

Members Area Instructions for the Commander and Recorder

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 update the Chapter information on the website.

Understanding the Members Area Functions

All the Members Area functions can be done on the Members Area page. To access this page, go to www.sigmanu.org/membersarea. This will require you to log in to the website with the credentials you created when you registered. If you cannot remember your credentials, please use the forgotten password link, taking care to use the email address you provided when you registered. **If you registered under the old system, you will have received an email with instructions for setting a password to the email address we have on file. If you have not received it, please check another mailbox, or your junk folder. If you still cannot locate it, please contact us at members.area@sigmanu.org.**

The chapter management features are divided into the following sections, and the information in those sections can be changed by the following officers.

Section	Officers Who Can Change Information	
	Commander	Recorder
Verify Candidates	✓	✓
Verify Initiates	✓	✓
Roster Information	✓	✓
Officer Information	✓	✓
Chapter Contact Information	✓	✓

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

Verify Access as the Current Commander, Recorder

Login to the website and verify that you have access to the sections listed above. If you do not, please contact the previous Commander or Recorder, and have them update the officer information if they have created an account in the new Members Area, or please contact us at **540.463.1869** or members.area@sigmanu.org.

Updating Chapter Contact Information

Ensure that your Chapter Contact Information is updated.

1. Click on Chapter Contact Information.
2. Update the physical and/or the mailing addresses, and contact phone numbers.
3. Click Submit Contact Information to process the update.

Updating Roster Information

Ensure that all Candidates and Initiates are listed correctly in the Roster Information section. This section is for the removal of members from your Roster.

1. Click on Roster Information.
2. Review the list of Candidates and Initiates.
 - a. If there are Candidates missing, you are required to have them listed. (Please refer to the section on [Verifying New Candidates](#) for instructions.)
 - b. If there are Initiates missing, you are required to have them listed. (Please refer to Section on [Verifying New/Existing Initiates](#) for instructions.)
3. 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 only available change in status is De-pledge. Marking a Candidate as De-pledge will remove him from the list of Candidates. **Please note, this option is not available if that person has not paid their candidate fee.** The member can be added back to the chapter's roster should he return to active membership in the future. (Please refer to the section on [Adding New Initiates](#), page 4, for changing a Candidate to an Initiate)
 - ii. For Initiates, the available changes in status are dependent on the member's financial status. All available changes are Alumni (Graduated), Alumni (Left School), Proposed Expelled, or Proposed Suspended. **However, the options for Alumni (Graduated), and Alumni (Left School) will not be present if that person has not paid their candidate or initiation fees.** In order to update their status and pay their fees, please go to www.sigmanu.org/payhq, or contact our Associate Director of Chapter Finance at anthony.tornini@sigmanu.org.
 - 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 proposed expelled, or proposed suspended, the member is kept on the roster pending all [Trial Code proceedings](#). The General Fraternity must receive the appropriate paperwork from the Chapter before approving the expulsion or suspension. Once approved, the member will be removed from the member records.

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 in the Roster Information section. *The new Candidates must register with the website and be processed by the General Fraternity. Please allow up to 3 business days, then you will be able to verify or disapprove them.*

1. A new Candidate can register by going to www.sigmanu.org/candidate-registration, and clicking on the 'New Candidate Registration' link. The new candidate is required to read and agree with the Application for Membership in Sigma Nu Fraternity and is also required to fill out the subsequent 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 the 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 passwords, username formatting, or any other individual part of the form that would compromise the security of the account.
 - b. When redirected to fill out the Candidate Registration Form instruct the Candidate to choose the correct Chapter. 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 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.*
 - ii. **Pay by Direct Debit:** Candidate pays \$100.00 by providing their banking information for transfer of fees to the General Fraternity.
 - iii. **Pay Chapter:** Candidate pays the Chapter, and the Chapter submits the money to the General Fraternity.
2. Once the Candidates have filled out the Candidate Registration Form, **please allow three business days for us to process their registration, prior to verification.** Their account will remain inactive until you approve them.
 - a. Click on Verify Candidates.
 - b. To approve a Candidate, enter their Candidate Ceremony date, and select "Approve". **Do not approve Candidates until after the ceremony.**
 - c. To disapprove a Candidate, select "Disapprove". You are not required to enter a Candidate ceremony date for each Candidate you disapprove.
 - d. "No Action" will keep the new Candidate on the list until you approve or disapprove him.
 - e. 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.

To Add Back Individuals Listed as De-Pledged, Do the Following:

1. Send an email to members.area@sigmanu.org, including the full name of the individuals, and the date they returned.
2. The names of those individuals will be processed by the General Fraternity and added to your Chapter's Roster Information section.

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.

1. To do so, please select "Disapprove" on the Verify Candidates page of the Members Area.
2. 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 with this member to see if he has access to his login information to the website. If not, their login information can be recovered at www.sigmanu.org/userlogin via the Forgotten Password link.

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 Initiates

You cannot directly add an Initiate to the list of Initiates in the Roster Information section. Individuals who are Candidates can be verified as an Initiate through the Verify Initiates section to be added to the list of Initiates in the Roster Information section.

To Change an Individual Listed as a Candidate to an Initiate:

1. Click on Verify Initiates.
2. 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.). Badge numbers begin with the next vacant number and must be submitted in sequential order **with no skipped badge numbers**. 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.**
3. To disapprove an Initiate, select "Disapprove." You are not required to enter an Initiate ceremony date for each Initiate you disapprove.
4. "No Action" will keep the new Initiate on the list until you approve or disapprove him.
5. 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 Add Back Individuals Listed as Alumni (an individual who previously left school or graduated) to Initiate:

1. Send an email to members.area@sigmanu.org, including the full name of the individual(s), and the date they returned to school.
2. The names of those individuals will be processed by the General Fraternity and added to your Chapter's Member Information section.

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 James Ehrmann, Director of Fraternal Operations, at james.ehrmann@sigmanu.org.

Updating Officers

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

1. Click on Officer Information.
2. You can update an officer 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.*

Making Payments via Credit Card

You can make payments to the General Fraternity via credit card on behalf of the Chapter.

1. Navigate to www.sigmanu.org/payhq
2. Choose from the three options; Pay Candidate Fee, Pay Initiation Fee, or Pay Other Fee(s).
3. Complete the empty fields to direct payments and click on the Pay Now button.
4. Enter credit card information and select "Pay With Your Credit Card" to complete the 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. Navigate to www.sigmanu.org/payhq
2. Choose Pay Candidate Fee or Pay Initiation Fee
3. Complete the empty fields to direct payments and click on the Pay Now button.
4. Enter credit card information and select "Pay With Your Credit Card" to complete transaction.