

# INSTRUCTIONS FOR EBIZ USERS

Updated 1/16/2009

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## **Procedure For Signing In To Ebiz** **[Click Here](#)**

**(Need to go back?**

- Log in to <https://ebiz.barbershop.org/>
- Enter your 6-digit Member Number in the User ID spot.
- Enter the password that you had in Members Only.
  - **If you have forgotten your password**, you may set a new password by clicking "**Forgot your Password? Click here.**" (see the link in the picture below)

The screenshot shows a web browser window with the address bar displaying <https://ebiz.barbershop.org/ebusiness/default.aspx>. The page header includes the logo "ebiz.BARBERSHOP.ORG" and the tagline "customer portal to the Barbershop Harmony Society". Navigation links include "Home", "View Cart", "Members/Returning Customers", and "Login Here".

The main content area is divided into two columns. The left column, titled "Account Login", contains input fields for "Enter Member Number:" and "Password:", a "Remember Me" checkbox, a "Login" button, and a link "[Forgot your Password? Click here.](#)". The right column contains several sections:

- First time users:** Sign in using your old Members Only ID and password. (Note: use only the first eight characters of the old password.)
- New!** [Getting Started web video](#) and [Instructions for getting started](#) for the new ebiz.barbershop.org site.
- Find:** [Members - Quartets - Chapters](#)  
Locate other Members, Quartets and Chapters using a variety of search options.
- Member Management**  
Take charge of your account. Change your address, renew your membership, make payments online.
- Chapter Management**  
Take charge of your account. Change your address, renew your membership, make payments online.
- Renew Your Quartet or Register a New Quartet**  
Want to manage your quartet? Now you can online with Barbershop Harmony Society's online Quartet Management capabilities. Register a new Quartet, Renew your Quartet's membership or change Quartet members.

The browser's status bar at the bottom shows the URL [ebiz.barbershop.org/ebusiness/forgotuid.aspx](https://ebiz.barbershop.org/ebusiness/forgotuid.aspx).

- The Next page will have a spot for your member number. Enter that 6-digit number and click "submit". (see below)

The screenshot shows a web browser window with the address bar displaying `https://ebiz.barbershop.org/ebusiness/forgotuid.aspx`. The page header includes the logo "ebiz.BARBERSHOP.ORG" and the text "customer portal to the Barbershop Harmony Society". Below the header, there is a navigation bar with links: "Home", "View Cart", "Members/Returning Customers", and "Login Here". The main content area features a form with the label "Enter Member Number:" followed by a text input field. Below the input field are two buttons: "Submit" and "Reset".

- The Next page will ask for your Activation Code. If you have it, enter it and click submit. If you **don't** have it, click the link below it, and we will email you a link to change your password directly. (see below in **RED**)

The screenshot shows the same web browser window, but the address bar now displays `https://ebiz.barbershop.org/ebusiness/ForgotUID.aspx?UID=287572`. The page content is similar to the previous one, but the text "Too Create a password, enter your activation code or password hint. (example: H2ij4mZL)" is present. Below this text is a "Password Hint:" label followed by an "Answer:" label and a text input field. A red link is displayed below the input field: "Don't know the answer? Click here and we'll email it to you." Below the input field are two buttons: "Submit" and "Reset". At the bottom of the page, there is a small blue box containing the JavaScript code: `javascript: __doPostBack('lnkEmailHint','')`.

- This will allow you to create a new password that is unique to you. (see below)

The screenshot shows a web browser window with the following details:

- Browser Tabs:** Drow's Clues > Create New ... x, ForgotUID x
- Address Bar:** <https://ebiz.barbershop.org/ebusiness/ForgotUID.aspx?UID=287572>
- Page Header:**
  - ebiz.BARBERSHOP.ORG
  - customer portal to the Barbershop Harmony Society
  - Home View Cart Members/Returning Customers Login Here
- Main Content Area:**
  - User ID: 287572
  - New Password:
  - Repeat New Password:
  - Submit Reset

