


Updating Your Chapter Information & Officers (MHS)

An Alpha Lambda Delta Tutorial

STEP 1: SIGN INTO MHS AND CLICK ON "CHAPTER PROFILE" (LEFT NAVIGATION BAR)

HOME MY ACCOUNT Logged in as: Trish Dillenbeck (Alpha Lambda Delta) | Logout
Impersonating: Trish Dillenbeck (Sri Lanka University) | Return to Admin



Chapter Sponsors

- Dashboard
- Chapter Profile**
- Invitation Groups
- Message Templates
- Invitee Questions
- Invitee Items for Sale
- Invitee Items Purchased
- Sponsors
- Members

ALPHA LAMBDA DELTA

Sri Lanka Omicron

Chapter Dashboard

Open Invitations New Invitation Group...

Group Name	Invitees	Accepted to Date	Accepted w/ Dues Waived ¹	Invitations Close	Induction Date
None to display					

¹After the invitation period closes, you'll be required to pay the National Dues for this student by either a) using a credit card or b) giving the National Office permission to deduct these National Dues from your next Chapter Dues Reimbursement check.


Invitee Items Pending Fulfillment

This table lists invitee item purchases that require shipping and have not yet been marked fulfilled. Click the to mark the item as fulfilled and hide it from the dashboard. You can always view your complete history on the [Invitee Items Purchased](#) page.

Date	Item	Qty	Ship To
(Nothing to display)			

Sponsor User Manual: [SponsorUserManual.pdf](#)

STEP 2: GENERAL TAB



Chapter Sponsors

- Dashboard
- Chapter Profile**
- Invitation Groups
- Message Templates
- Invitee Questions
- Invitee Items for Sale
- Invitee Items Purchased
- Sponsors
- Members
- Supply Requests
- Reports
- Member Message
- Add Member Paying with Cash/Check

ALPHA LAMBDA DELTA

Chapter Profile

General | Extended | Contact | Sponsors | Officers | Late Acceptance

ID: 2
Chapter Number: 0
Chapter Name: Sri Lanka Omicron
*Institution: Sri Lanka University
Region: National
Chapter Type: Chapter
Chapter Status: Active
*†Primary Liaison: Trish Dillenbeck
†Chapter Website: http://slo.srilankauniversity.edu
Local Chapter Dues: \$15.00
Natt's Refund of Local Dues Payable To: Sri Lanka Omicron

Preferences

Email notifications will be grouped together and sent to members of your organization at the specified interval to consolidate emails. Notifications that you "dismiss" before the interval passes will not be emailed at all.

*Notification Interval: 1 day

The general tab is where you can edit your **Primary Liaison** (primary advisor), **local dues**, and **chapter website**. Feel free to enter your Social Media URL instead of a website, if that is where most of your communications happen. **Once done, be sure to click "Save General Info" at the bottom.**

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STEP 3: EXTENDED TAB

The screenshot shows the 'Alpha Lambda Delta Chapter Profile' page with the 'Extended' tab selected. The 'Save Extended Info' button is circled in yellow. The left sidebar contains navigation links: Dashboard, Chapter Profile (highlighted), Invitation Groups, Message Templates, Invitee Questions, and Invitee Items for Sale. The main content area includes fields for School Index, SGRI, EIN, SubUnitNumber, Enrollment, PES, PES Adviser, Golden Key, Golden Key Adviser, NSCS, NSCS Adviser, and PhiKappaPhi. A note below the PhiKappaPhi field states: 'This is a description of how the PhiKappaPhi field is used for.'

The extended tab is where you can edit the information about other honor societies on campus (if they exist), such as PES, NSCS, and Golden Key. **Once done, be sure to click "Save Extended Info" at the bottom.**

STEP 4: CONTACT TAB

The screenshot shows the 'Alpha Lambda Delta Chapter Profile' page with the 'Contact' tab selected. The 'Contact' tab and the pencil icon for editing an address are circled in yellow. The 'Add Address...' button is also circled in yellow. The left sidebar is the same as in Step 3. The main content area shows sections for Addresses, Phone Numbers, and Social Networks and other web links. The Addresses section contains a table with one entry: Shipping, Box 444, Fairport, NY 14450, Primary, Bad.

