



ALPHA SIGMA PHI

alphasig.org

UNDERSTANDING CHAPTER REPORTING

REPORTING NEW MEMEBERS

- Once a potential new member has accepted his bid, update his status in Chapter Builder to A+.
- After moving all accepted bids to A+ status and refreshing the page, a red “Congratulations” button appears. Click on the “Review Members” button
- Confirm the email address and phone that is listed for each lead that is ready to report
 - Must have both to fully report a new member
- Input the joining date that you want included when reported
 - Email is required
- Make sure each Lead you want to include in your reporting is selected (checkbox) and then submit.
- The New Members will receive an email from MyAlphaSig to create their account – which is where they will complete their membership agreement

REPORTING INITIATION (AT LEAST A WEEK IN ADVANCE)

- Once in MyAlphaSig, select the Roster button on the page
- Sort the members with the “Views” button on the right side of the page to “New Members”
- Select all the New Members that will be initiating and select the “Actions” drop down menu. From there select “Update Contact’s Status”
- Once on that page, click on the “Select Status” drop down menu and select “Undergraduate”. Then click on the “New Member -> Undergraduate” box that pops up
- Next you will input the date of Scenes 3&4 of initiation – and will make sure the chapter address is correct, so the badges are sent to the correct location
- After you input the correct information – click “request”
- Badges will be shipped to the chapter address for the members going through initiation
 - Double check or add the chapter address within Chapter Details on myAlphaSig.

TIMELINE FOR REPORTING & HOW TO HANDLE A MEMBER DROPPING

Timeline for reporting:

- New members should be entered into ChapterBuilder within 48 hours of accepting a bid
- Scene 1&2 must take place within one week of bid extensions.
- Membership Agreements should be completed prior to scene 1&2 but must be completed prior to submitting initiation report (Scene 3&4)
- Initiation report should be submitted at least one week prior to Scene 3&4
- Scene 3&4 must take place within 35 days of Scene 1&2

TIMELINE FOR REPORTING & HOW TO HANDLE A MEMBER DROPPING

Dropping a New Member

- If a new member has been removed from the fraternity the chapter will need to let their staff liaison know immediately and they will move them to dropped.
- If the new member participated in Scene 1&2 they will be responsible for at least \$250 of their \$500 Membership Cost (or the chapter can cover)
- If the new member drops prior to Scene 1&2 or does not show up they will not be charged the \$500 Membership Cost, but staff will need to be made aware of their absence immediately following Scene 1&2.

UPDATING OFFICERS

- Once in MyAlphaSig, select the Officer button
- Click on the “Add Role” button on the right side of the page
- Input the Contact Name/Role Name/Start Date – an end date isn’t necessary – and click “Assign Role”
- Once the new roles are assigned, find the old officer and click the “...” button on the right side of their role/name
- On that drop down menu, you will select “End Role Assignment” and then click “This Role Has Ended”
- Then an end date will need to be added and then click the “Update Role Assignment” Button

REPORTING GRADUATING SENIORS (PRIOR TO APRIL 15TH)

- Once in MyAlphaSig, select the Roster button
- Select “Views” and sort by undergraduates
- Select all the names of members that will be graduating the semester you are reporting for. The chapter will need to report graduates a month or two before they actually have the graduation ceremony
- Once all graduating seniors are selected – click the “Actions” button at the top of the list and “Update Contact’s Status”
- Select the “Alumnus” option in the Select Status drop down list
- You will then need to select the “Undergraduate -> Alumnus” option, add their graduation date, and click “Request”