

HOW TO UPDATE OFFICERS ON THE MEMBERS AREA

• For Commanders and Recorders





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← → C 🙆 https://members.sigmanu.org/login.asp	· · · · · · · · · · · · · · · · · · ·
Please log in: Username: Password: Login If you have not created a username, you must first <u>Register</u> ! Forgot your password? <u>Click here</u> to retrieve it.	
	Step 3. Enter username and password to login.

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CHAPTER/COLONY CAREER CONNECTION	
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 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
ttps://members.sigmanu.org/chapters/index.asp	"Chapter & Colony Area" link



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1	CHAPTER/COLONY	CAREER CONNECTION			E REGISTRATION	E LOG OUT				
Office	er Inform	ation								
The Offic	er Information s	ection lists a chapter's	current officers							
fo review	v the Officer Info	ormation on a chapter o	or colony perform	the following act	tions:					
• Clic	ck on the Chapte	er Name drop down list	and select a chap	ter or colony						
Chapter I	Name:Select :	Chapter	t and server a se							
School N	ame:Select a	School								
										1
									Step 6. Select your chapter or	
									school from the drop-down	
								l r	menus provided. Your chapter's	
									officer information should	
							-		automatically populate.	

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		CHAPTER/COLONY		NECTION	DIRECTORY		AIN 📑	REGISTRATION	€ LOG OUT	A HOME				
~	Officer Information													
U	mice	r Informa	ition											
Tł	e Officer	Information se	ction lists a ch	apter's curr	rent officers									
Тс	review	the Officer Info	rmation on a cl	hapter or co	olony perform	the following	g action	s:						
	ClickOr cl	on the Chapter ick on the Scho	Name drop do ol Name drop d	own list and down list ar	l select a chap nd select a sch	ter or colony 1001	, ,							
Cł	napter Na	ame: Upsilon Up	silon (University of	f Test)		\$								
So	hool Nar	ne: University of	Test (Upsilon Ups	ilon)		\$								
0	ffice	r Informa	tion											
T۲	ne Officer	Information se	ction lists your	r chapter's	current officer	S								
Yo	ou can up	date an officer	status by perfo	orming the	following actio	ons:								
	Click Select	on the name d	rop down list for ber that is tak	or the new ing the office	officer cer position									
	Provi	ide a start date	the necessary	er taking th	hat position	oulous Chang	oo"							
	ter you r	ave completed	the necessary	mouncatio		eview chang	es .							
	Officer/F	Resource Page	≑ First Nam∉	Middle	Last Name	\$ Suffix≎	Badgle	Current Date ¢ Started	Update Office	r	¢	New Date Started	*	
	<u>Comman</u>	<u>ider</u>	Upsilon Upsilon		Commande	r	0123	1/6/2012	Unchanged		÷			
	Lt. Comr	mander	This position	n is current	ly vacant.			<mark></mark>	Unchanged			(mm/dd/yy		
					,				onenanged		-	(mm/dd/yy		
	Treasure	<u>ir</u>	This position	n is current	tly vacant.				Unchanged		\$	(mm/dd/y	Step 7. Once officer information	
	Recorder	2	This position	n is current	tly vacant.				Unchanged	-	\$	(mm/dd/)	has generated, changes can be	
	<u>Marshal</u>		Upsilon Upsilon		Commande	r	0123	1/6/2012	Unchanged		\$	(mm/dd/)	made by selecting the "Update	
	Recruitm	ent Chairman	Unsilon		Commande	r	0123	1/6/2012	Unchanged		•	(mm/dd/)	Officer" drop-down menu	

