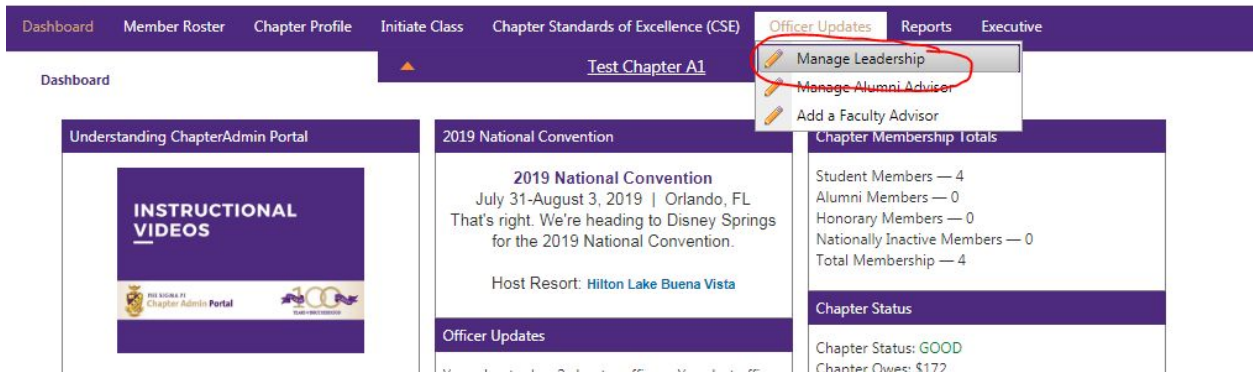


## Instructions for Chapter Officer Information Updates

To view this form's due dates go to: [phisigmap.org/duedates](http://phisigmap.org/duedates)

**Log in to: [chapteradmin.phisigmap.org](http://chapteradmin.phisigmap.org)**

Select "Officer Updates" > "Manage Leadership"



Dashboard Member Roster Chapter Profile Initiate Class Chapter Standards of Excellence (CSE) **Officer Updates** Reports Executive

Test Chapter A1

Dashboard

Understanding ChapterAdmin Portal

2019 National Convention

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](#)

Officer Updates

Chapter Membership Totals

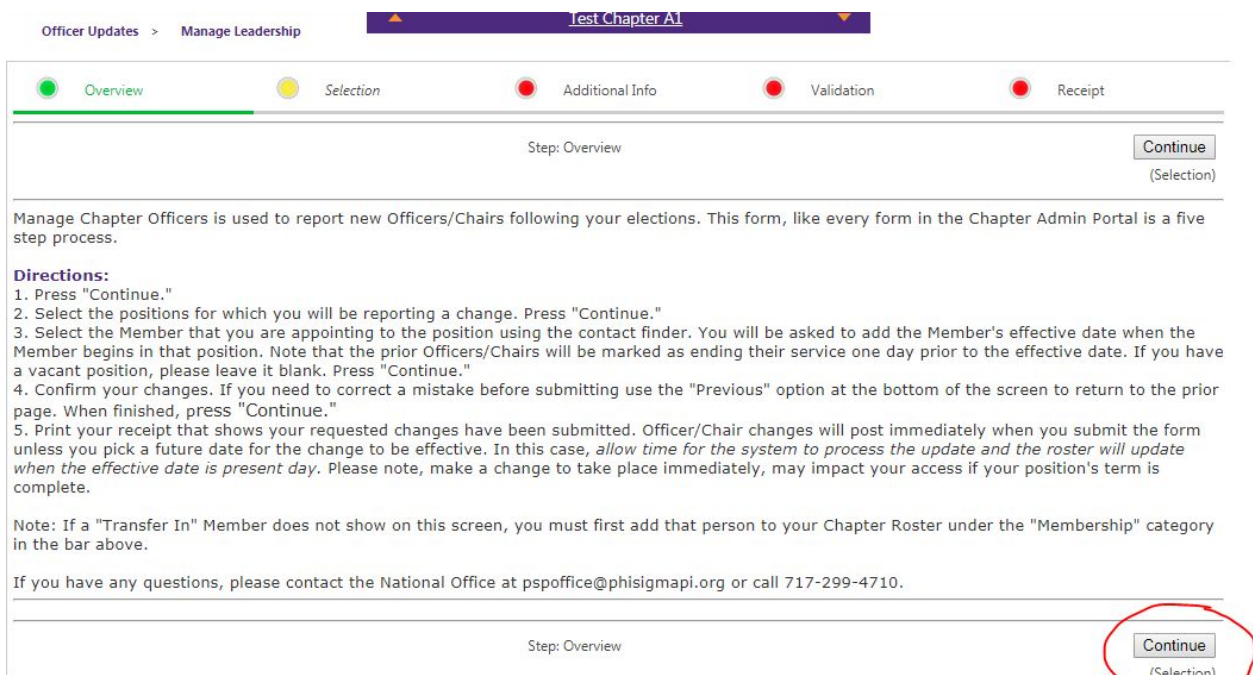
Student Members — 4  
Alumni Members — 0  
Honorary Members — 0  
Nationally Inactive Members — 0  
Total Membership — 4

Chapter Status

Chapter Status: **GOOD**  
Chapter Owes: \$172

Start the 5 Step Process

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



Officer Updates > Manage Leadership

Test Chapter A1

Overview Selection Additional Info Validation Receipt

Step: Overview  (Selection)

Manage Chapter Officers is used to report new Officers/Chairs following your elections. This form, like every form in the Chapter Admin Portal is a five step process.

