

# Worldwide Barbershop Quartet Association

## SPPBSQSUS

### ORDER INSTRUCTIONS

To purchase a membership to SPPBQSUS, here is what you need to do:

1. From our website at [www.sppbsqsus.org](http://www.sppbsqsus.org) , click on the tab '**The Shop**'.
2. Look at the square on the right '**New Membership Application**' and click on the box with '**Buy Now**' in it.
3. Enter your information in the boxes as indicated.
4. Click '**NO**', if this is not a guest membership. If this is a guest membership, then enter your (the purchaser's) information.
5. You do not need to fill in your email, name or phone number at this time, then click '**Add to Bag**', then click **Go to Checkout**'. **Do not click 'ADD MORE'**
6. For additional memberships, click on '**Continue Shopping**' and repeat procedure. This time click **ADD MORE** when completed. Shopping bag icon should show the additional order. Then click on '**Go to Checkout**'
7. To **change the quantity**, look for the arrow under **Shopping cart** and click the arrow to adjust the quantity.
8. To **delete an item**, look for the faint '**X**' to the right of the item. Click on the '**X**' and the item will be removed and the number in your shopping cart will be reduced.
9. Under '**Checkout**', enter your email address if it is not filled in.
10. Click on the payment option that you want to use (VISA, MasterCard, etc), then enter the information requested (card number, your name and address from your card, etc)
11. **There should be a check mark in the 'Ship to Billing Address'**. This should be the address of the purchaser.
12. Click '**Continue**' to complete and submit the order.
13. You will receive an immediate email confirmation of your purchase and a Welcome Letter in a few days.

If you have any problems, please email me at [sppbqsus@gmail.com](mailto:sppbqsus@gmail.com).

Have a harmonious day!

Roger Heer

Secretary, SPPBSQSUS