

Theta Xi Associate Member and Initiation Reporting

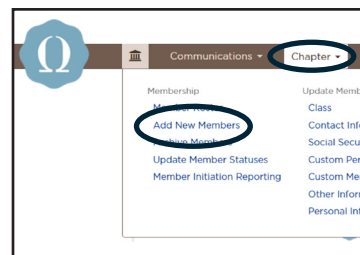
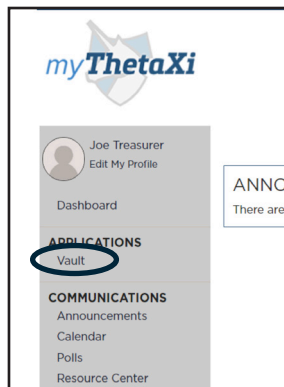
EASY AS 1, 2, 3...

1



ADD ASSOCIATE MEMBERS

Add associate members via Vault as soon as possible.



To add associate members, log into Vault via myThetaXi (www.thetaxi.org) > Chapter > Add New Members.

2



ASSOCIATE MEMBER REGISTRATION

Associate members **complete registration via myThetaXi** within 10 days of their AM Ceremony.

[TIP] Get associate members to complete registration during the first meeting, (they can do so via their phones.)

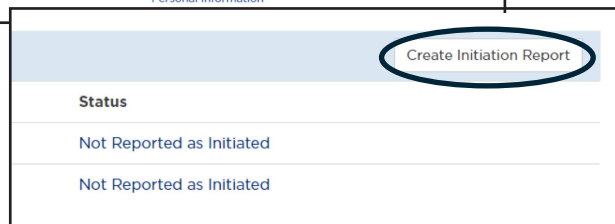
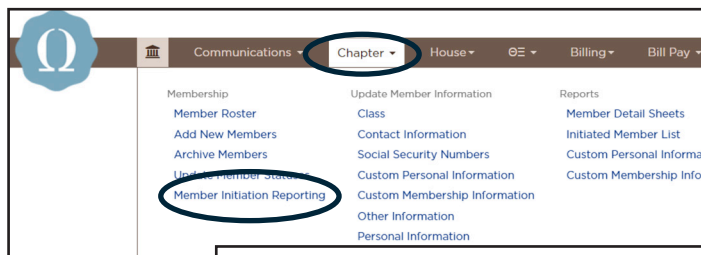
Headquarters will create a Permission to Initiate Report once all associate members complete registration and the chapter pays Associate Member Fees and Initiation Fees in full. Members will not be eligible to be put on the Initiation Report (electronic Form A) until the Permission to Initiate Report is created.

3



SUBMIT INITIATION REPORT

Submit an Initiation Report within 48 hours after each Initiation Ceremony. Submit one Initiation Report per Initiation Ceremony.



Submit an Initiation Report via Vault > Chapter > Member Initiation Reporting > Create Initiation Report

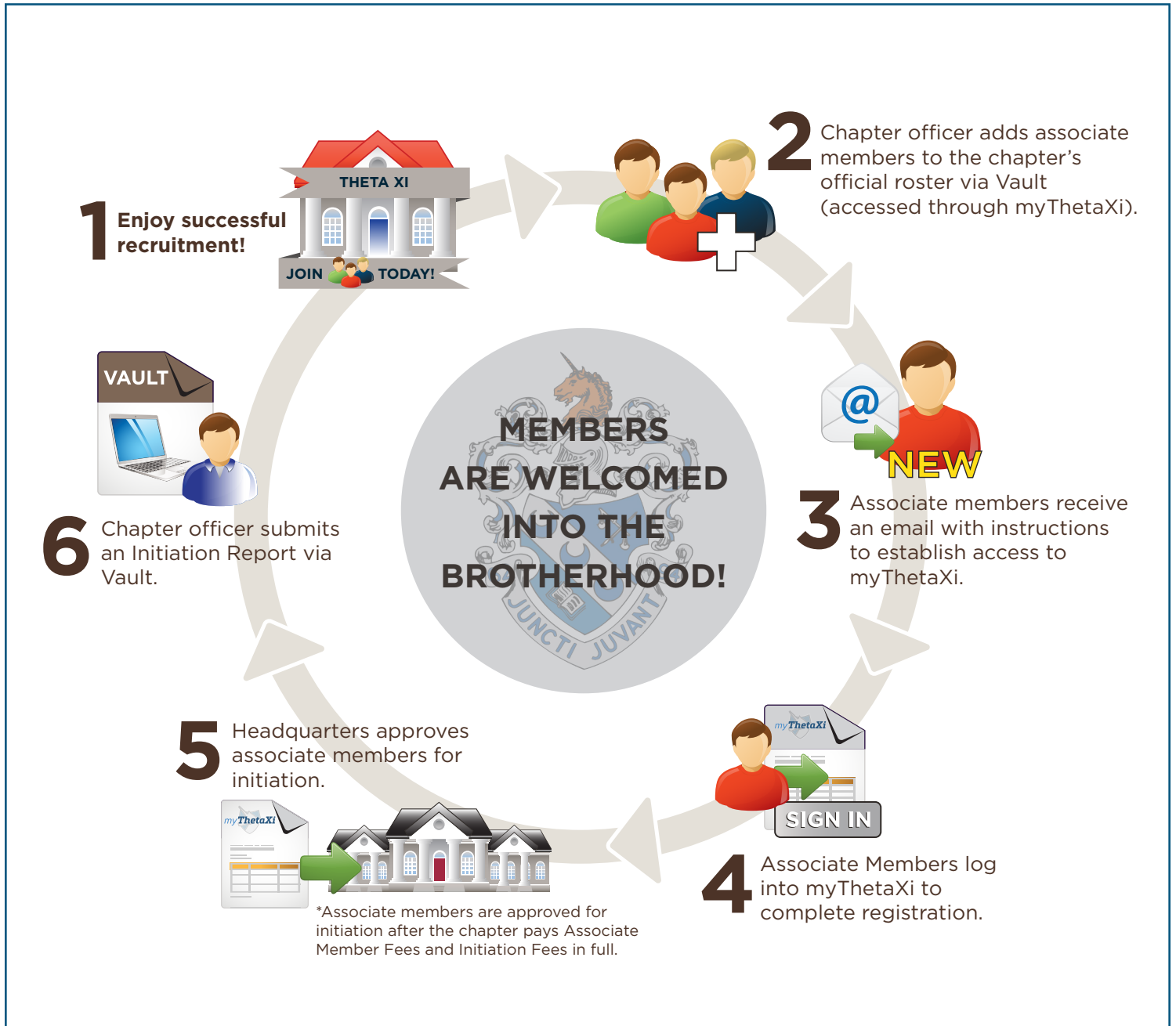
1. Select the term and year
2. Add Initiation Date
3. Select associate members who will initiate
4. Assign Roll Numbers
5. Report hold overs or disassociated members
6. Review and submit the Initiation Report

For more information or with questions, contact:

Your OmegaFi Account Manager at 800.276.6342 or Amy Collins, Member Services Coordinator at amy@thetaxi.org or 800.783.6294.

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