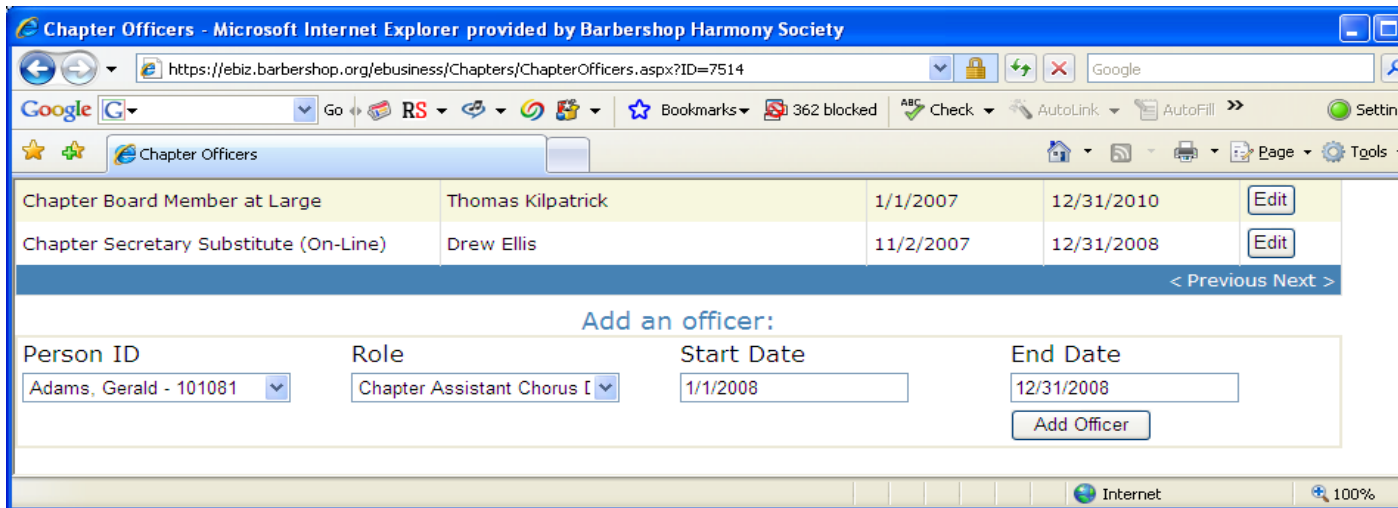
- **YOUR PASSWORD IS CASE SENSITIVE**, so please remember to type it in the appropriate lower case, or upper case letters or symbols.

<end>

### ***Procedure for Adding Officers in Ebiz***

***(Need to go back? [Click Here](#))***

- Sign into <https://ebiz.barbershop.org> with your User ID (your member number) and Password *that you have established in Ebiz*.
- Click on Chapter Management in the center of the page
- Click on My Chapters
- Click on the link next to your chapter
- This will provide a list of the chapter members. At the very top of the list, click on the link that says "Officers".
- This shows all CURRENT officers. To add officers, click on the drop-down menu at the bottom of the officers list.
- Adding an officer is simple: 1) Select the Member in the first drop-down menu 2) Select the appropriate Officer Role 3) Enter Start and End dates; in this format:



- Please do not remove an officer unless he is INCORRECTLY LISTED. If he is expiring, he will drop off the list as time progresses.

<end>

## **Procedure for Updating your Chapter Dues** **(Need to go back? [Click Here](#))**

- Sign into <https://ebiz.barbershop.org> with your User ID (your member number) and Password *that you have established in Ebiz*.
- Click on Chapter Management in the center of the page
- Click on My Chapters
- Click on the link next to your chapter
- This will provide a list of the chapter members. At the very top of the list, click on the link that says "Dues Prices".
- This will show you what the current dues are for your chapter, and allow you to enter a new price – whether more or less than the price before.

<end>

**Following is the procedure for renewing your dues online:**  
**(Need to go back? [Click Here](#))**

- Sign into <https://ebiz.barbershop.org> with your User ID (your member number) and Password *that you have established in Ebiz*.
- Once signed in, click on **RENEW MEMBERSHIP** at the top of the page, and then **Renew all memberships**.
- On the payment page, Enter the pertinent info for any of the 4 major credit cards and Expiration date of card.
- You may not receive a confirmation page, but you will receive a receipt page you can print out for your records.

