

New to NCS must:

1. Go to the NCS NEON login [URL](#) and select "Create account"

Account Login

Login Name


Don't have an account yet? [Create account](#)

Password

Remember me for 2 weeks

[LOG IN](#)

[I forgot my login name or password](#)

 Are you an administrator?
[Go to admin login](#)

Admins, your login name is now your email. Log in as usual to upgrade your account. Once your account is upgraded you can use the [admin login](#).

2. Enter the information



Purchaser Contact Information

Account Registration

Please complete the following fields below. Those that are mandatory are marked with an asterisk (*).

First Name: *

Last Name: *

Address:

City:

State:

Zip:

 -

E-Mail:

Phone 1:

3. Press the Submit button.
4. You get a message saying, "Thank you for submitting your information!"

You have successfully created an NCS NEON account. And, now you need to create a User Name and Password for your personal use.

5. You will receive an email from admin@newburyportchoralsociety.org that looks like the following.



Dear Carol NewTester,

Recently requested login information for your account. Please go to the following page to set up your login name or password:

<https://newburyportchoralsociety.z2systems.com/np/clients/newburyportchoralsociety/setLogin.jsp?secureId=ZgE1g6pN5hjb5tybYIBzHOCLu4WQMSB88gp8xtGI5elc5mpjMY-LnL6ozsPtDKUQ&>

If you experience problems, please go to the page below and use the Access Code to continue:

<https://newburyportchoralsociety.z2systems.com/np/clients/newburyportchoralsociety/setLogin.jsp>

Access Code: ZgE1g6pN5hjb5tybYIBzHOCLu4WQMSB88gp8xtGI5elc5mpjMY-LnL6ozsPtDKUQ

Newburyport Choral Society
www.newburyportchoralsociety.org

6. Click on the link and create your login name and password on the next screen.

Set Login/Password

Please select the account for which you would like to reset your password:

- Account: Carol NewTester
Login Name:
Individual Constituent User
- Account: Ann Aconda
Login Name: AnnAconda
Individual Constituent User
- Account: Head OfHousehold
Login Name: HouseholdHead
Individual Constituent User

Please enter a login name you would like to use (at least 4 characters)

Please enter a login password you would like to use (at least 8 characters, including at least one number)

Please re-enter your login password

7. Enter the login name and password you want to use in the future and click the Submit button.

Choose your password:

- Account: Carol NewTester
Login Name: Individual Constituent User
- Account: Ann Aconda
Login Name: AnnAconda
Individual Constituent User
- Account: Head Of Household
Login Name: HouseholdHead
Individual Constituent User

Please enter a login name you would like to use (at least 4 characters)

Please enter a login password you would like to use (at least 8 characters, including at least one number)

Please re-enter your login password

SUBMIT

8. You will be logged in and can continue the registration process. Use the drop-down menu choice for the On-line Store.



Welcome Carol NewTester (Account# 7229)

Welcome to the new NCS Member Portal!

Use the drop down menu, located at the upper right hand side of this page, to navigate

- Membership Renewal: Renew your membership for the upcoming season, and v
- Online Store: Purchase your music and member tickets for the current semester
- Sponsorships: Become an individual sponsor! Any amount helps, and you can n spreading them out across the year!
- Update My Profile: Use this page to keep your address, e-mail, and telephone n
- Change Password: Periodically change your password and keep your account inf

If you have questions or issues, please contact the following directors:

- Technical/Website/Account Issues: Carol Yunker, IT Director (it@newburyportchoralsociety.org)
- Membership and Music Orders: Susan Murphy, Membership Director (members@newburyportchoralsociety.org)
- Individual Sponsorships: Mary Disette, Sponsorship Director (sponsors@newburyportchoralsociety.org)
- Business Sponsorships: Victoria Leal-Bushy, Development Director (dev@newburyportchoralsociety.org)
- Program Ads: Alfred Cox, Advertising Director (advertize@newburyportchoralsociety.org)

- ✓ What would you like to do?
- Memberships
- Online Store - Music**
- Sponsorships
- Orders
- Current Events - Inactive
- Event Registrations-Inactive
- Update Profile
- Change Password
- Login Home
- Logout

9. You can select the Membership you need (Regular, Senior, or Student JOIN) and Add to Cart. Senior is for 65+. Student is for full time students (high school, college, etc.) You can put the membership in the cart and then purchase the music.

Online Store



Select a catalog from the drop down menu. Then, select the item(s) that you wish to purchase.

Music

Music (Spring 2021)

Type: Music

Price: \$15.00

Memberships

Regular Membership, Semester Join

Type: Memberships

Price: \$75.00

Senior Membership, Semester Join

Type: Memberships

Price: \$65.00

Student Membership, Semester Join

Type: Memberships

Price: \$0.00

Regular Membership, Semester Renew

Type: Memberships

Price: \$75.00

Thank you for your patience in following these steps to create an NCS NEON account and purchasing a membership and music!