



# HOW TO UPDATE OFFICERS ON THE MEMBERS AREA

- For Commanders and Recorders



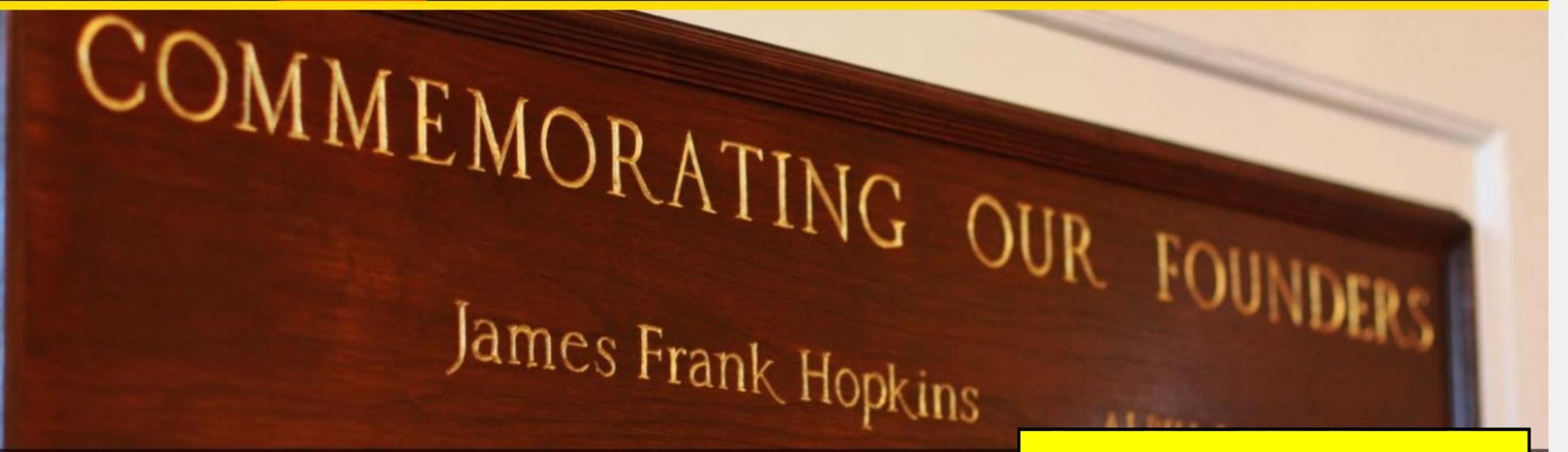
**SIGMA NU FRATERNITY**  
Excelling with Honor

DONATE | MEMBER LOGIN/REGISTER | 🔍

I WANT TO ▼



- About Us
- Collegiate Members
- Alumni & Volunteers
- Prospective Members
- Events
- Educational Foundation
- THE DELTA**



**Founders General Scholarship Fund**

Step 1. Go to [www.sigmanu.org](http://www.sigmanu.org)

