

Theta Xi Roster Updates

HOW IT WORKS

To report alumni and disassociates:

1. Log into [Vault](#) > Chapter > Update Member Statuses.
2. Select Associate Member/Undergraduate in 'Filter By', Alumnus/Disassociated in 'Change To', and the applicable reason in 'Member Status Reason'.
3. Select the appropriate members and choose 'Update Member Statuses'.

<input type="checkbox"/>	Name	Member Status	Date of Graduation	Initiation Date
<input checked="" type="checkbox"/>	Bell, Alexander "Xander"	Undergraduate	05/13/2017	10/30/2016
<input checked="" type="checkbox"/>	Brannan, Jason "Joe"	Undergraduate	05/13/2017	04/06/2015
<input checked="" type="checkbox"/>	Carter, Cameron	Undergraduate	05/13/2017	10/25/2015
<input checked="" type="checkbox"/>	Cook, Vernon	Undergraduate	05/13/2017	10/31/2014

- Daniel "Daniel" Craig

Personal Information

Membership Information

Contact Information

Home Information

Billing Profile

Other Information

AM Ceremony Date
02/11/2014

Initiation Date
04/06/2014

Member Status *
Suspended

Status Reason
Financial

Member Status Notes
Outstanding Balance = \$500.00; Daniel is being suspended...

To report suspended members:

1. Log into Vault > Chapter > Member Roster > Select the member to update. Click the Edit button under Membership Information to update the member status to Suspended and select the appropriate reason.
2. Add member status notes explaining why the member is suspended. Important: For financial suspensions, include the member's outstanding balance in the member status notes.

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.