<end>

**Procedure for paying another member's dues online:**  
(Need to go back? [Click Here](#))

- Sign into <https://ebiz.barbershop.org> with your User ID (your member number) and Password *that you have established in Ebiz*.
- Once logged in, simply click on **Pay Dues Renewals** on the menu bar at the top of the page, and the appropriate men who need to be renewed will come up on your screen.

**ebiz.BARBERSHOP.ORG**  
customer portal to the Barbershop Harmony Society

Home Find My Records My Memberships Quartets Order History View Cart **Pay Dues Renewals** Logged in as Andrew Ellis - 287572 Logout

**Pay Dues Renewals**

This page allows chapter officers to pay other member's dues renewal for all chapters they have permission for.

Member #	Order Date	Member Name	Chapters and Districts	Balance	Pay Amount
<a href="#">313585</a>	11/19/2008	David Adelsperger	JAD, G032	\$129.00	<input type="text"/>
<a href="#">162328</a>	11/19/2008	Paul Aspy	DIX, B039	\$93.00	<input type="text"/>
<a href="#">250358</a>	5/8/2008	Paul Barlow	RMD, S035	\$145.00	<input type="text"/>
<a href="#">102045</a>	11/20/2008	Milt Christensen	RMD, S035	\$10.00	<input type="text"/>
<a href="#">318766</a>	11/19/2008	Charles Chumley	DIX, B039	\$186.00	<input type="text"/>
<a href="#">500549</a>	11/11/2008	Antony Clifton	DIX, B039	\$182.00	<input type="text"/>

- They SHOULD all be from YOUR chapter.
- Enter the dollar amount to be paid, then at the **bottom of the page**, enter the Credit Card to be used.
- Click **MAKE PAYMENT** and you're done!

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https://ebiz.barbershop.org/ebusiness/CustomerService/PayDuesRenewals.aspx

503282	11/19/2008	Ryan Rowan	RMD, S035	\$154.00	
281855	11/19/2008	Joseph Rushing	DIX, B102, B039	\$186.00	
114231	8/22/2008	Curtis Shoopman	DIX, B039	\$91.00	
302708	11/19/2008	L. Douglas Stone	RMD, S035	\$154.00	
274437	11/19/2008	Jan Vanderhooft	RMD, S035	\$154.00	
313582	11/19/2008	Thomas von der Embse	JAD, G032	\$129.00	
313584	11/19/2008	James Vonder Haar	JAD, G032	\$129.00	
165386	8/22/2008	Richard Williams	DIX, B039	\$91.00	
104654	11/20/2008	Robert Williamson	JAD, ILL, E045, G032	\$10.00	
115932	11/19/2008	Wilmer Woodbury	RMD, S035	\$88.50	

Credit Card: American Express

Card Number:

Expiration Date: December 2009

Make Payment

<end>

***Procedure for changing the Meeting time/place***  
***(Need to go back? [Click Here](#))***

- Log into Ebiz: <https://ebiz.barbershop.org>
  - Click on Chapter Management
  - Click on your chapter.
  - Click on Meetings at the top of the page.
- <end>

***Procedure for Getting a Chapter's Roster***  
***(Need to go back? [Click Here](#))***

- Log in to <https://ebiz.barbershop.org/> using your 6-digit Member number and your password.
- Mouse over the links at the top of the page, to "My Memberships"
- Under "My Memberships", click "My Districts".
- Click the Blue link next to your District.
- You should see a list of chapters within the district. Click a chapter and the roster should come up on the screen.