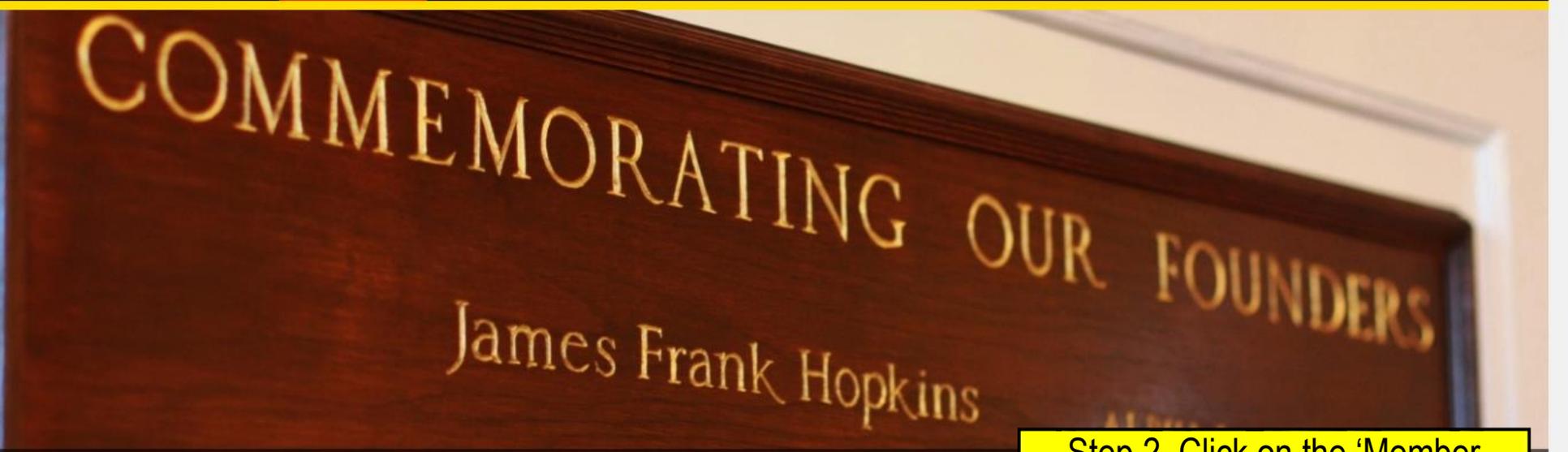


**SIGMA NU FRATERNITY**  
Excelling with Honor

**MEMBER LOGIN/REGISTER**

I WANT TO [dropdown arrow] [Facebook icon] [Twitter icon] [YouTube icon] [LinkedIn icon] [Instagram icon] [WhatsApp icon]

- About Us
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  - Events
  - Educational Foundation
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**Founders General Scholarship Fund**

Step 2. Click on the 'Member Login/Registration' link in top right corner of the page.

Please log in:

Username:

Password:

If you have not created a username, you must first [Register!](#)

Forgot your password? [Click here](#) to retrieve it.

Step 3. Enter username and password to login.

## Welcome to the Members Area

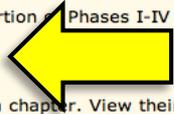
You are logged in as **Upsilon Upsilon Commander** from the **Upsilon Upsilon** Chapter of Sigma Nu Fraternity.

The Members Area is a resource for all members of Sigma Nu Fraternity. You can find information on any active chapter and colony, find a brother listed in the Sigma Nu Directory, maintain your personal Sigma Nu account, and post resumes and view job opportunities.

### LEAD Program:

Click here to access the online portion of Phases I-IV of the LEAD Program.

### Chapter & Colony Area:



Click here to find information on a chapter. View their contact information, officers, and members.

### GreekLifeEdu:

Click here to access GreekLifeEdu.

### Career Connection:

Click here to take advantage of Sigma Nu Fraternity's Career Connection and resource center. From this site, you can post your own personal resume, list an open job opportunity, or search our database of resumes and job opportunities listed by other Sigma Nu members across the globe.

### Sigma Nu Directory:

Click here to find a candidate or a brother listed in the Sigma Nu Directory.

### Maintain Your Account:

Click here to review and update your personal Sigma Nu Account settings, including contact and address information, and mailing preferences.

### Registration and Fees:

Click here to register and pay any fees that you owe the General Fraternity.

Step 4. At the "Welcome to the Members Area" screen, click the "Chapter & Colony Area" link.

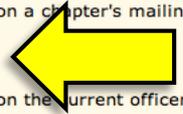
## Chapter & Colony Area

Welcome to the Chapter & Colony Area.  
The Chapter & Colony Area is a resource for all members to review information on any active Sigma Nu Chapter. You can review General Chapter, Officer, and Member Information.

### [General Information:](#)

Click here to review information on a chapter's mailing and physical address, important dates of elections and ceremonies.

### [Officer Information:](#)



Click here to review information on the current officers of a chapter.

### [Member Information:](#)

Click here to review information on the active collegiate members of a chapter.

### [Verify New Members:](#)

Click here to verify new candidates and initiates.

### [Financial Area:](#)

Click here to pay your chapter fees to Sigma Nu General Headquarters.

Step 5. On the next page, click the "Officer Information" link.

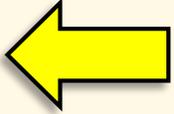
## Officer Information

The Officer Information section lists a chapter's current officers  
To review the Officer Information on a chapter or colony perform the following actions:

- Click on the Chapter Name drop down list and select a chapter or colony
- Or click on the School Name drop down list and select a school

Chapter Name:

School Name:



Step 6. Select your chapter or school from the drop-down menus provided. Your chapter's officer information should automatically populate.

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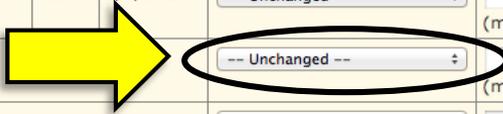
## Officer Information

The Officer Information section lists your chapter's current officers  
 You can update an officer status by performing the following actions:

- Click on the name drop down list for the new officer
- Select the new member that is taking the officer position
- Provide a start date for the member taking that position

After you have completed the necessary modifications click on "Review Changes".

