Instructions for Updating the Chapter Member Roster This is to be done prior to billing date (www.phisigmapi.org/duedates).

Log in to: chapteradmin.phisigmapi.org

Select "Member Roster" > "Manage Collegiate Member Roster"

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Underst / Add an Honorary Member	19 National Convention	Chapter Membership Totals
Edit Member Information	2019 National Convention July 31-August 3, 2019 Orlando, FL	Student Members — 0 Alumni Members — 0

Start the 5 Step Process

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

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The Collegiate Roster must be completed every academic term to calculate the amount your Chapter owes the National Office in dues. Like every orm in the Chapter Admin Portal, this form is a five step process.

Directions:

1. Press "Continue."

2. Go through every Member on the list and click on the number that corresponds with that person. Once you have made all of the changes press 'Continue.

Please note the following definitions of each term below to pick the right one for each of your Members:

Senior Graduates This Term- A Member of Phi Sigma Pi who is graduating at the end of this term. Transferred Out- A Member of Phi Sigma Pi that transferred from the institution where your Chapter is located to another institution, thus is no onger a student at your sheltering institution.

Member Resigned- A Member of Phi Sigma Pi who has requested and received approval from the Chapter to leave the organization.

Member Expelled- A Member of Phi Sigma Pi who has been expelled. National Inactive Member- A Member who has been approved by the National Office for exemption from Chapter duties because of participating n an accredited or academically recognized cooperative education program, internship or study abroad program which does not meet or hold classes at the sheltering institution.

Locally Inactive Member- Members, with permission from the Collegiate Chapter, who request inactivity from local Phi Sigma Pi affairs are still required to pay National Dues. This option needs to be tracked on a local level.

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Step 2: Update Member Status as necessary. If there are no changes, keep the "No Action" checked. Then click "Continue."

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Back Dverview)			Step: Selection				Continue (Additional Info)
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exandra	Schaffer	Student Member		No Action	12345		
yan	Smith	Student Member		O No Action	02345		
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ack			Step: Selection				Continue

Step 3: For Members that have updates, confirm those updates by placing today's date (the date you are completing the form) and click "Continue."

Dashboard	Member Roster	Chapter Profile	Initiate Class	Chapter Standards of Excellence (C	SE) Officer Updates Rep	orts		
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First Name	Last N	ame	Member Type	e Category	Action	Additional Information		
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Step 4: Type in your name and date as it appears on the bottom and then click "Continue."

Manage Collegia	> te Member Roster						
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Step 5: Print the receipt and confirmation page for your records.

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			Step: Receipt			Go to Task Center
nce the ap lease print spoffice@p	t this receipt for you phisigmapi.org or 7:	ng membership status changes. anted. Ir Chapter's records. If you feel al 17-299-4710 immediately.	ny mistakes were made with this	transaction, please contact	the Phi Sigma Pi National Of	fice at
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93392		Senior Graduates This Semester	Ryan Smith	0	9/1/2018	\$0.0
						Total Amount: \$0.0
			Step: Receipt			Go to Task Center

You are finished.

To verify that actions were received, go to "Manage Collegiate Member Roster." For seniors that have been marked as graduating this term, it will read "Pending/Future change." If graduating seniors do not appear on the roster, click "Show All Members". Please note <u>at the end of this term</u> the graduating senior list needs to be finalized. This is found under the "Member Roster" dropdown.

Manage Collegiate Member Roster

Overview	٠	Selection	Additional In	fo	Validation	Receipt
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Directions: You are now ready	to update the status of th	ne Members in your Chapt	er. To do this go throu	gh each Member and	click on the number that correspo	ands with that person.
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First Name	Last Name	Member Type	Category		 Senior Graduates This Semester Transferred Out Member Resigned 	4) Member Expelled 5) National Inactive Member
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Anika	Jackson	Student Member		No Action	1 2 3 4 5	
Alexandra	Schaffer	Student Member		No Action	1 2 3 4 5	
Ryan	Smith	Student Member		No Action	Pending/Future change	

If someone has been accidentally marked as graduating, please contact the National Office and we will make the needed update for you.