

# How to Use the Members Area

For Commanders and Recorders



# **Members Area Login**



https://www.sigmanu.org/collegiate-members/collegiate-members

# Members Area Login



### Logging In

### Steps to Log-in

- Enter Username & Password
  - If you have forgotten your password, utilize forgotten password link
    - Instructions will be sent to the email utilized when you signed up as a member

## Welcome Page



Home

Welcome to the Members Area

Verify Candidates
Verify Initiates

Roster Information

welcome to the weinbers Ar

If you are an initiated member, active resources requiring login, such as the directory, are not yet available, but will be soon. Thank you for your patience. Return to Home Page

Officer Information
If you are a Commander or Recorder for your chapter, you have links to the following chapter managment features

Chapter Contact Information made available:

#### Verify Candidates:

Proposed candidates can be verified, provided they have been processed by the General Fraternity (please allow 3 business days following their registration).

#### Verify Initiates:

Candidates can be verified as initiates following their initiation ceremony, and assigned badge numbers. After the initiation fees are received and processed, materials will be sent.

Roster Information: Manage your chapter's roster of active candidates and initiates.

Officer Information: Make changes to elected officers.

Chapter Contact Information: Update physical and mailing address, or phone number for your chapter.

### Welcome Page

#### Pages

- Verify Candidates
  - Used to verify Candidates
- Verify Initiates
  - Used to verify Initiates
- Roster Information
  - Used to make roster updates(graduation, leaving school, expulsion, etc.)
- Officer Information
  - Updating officer roles
- Chapter Contact Info
  - Updating contact information for chapter

# **Roster Information**

#### Roster Information

the Chapter/Colony

#### Verify Candidates

Verify initiates

Home

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If you need to add back Candidates who were previously de-pledged, or Initiates who were previous marked as Alumni, please submit your request via email, including the individual's full name and return date, to members.area@sigmanu.org.

- If you wish to add an Affiliate (a candidate or initiated member from another school), please submit your request via email, including the individual's full name, start date, and previous chapter, to james.ehrmann@sigmanu.org.

This page allows you to remove members off the collegiate roster. Only provide a status change and start date for members who have left

Chapter Contact Information

Full Name 🔺	Current Status	New Status	Effective Date
Adrian Adesola Adegbesan	Candidate	~	10/10/202:
William Alexander	Candidate	~	10/10/202:
Tejdeep Aulakh	Candidate	~	10/10/202:
Alvaro Bermudez-Canete	Candidate	~	10/10/202:
Luis Marc Botin-Sanz de Sautuola d'Ornano	Candidate	~	10/10/202:
Simon Remy Camacho	Initiate	~	10/11/2022
Spencer Benjamin Chemtob	Initiate	~	10/15/2021
Tomas Cortes	Initiate	~	10/15/2021
Esidore Fajardo Eneinyang	Candidate	~	10/22/202:
Drew Nathaniel Feinman	Initiate	~	10/15/2021
Bruno Felix Castillo	Candidate	Alumni (Graduated) Alumni (Left School) Proposed Expelled Proposed Suspended	10/22/202:
Nicolas Gutierrez Seelenberger	Candidate	~	10/10/202:
	Full Name *     Adrian Adesola Adegbesan     William Alexander     Tejdeep Aulakh     Alvaro Bermudez-Canete     Luis Marc Botin-Sanz de Sautuola d'Ornano     Simon Remy Camacho     Spencer Benjamin Chemtob     Tomas Cortes     Esidore Fajardo Eneinyang     Drew Nathaniel Feinman     Bruno Felix Castillo     Nicolas Gutierrez Seelenberger	Full Name ~     Current Status       Adrian Adesola Adegbesan     Candidate       William Alexander     Candidate       Tejdeep Aulakh     Candidate       Alvaro Bermudez-Canete     Candidate       Juis Marc Botin-Sanz de Santuola d'Ornano     Candidate       Simon Remy Camacho     Initiate       Tomas Cortes     Initiate       Esidore Fajardo Eneinyang     Candidate       Drew Nathaniel Feinman     Initiate       Bruno Felix Castillo     Candidate       Nicolas Gutierrez Seelenberger     Candidate	Full Name ~   Current Status   New Status     Adrian Adesola Adegbesan   Candidate      William Alexander   Candidate      Tejdeep Aulakh   Candidate      Alvaro Bermudez-Canete   Candidate      Alvaro Bermudez-Canete   Candidate      Luis Marc Botin-Sanz de Sautuola d'Ornano   Candidate      Simon Remy Camacho   Initiate      Spencer Benjamin Chemtob   Initiate      Tomas Cortes   Initiate      Esidore Fajardo Eneinyang   Candidate      Drew Nathaniel Feinman   Initiate      Mumor Felix Castillo   Candidate   Alumni (Graduated)     Nicolas Gutierrez Seelenberger   Candidate   Initiate

#### **Roster Information**

#### When to Use

- Graduation
- Leaving School/Studying Abroad
  - Only to be used for students who leave your university via transfer or dropping out.
  - Additionally, can be used for members who study abroad for the academic term.
  - <u>NOT</u> to be used for members who wish to "Drop" or go "Early Alumni Status". These are not recognized by Sigma Nu Fraternity.
- Disciplinary Action
  - Proposed Suspended and Proposed Expelled should only be utilized if this action is taken through The Trial Code.

