

# Sigma Pi | Report Alumni Initiates in Vault

## How it Works

### To report alumni initiates:

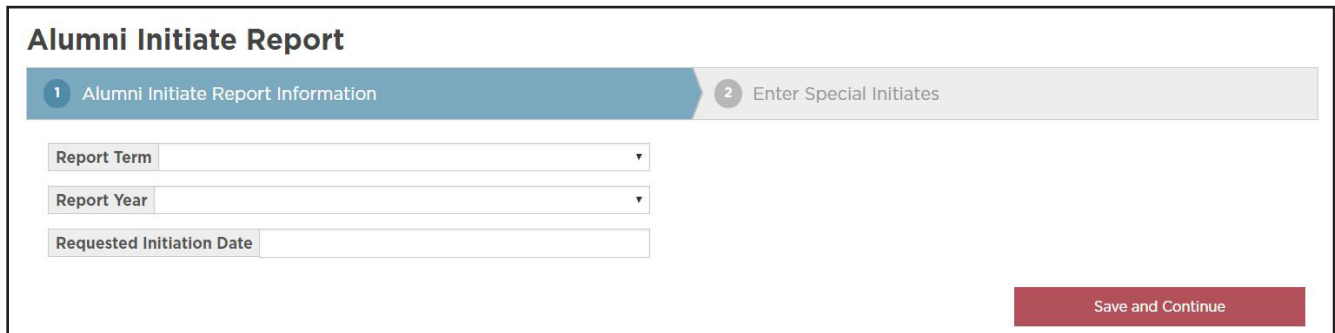
1. Log into Vault > Chapter > Member Initiation Reporting.



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

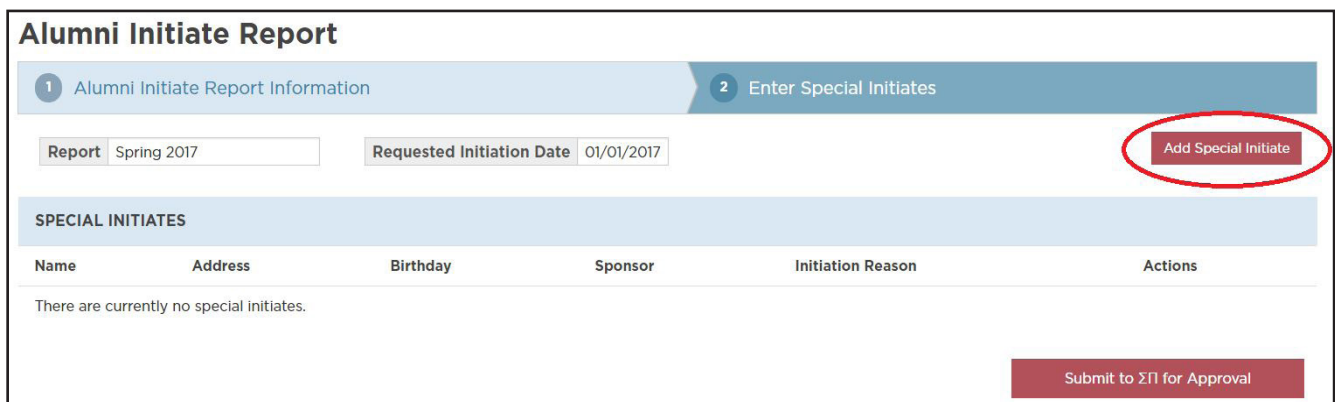


3. Complete the Alumni Initiate Report Information and select 'Save and Continue'.



A screenshot of the 'Alumni Initiate Report' form. The form has two steps: '1 Alumni Initiate Report Information' and '2 Enter Special Initiates'. The first step is active. It contains three input fields: 'Report Term' (dropdown), 'Report Year' (dropdown), and 'Requested Initiation Date' (text). A 'Save and Continue' button is circled in red.

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



A screenshot of the 'Alumni Initiate Report' form. The form has two steps: '1 Alumni Initiate Report Information' and '2 Enter Special Initiates'. The second step is active. It contains two input fields: 'Report' (dropdown) with 'Spring 2017' selected, and 'Requested Initiation Date' (text) with '01/01/2017' entered. An 'Add Special Initiate' button is circled in red. Below the input fields is a table titled 'SPECIAL INITIATES' with columns: Name, Address, Birthday, Sponsor, Initiation Reason, and Actions. The table is currently empty, with the text 'There are currently no special initiates.' below it. A 'Submit to ΣΠ for Approval' button is circled in red.

**For more information or with questions:** Billing & Collections chapters may contact your OmegaFi Chapter Services Representative. Non Billing & Collections chapters may contact Sigma Pi Executive office at 615.921.2300.