Officer/Resource Page	First Name	Middle	Last Name	Suffix	Badge	Current Date Started	Update Officer	New Date Started
<a href="#">Commander</a>	<a href="#">Upsilon Upsilon</a>		Commander		0123	1/6/2012	-- Unchanged --	<input type="text"/> (mm/dd/yyyy)
<a href="#">Lt. Commander</a>	This position is currently vacant.						-- Unchanged --	<input type="text"/> (mm/dd/yyyy)
<a href="#">Treasurer</a>	This position is currently vacant.						-- Unchanged --	<input type="text"/> (mm/dd/yyyy)
<a href="#">Recorder</a>	This position is currently vacant.						-- Unchanged --	<input type="text"/> (mm/dd/yyyy)
<a href="#">Marshal</a>	<a href="#">Upsilon Upsilon</a>		Commander		0123	1/6/2012	-- Unchanged --	<input type="text"/> (mm/dd/yyyy)
<a href="#">Recruitment Chairman</a>	<a href="#">Upsilon</a>		Commander		0123	1/6/2012	-- Unchanged --	<input type="text"/> (mm/dd/yyyy)



Step 7. Once officer information has generated, changes can be made by selecting the "Update Officer" drop-down menu.

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Officer/Resource Page	First Name	Middle	Last Name	Suffix	Badge	Current Date Started	Update Officer	New Date Started
<a href="#">Commander</a>	<a href="#">Upsilon Upsilon</a>		Commander		0123	1/6/2012	-- Unchanged --	<input type="text" value=""/> (mm/dd/yyyy)
<a href="#">Lt. Commander</a>	This position is currently vacant.							
<a href="#">Treasurer</a>	This position is currently vacant.							
<a href="#">Recorder</a>	This position is currently vacant.							
<a href="#">Marshal</a>	<a href="#">Upsilon Upsilon</a>		Commander		0123	1/6/2012	<div style="border: 1px solid black; padding: 5px;">             -- Unchanged --              - Position Vacant -              Brand03, Test              Brand04, Test              Brand05, Test              Brand06, Test              Commander, Upsilon Upsilon              Cutler, Brandon              Durso, Katharine              Ellis, Keith              Ellsworth, Chad              Fulkerson, Joy              Hayes, Michael              Hudson-Nowak, Mel              Jackson, Amie           </div>	<input type="text" value=""/> (mm/dd/yyyy)
<a href="#">Recruitment Chairman</a>	<a href="#">Upsilon Upsilon</a>		Commander		0123	1/6/2012		<input type="text" value=""/> (mm/dd/yyyy)
<a href="#">Chaplain</a>	<a href="#">Upsilon Upsilon</a>		Commander		0123	1/6/2012		<input type="text" value=""/> (mm/dd/yyyy)
								<input type="text" value=""/> (mm/dd/yyyy)
								<input type="text" value=""/> (mm/dd/yyyy)



Step 8. From the drop-down menu, select the new member that is taking the officer position. Available names are pulled directly from the chapter's updated roster.

## Officer Information

The Officer Information section lists a chapter's current officers

To review the Officer Information on a chapter or colony perform the following actions:

- Click on the Chapter Name drop down list and select a chapter or colony
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Chapter Name:

School Name:

## Officer Information

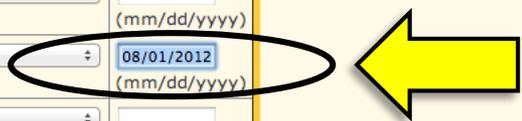
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You can update an officer status by performing the following actions:

- Click on the name drop down list for the new officer
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After you have completed the necessary modifications click on "Review Changes".

Officer/Resource Page	First Name	Middle	Last Name	Suffix	Badge	Current Date Started	Update Officer	New Date Started
<a href="#">Commander</a>	<a href="#">Upsilon</a>		Commander		0123	1/6/2012	-- Unchanged --	<input type="text" value=""/> (mm/dd/yyyy)
<a href="#">Lt. Commander</a>	This position is currently vacant.						Smith, Scott	<input type="text" value="08/01/2012"/> (mm/dd/yyyy)
<a href="#">Treasurer</a>	This position is currently vacant.						-- Unchanged --	<input type="text" value=""/> (mm/dd/yyyy)
<a href="#">Recorder</a>	This position is currently vacant.						-- Unchanged --	<input type="text" value=""/> (mm/dd/yyyy)
<a href="#">Marshal</a>	<a href="#">Upsilon</a>		Commander		0123	1/6/2012	-- Unchanged --	<input type="text" value=""/> (mm/dd/yyyy)
<a href="#">Recruitment Chairman</a>	<a href="#">Upsilon</a>		Commander		0123	1/6/2012	-- Unchanged --	<input type="text" value=""/> (mm/dd/yyyy)



Step 9. Once a name is selected, provide the officer's start date in the appropriate cell.