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Officer Information	tion								
he Officer Information sec	tion lists a ch	anter's curr	ent officers						
o review the Officer Inform	nation on a ch	apter or co	lony perform the	e following	a action	IS:			
 Click on the Chapter I Or click on the School 	Name drop do I Name drop d	wn list and down list ar	select a chapter d select a schoo	or colony	/				
Chapter Name: Upsilon Upsi	lon (University of	Test)		\$					
School Name: University of T	est (Upsilon Upsi	lon)		\$					
Officer Informat	tion								
he Officer Information sec	tion lists your	chapter's d	current officers						
ou can update an officer st	tatus by perfo	orming the f	ollowing actions						
 Click on the name dro Select the new memb 	er that is taki	ing the offic	er position						
Provide a start date f	or the membe	er taking th	at position						
fter you have completed t	he necessary	modificatio	na aliak an "Pavi	ow Chang					
After you have completed to	he necessary	modificatio	ns click on "Revi	ew Chang	jes".	Current			
fter you have completed ti	he necessary First Nam ¢	modificatio	hs click on "Revi	ew Chang	Badge	Current Date \$ Started	Update Officer 🗘	New Date Started	¢
fter you have completed ti	he necessary First Name Upsilon Upsilon	modificatio	ns click on "Revi	ew Chang	Badge 0123	Current Date \$ Started 1/6/2012	Update Officer ¢	New Date Started	◆ yy)
fter you have completed ti Officer/Resource Page \$ Commander Lt. Commander	he necessary First Name Upsilon Upsilon This positior	Middle a	Last Name 4 Commander V vacant.	ew Chang	Badge	Current Date \$ Started 1/6/2012	Update Officer Unchanged Unchanged - Position Vacant -	New Date Started (mm/dd/yy	
fter you have completed ti	First Name Upsilon Upsilon This position	Middle a	Ins click on "Revi Last Name 4 Commander Y vacant.	ew Chang	Badge	Current Date \$ Started 1/6/2012	Update Officer Unchanged - Position Vacant - Brand04. Test Brand04. Test	New Date Started (mm/dd/yy	• <u>vv)</u> Step 8 From the dron-down
fter you have completed ti Officer/Resource Page \$ Commander Lt. Commander Treasurer	First Name Upsilon Upsilon This position This position	Middle and is current	ns click on "Revi Last Name 4 Commander y vacant.	ew Chang	Badge	Current Date \$ Started 1/6/2012	Update Officer ← Unchanged ← Unchanged ← Position Vacant - Brand03, Test Brand04, Test Brand06, Test Brand06, Test	New Date Started (mm/dd/yy (mm/dd/y	• yy) Step 8. From the drop-down
fter you have completed ti Officer/Resource Page \$ Commander Lt. Commander Treasurer Recorder	First Name Upsilon Upsilon This position This position This position	Middle and is current	ns click on "Revi Last Name 4 Commander y vacant. y vacant.	ew Chang	Badge	Current Date \$ Started 1/6/2012	Update Officer ← Unchanged ← Position Vacant - Brand03, Test Brand04, Test Brand05, Test Brand06, Test Commander, Upsilon Upsilon Cutter Brandon	New Date Started (mm/dd/yy (mm/dd/y	• Step 8. From the drop-down menu, select the new member
fter you have completed ti Officer/Resource Page \$ Commander Lt. Commander Treasurer Recorder Marshal	First Name Upsilon Upsilon This position This position This position Upsilon	Middle and is current	Ins click on "Revi Last Name (Commander y vacant. y vacant. y vacant.	ew Chang	0123	Current Date \$ Started 1/6/2012	Update Officer ← Unchanged ← Unchanged ← Position Vacant - Brand03, Test Brand04, Test Brand04, Test Brand06, Test Brand06, Test Commander, Upsilon Upsilon Cutler, Brandon Durso, Katharine Ellis Keith	New Date Started (mm/dd/yy (mm/dd/y	 Step 8. From the drop-down menu, select the new member that is taking the officer position.
fter you have completed ti	First Name Very Silon Very Silon This position This position This position Upsilon Very Silon	modificatio	Ins click on "Revi Last Name 4 Commander y vacant. y vacant. y vacant. Commander	ew Chang	0123	Current Date \$ Started 1/6/2012	Update Officer ← Unchanged ← Unchanged ← Position Vacant - Brand03, Test Brand04, Test Brand05, Test Brand05, Test Commander, Upsilon Upsilon Cutler, Brandon Durso, Katharine Ellis, Keith Ellisworth, Chad Eulkerson, Iov	New Date Started (mm/dd/yy (mm/dd/y (mm/dd/y	 Step 8. From the drop-down menu, select the new member that is taking the officer position. Available names are pulled
fter you have completed ti Officer/Resource Page \$ Commander Lt. Commander Treasurer Recorder Marshal Recruitment Chairman	First Name Upsilon Upsilon This position This position This position Upsilon Upsilon Upsilon	modificatio	ns click on "Revi Last Name 4 Commander y vacant. y vacant. y vacant. Commander Commander	ew Chang	Badge 0123 0123 0123 0123	Current Date \$ Started 1/6/2012 1/6/2012 1/6/2012	Update Officer Unchanged 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 Hurden-Nowak Mel	New Date Started (mm/dd/yy (mm/dd/y (mm/dd/y (mm/dd/y	Step 8. From the drop-down menu, select the new member that is taking the officer position. Available names are pulled
fter you have completed ti Officer/Resource Page \$ Commander Lt. Commander Treasurer Recorder Marshal Recruitment Chairman Chaplain	First Name First Name Upsilon This position This position This position Upsilon Upsilon Upsilon	modificatio	Ins click on "Revi Last Name 4 Commander y vacant. y vacant. y vacant. Commander Commander	ew Chang	es". Badge 0123 0123 0123 0123 0123	Current Date \$ Started 1/6/2012 1/6/2012 1/6/2012 1/6/2012	Update Officer ← Unchanged ← Unchanged ← Position Vacant – Brand03, Test Brand04, Test Brand05, Test Brand05, Test Brand06, Test Commander, Upsilon Upsilon Cutler, Brandon Durso, Katharine Ellis, Keith Ellisworth, Chad Fulkerson, Joy Hayes, Michael Hudson-Nowak, Mel Jackson, Amie	New Date Started (mm/dd/yy (mm/dd/y (mm/dd/y (mm/dd/y	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

