Log in to: chapteradmin.phisigmapi.org Select "Initiate Class" and then "Add New Initiates"

		Welco	me, Suzanne	р То 💌	My Profile
	PHI SIGMA PI Chapter Admin P	ortal			7
Dashboard Dashboard	Member Roster Chapter Profile Initiate Cla	A Chapter Standards of Excellence (CSE) Officer Updates	Reports		
	Understanding ChapterAdmin Portal	2019 National Convention	Chapter Membership Totals		
	INSTRUCTIONAL <u>VI</u> DEOS	2019 National Convention July 31-August 3, 2019 Orlando, FL That's right. We're heading to Disney Springs for the 2019 National Convention. Host Resort: Hilton Lake Buena Vista	Student Members — 3 Alumni Members — 0 Honorary Members — 0 Nationally Inactive Members — 1 Total Membership — 3	0	
	Chapter Admin Pertal	Officer Updates	Chapter Status Chaoter Status: GOOD		
ashboard	Member Roster Chapter Profile	Initiate Class Chapter Standards of Excellence (CSE)) Officer Updates Re	eports Executive	
Dashboar	rd L	Add New Initiates	*		
nderstandi	ing ChapterAdmin Portal	 Unclaimed New Members Edit Initiate Member Information 	Chapter Membership	Fotals	
	ISTRUCTIONAL	2019 National Convention July 31-August 3, 2019 Orlando, FL That's right. We're heading to Disney Springs for the 2019 National Convention.	Student Members — 3 Alumni Members — 0 Honorary Members — Nationally Inactive Me	0 mbers — 0	

Start the 5 Step Process

Step 1: Read through the Directions and then click "Continue".

/	Chapter Profile	Initiate Class Chapter S	tandards of Excellence (CSE)	Officer Updates	Reports		
Initiate Class > Add New I	nitiates	A	<u>Test Chapter A1</u>		-		
Overview	Select	ion	Additional Info	• v	lidation	Receipt	
			Step: Overview				Continue
							(Selection
Press Continue."							
Enter the Initiates first ou enter the Initiates nau Review the changes, ac me effective date, you ov Validate your submission Print your receipt for you	name, last name a me will be how it w ld an effective date can enter one and on by e-signing you our Chapter Record	nd a current email ac ill show up on the Ini e (this should be the o press "Apply To All." Ir name and the date s.	ldress for each Initiate. tiates' Shingle once the late the Initiate was Pir exactly as it is read bel	Note: You can Initiate become ned) and press ow the text box	only enter Initiates is a Member. "Continue." Note: . Press "Continue.	in batches of 10 or l If all of your Initiate: "	ess. How s have the
. Enter the Initiates first ou enter the Initiates nai . Review the changes, ac ame effective date, you d . Validate your submissic . Print your receipt for you Note: You may also edit d	name, last name a ne will be how it w ld an effective date an enter one and j on by e-signing you our Chapter Record existing records up	nd a current email ac ill show up on the Ini e (this should be the oress "Apply To All." Ir name and the date S. until the Initiate sign	ldress for each Initiate. tiates' Shingle once the late the Initiate was Pir exactly as it is read bel s their Membership Agr	Note: You can Initiate becom- ned) and press ow the text box eement.	only enter Initiates a Member. "Continue." Note: . Press "Continue.	in batches of 10 or l If all of your Initiate: "	ess. How

Step 2: Add each Initiate by providing the First Name, Last Name and their email address. Then hit "Add Person".

Initiate Class > Add New	Initiates	<u>rest Grapter At</u>	×		
Overview	Selection	Additional Info	Validation	Receip	t
Back (Overview)		Step: Selection			Continue (Additional Info
irections: nter the Initiates first na ote: PLEASE ENTER NEV Name: Eldo Hendricks Contact Info: EHendrickst Add Person	ame, last name and a current ema W MEMBERS IN BATCHES OF 10 C	ail address for each Initiate. R LESS. THE SITE WILL NOT A	CCEPT MORE THAN 10 NEW M	EMBERS AT A TIME.	
First Name	Middle Name	Las	t Name	Email	
No pending new member to dis	splay				
Back (Overview)		Step: Selection		(Continue (Additional Info

Only 10 Initiates can be added at a time and then you must click "Continue".

Initiate Class >	Add New Initiates	*	Test Chapter A1		
Overview	Selec	tion	Additional Info	• Validation	Receipt
Back Overview)			Step: Selection		Continue (Additional Inf
irections: nter the Initiate ote: PLEASE EN	es first name, last name and NTER <mark>NEW MEMBERS</mark> IN BA	a current email addr CHES OF 10 OR LES	ess for each Initiate.	CEPT MORE THAN 10 NEW M	EMBERS AT A TIME.
Name: Contact Info:	First Name Last Name Email Address				
Add Person					
First Name	Middle Name	Last Name	Email		
Eldo		Hendricks	EHendricks@TestChap	terA1.PSP.edu	Edit Delete
Back Overview)			Step: Selection		(Additional Info

Step 3: Add the Pinning Date (the date they were pinned as Initiates) and then click "Continue".

