

INITIATION PROCESS

CHAPTERS

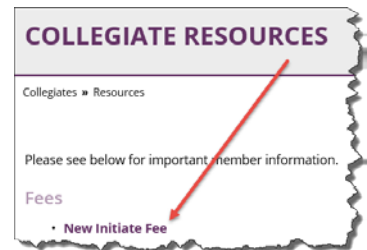
Collect \$100.00 from each new initiate, ideally at least 2 weeks prior to planned initiation.

Log into the Mu Phi Epsilon website using your Chapter's profile. *(Your chapter ID is the chapter name and the password is sterling1903, unless it has been changed by your chapter)*

From the dropdown selections under **COLLEGIATES**, select **RESOURCES**



From the **COLLEGIATE RESOURCES** page, select **New Initiate Fee** under Fees.



Enter on the right side the number of new initiates you are reporting in the **Quantity** field.

Enter the names of the new members in the open dialogue box and the projected date of initiation.

Click on **ADD ITEM**

A screenshot of the "Initiate Fee" form. The form has a title "Initiate Fee" and a section for "ITEM OPTIONS" with "Price: 100.00" and "Quantity: 4". Below this, there is a text area for names and dates with the instruction "Please indicate the first and last names of each initiate and intended initiation date in the box below." and a character count of "140 (of 255 characters remaining)". The text area contains the following entries: "Susy Sunshine - 11/13/2017", "Abigail Adams - 11/13/2017", "Branford Marsalis - 11/13/2017", and "Edward Epsilon - 11/13/2017". A red arrow points from the text above to the text area. At the bottom right of the form is an "ADD ITEM" button.

NOTE:

Should you have more names than fit, complete this form for that number of new initiates. Then, open another form and add the remainder of the names. For example, if you have 16 names and have entered 16 into the Quantity field, but sixteen names are more than can be accepted in the dialogue box, enter as many names as will be accepted, say 10, and change the quantity to 10. On a second form, list quantity as 6 and add the remaining names.

The next screen will show you a summary of your order. Check the quantity and names for accuracy.

Select **CHECKOUT**

CHECKOUT

Checking Out – RECIPIENT INFORMATION

Complete all the information. This address and contact information will be used to mail the badges and certificates, so make sure it is a secure address and you will be able to receive mail here.

Checking Out – PAYMENT INFORMATION

Select either **Check/Money Order** OR **Credit Card**

If...	then...
Selecting Check/Money Order	<ol style="list-style-type: none">1. Check the box if the billing address is the same as the Recipient Information. If the address is different, complete the required fields.2. Enter any additional information in the dialogue box3. Select Proceed to Confirmation
Selecting Credit Card	<ol style="list-style-type: none">1. Complete the next 4 fields2. If the billing address of the credit card is the same as entered in Recipient Information, check the box and the fields below will automatically populate. You need only complete these fields if the billing address is different from Recipient Information.3. Enter any additional information in the dialogue box4. Select Proceed to Confirmation

You have one more chance to verify your information and make sure that everything is accurate. Review the next screen and to complete the checkout process, click the **Complete Order** button.

COMPLETE ORDER

On the **THANK YOU** screen, you may view your Invoice/Receipt.

If you are sending in payment by check/money order, select **PRINT** to print the invoice and enclose with your payment. Send the invoice and payment to IEO immediately!

NOTE:

You will receive an email confirmation whether paying by credit card or check/money order. You also have the option to print the invoice from the email notification.

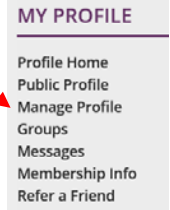
YOU ARE NOT FINISHED WITH THE PROCESS – KEEP READING

RECORDING NEW INITIATES

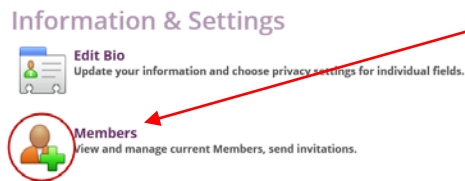
Return to the home page for Mu Phi Epsilon by clicking on the Mu Phi logo in the top left corner of the screen.



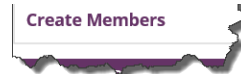
Scroll to the bottom of the screen and under the **Mu Profile** options, click on **Manage Profile**



Under **Information & Settings** on the next page, select **Members**



Click on **Create Members** in the first box



Answer **YES** to the popup and then select **Collegiate Individual** and **CONTINUE**



For new initiates, select **click here** to continue



Use the new members email address as the **Username**. If you do not know the new members email address, use the first letter of their first name and their last name. For example, John Smith would be jsmith

Complete the **Registration Information** and **CONTINUE**.

Click **ACCEPT THIS MEMBERSHIP AND CONTINUE**



ACCOUNT INFORMATION

Assign this password – sterling1903 The new member may later change their password at their discretion.

Complete the email field

PERSONAL INFORMATION

Complete all the fields in the **PERSONAL INFORMATION** section.

PROFESSIONAL INFORMATION

You may leave most of these fields to be completed by the new member. However, the following fields are mandatory

Enter the

Initiation Date

Chapter of Initiation

Current Collegiate Chapter

Triangle Status (make it Active)

 Initiation Date *	<input type="text"/>
 Music Specialty	<input type="text"/>
 Chapter of Initiation *	<input type="text"/>
 Current Collegiate Chapter *	<input type="text"/>
 Triangle Status * <small>(Not visible in profile)</small>	<input type="text"/>

ADDITIONAL INFORMATION

You do not need to complete anything here. When you notify the new member of their profile ID and password, suggest that they update their profile with additional personal and professional information.

Click **SUBMIT** to complete the entry

SUBMIT

NOTE:

You may ask each new member to set up their own profile using the steps above. Or you may set the profile for your new members and ask that they add to their profiles and confirm the information is correct.

Either way, confirm that the names are in the database and profiles created for your new members no later than one week after their initiation.

YOU ARE NOT FINISHED WITH THE PROCESS – KEEP READING

ATTACHING THE NEW MEMBER TO YOUR CHAPTER ROSTER

Notify your new member(s) of their username and password so they can access their profile. Encourage them to add information and check to make sure their profiles are correct.

If you were logged into your chapter's profile when creating your new member profiles, they should already be attached to your chapter. You can confirm this by checking your chapter member list.

If you choose to have your members create their own profiles, you may have to attach them to your chapter's roster as they will not automatically appear on the roster.

All new member additions will need to be approved and you can expect IEO to do that within 24 hours.

NOW YOU ARE FINISHED WITH THE PROCESS – CONGRATULATIONS