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Officer Informa	tion											
The Officer Information sec	tion lists a ch	apter's curre	nt officers									
To review the Officer Inform	mation on a cl	napter or colo	ony perform the	following	action	IS:						
 Click on the Chapter I Or click on the School 	Name drop do I Name drop d	wn list and s down list and	elect a chapter select a school	or colony								
Chapter Name: Upsilon Upsi	lon (University of	Test)		\$								
School Name: University of T	Fest (Upsilon Upsi	lon)		\$								
Officer Information	tion											
The Officer Information sec	tion lists your	chapter's cu	rrent officers									
You can update an officer s	tatus by perfo	orming the fo	llowing actions:									
 Click on the name drop Select the new memb Provide a start date f 	op down list fo per that is tak or the membe	or the new of ing the office er taking that	ficer r position position									
After you have completed t	he necessary	modification	s click on "Revie	ew Change	es".							
Officer/Resource Page \$	First Nam&	Middle 🗘	Last Name 💠	Suffix\$	Badgle	Current Date ¢ Started	Update Office	r	+ New Dat Started	te 💠		
<u>Commander</u>	Upsilon Upsilon		Commander		0123	1/6/2012	Unchanged	:) (mm/dd	/уууу)		
Lt. Commander	This position	n is currently	vacant.		1		Smith, Scott		t) 08/01/20 (mm/dd)	012 /yyyy)	$\supset \bigcirc$	
Treasurer	This position	n is currently	vacant.				Unchanged	:	timm/dd			
Recorder	This position	n is currently	vacant.				Unchanged	:	t (mm/dd			
Marshal	Upsilon Upsilon		Commander		0123	1/6/2012	Unchanged	:	÷	S	tep 9. Once a name is selected,	
Recruitment Chairman	Upsilon		Commander		0123	1/6/2012	Unchanged	:	(mm/dd,	li p	provide the officer's start date in	
	Upsilon								(mm/dd,	1/5	the appropriate cell.	

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Officer Information

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						(mm/dd/yyyy
Recorder	This position is	currently vacant.			Unchanged \$	(mm/dd/www
<u>Marshal</u>	Upsilon Upsilon	Commander	0123	1/6/2012	Unchanged \$	(mm/dd/yyyy)
Recruitment Chairman	Upsilon Upsilon	Commander	0123	1/6/2012	Unchanged \$) (mm/dd/yyyy
Chaplain	Upsilon Upsilon	Commander	0123	1/6/2012	Unchanged \$	(mm/dd/yyyy
Reporter	Upsilon Upsilon	Commander	0123	1/6/2012	Unchanged 🗘	(mm/dd/yyyy
<u>Alumni Relations</u>	Upsilon Upsilon	Commander	0123	1/6/2012	Unchanged \$	(mm/dd/yyyy
Assistant Treasurer	Upsilon Upsilon	Commander	0123	1/6/2012	Unchanged \$	(mm/dd/yyyy
Sentinel	Upsilon Upsilon	Commander	0123	1/6/2012	Unchanged ÷	(mm/dd/yyyy
Chapter Historian	Upsilon Upsilon	Commander	0123	1/6/2012	Unchanged 🗘	(mm/dd/yyyy
Risk Reduction Officer	Upsilon Upsilon	Commander	0123	1/6/2012	Unchanged 🗘	(mm/dd/y
House Manager	Upsilon Upsilon	Commander	0123	1/6/2012	Unchanged \$	(mm/dd/y
Social Chairman	Upsilon Upsilon	Commander	0123	1/6/2012	Unchanged \$	(mm/dd/y
LEAD Chairman	Upsilon Upsilon	Commander	0123	1/6/2012	Unchanged 🗘	(mm/dd/y
Philanthropy/Community Relations	Upsilon Upsilon	Commander	0123	1/6/2012	Unchanged \$	(mm/dd/y
Scholarship Chairman	Upsilon Upsilon	Commander	0123	1/6/2012	Unchanged \$	(mm/dd/)