<end>

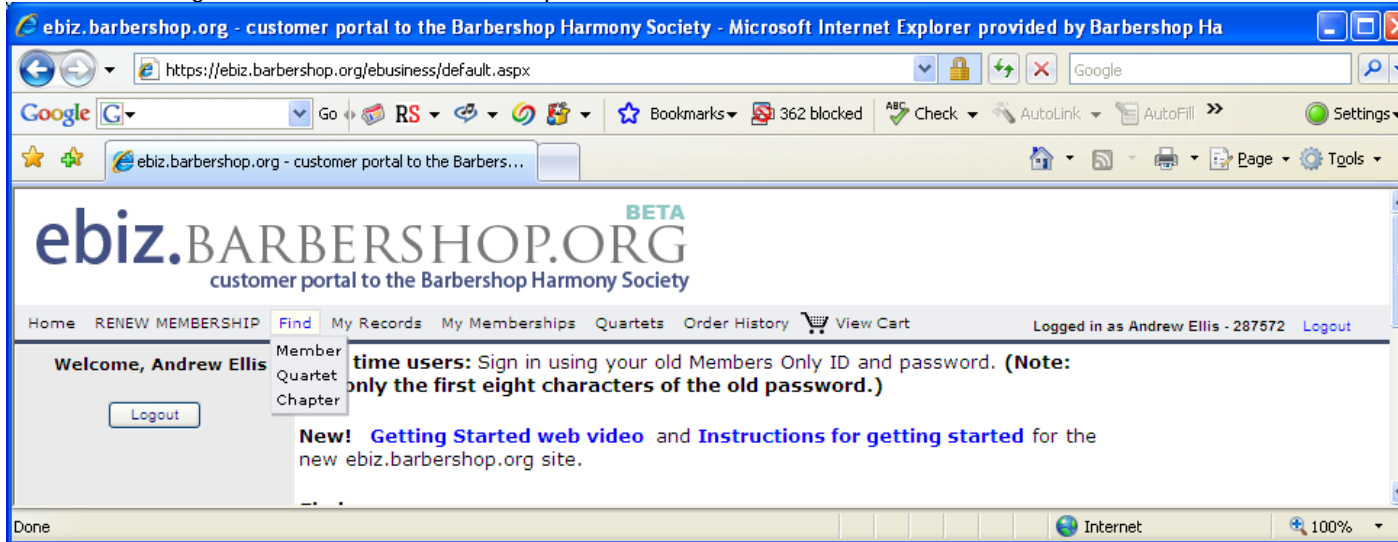
***Procedure for Reporting a Deceased Member***  
***(Need to go back? [Click Here](#))***

- We're CLOSE to reporting this online, but not quite there yet. To report a Deceased member, please email [membership@barbershop.org](mailto:membership@barbershop.org) with all the pertinent information. Hopefully very soon, there will be updates on Ebiz for you to change this info in the field.

