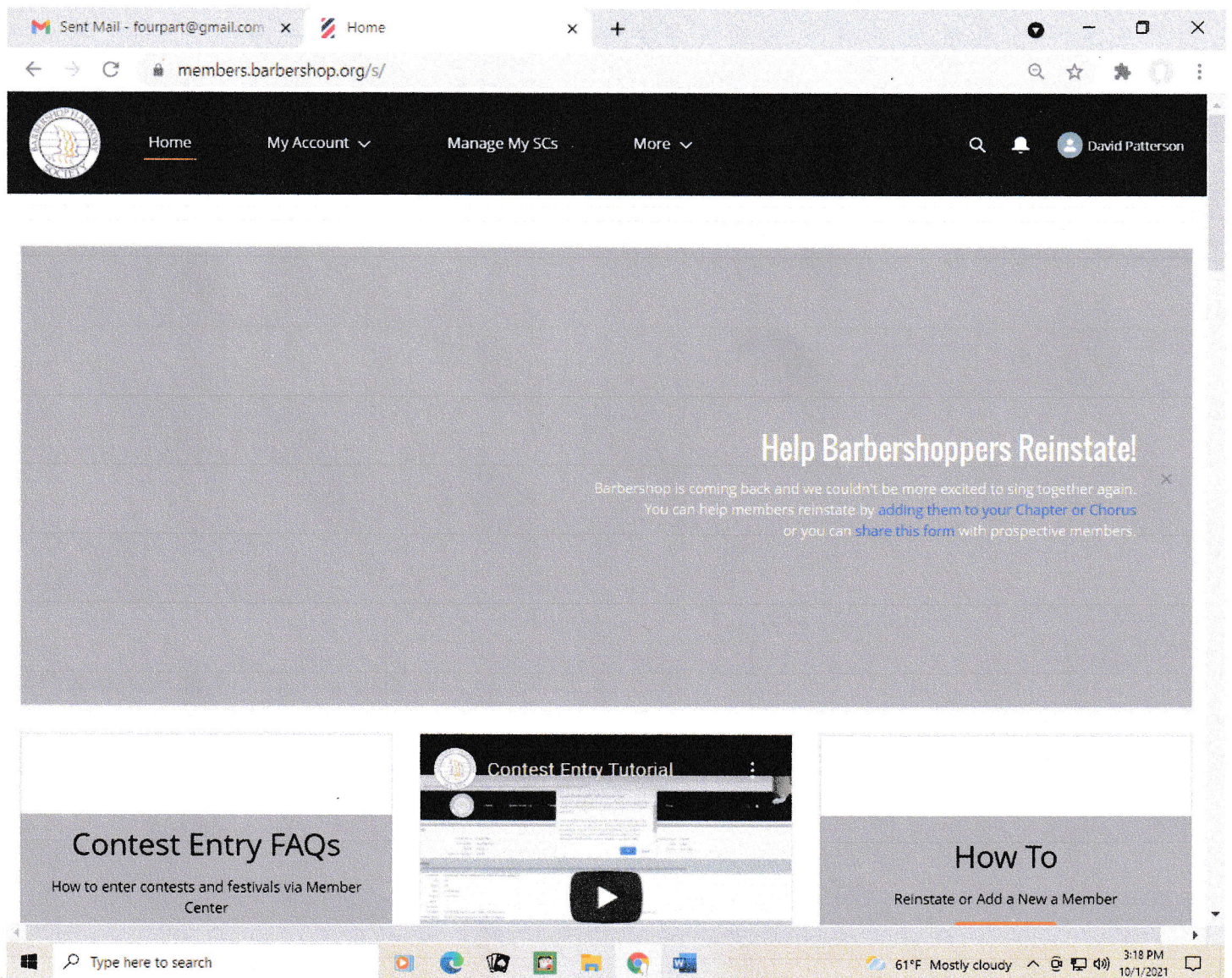
1. Login to the BHS Member Center... <http://members.barbershop.org>
This login screen will appear...



