



2022 IC&C AEP Order Instructions

IC&C registration has gone digital! This year, you can order your AEP's and Saturday night dinner at the same time – online! Simply follow the step-by-step instructions below.

All orders are due September 15, 2022. Any member registrations received after September 15th will be assessed a \$10.00 Late Fee. This will include Youth AEPs.

Below is the breakdown of costs for each AEP type:

- Youth pricing is for anyone 25 years or younger.
- All prices are listed as U.S. Dollars. Payment is due in U.S. Dollars or the Canadian Equivalent. To convert to CAD, go to [U.S. to Canadian Dollar Converter](#).
 - Adult Performing Member AEP = \$150
 - Adult Non-Performing Member AEP = \$114
 - Adult Non-Member AEP = \$114
 - Youth Performing Member AEP = \$114 Covered by Harmony, Inc.
 - Youth Non-performing Member AEP = \$87 Covered by Harmony, Inc.
 - Youth Non-Member AEP = \$87
 - Single Event Tickets = \$35
 - Single Event Youth/Child Ticket = \$20
- The Saturday plated dinner (chicken) is not included in any AEP. The cost is \$40 USD per meal. If you have dietary restrictions (allergies, etc.), please indicate those in the space provided on the forms.

Single event guest tickets will be sold at the door during each contest. The prices listed below are per contest (i.e., Quartet semis, Chorus, Quartet finals). Event Ticket purchases do not include the Education Classes, Parade of Champions Show, Saturday Dinner or the Showcase Presentation after dinner. Dinner Ticket Purchases include the Showcase Presentation after dinner.

- Adults - \$35 | Youth (25 and younger) - \$20

The order form can be found [here](#).

Choose Individual or Multiple/Chorus

Hint: choose Multiple/Chorus if you are ordering more than one AEP – i.e. for a guest, quartet or chorus.

For individuals:

- Complete the personal data information at the beginning of the form, checking to be sure your email address is correct.
 - You must answer all required questions (indicated by asterisk*); the form will not allow you to proceed if any required fields are skipped.
- Choose the type of All-Events Pass or ticket you desire
 - Please note: any AEP will include all events at IC&C (i.e. education classes, Parade of Champions & Showcase) but it does NOT include the Saturday Dinner.
- Once all fields are complete, your total amount due will show at the bottom of the form.
- Select your payment method and hit **SUBMIT** or the appropriate PayPal button.
 - Payment can be made by credit/debit card through PayPal, or by check/money order in US funds. Canadian members may elect to convert the amount due to Canadian dollars and pay by e-transfer or cheque/money order.

- You'll receive an email confirmation immediately.
 - If you don't receive this email, contact the Corporate Office at CorporateOffice@Harmonyinc.org.

For Multiple Individuals or Choruses:

- Enter the Chapter/Quartet name (if Appropriate), group contact name and information at the beginning of the form, checking to be sure the email address is correct.
 - You must answer all required questions (indicated by asterisk*); the form will not allow you to proceed if any required fields are skipped.
- Download the [Multiple Pass Order form](#). Save it to your device and complete it with your chapter's/quartet's or guest's information. You may need to click "Enable Editing" at the top of the spreadsheet before proceeding.
- Fill in the Chapter/Quartet Name and Area (if appropriate)
- For each member or guest, you must fill out the following fields:
 - First & Last Name
 - Pass type (performing or non-performing AEP, single event tickets)
 - Dinner choice (regular plated meal, specialty meal for restricted diets, or none)
 - For restricted diets please include that information in the last column so that we may make the hotel aware.
- You will type the first and last names of each member, but all other options are chosen from a drop-down list.
 - Look for an arrowhead on the right end of each box and click it to reveal the available options.
- Please indicate if any members or guests have a special designation or are a first-time attendee so that we may acknowledge this on the name badge.
- Please note that all members are required to stay at the convention hotel or pay the Fair Share Assessment Fee: the equivalent of one night's stay at the hotel (including taxes).
 - If someone chooses to pay the assessment fee – please note that on the form and include the cost in your payment.
- Save the completed file to your device. Return to the form in your web browser and click on the "Browse files" button to upload the saved form.
- Fill out the remaining fields using the counts at the bottom of your form and your pricing will automatically be calculated for you.
- Select your payment method and hit SUBMIT or the appropriate PayPal button.
 - Payment can be made by credit/debit card through PayPal, or by check/money order in US funds. Canadian members may elect to convert the amount due to Canadian dollars and pay by e-transfer or cheque/money order.
- You'll receive an email confirmation immediately.
 - If you don't receive this email, contact the Corporate Office at CorporateOffice@Harmonyinc.org.