The contact tab is where you can edit your mailing/shipping addresses, phone numbers, and social media site. **To edit an existing address, click the pencil. To add an address, click "Add ----" by the green + button.**

Be sure to have a primary address/phone selected.

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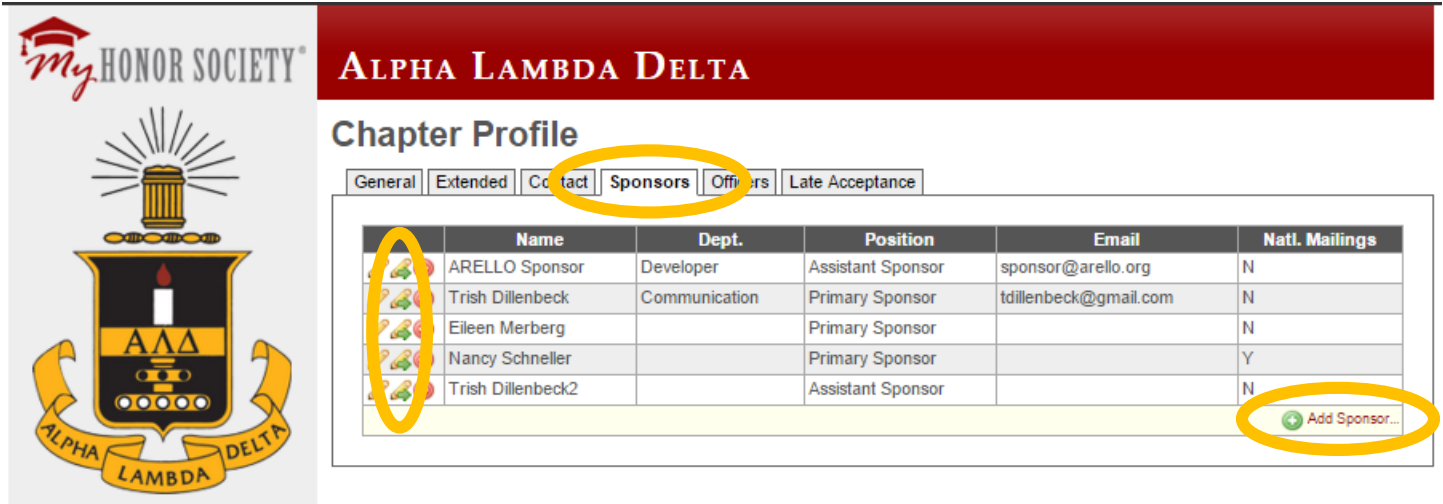
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STEP 5: SPONSORS TAB

To add an advisor, click the “Sponsors” tab and click the green + “Add Sponsor” button.

To edit an advisor’s info, click the pencil with the green arrow.

To delete an advisor, click the red – button.