The screenshot shows a web browser window with the URL members.barbershop.org/s/login/?ec=302&startURL=%2Fs%2F. The page features the Barbershop Harmony Society logo at the top, which is a circular emblem with a stylized face and the text "BARBERSHOP HARMONY SOCIETY". Below the logo, the text reads "First time logging into the updated Member Center?" and "Use the Forgot Password link below to get a password reset email in order to set up your new password." There are two input fields: "Username" and "Password". Below these fields is an orange "Log in" button. At the bottom of the form, there is a link for "Forgot your password?". The footer of the page includes copyright information for Barbershop Harmony Society, Inc., a link to "Click here to send a Chapter Join request!", and links for "Privacy Policy" and "Donate". The Windows taskbar at the bottom shows the time as 3:16 PM on 10/1/2021.

2. Your email address is your Username. Enter your email address in the “Username” box. Be sure to use the email address which BHS has on file.
3. Since you have not yet logged into Member Center, there is no Password associated with your Username. So, click on “Forgot your password?”
4. This action will trigger a process to set/reset your password. Follow the instructions and prompts to set/reset your password.

5. After you have set/reset your password, you can gain access to Member Center, and this screen will be displayed...



6. In the solid blue banner at the top, click on “Manage My SCs” (“Singing Communities”).

7. This screen will be displayed...

Members Barbershop.org Affiliations

members.barbershop.org/s/affiliation/npe5_Affiliation_c/00B3h000008saQHEAY

Home My Account Manage My SCS More

John Kolar

Contact a Leader or Member in your Singing Community

* Choose a Singing Community

--None--

Next

MEMBER CENTER: MANAGE MY SCS

Organization	Officer Role	Start Date	End Date
Norwich, CT	Chapter Secretary	1/1/2019	12/31/2022

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Type here to search

Rain coming 10:56 AM 11/12/2021

8. Instead of the Norwich, CT Chapter listed above, your Chapter name and your Role will appear (Chapter President, Chapter Secretary, Chapter Treasurer).

9. Click on your Chapter name. This screen will be displayed...

The screenshot shows a web browser window with the URL members.barbershop.org/s/account/0013h00000VMRKnAAP/norwich-ct. The page header includes navigation links: Home, My Account, Manage My SCs, and More. The user is logged in as John Kolar. The main content area displays account information for Norwich, CT, including statistics (Total Number of Gifts: 0, Total Gifts: USD 0.00) and a list of leaders (Chapter President: Rodney C Stott, Chapter Secretary: John W. Kolar, Chapter Treasurer: John W. Kolar). On the right, there are sections for Related Singing Communities (1) and Affiliated Contacts (6+).

Affiliation: A...	Contact Link	Officer Role	Voice Part
AF-000453	Glenn Reid	Custom Title	
AF-000649	Daniel Bowdler	Custom Title	
AF-001287	Daniel Bowdler	Custom Title	
AF-002819	Daniel Bowdler	Custom Title	
AF-003698	Rodney Stott	Custom Title	
AF-004338	Daniel Bowdler	Custom Title	