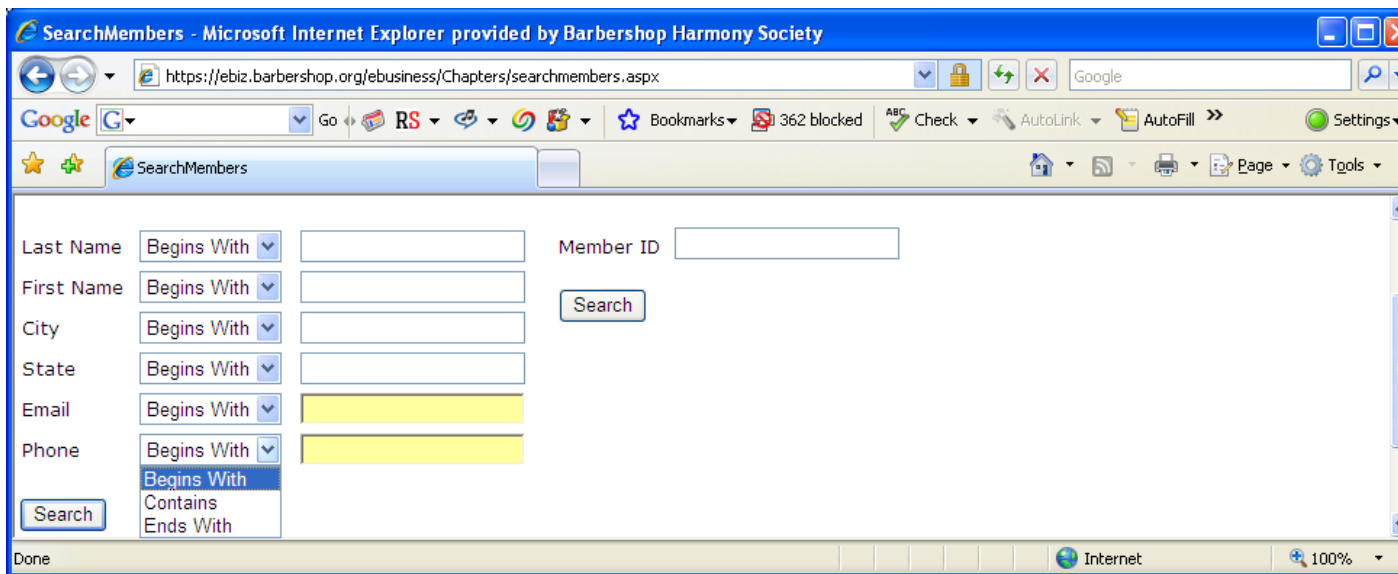
<end>

**Procedure for Looking up a Member, Quartet, or Chapter:**  
(Need to go back? [Click Here](#))

- Sign into <https://ebiz.barbershop.org> with your User ID (your member number) and Password *that you have established in Ebiz*.
- Once signed in, click on Find at the top, next to RENEW MEMBERSHIPS.



- Click Member, Quartet, or Chapter.



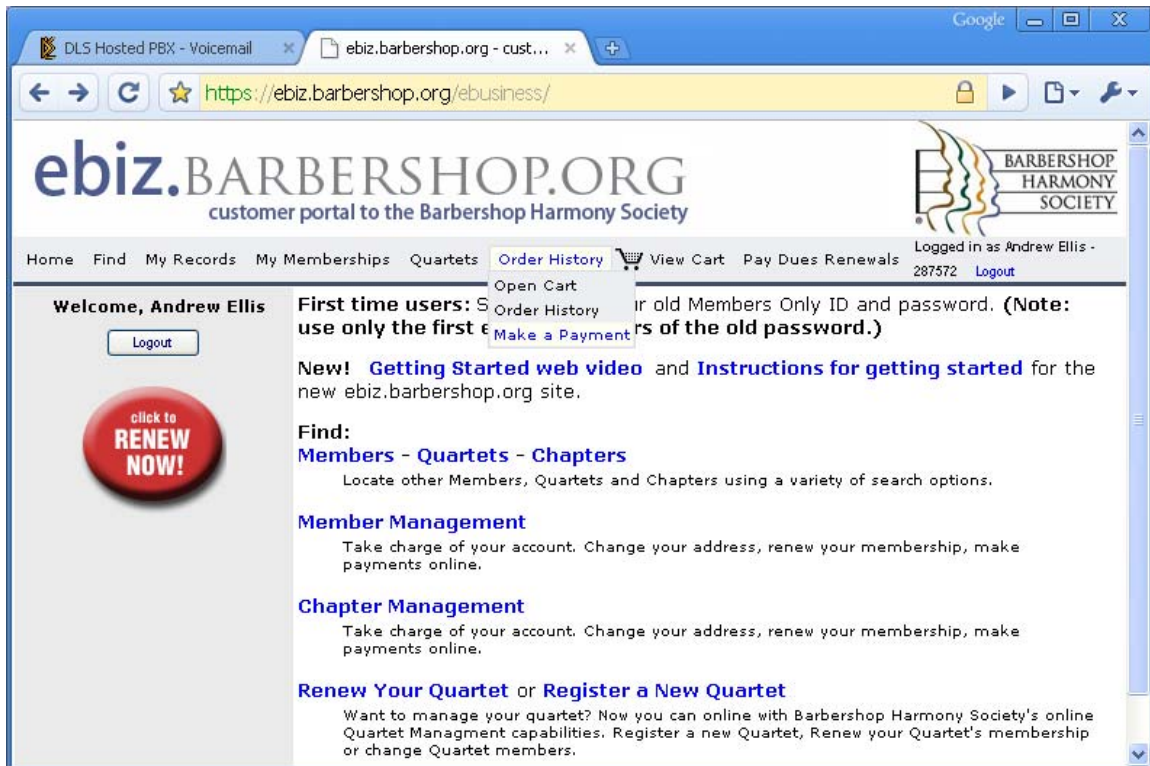
- Each box has a "Begins With", "contains" or "Ends with" selection. Use the appropriate selection and click Search. Be sure and notice... Search is in **2 places**. Click the one on the appropriate side of the page.
- If you know the chapter is in a certain District, enter that on the page. Also, enter the City name, State, etc.
- You can search by Name, Member ID, or the other fields listed.