# **Roster Information**

569535	Esidore Fajardo Eneinyang	Candidate	~			10/22/202:					
561506	Drew Nathaniel Feinman	Initiate	Alumni (Graduated) 🗸		4	0	Octo	ber, i	2021	]	
569523	Bruno Felix Castillo	Candidate	~		26 3 10	27 4 11	28 5 12	29 6 13	30 7 14	1 8 15	2 9 16
569421	Nicolas Gutierrez Seelenberger	Candidate	~		17 24	18 25 Toda	19 26 <u>y: Ja</u>	20 27	21 28 9, 2	22 29 023	23

### **Roster Information**

#### How to Use

- Select Change
- Select Date
  - Utilize date picking calendar by clicking on calendar icon.
  - If calendar icon does not appear, please clear cache, utilize different browser, or utilize private browsing window.
- If "Graduated", "Alumni Left-School", or "Depledge" do not appear
  - These statuses not appearing means that you are unable to make these changes
  - This may be because of unpaid Candidate or Initiation Fees
  - Contact <u>Anthony.Tornini@sigmanu.o</u> rg if you find this issue

# **Officer Information**

🔲 🔹 Home - Sigma Nu Fraternity, Inc. 🗴 🌸 Members' Area - Sigma Nu Frate 🗴 🕂									- 0 X
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- Mone - Verty	Officer Informatio	n Pri Positioni and Start Date' values, then press	the Stabell' botton. Please note that you may y	tot submit the same r sach subsequent	1/				1 0 +
Verity	nitiates Position	Current Officer	New Officer	Start Date					+
- Rese	Information Alumni Rela	ations Nicholas Baustert	~	12/12/2022					- 10
- Capit	r Contact information Chaplain	Harrison Lewis Gar	tz Reace Adams Nicholas Baustert Kevin Michael Brodeur Adam Paul Bukacek	12/3/2022					
	Commander	Joshua Anthony Cajina	Joshua Anthony Cajina Reece Monroe Carmen Keegan Coplin Stephen James Edmondson	12/3/2022					
	House Mana	ager Robert Tyler Smith	Brice David Fuller Harrison Lewis Gantz Jake Ryan Garcia Jacob Christian-Hall Gobeille	12/12/2022					
	LEAD Chain	man Hunter Isaac Myers	Patrick Jeffrey Hallacy Garrett Alan Hayes Colin King Hooper Jason Houpt	12/3/2022					
	Lt. Comman	ider Gareth Morton	Riley Jonathan Loew Mason Raymond Lucero Branden Mercer	12/3/2022					
	Marshal	Tige Eli Vanover	~	12/3/2022					- 11
	Philanthrop Relations	y/Community Stephen James Edmondson	~	12/12/2022					
	Recorder	Trevor Keith Morri	~	12/3/2022					
	Recruitment	t Chairman Reece Monroe Carmen	~	12/3/2022					
	Reporter		~						
	Risk Reducti	ion Officer Robert Tyler Smith	~	12/12/2022					
	Scholarship	Chairman Jake Ryan Garcia	~	12/12/2022					•
	Control .	Tucker Kain		12/3/2022					- <sup>(2)</sup>

### **Officer Information**

- Officer Elections
  - Any time there are changes to officers, this should be updated
- Select Name
  - Select name for new officer
- Select Date
  - Select date utilizing calendar
  - <u>DO NOT utilize a future date</u> <u>for officers</u>

# Verify Candidates



#### **Verify Candidates**

Currently we cannot display more than 50 records to be verified in one session. If you have more than 50 records to verify, please submit verification for those visible, and then return after a few minutes to review and submit more as needed. Please do not resubmit any duplicates.

NCSID	Name	Approved	Ceremony Date
569371	Lehlohonolo E. Mapetla	No Change 💙 No Change	mm/dd/yyyy
570215	Jaime L. Mizrachi	Approved Disapproved	mm/dd/yyyy
		SUBMIT	
		SUBMIT	

#### **Verify Candidates**

- Within 72 hours of Candidate Ceremony
- Select Status
  - Select "Approved" if they were made a Candidate
  - Select "Disapproved" if they were not made a Candidate and removed from the process.
  - Select a date utilizing the Calendar selector
- Inability to make changes
  - If the NCSID says "Queue", wait 1-2 business days as they are processing through our database.
  - If you encounter late reporting fees because of the delay, please contact <u>Anthony.Tornini@sigmanu.o</u> rg.



Home

#### Approved Candidate Information

verify Candidates

Choose whether to initiate the listed candidates below and press the 'Submit' button.

- Record Id | Full Name + | Ceremony Date | Initiate Shaw, Eddie 7/6/2022 469475
- Officer Information

Verify initiates

Roster Information

Chapter Contact Information



### **Verify Initiates**

- Within 72 hours of • Initiation Ceremony
- Select Status •
  - Select "Initiate" Check Box if they were made an Initiate of the chapter.





Home

#### Initiate Information

numbers

- Verify Candidates
- Verify Initiates
- Roster Information
- Officer Information
- Chapter Contact Information

Record Id Full Name +		Candidate Ceremony Date	Initiate Ceremony Date	Initiate Number		
469475	Shaw, Eddie	7/6/2022				

Choose a initiate date and number for the listed candidates below and press the 'Submit' button. Please ensure all badge numbers assigned/submitted are sequential with no skips. All subsequent badge assignments will be shifted to fill any vacant or skipped badge



### **Verify Initiates**

- After Submitting
  - Input Initiation Ceremony date utilizing the calendar
  - Input the Initiate Number
    - This may also be known as a badge or pin number
    - <u>DO NOT</u> skip badge numbers
    - Skipping badge numbers will result in an automatic correction.
    - If you need the current badge number, please contact <u>Members.Area@sigma</u> <u>nu.org</u>