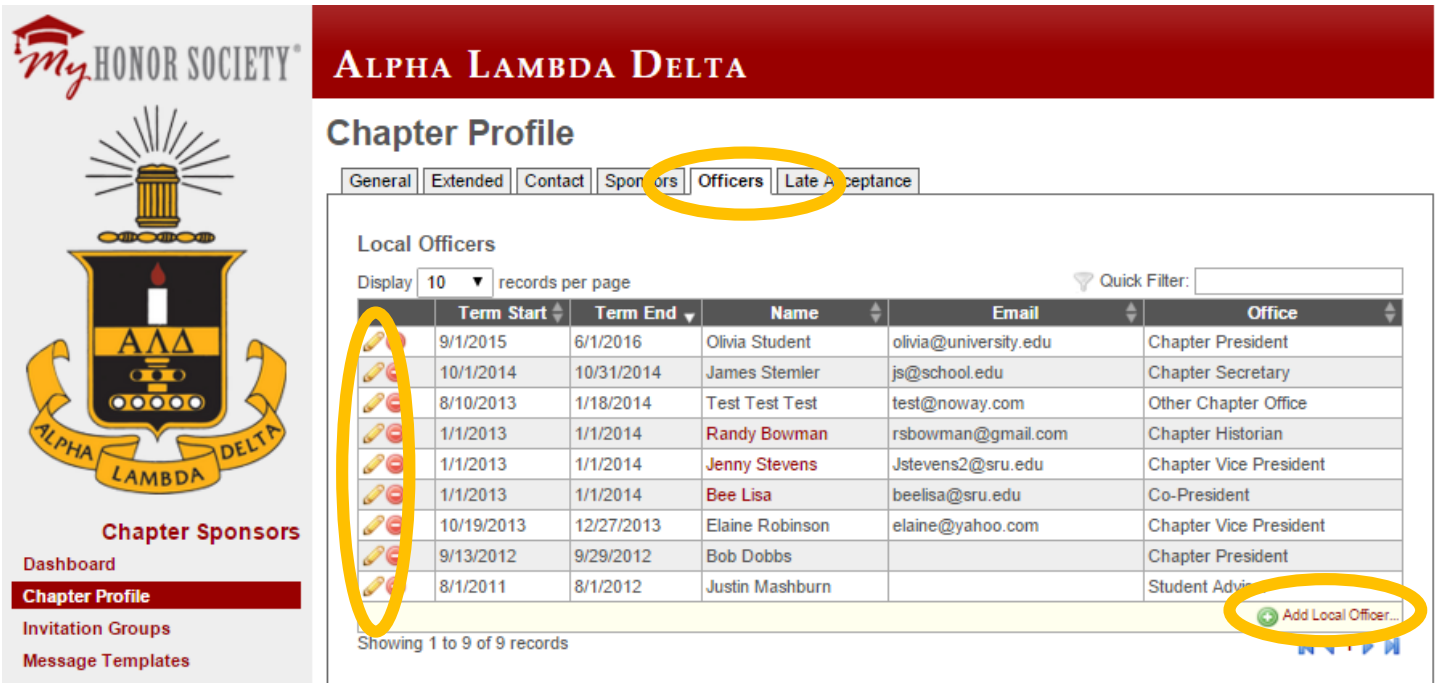
Alpha Lambda Delta Chapter Profile

General | Extended | **Contact** | **Sponsors** | Officers | Late Acceptance

	Name	Dept.	Position	Email	Natl. Mailings
	ARELLO Sponsor	Developer	Assistant Sponsor	sponsor@arello.org	N
	Trish Dillenbeck	Communication	Primary Sponsor	tdillenbeck@gmail.com	N
	Eileen Merberg		Primary Sponsor		N
	Nancy Schneller		Primary Sponsor		Y
	Trish Dillenbeck2		Assistant Sponsor		N

STEP 6: OFFICERS TAB

To edit an officer’s info, click the pencil.



Alpha Lambda Delta Chapter Profile

General | Extended | Contact | Sponsors | **Officers** | Late Acceptance

Local Officers

Display 10 records per page Quick Filter:

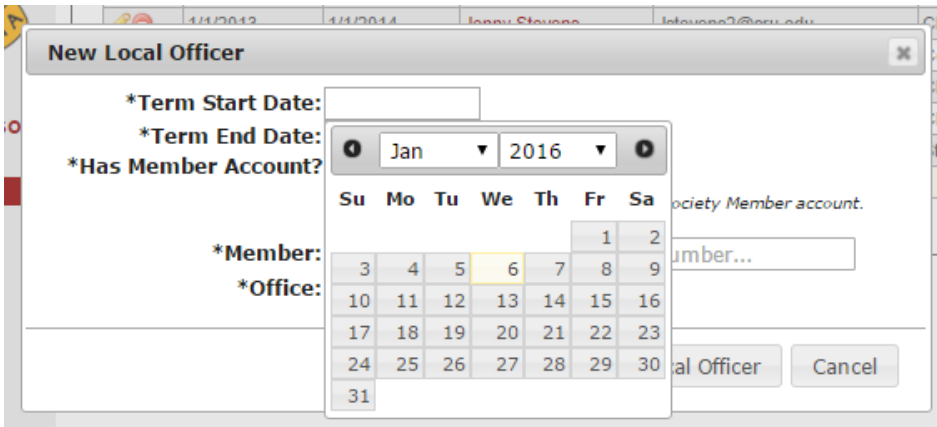
	Term Start	Term End	Name	Email	Office
	9/1/2015	6/1/2016	Olivia Student	olivia@university.edu	Chapter President
	10/1/2014	10/31/2014	James Stemler	js@school.edu	Chapter Secretary
	8/10/2013	1/18/2014	Test Test Test	test@noway.com	Other Chapter Office
	1/1/2013	1/1/2014	Randy Bowman	rsbowman@gmail.com	Chapter Historian
	1/1/2013	1/1/2014	Jenny Stevens	Jstevens2@sru.edu	Chapter Vice President
	1/1/2013	1/1/2014	Bee Lisa	beelisa@sru.edu	Co-President
	10/19/2013	12/27/2013	Elaine Robinson	elaine@yahoo.com	Chapter Vice President
	9/13/2012	9/29/2012	Bob Dobbs		Chapter President
	8/1/2011	8/1/2012	Justin Mashburn		Student Advisor