<end>

**Procedure for Paying the Balance of an Order:**  
**go back? [Click Here](#)**

**(Need to**

- Log in to <https://ebiz.barbershop.org/> using your 6-digit Member number and your password.
- "Mouse-over" **Order History**, and then click **Make a Payment**.
- Any orders you have will be able to be paid that way. Simply enter the amount of the payment
- Enter credit card information, and click **Make Payment**. You're done!

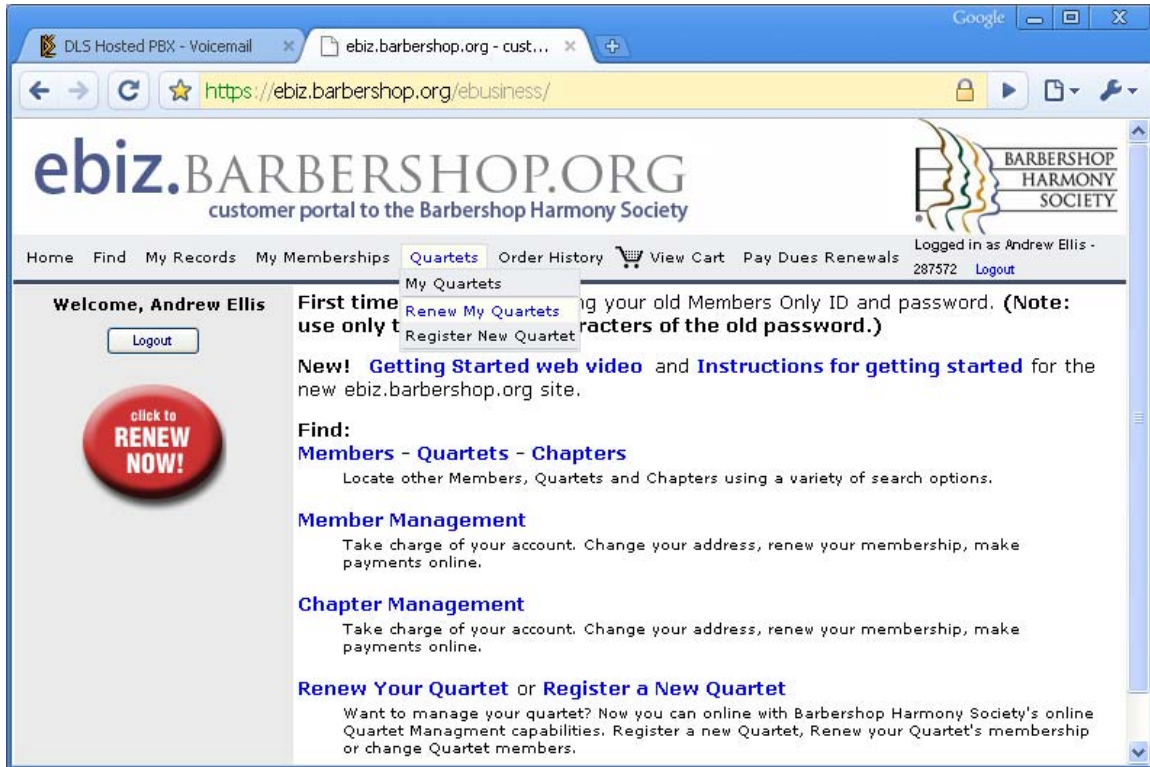


<end>

**Procedure for Renewing your Quartet:**  
**go back? [Click Here](#)**

**(Need to**

- Log in to <https://ebiz.barbershop.org/> using your 6-digit Member number and your password.
- "Mouse-over" Quartets, then click on "Renew Quartets"



