Members Area Instructions for the Commander, Recorder, and Treasurer

We encourage you to verify that your Chapter information displayed on the website is up-to-date, and ask you to encourage the other members of the Chapter to enroll on the website to utilize its benefits. Please use the following instructions as guidelines to updating the Chapter information on the website.

**UNDERSTANDING CHAPTER MANAGEMENT FUNCTIONS**

All your Chapter management functions can be done under the Chapter/Colony Area. To access the Chapter/Colony Area, click on the Chapter/Colony link. The Chapter/Colony Area is divided into the following sections, and the information in those sections can be changed by the following officers.

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The Commander has access to all areas of the Members Area. However, the bulk of the responsibility for maintaining and updating the information should be done by the Recorder. The Treasurer should be responsible for the Financial Area.

**VERIFY LISTING AS THE CURRENT COMMANDER, RECORDER, OR TREASURER**

Login to the Members Area and verify that you are listed as the Commander or Recorder, so that you have access to the necessary areas. Do the following:

1. Click on Chapter/Colony.
2. Click on Officer Information.
3. Select your Chapter.
4. Verify that you are listed as the Commander, Recorder, or Treasurer.
5. If you are not listed as the current Commander, Recorder, or Treasurer, ask the individual currently listed as either the current Commander or Recorder to log in and post you as the new Commander or Recorder. (Refer to Section on Updating Officers for further instruction.)

If you cannot contact the currently listed Commander or Recorder, please call us at 540-463-1869 or email us at headquarters@sigmanu.org.
UPDATING GENERAL CHAPTER INFORMATION

Ensure that your General Chapter Information is updated.
1. Click on Chapter/Colony.
2. Click on General Information.
3. Select your Chapter
4. Select “Click here to update”
5. You can update the mailing or physical addresses, contact phone numbers and important dates.
6. Click Review Changes, then Submit Changes to process the update.

UPDATING MEMBER INFORMATION

Ensure that all your Candidates and Initiates are listed correctly in the Member Information section.
1. Click on Chapter/Colony.
2. Click on Member Information.
3. Select your Chapter
4. Review the list of Candidates. If there are Candidates missing, you are required to have them listed. (Please refer to Section on Adding New Candidates for instructions.)
5. Review the list of Initiates. If there are Initiates missing, you are required to have them listed. (Please refer to Section on Adding New/Existing Initiates for instructions.)
6. You can update an existing member’s status by performing the following actions:
   a. Click on the status drop-down list beside the member's name
      i. For Candidates, the change in status is De-pledge. Marking a Candidate as De-pledge will remove him from the list of Candidates. Please note, this does not delete the account or associated fees. The member can be added back to the chapter’s roster should he return to active membership in the future. (Please refer to Section G for changing a Candidate to an Initiate)
      ii. For Initiates, the changes in status are Left School, Graduated or Expelled. Marking an Initiate as Left School or Graduated will remove him from the list of Initiates.
   b. Select the new, appropriate status.
   c. Provide a date for the new change in status for the member.

When an Initiate’s status is changed to expelled, the information is sent to the General Fraternity Headquarters for processing. The General Fraternity must receive the appropriate paperwork from the Chapter before approving the expulsion. Once approved, the member will be removed from the member records. (The Expelled status should not be utilized until the chapter has completed all Trial Code proceedings.)

To report a deceased Initiate member, please email headquarters@sigmanu.org.
**ADDING NEW CANDIDATES**

You cannot directly add new Candidates to the list of Candidates on the Member Information section. The new Candidates must register with the website, and then you will be able to approve or disapprove them.

1. A new Candidate can register by going to [http://members.sigmanu.org](http://members.sigmanu.org). Click on Register, and then New Candidate Registration. He is required to agree with the Terms of Agreement, the Application for Membership in Sigma Nu Fraternity, and is required to fill out the Candidate Registration Form.
   a. When filling out the Candidate Registration Form there are a few pieces of information to keep in mind.
      i. Candidates must register for themselves – having someone else register for them violates terms of use.
      ii. Chapters are not, under any circumstance, to retain usernames and/or passwords for their members.
      iii. Chapters are not to dictate what should be entered for Security Questions/Answers, username formatting, or any other individual part of the form that would compromise the security of the account.
   b. When filling the Candidate Registration Form instruct the Candidate to choose the correct school. Failure to do so will result in the Candidate’s Registration Form being sent for verification and approval to a different Chapter.
   c. Payment Options: Each Candidate has three payment options:
      i. Pay by Credit Card: Candidate pays $100.00 via a credit card. This information will be collected by the General Fraternity Headquarters and processed automatically. Please encourage all Candidates to pay with the credit card option. This will eliminate the Chapter from having to collect and forward the fees to the General Fraternity Headquarters.
      ii. Pay Chapter: Candidate pays the Chapter, and the Chapter submits the money to the General Fraternity Headquarters.
      iii. Previously Paid: This option is for a Candidate who previously joined Sigma Nu as a Candidate elsewhere and has opted to rejoin Sigma Nu. He does not have to re-pay the Candidate fee, provided he has paid it before.

