Expansion AC&C AEP Order Instructions

Order form is located at https://www.harmonyinc.org/HFW-pass-order

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For individuals:

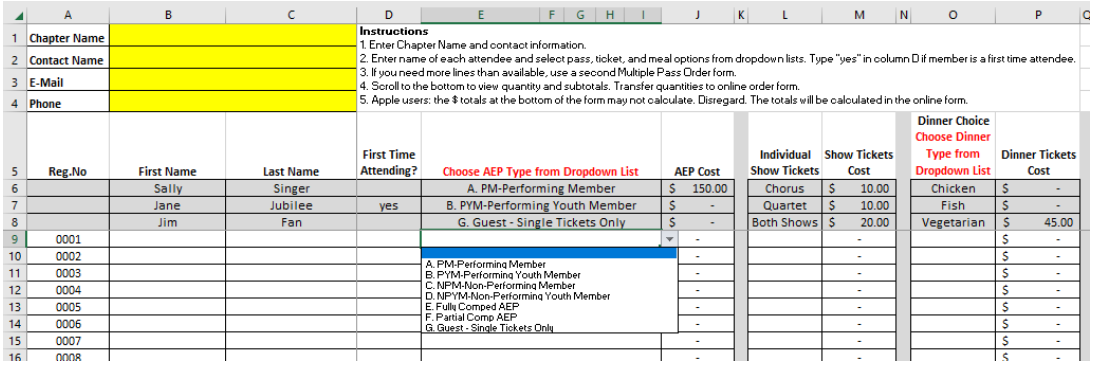
1. Complete the personal data information at the beginning of the form, checking to be sure your email address is correct. Answer all questions; the form will not allow you to proceed if any required fields (indicated by asterisk *) are skipped.
2. Choose the type of All-Events Pass or tickets you desire.
    a. All Chapter and Associate members of Harmony, Inc. must hold an AEP (performing or non-performing). All contestants must purchase a Performing AEP regardless of membership status.
    b. All AEPs include Saturday dinner. No discount will be applied if you elect to skip the dinner.
    c. All youth AEP costs are covered by a grant.
    d. Single event tickets are $30, and guest dinners may be ordered separately.
3. Once all fields are completed, select your payment method and hit **SUBMIT or the appropriate PayPal button**. You'll receive an email confirmation with instructions immediately. If you don't receive this email, contact Kelly in the Corporate Office.

For Chapters:

1. Enter the chorus contact's name and information at the beginning of the form, checking to be sure the email address is correct, and select "group" registration type. Answer all questions; the form will not allow you to proceed if any required fields (indicated by asterisk *) are skipped.
2. Download the Multiple Pass Order form* and complete it with your chapter's information. The following information is required for all members and guests:

    First & Last Name
    Pass type (performing or non-performing AEP, single event tickets)
    Single ticket options for guests (chorus, quartet, or both, $10 each)

    You will type the first and last names of each member, but most 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.



	A	B	C	D	E	J	L	M	O	P
1	Chapter Name			Instructions						
2	Contact Name			1. Enter Chapter Name and contact information.						
3	E-Mail			2. Enter name of each attendee and select pass, ticket, and meal options from dropdown lists. Type "yes" in column D if member is a first time attendee.						
4	Phone			3. If you need more lines than available, use a second Multiple Pass Order form.						
				4. Scroll to the bottom to view quantity and subtotals. Transfer quantities to online order form.						
				5. Apple users: the $ totals at the bottom of the form may not calculate. Disregard. The totals will be calculated in the online form.						
5	Reg.No	First Name	Last Name	First Time Attending?	Choose AEP Type from Dropdown List	AEP Cost	Individual Show Tickets	Show Tickets Cost	Dinner Choice Choose Dinner Type from Dropdown List	Dinner Tickets Cost
6		Sally	Singer		A. PM-Performing Member	$ 150.00	Chorus	$ 10.00	Chicken	$ -
7		Jane	Jubilee	yes	B. PYM-Performing Youth Member	$ -	Quartet	$ 10.00	Fish	$ -
8		Jim	Fan		G. Guest - Single Tickets Only	$ -	Both Shows	$ 20.00	Vegetarian	$ 45.00
9	0001					-		-		$ -
10	0002					-		-		$ -
11	0003					-		-		$ -
12	0004					-		-		$ -
13	0005					-		-		$ -
14	0006					-		-		$ -
15	0007					-		-		$ -
16	0008					-		-		$ -

