

Renewing your League membership is easy! Just follow these simple steps:

1. Gather this information about the 2021-2022 season:

a.) Total **Operating expenses*** \$ _____ 2021-2022 season

***Note – Operating expenses should include the Artistic expenses you list below in 1.b.**

Operating expenses include total costs incurred in a fiscal year to run your orchestra. These include artistic expenses; all payroll, payroll taxes, and fringe benefits; marketing and promotion; fundraising; facilities and performance venues; and any other costs reported in the annual audited financials as current year expenses.

b.) Total **Artistic expenses** \$ _____ 2021-2022 season

A subset of Operating expenses, Artistic expenses are defined as salaries, taxes, and benefits for orchestra personnel, conductor(s), and guest artists; and expenses generated by resident choral, ballet, and opera groups; as well as annual pension fund obligations.

2. Login to www.americanorchestras.org and go into your Member Portal. Use the login you use for *The Hub*. If you don't know your login or need assistance, contact **Member Services** at member@americanorchestras.org or **646 822 4010**.




3. In your Member Portal, please find “Organization Memberships” in the left-hand navigation bar.

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Organization Orders

- Once on your Organization Membership page, please click on the “Renew” link on your current membership term.

NOTE: Please be advised that if you do not see your membership in your portal, you are not one of your orchestra’s two Primary Contacts. Please email your expenses to member@americanorchestras.org.

Active



Orchestra Membership

Term Start Date: 10/1/2021

Term End Date: 9/30/2022

Manage | Renew

- Please enter in your total operating expenses and artistic expenses for your 2021-2022 season and click continue.

1. Renewal Form

Organization Information

Please enter the budgetary information for the from your previous season. Please address questions about League membership to 646 822 4010 or member@americanorchestras.org.

Member Orchestra Name

Dues Information

Please enter your budget for Artistic and Operating Expenses. REMINDER: Artistic budgets CANNOT be higher than Operating Expense budgets

* Operating Expense Budget ⓘ

* Artistic Budget ⓘ

Continue

- You will be taken to the next page where it will say your renewal is complete. At the bottom of the page (after the assign members section), you will hit the ‘add to cart’ button. Your dues amount will appear on the next page.

1. Renewal Form

New Renewal: Complete. Change

3. Assign Members (Your Orchestra's Name) 1 Members Assigned

Add to Cart

7. Now you will be on the checkout page. click “checkout” in the Order Summary box to the right of the screen.

8. On the next page, choose how you would like to pay for your orchestra’s membership. If you would like to pay later, please choose the invoice me option. Whether paying by credit card or asking for an invoice, please hit process payment at the bottom of the page to complete your renewal transaction.

Remember, if you have any questions, comments, etc., you can contact **Member Services** at member@americanorchestras.org or **646 822 4010**. Thank you for your renewal.