2026 Region Application Guide

The purpose of this guide is to support members in navigating the new online application for Performing Choirs, Interest Sessions, Poster Sessions, Insight Choirs, and all other 2026 Region Calls. The system is now integrated into your ACDA membership portal, which is designed to provide a streamlined process for all members.

Before You Begin: In order to apply or even be able to view the applications, your ACDA membership must be current. You are encouraged to check your status and log in NOW in order to secure help before you need to begin. See the Troubleshooting Guide at the end of this document for more information

Step 1: Access the Applications

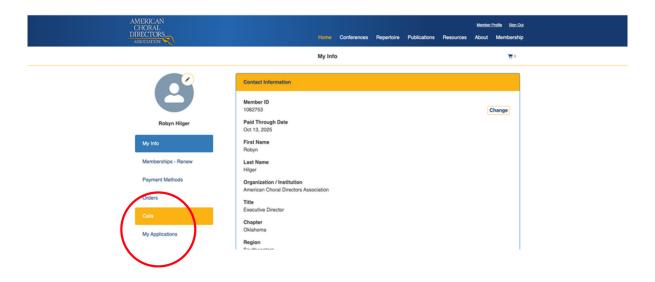
- Log in to your ACDA account with the instructions below
 - www.acda.org
 - Click the Sign In button in the upper right and sign into your ACDA account. *Need help?*See Troubleshooting below or email membership@acda.org



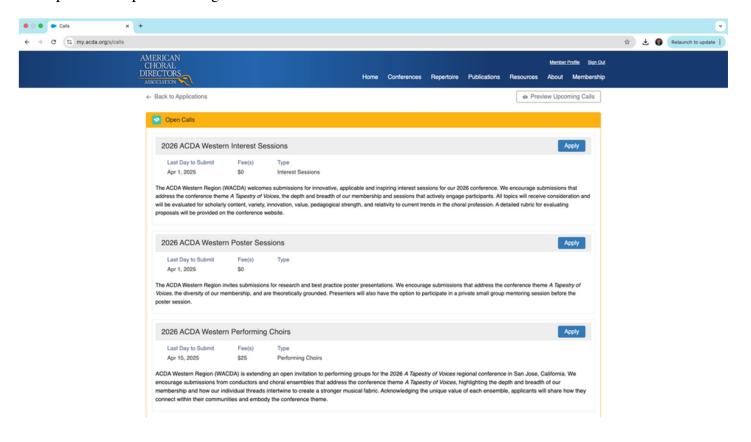
- Once logged in
 - Click the My Profile button in the upper right



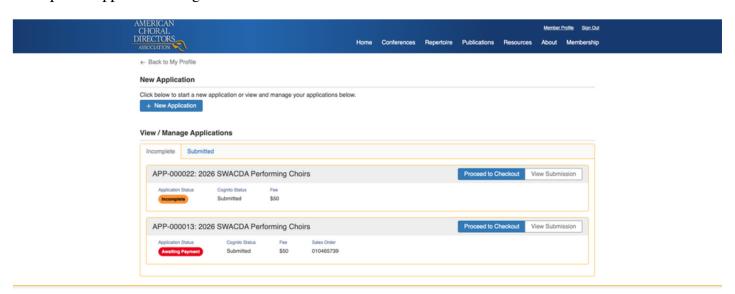
- When you are on your profile
 - Click on Calls in the left navigation to see all the available applications
 - Click on Applications to see your Submitted and Incomplete applications



Example of the Open Calls Page



Example of Applications Page



Troubleshooting

These are the most common issues experienced when using the new system. You are encouraged to ensure your account access is up to date long before you need to submit your application.

The help desk is available up until 5:00pm central time on deadline dates. After that point, no help will be available and late applications will not be received for any reason. It is entirely the applicants responsibility to ensure they can access their applications and accounts prior to the deadline closing. You can reach the help desk at membership@acda.org.

- Lapsed Membership: If you can log into your ACDA account but do not see any applications, it is likely that your membership has lapsed. Please go through the renewal process to ensure your membership is current. Need help? Email membership@acda.org.
- Account Access: Are you trying to log in and find that you have forgotten your password and the password reset email never arrives? Please check your spam but it could also be that your online access is connected to an account you no longer use. You will need to contact us at membership@acda.org to have this access reset. We cannot retrieve your password for you. When you email, please indicate the new email you would like set for your portal access.
- **Log-In Loop:** Are you constantly being redirected to log-in and can't advance to the next step? To resolve this issue, you need to clear your browser cache (a google search can give you the quick directions) or try another browser.
- I've applied and now I want to see my application and status. Log into your ACDA account, click My Profile and then click Applications in the left navigation bar.
- Have other questions? Email us at membership@acda.org. Please be specific in your email regarding which application (indicate region and type of call) and be sure to provide a contact phone number in case we need to call you.

Application deadlines are firm. It is the applicant's responsibility to ensure they can access their accounts and applications ahead of the deadline. Late applications will not be accepted for any reason, including account access or technical concerns.

For help or questions, email membership@acda.org