A. PM-Performing Member
B. PYM-Performing Youth Member
C. NPM-Non-Performing Member
D. NPYM-Non-Performing Youth Member
E. Fully Comped AEP
F. Partial Comp AEP
G. Guest - Single Tickets Only

3. Scroll to the very bottom of the sheet for the totals of each pass/ticket/paid meal. Note these numbers for transfer into the online form. You may also print the completed form, if desired.

Chapter Name	Chorus or group
Contact Name	My name
E-Mail	my email
Phone	my phone

Instructions
1. Enter Chapter Name and contact information.
2. Enter name of each attendee and select pass, ticket, and meal options from dropdown lists. Type "yes" in column D if member is a first time attendee.
3. If you need more lines than available, use a second Multiple Pass Order form.
4. Scroll to the bottom to view quantity and subtotals. Transfer quantities to online order form.
5. Apple users: the $ totals at the bottom of the form may not calculate. Disregard. The totals will be calculated in the online form.

Reg.No	First Name	Last Name	First Time Attending?	Choose AEP Type from Dropdown List	AEP Cost	Individual Show Tickets	Show Tickets Cost	Dinner Choice Choose Dinner Type from Dropdown List	Dinner Tickets Cost
	Sally	Singer		A. PM-Performing Member	$ 150.00	Chorus	$ 10.00	Chicken	$ -
	Jane	Jubilee	yes	B. PYM-Performing Youth Member	$ -	Quartet	$ 10.00	Fish	$ -
	Jim	Fan		G. Guest - Single Tickets Only	$ -	Both Shows	$ 20.00	Vegetarian	$ 45.00
0001				A. PM-Performing Member	$ 150.00		-	Fish	$ -
0002				A. PM-Performing Member	$ 150.00		-	Chicken	$ -
0003				A. PM-Performing Member	$ 150.00		-	Chicken	$ -
0004				A. PM-Performing Member	$ 150.00		-	Chicken	$ -
0005				A. PM-Performing Member	$ 150.00		-	Vegetarian	$ -
0006				A. PM-Performing Member	$ 150.00		-	Chicken	$ -
0007				A. PM-Performing Member	$ 150.00		-	Fish	$ -
0008				B. PYM-Performing Youth Member	$ -		-	Fish	$ -
0009				C. NPM-Non-Performing Member	$ 110.00		-	Chicken	$ -
0010				G. Guest - Single Tickets Only	$ -	Both Shows	$ 20.00	Vegetarian	$ 45.00
0011				G. Guest - Single Tickets Only	$ -	Chorus	$ 10.00	Chicken	$ 45.00
0012				G. Guest - Single Tickets Only	$ -	Chorus	$ 10.00		$ -
0013					-		-		$ -
0014					-		-		$ -

					Passes	$ 1,160.00		Tickets	$ 40.00	Meals	$ 90.00
Enter These Quantities in Online Form	Qty PM	Qty NPM	Qty PYM	Qty NPYM				Qty Chorus	Qty Quartet	Total Qty Paid Dinners	**Total Due**
	7	**1**	**1**	**0**				**3**	**1**	**2**	$ 1,290.00

4. Save the completed form to your computer (Click File, Save As and set the name and location as desired) and return to your internet browser to complete the order.
5. Enter the number of each type of pass or ticket and any paid meals (remember: the AEP includes the cost of the meal – you need only pay for meals for guests, and no discount is applied if AEP holders elect to skip dinner).
6. Upload your completed Multiple Pass Order in the form by clicking the "Browse Files" button.
7. Select your method of payment and hit **SUBMIT or the appropriate PayPal button**. You'll receive an email confirmation with payment instructions immediately. If you don't receive this email, contact Kelly in the Corporate Office.

**This file will work in Google Sheets, Microsoft Excel, and Apple Numbers. The count of passes and meals should tally correctly on any platform, but the subtotal function does not work in Apple Numbers. The online form will calculate the total amount due based on the number of passes, tickets, and meals ordered.*