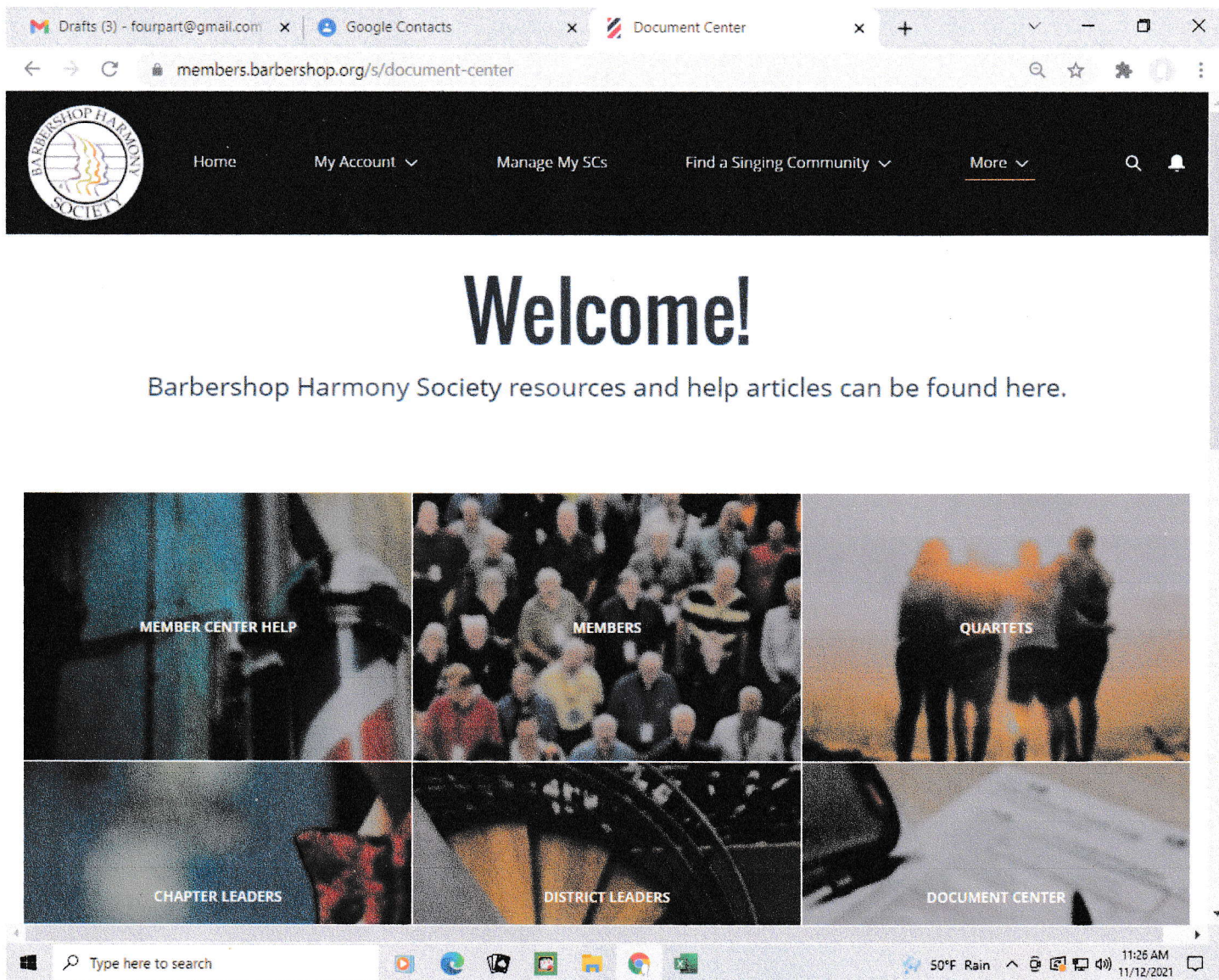
10. There you have it! This is your Member Center “home base.”

11. There is a huge amount of printed and video resources to help you navigate Member Center. To gain access to these resources, in the solid blue banner at the top of your screen, click on "More." This screen will be displayed...

The screenshot shows the Barbershop.org Member Center interface for Account Norwich, CT. The top navigation bar includes Home, My Account, Manage My SCs, and More. The 'More' dropdown menu is open, displaying options: Find a Singing Community, Chapter/Chorus Finder, Quartet Finder, Docs Center, More Barbershop, Donate, and Barbershop.org. The main content area displays account details for Norwich, CT, including Total Number of Gifts (0), Total Gifts (USD 0.00), Account Name (Norwich, CT), Established Date (11/24/1947), District (Northeastern), Chartered Date (11/24/1947), Division (Yankee Division), Singing Community Id (K009), Status (Active), Taxpayer Identification Number (06-6082921), and Active Member Count (8). A 'Leaders' section lists Chapter President Rodney C Stott, Chapter Secretary John W. Kolar, and Chapter Treasurer John W. Kolar. An 'Affiliated Contacts (6-)' table is also visible, listing contact information for Glenn Reid and Daniel Bowdler.

Affiliation: A...	Contact Link	Officer Role	Voice Part
AF-000453	Glenn Reid	Custom Title	
AF-000649	Daniel Bowdler	Custom Title	
AF-001287	Daniel Bowdler	Custom Title	
AF-002819	Daniel Bowdler	Custom Title	
AF-003698	Rodney Stott	Custom Title	
AF-004338	Daniel Bowdler	Custom Title	

12. From the drop-down menu above, click on "Doc Center." This screen will be displayed...



13. Click on **“MEMBER CENTER HELP”** and take a look around... there is a lot of information available on a variety of different topics.

I hope this has been helpful.

This document prepared by David Patterson, NED VP for Chapter Support.