

Updating Your Contact Information (MHS)

An Alpha Lambda Delta Tutorial

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



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
- Convention Delegates
- My Profile**

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	Mark All Fulfilled
(Nothing to display)				

Sponsor User Manual: SponsorUserManual.pdf

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STEP 2: GENERAL TAB



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ALPHA LAMBDA DELTA

Your Sponsor Profile

General | Contact

ID: 13086
Chapter: Chapter 0: Sri Lanka University
Title: Ms

*First Name: Trish
Middle Name:
*Last Name: Dillenbeck

Department: Communication
Start Date:
Position: Primary Sponsor
Select an option OR type your own
 Send Mailings

User Account
*Email: tdillenbeck@gmail.com
Change password...

Preferences
 Send Email Notifications

Time Zone: (UTC-05:00) Eastern Standard Time [US/Eastern] ▼
This time zone DOES use Daylight Savings Time | Show all time zones

Save General Info

The general tab is where you can **edit your name, department, advisor status** (“Primary Sponsor” = primary advisor – please ensure your chapter has at least one at all times), **email address, change your password**, and alter **mailing/email notifications**. **If you are a primary sponsor, please keep the “Send Email Notifications” checked. This is how we communicate with your chapter.**

Once done, be sure to click **“Save General Info”** at the bottom.

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STEP 3: CONTACT TAB

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



my HONOR SOCIETY
ALPHA LAMBDA DELTA

Your Sponsor Profile

General | **Contact**

Addresses

	Type	Address	Primary	Bad
	Shipping	6800 Pittsford Palmyra Rd Suite 340 Fairport, NY 14450	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Work	PO Box 444 Fairport, NY 14450	<input type="checkbox"/>	<input type="checkbox"/>

 Add Address...

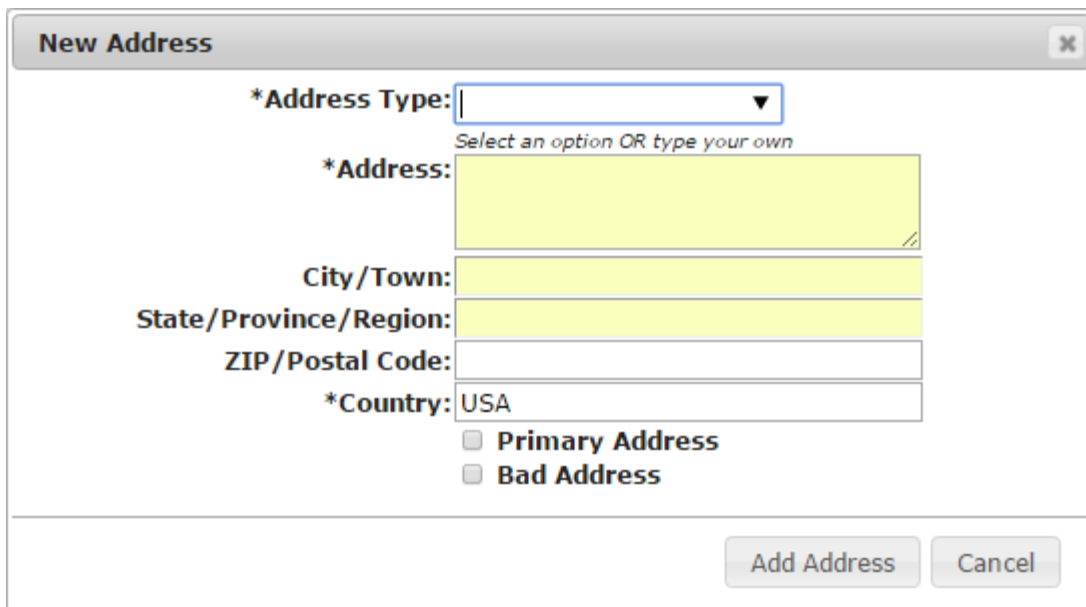
Phone Numbers

	Type	Number	Primary
	Work	585 364 0840	<input checked="" type="checkbox"/>

 Add Phone Number...

Be sure to have a primary address/phone selected.

When adding an address, be sure your state is listed in the two-letter code, not written out (example: use “NY” not “New York”)



New Address [X]

*Address Type:

Select an option OR type your own

*Address:

City/Town:

State/Province/Region:

ZIP/Postal Code:

*Country: USA

Primary Address
 Bad Address

Add Address Cancel