- Click **Renew** on the Quartet you want to renew

ebiz.BARBERSHOP.ORG  
customer portal to the Barbershop Harmony Society

Home Find My Records My Memberships Quartets Order History View Cart Pay Dues Renewals  
Logged in as Andrew Ellis - 287572 Logout

### Quartet Renewal

QuartetID	Quartet	District	End Date	Renewal Option	OrderID
320494	Category 5	CAR Cardinal	3/1/2008	<a href="#">Renew</a>	350097
286350	Spectrum	DIX Dixie	5/1/2006	<a href="#">Renew</a>	347277
315715	Cuba Landing	DIX Dixie	3/1/2007	<a href="#">Renew</a>	349671
500090	Lunch Break	DIX Dixie	7/15/2009	<a href="#">Renew</a>	600786
5010	The Muckety-Mucks	SUN Sunshine	9/10/2010	<a href="#">Renew</a>	544728

ebiz.barbershop.org/.../QuartetRenewalForm.aspx...

- Enter any comments that need to be retrieved by the registrar:

ebiz.BARBERSHOP.ORG  
customer portal to the Barbershop Harmony Society

Home Find My Records My Memberships Quartets Order History View Cart Pay Dues Renewals  
Logged in as Andrew Ellis - 287572 Logout

### Quartet Renewal Form

**Quartet ID** 500090

**Quartet Name** Lunch Break

**Competing District** DIX Dixie

**Contact Member ID** 268792

**Quartet Email**

**Quartet Website**

**Tenor Member ID** 268792

**Lead Member ID** 288184

**Baritone Member ID** 287572

**Bass Member ID** 263573

**Comments to Registrar**  
Include special instructions such as additional singers, non-singing contact person, change of competition district, etc.

