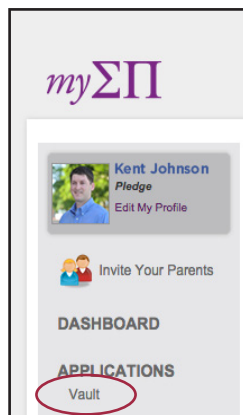


# Sigma Pi New Member and Initiation Reporting

EASY AS 1, 2, 3...

## 1 REPORT NEW MEMBERS

**Report new members** via Vault **within 72 hours** of pledging. Delays in reporting may result in late charges to the chapter.



To report new members, log into Vault via mySigmaPi and select 'Add New Members' on the 'Chapter' tab.

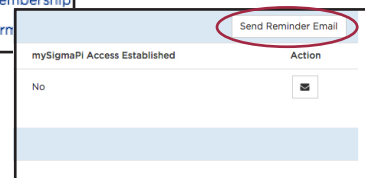
## 2 MONITOR REGISTRATION

New Members **complete New Member Registration via mySigmaPi** and **pay the \$150 National Pledge Fee** within ten (10) days of pledging. New members are not eligible for Initiation until this is complete.

**[ TIP ]** Have new members bring their computers to the first New Member Meeting and complete registration as a group.



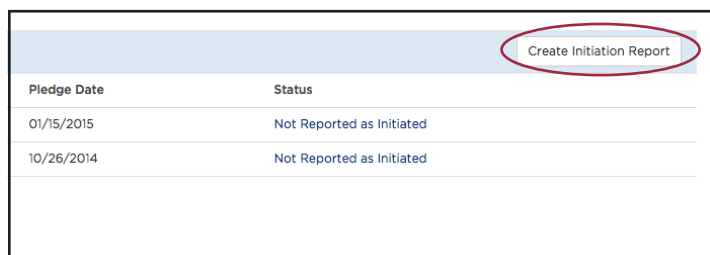
Track new members' registration statuses and submit Initiation Reports via Vault > Chapter > Member Initiation Reporting > Create Initiation Report.



Select 'Send Reminder Email' or the envelope icon to email new members a reminder to complete registration.

## 3 SUBMIT INITIATION REPORT

**Submit an Initiation Report via Vault within 24 hours of each initiation ceremony and ensure the \$350 National Initiation Fee is paid.** Chapters cannot report new members as Initiated until they complete New Member Registration. Delays in reporting may result in late charges to the chapter.



Submit Initiation Reports via Vault > Chapter > Member Initiation Reporting > Create Initiation Report.

**Step 1:** Select new members who will initiate.

**Step 2:** Report hold overs and depledges.

**Step 3:** Review and submit the Initiation Report.

# Sigma Pi New Member and Initiation Reporting

## HOW IT WORKS