2. Once the Candidates have filled the Candidate Registration Form, their account is inactive until you approve them.
   a. Click on Chapter/Colony.
   b. Click on Verify Members.
   c. Click on Verify New Candidates.
   d. To approve a Candidate, select "Approve". For each Candidate you approve, you are required to enter a Candidate ceremony date. **Do not approve Candidates until after the ceremony.**
   e. To disapprove a Candidate, select "Disapprove". You are not required to enter a Candidate ceremony date for each Candidate you disapprove.
   f. "No Action" will keep the new Candidate on the list until you approve or disapprove him.
g. You are also able to review the Candidate's method of payment. There are three payment options:
   i. Online Credit Card
   ii. Pay Chapter
   iii. Previously Paid
h. As per The Law of Sigma Nu Fraternity, Inc., please collect U.S. $100.00 from each Candidate, who has chosen to pay the Chapter, prior to approving him. Those Candidates who are approved are notified and given access to the Members Area. Those Candidates who are disapproved are notified and are not given access to the Members Area.

**DUPLICATE ACCOUNTS**

If you notice two accounts waiting to be verified for a candidate or an account waiting to be verified for a brother already initiated into the Fraternity, the duplicate account will need to be deleted. To do so, please select “Disapprove” on the Verify Candidates page of the Members Area. This will have no adverse effect on the member’s first and primary account.

NOTE: Often the appearance of a new account on the Verify Candidates page for a brother already initiated into the Fraternity is an indicator of a brother who has failed to gain access to the Members Area through new account registration. Please check in with this member to see if he has access to his login information to the website. If not, this information can be requested by contacting the chapter’s Leadership Consultant.

Under no circumstances should a duplicate account for a member be verified. This could lead to an accidental and unnecessary Candidate Fee charge to the chapter’s account.

**ADDING NEW/EXISTING INITIATES**

You cannot directly add an Initiate to the list of Initiates on the Member Information section. Individuals who are either listed as Candidates, or listed as alumni of the Chapter can be added to the list of Initiates on the Member Information section.

To change an individual listed as a Candidate to an Initiate do the following:
1. Click on Chapter/Colony.
2. Click on Verify Members.
3. Click on Verify New Initiates.
4. To approve an Initiate, select "Approve". For each Initiate you approve, you are required to enter an Initiate ceremony date and a badge number (e.g. 0002, 0021, 0230, 1240, etc.). Make sure that you DO NOT approve a Candidate that is not initiated; otherwise, the Chapter will be responsible for the $230.00 Initiation Fee. Do not approve Initiates until after the ceremony.
5. To disapprove an Initiate, select "Disapprove". You are not required to enter an Initiate ceremony date for each Initiate you disapprove.
6. "No Action" will keep the new Initiate on the list until you approve or disapprove him.
7. As per The Law of Sigma Nu Fraternity, Inc., please collect U.S. $230.00 from each Initiate, unless they are paying their Initiation Fee online via a credit card.

Those Initiates who are approved are notified and will be listed as Initiates. Those Initiates who are disapproved are notified and will remain listed as Candidates.

To change an individual listed as Alumnus (an individual who previously left school or graduated) to Initiate do the following:

- Click on Chapter/Colony.
- Click on Member Information.
- Select your Chapter
- In the textbox, enter the full names of all individuals who previously left school or graduated and have returned to school.
- The names of those individuals will be processed by the General Fraternity Headquarters and added to your Chapter’s Member Information section.
- Click Review Changes, then Submit Changes to process the update.

**ADDING AFFILIATES**

An Affiliate is an Initiated member from one Chapter who has transferred to a new school (different Chapter) and is associated with that Chapter. To begin the process of adding an Affiliate, please contact Tim Braddick, Director of Fraternal Operations at tim.braddick@sigmanu.org.

**UPDATING OFFICERS**

Ensure that officer positions are correctly filled by appropriate members of your Chapter.

- Click on Chapter/Colony.
- Click on Officer Information.
- Select your Chapter
- You can update an officer status by performing the following actions:
  a. Click on the name drop-down list for the new officer.
  b. Select the new member who is taking the officer position.
  c. Provide a start date for the member taking that position.
  d. **Edit permissions are tied to this list. If you are replacing yourself, you will lose access to change information on the start date you enter for the new officer.**
You can make payments to the General Fraternity Headquarters via credit card on behalf of the Chapter.

1. Click on Chapter/Colony.
2. Click on Financial Area.
3. Click on Pay General Fraternity Headquarters.
   a. Alternatively, you can navigate directly to this page by using www.sigmanu.org/payhq
4. Choose from the three options; Pay Candidate Fee, Pay Initiation Fee, or Pay Other Fee(s).
5. Complete the empty fields to direct payments and click on the Pay Now button.
6. Enter credit card information and select “Pay With Your Credit Card” to complete transaction.

Candidates and Initiates who have not paid their Candidate and Initiation Fee can pay online via a credit card. To do so they must:

1. Individually log into the Members Area using their username/password
2. Click on Registration and Fees
3. Click on Pay General Fraternity Headquarters
   a. Alternatively, they can navigate directly to this page by using www.sigmanu.org/payhq
4. Choose Pay Candidate Fee or Pay Initiation Fee
5. Complete the empty fields to direct payments and click on the Pay Now button.
6. Enter credit card information and select “Pay With Your Credit Card” to complete transaction.