



# 2024 IC&C AEP Order Instructions

**All choruses must register their members together at the same time vs having members register individually.** Quartets and other groups (families, etc.) may also register together on the same form. This ensures you will be seated together at dinner.

All Events Passes, single event tickets, and Saturday night dinner tickets may be purchased concurrently using a single online form. Payment may be made by bank transfer (preferred method), PayPal, or check/money order. All prices are in US funds but may be paid in Canadian equivalent with exchange calculated on the day of payment. Payment details are as follows:

**Bank transfers** (preferred method) by Zelle or E-transfer to [financeoffice@harmonyinc.org](mailto:financeoffice@harmonyinc.org)

**PayPal** via button at checkout or by sending to [paypal@harmonyinc.org](mailto:paypal@harmonyinc.org)

**Mailed payments** (check or money order)

### US-based banks

Harmony, Inc. Corporate Office  
9466 Pleasant Level Rd  
Mechanicsville, VA 23116

### Canadian-based banks

Harmony, Inc. Finance Office  
4475 Lind 9N  
Coldwater, ON L0K 1E0

### All Events Passes

*Adult Performing Member AEP*  
*Adult Non-Performing Member AEP*  
*Adult Non-Member AEP*  
*Youth Performing Member AEP*  
*Youth Non-performing Member AEP*  
*Youth Non-Member AEP*

### Early Bird (through Aug. 31)

\$165  
\$125  
\$135  
\$125 Covered by HI  
\$95 Covered by HI  
\$95

### Regular (on Sept. 1)

\$175  
\$135  
\$145  
Covered by HI  
Covered by HI  
\$105

- Prices are listed in 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](#).
- All Harmony, Inc. members **MUST** have an AEP in order to attend the event.
- The "Early Bird" rates are in place through August 31, 2024. *Registrations received after that date will be \$10.00 more per pass.*
- Youth pricing is for ages 25 and under.

**Saturday Night Dinner:** the dinner is not included in any AEP. The cost is \$55 USD per meal. If you have dietary restrictions (allergies, etc.), please indicate those in the space provided on the forms.

**Fair Share Assessment:** all members are required to stay at the convention hotel or pay the Fair Share Assessment Fee of \$195 USD, the equivalent of one night's stay at the hotel (including taxes).

**Member ID:** the order form for both groups and individuals requires all members to enter their Harmony member ID number, an 8-digit number beginning with 1959. You will find your member ID number in one of these places:

- Laminated member ID card you received upon joining Harmony, Inc.
- Website profile (your member ID is your website login, and you will also see it on your profile page)
- Chapter renewal rosters sent by the Corporate Office

Please contact the Corporate Office if you need assistance finding this number for yourself or a member of your chapter.

## Dates to remember:

- Midnight, August 31 – Early bird pricing ends
- Midnight, September 30 – Last day to order Saturday dinner
- Midnight, October 31 – Online ticket sales end. Passes and tickets may be purchased onsite at IC&C

The order form can be found here: <https://www.harmonyinc.org/icc-events-pass-order-form>

## Instructions:

Note: you must answer all required questions (indicated by asterisk\*); the form will not allow you to proceed if any required fields are skipped. Upon completion, you will receive an email confirmation immediately. If you don't receive this email, contact the Corporate Office, [CorporateOffice@harmonyinc.org](mailto:CorporateOffice@harmonyinc.org).

**All choruses must register their members together at the same time vs having members register individually.** Quartets and other groups (families, etc.) may also register together on the same form. This ensures you will be seated together at dinner.

### For Individuals:

- Select the option for individual registration.
- Complete the personal data information at the beginning of the form, checking to be sure your email address is correct.
- Answer each question in the order presented. Your selections for each question help determine what other information is needed.
- Once all fields have been completed, your total amount due will show at the bottom of the form. Select your payment method and hit **SUBMIT** or the appropriate PayPal button. See page 1 of these instructions for payment details.

### For Multiple Individuals or Choruses:

- Download the [Multiple Pass Order form](#).
  - Save it to your device and **rename the file to include your chapter or quartet name (i.e., “My chapter AEP order.xls”)**.
  - You may need to click “Enable Editing” at the top of the spreadsheet before proceeding.
- You will type the name, ID number, and special designations (if applicable) of each individual, 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.*
- If a Harmony, Inc. member is not staying in the convention hotel, they must pay the assessment fee – please note that on the form by entering “x” in the appropriate column and include the cost (\$195 USD) in your payment.
- If a member wishes to purchase a printed program for \$5 USD, select the appropriate option from the dropdown menu.
- Each pass or ticket holder must be listed individually by name. Please do not add single event tickets for guests to the same line as a member's AEP.
- Once finished, save the completed spreadsheet to your device, remembering to include your chapter or quartet name in the file name. You may wish to print this spreadsheet for ease of transferring information to the online form.
- Open the [order form](#) and select the option for multiple/chorus registration.
- Enter the Chapter/Quartet name (if appropriate), purchaser/contact name, and contact information at the beginning of the form, checking to be sure the email address is correct.
- Upload the Multiple Pass Order spreadsheet you completed earlier and fill out the remaining fields, copying the counts from the bottom of your spreadsheet. The total will be calculated automatically.
- Select your payment method and hit **SUBMIT** or the appropriate PayPal button. See page 1 of these instructions for payment details.