ashboard	Member Roster	Chapter Profile	Initiate Class	Chapter Standards of Excelle	ence (CSE) Officer U	Jpdates Reports		
Initiate Class	s > Add New Init	iates	A	<u>Test Cha</u>	<u>pter A1</u>	▼		
Ove	erview	Sel	ection	Additional	Info	Validation	Receipt	
Back				Step: Addition	al Info			Continue
election)								(Validation
rections: view the o te: If all o All." Note	: changes, add an of your Initiates e: Please be sure	effective date have the same that the nam	(this should b Pinning date e appears with	be the date of the Pinnin (the ceremony date for h correct spelling, punct	g Ceremony) and when they start tl uation, and capital	press "Continue." he Initiation Program), lization since this infor	, you can enter one ar mation will be used or	d press "App the New
irections: eview the o ote: If all o o All." Note ember Shi	changes, add an of your Initiates a: Please be sure ngle once the In	effective date have the same that the nam itiate becomes	(this should t e Pinning date e appears with a New Memb	be the date of the Pinnin (the ceremony date for h correct spelling, punct rer.	g Ceremony) and when they start tl uation, and capitai	press "Continue." ne Initiation Program), lization since this infor	, you can enter one ar mation will be used or	d press "App 1 the New
irections: aview the o ote: If all o o All." Note ember Shi irst Name	changes, add an of your Initiates 2: Please be sure ngle once the In Middle Name	effective date have the same that the nam itiate becomes Last Name	(this should b e Pinning date e appears with a New Memb Email	be the date of the Pinnin (the ceremony date for h correct spelling, punct ver.	g Ceremony) and when they start th uation, and capital Additional Informat	press "Continue." he Initiation Program), lization since this infor ion	, you can enter one ar mation will be used or	d press "App the New
irections: aview the o bte: If all o b All." Note amber Shin irst Name	changes, add an of your Initiates e: Please be sure ngle once the In Middle Name	effective date have the same that the nam itiate becomes Last Name Hendricks	(this should b e Pinning date e appears witi s a New Memb Email EHendricks@T	be the date of the Pinnin (the ceremony date for h correct spelling, punct ier. "estChapterA1.PSP.edu	g Ceremony) and when they start ti uation, and capital Additional Informat * Effective Date:	press "Continue." he Initiation Program), lization since this infor ion <mark>(8/23/2018)</mark>	, you can enter one ar mation will be used or	d press "App the New
rections: wiew the o ate: If all o All." Note ember Shi irst Name do	changes, add an of your Initiates e: Please be sure ngle once the In Middle Name	effective date have the same that the nam itiate becomes Last Name Hendricks	(this should b e Pinning date e appears witi s a New Memb Email EHendricks@T	be the date of the Pinnin (the ceremony date for h correct spelling, punct iver. "estChapterA1.PSP.edu Step: Addition	ng Ceremony) and when they start th uation, and capital Additional Informat * Effective Date: al Info	press "Continue." he Initiation Program), lization since this infor ion <mark>(8/23/2018) [E</mark>	, you can enter one ar mation will be used or	d press "Ap; the New Continue

Step 4: Type in your name and date as it appears on the bottom and then click "Continue".

Overviet	N O	Selection	Additional Info	Validation	Receipt	
Back			Step: Validation			Continue
(Additional Info)						(Receipt)
Directions: Review the info Press "Continue	rmation you submitted	below. Validate your	submission by e-signing your n	ame and the date exactly as i	t is read below the te	xt box.
First Name	Middle Name	Last Name	Email	Additiona	l Information	
Eldo		Hendricks	EHendricks@TestChapterA1.PSP.edu	Effective	Date: 8/23/2018	
I affirm that th *Please enter	ne information I am sub your name and the dat	mitting above is accu e exactly as it appear	rate and is valid according to the solution of the solution of the box.	ne policies of Phi Sigma Pi Nat	ional Honor Fraternity	<i>.</i>
Suzanne		Schaffer		8/14/2018]	
Suzanne		Schaffer		8/14/2018		
Back (Additional Info)			Step: Validation			Continue (Recept)

Step 5: Print the receipt and confirmation page for your records.

Overview	Selection	Additional Info	Validation	Receipt
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Directions:

Print your receipt for your Chapter Records.

Your submission may be subject to approval by National Headquarters. If so, the change will post once that approval has been granted. The Initiates you have just added will receive an email which will ask them to update their personal information. Please ensure that all Initiates update their profiles within one week after receiving this e-mail so they can receive important information from National Office.

If you have any questions about your submission please contact the National Office at pspoffice@phisigmapi.org or 717-299-4710.

			Step: Receipt		Go to Task Center
Eldo		Hendricks	EHendricks@TestChapterA1.PSP.edu	Effective Date: 8/23/2018	\$0.00
First Name	Middle Name	Last Name	Email	Additional Information	Amount
Total Amount:	\$0.00				
Trans Count:	1				
Date:	8/14/2018				
Created By:	Suzanne				
Batch ID:	180814I-000-7				
Summary					
Print					
Duint					

Repeat as needed in batches of 10 Initiates.

You are finished.