

How to Make Chapter Roster Updates via Chapter Desktop

1. Log into Chapter Desktop (via mySigmaPi) by clicking the Chapter Desktop link under Applications.



2. Go to the Update Member Statuses page (Members > Update Records > Member Statuses).

The screenshot shows the OMEGAFI Chapter Desktop interface. At the top left is the OMEGAFI logo with the tagline 'run, raise, connect.' and the text 'Chapter Desktop™'. To the right, it says 'Sigma Pi - Eta-Upsilon - University of California-Irvine' and 'Nadine Mills' with 'FAQ's' and 'Logout' links. Below this is a navigation bar with 'Start', 'Members' (circled in red), 'Expense Manager', 'Administration', and 'ΣΠ'. The date and time '8/21/14 1:55 PM EDT' are shown on the right. The main content area is titled 'UPDATE MEMBER STATUSES' and contains a text box: 'Update member statuses en masse with your national organization for accurate record-keeping.' Below this is a table with columns: 'Filter Status' (set to 'Depledged'), 'Change To' (set to 'Pledge'), 'Member Status Reason' (set to 'Select Status Reason'), 'Member Status', 'Date of Graduation', and 'Initiation Date'. The table lists several members with checkboxes, names, and their current status. A red arrow points to the 'Member Statuses' link in the left sidebar under 'UPDATE RECORDS'. At the bottom right of the table is an 'Update Member Statuses >>' button.

<input type="checkbox"/> Member	Member Status	Date of Graduation	Initiation Date
<input type="checkbox"/> Aragon, Christopher	Depledged		
<input type="checkbox"/> Black, Marcus	Depledged		
<input type="checkbox"/> Grimalda, Christopher	Depledged		01/17/2010
<input type="checkbox"/> Medvedev, Daniil	Depledged		
<input type="checkbox"/> Murtaza, Zuhaib	Depledged		
<input type="checkbox"/> Parviz, Sean	Depledged		
<input type="checkbox"/> Tapalla, Paul	Depledged		
<input type="checkbox"/> Ulloa, Pablo	Depledged		
<input type="checkbox"/> Walker, Nicholas "Nick"	Depledged		
<input type="checkbox"/> Aziz, Mohammad	Depledged		
<input type="checkbox"/> Chea, Jonathan	Depledged		12/04/2010
<input type="checkbox"/> Shah, Rushabh	Depledged		
<input type="checkbox"/> Zmolek, Eric	Depledged		04/08/2011

- Use the 'Filter Status' pick list to display the members whose statuses need updating.

Filter Status

- Use the 'Change To' and 'Member Status Reason' fields to select the new status and reason.

Change To Member Status Reason

- Select the members whose statuses need updating.

OMEGAFI™ Chapter Desktop™ Nadine Mills [FAQ's](#) [Logout](#)

Sigma Pi - Eta-Upsilon - University of California-Irvine 8/21/14 2:20 PM EDT

Start **Members** Expense Manager Administration ΣΠ

UPDATE MEMBER STATUSES

Update member statuses en masse with your national organization for accurate record-keeping.

Filter Status Change To Member Status Reason

<input type="checkbox"/> Member	Member Status	Date of Graduation	Initiation Date
<input checked="" type="checkbox"/> Abedian, Derick	Active	<input type="text"/>	<input type="text" value="04/21/2012"/>
<input type="checkbox"/> Annelink, Mark	Active	<input type="text"/>	<input type="text" value="12/04/2010"/>
<input checked="" type="checkbox"/> Attah, Erikan	Active	<input type="text"/>	<input type="text" value="04/11/2013"/>
<input checked="" type="checkbox"/> Barrios, Stewart	Active	<input type="text"/>	<input type="text" value="02/01/2013"/>
<input type="checkbox"/> Bogin, Blake	Active	<input type="text"/>	<input type="text" value="04/11/2013"/>
<input type="checkbox"/> Bohn, Brendan	Active	<input type="text"/>	<input type="text" value="04/08/2011"/>
<input type="checkbox"/> Borg, Ryan "Ryan"	Active	<input type="text"/>	<input type="text" value="01/28/2012"/>
<input checked="" type="checkbox"/> Bomo, Sami	Active	<input type="text"/>	<input type="text" value="04/11/2013"/>
<input type="checkbox"/> Branden, Trent	Active	<input type="text"/>	<input type="text" value="01/24/2014"/>
<input checked="" type="checkbox"/> Branham, Colin	Active	<input type="text"/>	<input type="text" value="06/06/2013"/>
<input type="checkbox"/> Brooks, Bryson "Bryson"	Active	<input type="text"/>	<input type="text" value="01/28/2012"/>
<input type="checkbox"/> Cantu, Jacob	Active	<input type="text"/>	<input type="text" value="01/24/2014"/>

- Select 'Update Member Statuses' (located at the bottom of the page).

Update Member Statuses >>