How to Register for Our Programs

We're here to help you manage your account through our new registration platform! This new platform will allow us to streamline the registration process, provide you more flexibility to manage your account, and better serve our singers and families. If you have any questions, check out our Frequently Asked Questions or contact info@unitingvoiceschicago.org for assistance.

1. Begin by navigating to the webpage for the Neighborhood Choir you'll be registering your singer for. You can find a full list here, or by navigating to the Neighborhood Choir page and selecting “Register for Spring Session” in the header.

2. Now, you should see the registration page for your singer’s selected choir. To begin the registration process, click the blue button that says “Register Now” on the right hand side of the page. On mobile, it will appear at the very top of the page.
3. The first step in the process is to choose the sliding-scale tuition level that corresponds to your family’s household income. Scroll to the relevant income level, click the drop-down menu, then select the number of singers you are registering. You can register up to four singers at a time. You will also select whether you wish to pay in full or in installments.

4. Once you’ve selected the number of singers you are registering, click the blue button that says “Checkout.”
5. On the next page, you’ll provide your singer’s name and contact information, the singer’s parent or guardian name and contact information, pertinent information we need to serve your singer, and contact information for your singer’s emergency contact. If you are registering multiple singers, you will have to fill out multiple registrations on this page. Please fill this out as completely as possible. Fields marked with a red asterisk are required.

For First Name, Last Name, and Email: these are the names of your singer, not the singer’s parent/guardian.

6. At the bottom of this page, you will be asked to reconfirm your Payment Plan. If you select Pay In Full, you will be charged the full tuition and registration fee upon completion of your transaction. If you select Pay in Installments, you will be charged a $15 registration fee per singer upon completion of your transaction, and you will have subsequent payments due.
7. **Underneath the Payment Plan section, you’ll find a section for Discounts and Referrals.** We provide tuition discounts for families with multiple singers enrolled (a Sibling Discount) and for referrals.

This section is where you can select these discounts and provide the necessary information to qualify for them.

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**Discounts and Referrals**

**Were you referred to Uniting Voices Chicago by another singer/family?**

This information is required so that you & the family that referred your singer to join Uniting Voices Chicago receive a $25 referral discount which will be deducted from your upcoming session fee.

**Are you eligible for a Sibling Discount? If you had/have an existing singer in Uniting Voices Chicago, please select “Yes”**

Families with at least one existing singer in Uniting Voices Chicago are eligible for a sibling discount when enrolling the next sibling. The oldest child pays the full designated sliding scale amount. All other children will receive 25% off the designated sliding scale amount in their upcoming session fee cost.

**How did you hear about Uniting Voices Chicago?**

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- Please check this box if you would like to receive news and updates from Uniting Voices Chicago
- Please check this box if you would like to receive news & updates by text message.

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8. **After you’ve completed the forms in these sections, scroll back to the top of the page and click the blue button that says Payment.** On mobile, this button will appear at the bottom right hand corner of the page.
NOTE: If you selected Pay in Installments, you will only be accountable for the $15 registration fee today. The registration fee may be paid in with a valid credit card, or billed to you later if you’re paying by Cash, Check or ACH transfer.

After you complete your registration transaction, you will receive an invoice for your remaining tuition balance in accordance with the Payment Plan option you selected via a link in your confirmation email.

9. On the next screen, you’ll provide your payment information.
Select “Someone else” at the top and input the Primary Guardian information or the person paying for the program. This will ensure that invoices are directed to the appropriate person, not your singer.

If you’re paying with a credit/debit card, you can complete your registration and pay the registration fee now.

If you’re paying with cash, check, ACH, or through bank transfer, you will be paying later.
and you’ll click “Complete.”

10. After completing your payment, you will be directed to a screen telling you your order is complete. Congratulations, your singer is now registered!

11. Next, you (or the primary guardian) will receive a welcome email with community login credentials. You will use this information to log into the Community Portal and to manage your account. You will be able to use the Community Portal to manage your payments, view invoices, update singer information, and complete consent documents. If you have not received your community login credentials, please reach out to info@unitingvoiceschicago.org and a member of a team will assist you!

How to Access Community Portal
After receiving your login information via email, you can access the Community Portal. You will be able to use the Community Portal to manage your payments, view invoices, update singer
information, and complete consent documents. The email contains a link, or you can go to https://unitingvoiceschicago.my.site.com/s/

The Community Portal should look like this.

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**How to Update My Proof of Income**

1. On the Community Portal, you will click Update My Proof Of Income in the lower right hand corner of the page.

2. A screen will pop up detailing what documents you can use for Proof of Income. You’ll click the red Upload Files button in the lower left hand corner of the popup and select the document from your computer.
3. After you’ve uploaded your document, you’ll click the red Next button in the lower right hand corner of the popup.
4. If your document uploaded successfully, the right hand side of the Community Portal will now look like this.

How to View Balance Due
1. In order to view the balance remaining for your singer’s tuition, you’ll begin by clicking My Registrations in the Community Portal.
2. The next page will feature all of your current registrations. Click the invoice in the column of the registration you want to view. In the screenshot below it’s circled in green.

3. You will now see an invoice listing your Balance Due and Balance Paid at the top of the page. Balance Due is circled in red on this screenshot, and Balance Paid is circled in green. See below for instructions on how to pay your balance due starting at step 3.
How to Make a Payment (Credit Card or Bank)

1. In order to make a payment toward your singer’s tuition, you’ll begin by clicking My Registrations in the Community Portal.

2. The next page will feature all of your current registrations. Click the invoice in the column of the registration you want to make a payment toward. In the screenshot below it’s circled in green.

3. The next page will show your invoice for this registration, including your balance due. To make a payment toward this, you’ll begin by adding a payment method, either a credit card or a bank. To make this your default payment information, you can click the checkbox. After filling in your payment information, you’ll click the red button in the right hand corner that says Add +.
4. Now that you’ve added a payment method, you’ll change the action to New Single Charge instead of New Payment Method. Select the amount you wish to pay at this time and select USD for Currency. To complete your payment, you’ll click the Process button in the lower right-hand corner of the page.
How to Access Registration in non-English languages

Need to access our registration page in a language other than English? It’s easy! Click the drop-down menu in the upper right corner of the page and select your language.