<a href="#">Recorder</a>	This position is currently vacant.					-- Unchanged --	(mm/dd/yyyy)
<a href="#">Marshal</a>	<a href="#">Upsilon</a> <a href="#">Upsilon</a>		Commander	0123	1/6/2012	-- Unchanged --	(mm/dd/yyyy)
<a href="#">Recruitment Chairman</a>	<a href="#">Upsilon</a> <a href="#">Upsilon</a>		Commander	0123	1/6/2012	-- Unchanged --	(mm/dd/yyyy)
<a href="#">Chaplain</a>	<a href="#">Upsilon</a> <a href="#">Upsilon</a>		Commander	0123	1/6/2012	-- Unchanged --	(mm/dd/yyyy)
Reporter	<a href="#">Upsilon</a> <a href="#">Upsilon</a>		Commander	0123	1/6/2012	-- Unchanged --	(mm/dd/yyyy)
<a href="#">Alumni Relations</a>	<a href="#">Upsilon</a> <a href="#">Upsilon</a>		Commander	0123	1/6/2012	-- Unchanged --	(mm/dd/yyyy)
Assistant Treasurer	<a href="#">Upsilon</a> <a href="#">Upsilon</a>		Commander	0123	1/6/2012	-- Unchanged --	(mm/dd/yyyy)
Sentinel	<a href="#">Upsilon</a> <a href="#">Upsilon</a>		Commander	0123	1/6/2012	-- Unchanged --	(mm/dd/yyyy)
Chapter Historian	<a href="#">Upsilon</a> <a href="#">Upsilon</a>		Commander	0123	1/6/2012	-- Unchanged --	(mm/dd/yyyy)
<a href="#">Risk Reduction Officer</a>	<a href="#">Upsilon</a> <a href="#">Upsilon</a>		Commander	0123	1/6/2012	-- Unchanged --	(mm/dd/yyyy)
<a href="#">House Manager</a>	<a href="#">Upsilon</a> <a href="#">Upsilon</a>		Commander	0123	1/6/2012	-- Unchanged --	(mm/dd/yyyy)
<a href="#">Social Chairman</a>	<a href="#">Upsilon</a> <a href="#">Upsilon</a>		Commander	0123	1/6/2012	-- Unchanged --	(mm/dd/yyyy)
<a href="#">LEAD Chairman</a>	<a href="#">Upsilon</a> <a href="#">Upsilon</a>		Commander	0123	1/6/2012	-- Unchanged --	(mm/dd/yyyy)
<a href="#">Philanthropy/Community Relations</a>	<a href="#">Upsilon</a> <a href="#">Upsilon</a>		Commander	0123	1/6/2012	-- Unchanged --	(mm/dd/yyyy)
<a href="#">Scholarship Chairman</a>	<a href="#">Upsilon</a> <a href="#">Upsilon</a>		Commander	0123	1/6/2012	-- Unchanged --	(mm/dd/yyyy)

Step 10. Once all changes have been made, scroll down to the bottom of the page and click the "Review Changes" button.  
**\*WARNING\***- You will need to confirm and submit changes on the next page before information is updated officially.



## Officer Information Review

Review the changes and click "Submit Changes" when done.