**Directions:**

1. Press "Continue."
2. Select the positions for which you will be reporting a change. Press "Continue."
3. Select the Member that you are appointing to the position using the contact finder. You will be asked to add the Member's effective date when the Member begins in that position. Note that the prior Officers/Chairs will be marked as ending their service one day prior to the effective date. If you have a vacant position, please leave it blank. Press "Continue."
4. Confirm your changes. If you need to correct a mistake before submitting use the "Previous" option at the bottom of the screen to return to the prior page. When finished, press "Continue."
5. Print your receipt that shows your requested changes have been submitted. Officer/Chair changes will post immediately when you submit the form unless you pick a future date for the change to be effective. In this case, *allow time for the system to process the update and the roster will update when the effective date is present day*. Please note, make a change to take place immediately, may impact your access if your position's term is complete.

Note: If a "Transfer In" Member does not show on this screen, you must first add that person to your Chapter Roster under the "Membership" category in the bar above.

If you have any questions, please contact the National Office at [pspoffice@phisigmap.org](mailto:pspoffice@phisigmap.org) or call 717-299-4710.

Step: Overview  (Selection)

**Step 2: Select the Positions that need to be updated and the click "Continue".**

Officer Updates > Manage Leadership

Overview Selection Additional Info Validation Receipt

Back Step: Selection Continue  
(Overview) (Additional Info)

**Directions:**  
Select the positions that are changing and then select "Continue" at the top or the bottom of the page. Clicking on a column, sorts the column.

Select	Position	Start Date	Thru Date
<input type="checkbox"/>	Chapter President	Kasi Dotterer	05/08/2018
<input checked="" type="checkbox"/>	Vice President		
<input type="checkbox"/>	Co- Vice President		
<input checked="" type="checkbox"/>	Treasurer		

**Step 3: Click "Find a Member" to locate the name of the incoming officer for the respective positions.**

Back Step: Additional Info Continue  
(Selection) (Validation)

**Directions:**  
1. Review the list of positions below to ensure you selected all of the positions that are changing and add them to the list. If you have selected all of the positions that are changing, click the "Continue" button and add the new officer to the list.  
2. When the dialog box displays on the screen, type in the first and last name of the incoming officer.  
3. After you select the correct Member, insert the date that they will start in office.  
4. After you have selected the appropriate Member for each position, click the "Continue" button.  
Note: Officer changes may take up to an hour to process.

Position	New Officer
Vice President	<a href="#">Find a Member</a>
Treasurer	<a href="#">Find a Member</a>

Back Step: Additional Info Continue  
(Selection) (Validation)

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2119 Ambassador Circle, Lancaster, PA 17603

First Name eldo

Last Name hendricks

Search

Vacant Position

First Name	Last Name
Eldo	Hendricks

**Next select the date of their first day in office and then click "Continue".**

Officer Updates > Manage Leadership **Test Chapter A1**

Overview Selection **Additional Info** Validation Receipt

Back Step: Additional Info Continue  
(Selection) (Validation)

**Directions:**

1. Review the list of positions below to ensure you selected all of the positions that are changing. If one is missed, simply hit the "Back" button and add it to the list. If you have selected all of the positions that are changing, press on "Find A Member" next to each position.
2. When the dialog box displays on the screen, type in the first and last name of the Member who will fill that position and press "Search."
3. After you select the correct Member, insert the date that the Member will take over in that position in the date field. If today is the effective date, both the old and new Officers/Chairs will appear on the leadership roster for the day.
4. After you have selected the appropriate Member for each position, hit the "Next" button.

Note: Officer changes may take up to an hour to process.

Position	New Officer	Additional Information
Vice President	Eldo Hendricks	* Date: 8/16/2018 Apply To All
Treasurer	Alexandra Schaffer	* Date: 8/16/2018 Apply To All

Back Step: Additional Info Continue  
(Selection) (Validation)

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

Officer Updates > Manage Leadership **Test Chapter A1**

Overview Selection Additional Info **Validation** Receipt

Back Step: Validation Continue  
(Additional Info) (Receipt)

**Directions:**

Review the information you submitted below. Validate your submission by e-signing your name and the date exactly as it is read below the text box. Press "Continue."

Position	New Officer	Start Date	Additional Information
Vice President	Eldo Hendricks	08/16/2018	
Treasurer	Alexandra Schaffer	08/16/2018	

I affirm that the information I am submitting above is accurate and is valid according to the policies of Phi Sigma Pi National Honor Fraternity.  
\*Please enter your name and the date exactly as it appears below the box.

Suzanne Schaffer 8/16/2018  
Suzanne Schaffer 8/16/2018

Back Step: Validation Continue  
(Additional Info) (Receipt)

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

**You are finished.**