Showing 1 to 9 of 9 records

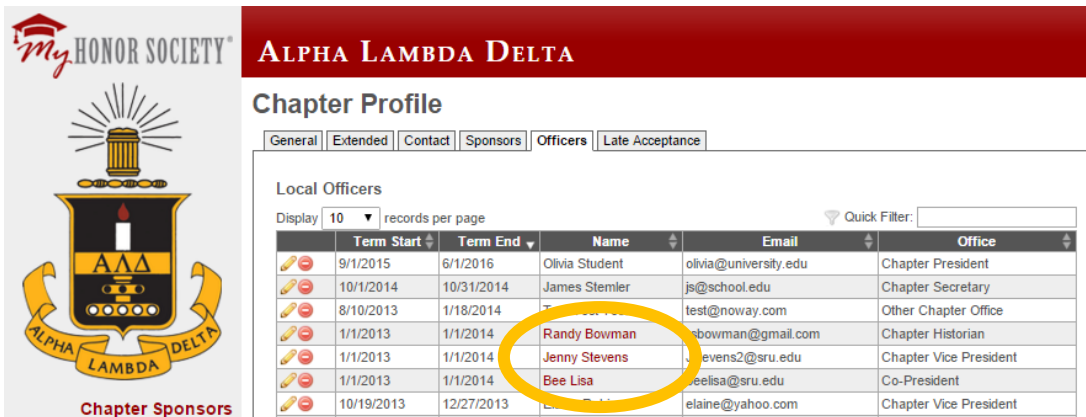
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To add an officer, click the “Officers” tab and click the green + “Add Local Officer” button.



If the student has an MHS account created, you are able to link it to avoid entering in email address. If you’ve linked the student’s account, the name will be red in the menu.



	Term Start	Term End	Name	Email	Office
	9/1/2015	6/1/2016	Olivia Student	olivia@university.edu	Chapter President
	10/1/2014	10/31/2014	James Stemler	js@school.edu	Chapter Secretary
	8/10/2013	1/18/2014		test@noway.com	Other Chapter Office
	1/1/2013	1/1/2014	Randy Bowman	rbowman@gmail.com	Chapter Historian
	1/1/2013	1/1/2014	Jenny Stevens	jstevens2@sru.edu	Chapter Vice President
	1/1/2013	1/1/2014	Bee Lisa	elisa@sru.edu	Co-President
	10/19/2013	12/27/2013		elaine@yahoo.com	Chapter Vice President

STEP 7: LATE ACCEPTANCE TAB

This is where you indicate your policy for late acceptances of invitations.



Late Acceptance Policy

*Late Acceptance Policy: Specify a custom Late Acceptance Policy for my chapter.

- Invitations remain active until a new Invitation Group is created.
- Invitations remain active until 5 days after the group's Expiration Date.
- Invitations expire on their set expiration date (late acceptance NOT ALLOWED).
- Invitations NEVER expire.

Save Late Acceptance Policy

Be sure to click “Save Late Acceptance Policy” if you are making any changes.