Chapter Name: Upsilon Upsilon

School Name: University of Test

Officer/Resource Page	First Name	Middle	Last Name	Suffix	Badge	Date Started	Replaced By	Replaced On
<a href="#">Commander</a>	<a href="#">Upsilon</a> <a href="#">Upsilon</a>		Commander		0123	1/6/2012		
<a href="#">Lt. Commander</a>	Unfilled						Smith, Scott	08/01/2012
<a href="#">Treasurer</a>	Unfilled							
<a href="#">Recorder</a>	Unfilled							
<a href="#">Marshal</a>	<a href="#">Upsilon</a> <a href="#">Upsilon</a>		Commander		0123	1/6/2012		
<a href="#">Recruitment Chairman</a>	<a href="#">Upsilon</a> <a href="#">Upsilon</a>		Commander		0123	1/6/2012		
<a href="#">Chaplain</a>	<a href="#">Upsilon</a> <a href="#">Upsilon</a>		Commander		0123	1/6/2012		
Reporter	<a href="#">Upsilon</a> <a href="#">Upsilon</a>		Commander		0123	1/6/2012		
<a href="#">Alumni Relations</a>	<a href="#">Upsilon</a> <a href="#">Upsilon</a>		Commander		0123	1/6/2012		
Assistant Treasurer	<a href="#">Upsilon</a> <a href="#">Upsilon</a>		Commander		0123	1/6/2012		
Sentinel	<a href="#">Upsilon</a> <a href="#">Upsilon</a>		Commander		0123	1/6/2012		
Chapter Historian	<a href="#">Upsilon</a> <a href="#">Upsilon</a>		Commander		0123	1/6/2012		
<a href="#">Risk Reduction Officer</a>	<a href="#">Upsilon</a> <a href="#">Upsilon</a>		Commander		0123	1/6/2012		
<a href="#">House Manager</a>	<a href="#">Upsilon</a> <a href="#">Upsilon</a>		Commander		0123	1/6/2012		
<a href="#">Social Chairman</a>	<a href="#">Upsilon</a>		Commander		0123	1/6/2012		

Step 11. On the "Officer Information Review" page, review all changes made to listed officers. If additional changes need to be made, click the "Modify Information" button at the bottom of the page.

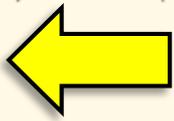
Officer/Resource Page	First Name	Middle	Last Name	Suffix	Badge	Date Started	Replaced By	Replaced On	
<a href="#">Commander</a>	<a href="#">Upsilon</a> <a href="#">Upsilon</a>		Commander		0123	1/6/2012			
<a href="#">Lt. Commander</a>	Unfilled							Smith, Scott	08/01/2012
<a href="#">Treasurer</a>	Unfilled								
<a href="#">Recorder</a>	Unfilled								
<a href="#">Marshal</a>	<a href="#">Upsilon</a> <a href="#">Upsilon</a>		Commander		0123	1/6/2012			
<a href="#">Recruitment Chairman</a>	<a href="#">Upsilon</a> <a href="#">Upsilon</a>		Commander		0123	1/6/2012			
<a href="#">Chaplain</a>	<a href="#">Upsilon</a> <a href="#">Upsilon</a>		Commander		0123	1/6/2012			
Reporter	<a href="#">Upsilon</a> <a href="#">Upsilon</a>		Commander		0123	1/6/2012			
<a href="#">Alumni Relations</a>	<a href="#">Upsilon</a> <a href="#">Upsilon</a>		Commander		0123	1/6/2012			
Assistant Treasurer	<a href="#">Upsilon</a> <a href="#">Upsilon</a>		Commander		0123	1/6/2012			
Sentinel	<a href="#">Upsilon</a> <a href="#">Upsilon</a>		Commander		0123	1/6/2012			
Chapter Historian	<a href="#">Upsilon</a> <a href="#">Upsilon</a>		Commander		0123	1/6/2012			
<a href="#">Risk Reduction Officer</a>	<a href="#">Upsilon</a> <a href="#">Upsilon</a>		Commander		0123	1/6/2012			
<a href="#">House Manager</a>	<a href="#">Upsilon</a> <a href="#">Upsilon</a>		Commander		0123	1/6/2012			
<a href="#">Social Chairman</a>	<a href="#">Upsilon</a> <a href="#">Upsilon</a>		Commander		0123	1/6/2012			
<a href="#">LEAD Chairman</a>	<a href="#">Upsilon</a> <a href="#">Upsilon</a>		Commander		0123	1/6/2012			
<a href="#">Philanthropy/Community Relations</a>	<a href="#">Upsilon</a> <a href="#">Upsilon</a>		Commander		0123	1/6/2012			
<a href="#">Scholarship Chairman</a>	<a href="#">Upsilon</a> <a href="#">Upsilon</a>		Commander		0123	1/6/2012			



Step 12. If changes appear correct, click the "Submit Changes" button to finish updating officer information.

This is to confirm that the Officer Information modifications that you made were processed. Thank you for updating your records.

Go back to the [Chapter/Colony](#) > [Officer Information](#) page.



Step 13. After viewing the update confirmation page. Proceed to the “Officer Information” page one last time to verify that information updated properly.