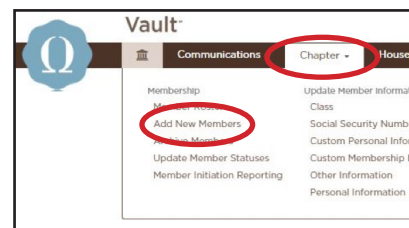
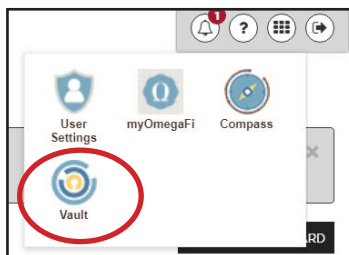


Sigma Pi New Member and Initiation Reporting

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.

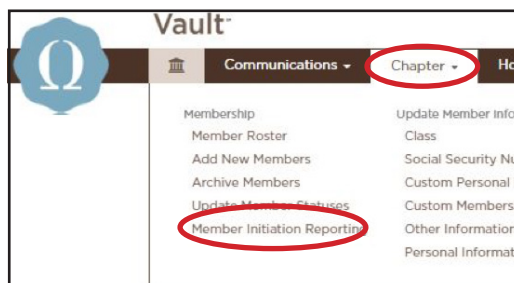


To report New Members, log into Vault via mySigmaPi and select 'Add New Members' on the 'Chapter' tab.

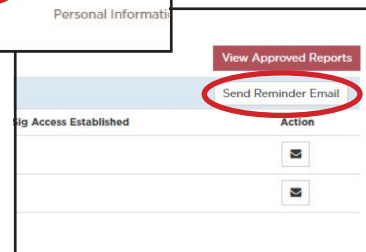
2 MONITOR REGISTRATION

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 member registration statuses and submit initiation Reports via Vault > Chapter > Member Initiation Reporting > Create Initiation Report.

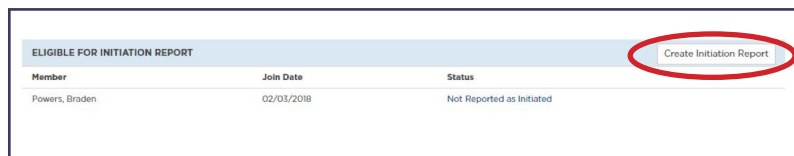


Select 'Send Reminder Email' or the envelope icon to email new members a reminder to complete registration.

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.

1. Select new members who will initiate.
2. Report hold overs and depledges.
3. Review and submit the Initiation Report.

Sigma Pi New Member and Initiation Reporting

HOW IT WORKS



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.