Please kick out my Bass and get me a good one

- Click Submit

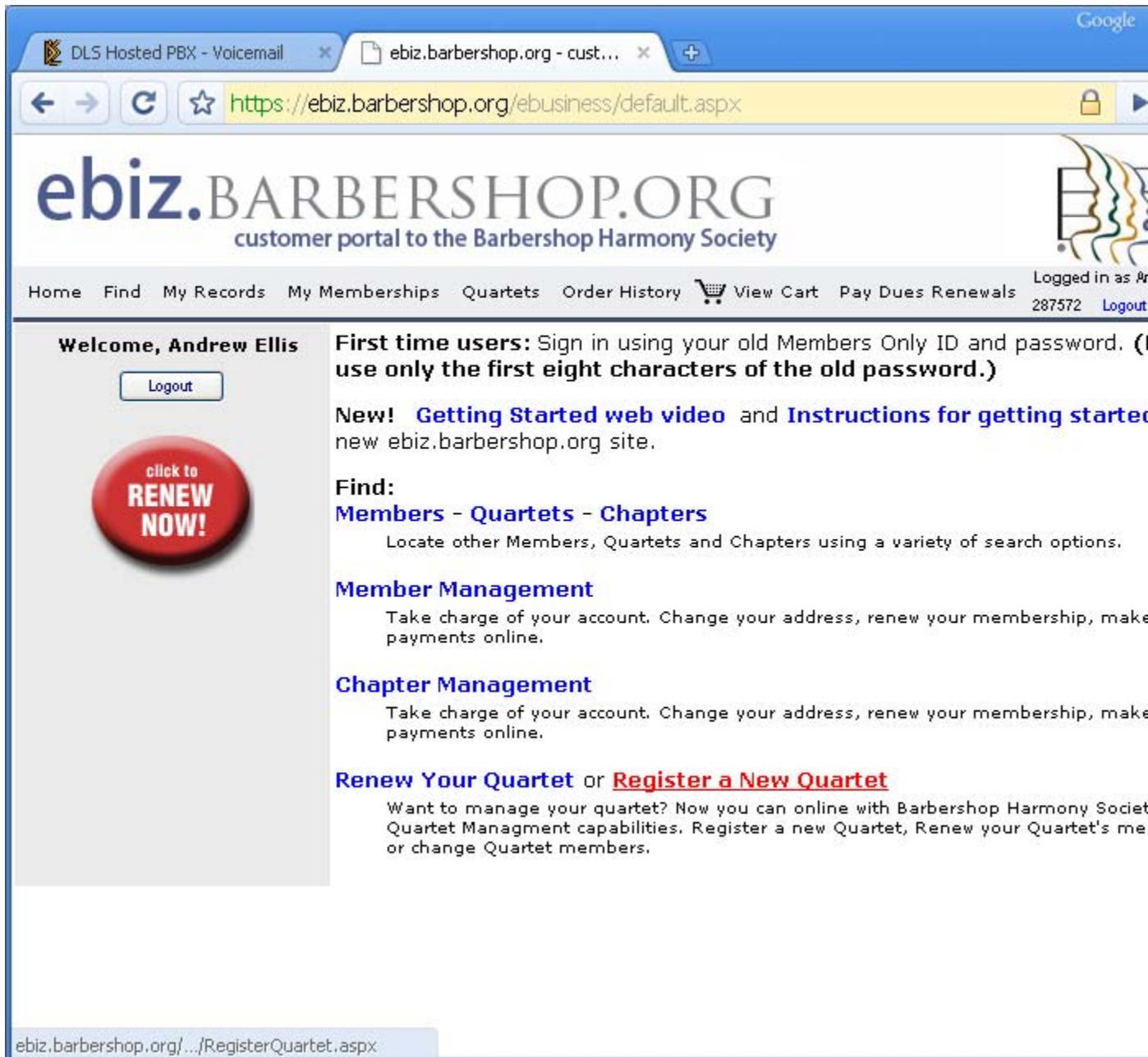


Click **Check Out** and follow the screens from there!  
<End>

**Procedure for Registering your Quartet**  
**go back? [Click Here](#)**

**(Need to**

- Log in to <https://ebiz.barbershop.org> with your member number and password.
- Click on Register a New Quartet - as seen below in **Red Font**



- Click on Register Quartet button




- Enter the appropriate information in the fields on that page.

DLS Hosted PBX - Voicemail x Register A New Quartet x

← → ↻ ☆ <https://ebiz.barbershop.org/eBusiness/Quartets/QuartetRegistration.aspx?OL=1> 🔒 ▶

**ebiz.BARBERSHOP.ORG**  
customer portal to the Barbershop Harmony Society

Home  View Cart Members/Returning Customers [Login Here](#)

### Quartet Registration Form

**Quartet Name (1st Choice)**

**(2nd Choice)**

**(3rd Choice)**

**Competing District**  ▼

**Contact Member ID**

**Quartet Email**

**Quartet Website**

**Tenor Member ID**

**Lead Member ID**

**Baritone Member ID**

**Bass Member ID**

**Comments to Registrar**  
Include special instructions  
such as additional singers,  
non-singing contact person,  
change of competition  
district, etc.


- Submit the information by clicking **Submit**

DLS Hosted PBX - Voicemail x Register A New Quartet x

Google

← → ↻ ☆ <https://ebiz.barbershop.org/eBusiness/Quartets/QuartetRegistration.aspx?OL=1> 🔒 ▶

**ebiz.BARBERSHOP.ORG**  
customer portal to the Barbershop Harmony Society

Home  View Cart Members/Returning Customers [Login Here](#)

### Quartet Registration Form

**Quartet Name (1st Choice)**

**(2nd Choice)**

**(3rd Choice)**

**Competing District**  ▼

**Contact Member ID**

**Quartet Email**

**Quartet Website**

**Tenor Member ID**

**Lead Member ID**

**Baritone Member ID**

**Bass Member ID**

**Comments to Registrar**  
Include special instructions  
such as additional singers,  
non-singing contact person,  
change of competition  
district, etc.

- Click **Check Out** when ready to pay for your Quartet



- You're done! A Society Music Assistant will contact you if necessary and your contact man will receive your Quartet Member Cards in the mail.
- Happy chord-ringing!

<end>