

Sigma Pi | Report Alumni Initiates in Vault

How it Works

To report alumni initiates:

1. Log into Vault > Chapter > Member Initiation Reporting.



The screenshot shows the Vault navigation menu. The 'Chapter' dropdown menu is open, displaying a grid of options. The 'Member Initiation Reporting' option is circled in red.

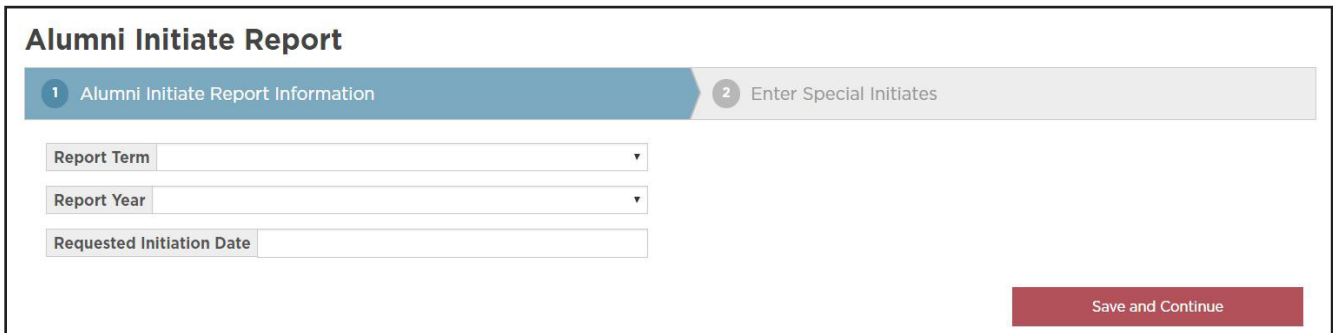
Membership	Update Member Information	Reports	Chapter Information
Member Roster	Class	Member Detail Sheets	Chapter Detail
Add New Members	Contact Information	Initiated Member List	Officers
Archive Members	Social Security Numbers	Custom Personal Information	Contacts
Update Member Statuses	Custom Personal Information	Custom Membership Information	Committees
Member Initiation Reporting	Custom Membership Information		GPA History
	Other Information		

2. Locate the Alumni Initiate section and select the 'Create Alumni Initiate Report'.



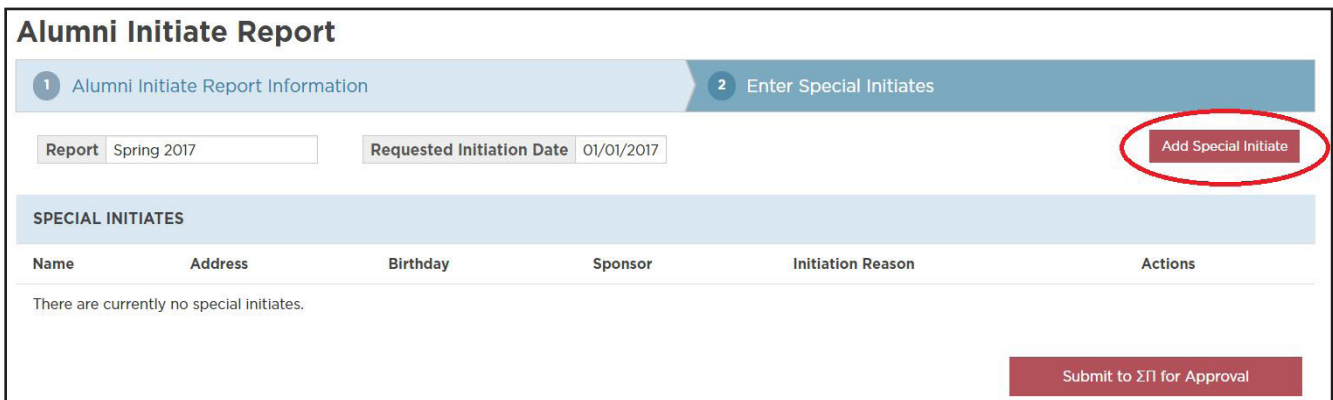
The screenshot shows the 'ALUMNI INITIATE REPORT' section. The 'Create Alumni Initiate Report' button is circled in red.

3. Complete the Alumni Initiate Report Information and select 'Save and Continue'.



The screenshot shows the 'Alumni Initiate Report' form. The '1 Alumni Initiate Report Information' step is active. The 'Report Term' is set to 'Spring 2017', the 'Report Year' is '2017', and the 'Requested Initiation Date' is '01/01/2017'. The 'Save and Continue' button is circled in red.

4. Select 'Add Special Initiate', complete the required information and select 'Submit to ΣΠ for Approval'.



The screenshot shows the 'Alumni Initiate Report' form. The '2 Enter Special Initiates' step is active. The 'Report' is 'Spring 2017' and the 'Requested Initiation Date' is '01/01/2017'. The 'Add Special Initiate' button is circled in red. Below the button, there is a table for 'SPECIAL INITIATES' with columns for Name, Address, Birthday, Sponsor, Initiation Reason, and Actions. The table is currently empty, with the text 'There are currently no special initiates.' displayed below it. The 'Submit to ΣΠ for Approval' button is also visible at the bottom right.