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

CHAPTER/COLONY	REER CONNECTION		RECT	ORY O ^O MAIN	ITAIN	REGISTR	ATION (LOG OUT	HOME
fficer Informatio	n Review								
ew the changes and click "S	ubmit Changes"	when dor	ne.						
pter Name: Upsilon Upsilon									
nool Name: University of Test	t								
Officer/Resource	First Name 🔶	Middle	¢	Last Name 🔶	Suffix ¢	Badgie	Date Started \$	Replaced By	Replaced On
<u>Commander</u>	Upsilon Upsilon			Commander		0123	1/6/2012		
t. Commander	Unfilled							Smith, Scott	08/01/2012
reasurer	Unfilled								
<u>ecorder</u>	Unfilled								
<u>arshal</u>	Upsilon Upsilon			Commander		0123	1/6/2012		
ecruitment Chairman	Upsilon Upsilon			Commander		0123	1/6/2012		
haplain	Upsilon Upsilon			Commander		0123	1/6/2012		
eporter	Upsilon Upsilon			Commander		0123	1/6/2012		
lumni Relations	Upsilon Upsilon			Commander		0123	1/6/2012		
ssistant Treasurer	Upsilon Upsilon			Commander		0123	1/6/2012		
Sentinel	Upsilon Upsilon			Commander		0123	1/6/2012		
hapter Historian	Upsilon Upsilon			Commander		0123	1/6/2012		
Risk Reduction Officer	Upsilon Upsilon			Commander		0123	1/6/2012		
<u>House Manager</u>	Upsilon Upsilon			Commander		0123	1/6/2012		
ocial Chairman	Upsilon			Commander		0123	1/6/2012		

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Officer Information Review ×

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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.

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Officer/Resource ¢	First Name 💠	Middle	¢	Last Name 💠	Suffix \$	Badge	Date Started 🕈	Replaced By	Replaced On
Commander	Upsilon Upsilon			Commander		0123	1/6/2012		
Lt. Commander	Unfilled							Smith, Scott	08/01/2012
Treasurer	Unfilled								
<u>Recorder</u>	Unfilled								
<u>Marshal</u>	Upsilon Upsilon			Commander		0123	1/6/2012		
Recruitment Chairman	Upsilon Upsilon			Commander		0123	1/6/2012		
Chaplain	Upsilon Upsilon			Commander		0123	1/6/2012		
Reporter	Upsilon Upsilon			Commander		0123	1/6/2012		
Alumni Relations	<u>Upsilon</u> Upsilon			Commander		0123	1/6/2012		
Assistant Treasurer	Upsilon Upsilon			Commander		0123	1/6/2012		
Sentinel	Upsilon Upsilon			Commander		0123	1/6/2012		
Chapter Historian	Upsilon Upsilon			Commander		0123	1/6/2012		
Risk Reduction Officer	Upsilon Upsilon			Commander		0123	1/6/2012		
House Manager	Upsilon Upsilon			Commander		0123	1/6/2012		
Social Chairman	Upsilon Upsilon			Commander		0123	1/6/2012		
LEAD Chairman	Upsilon Upsilon			Commander		0123	1/6/2012		
Philanthropy/Community Relations	Upsilon Upsilon			Commander		0123	1/6/2012		
Scholarship Chairman	Upsilon Upsilon			Commander		0123	1/6/2012		
Cancel Modify Information Subr	mit Changes	>	<						

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

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