

How to Use the Members Area

For Commanders and Recorders



Members Area Login



https://www.sigmanu.org/collegiate-members/collegiate-members

Members Area Login



Logging In

Steps to Log-in

- Enter Username & Password
 - If you have forgotten your password, utilize forgotten password link
 - Instructions will be sent to the email utilized when you signed up as a member

Welcome Page



Home

Welcome to the Members Area

Verify Candidates
Verify Initiates

Roster Information

welcome to the members Are

If you are an initiated member, active resources requiring login, such as the directory, are not yet available, but will be soon. Thank you for your patience. Return to Home Page

Officer Information

Chapter Contact Information made available:

Verify Candidates:

Proposed candidates can be verified, provided they have been processed by the General Fraternity (please allow 3 business days following their registration).

If you are a Commander or Recorder for your chapter, you have links to the following chapter managment features

Verify Initiates:

Candidates can be verified as initiates following their initiation ceremony, and assigned badge numbers. After the initiation fees are received and processed, materials will be sent.

Roster Information: Manage your chapter's roster of active candidates and initiates.

Officer Information: Make changes to elected officers.

Chapter Contact Information: Update physical and mailing address, or phone number for your chapter.

Welcome Page

Pages

- Verify Candidates
 - Used to verify Candidates
- Verify Initiates
 - Used to verify Initiates
- Roster Information
 - Used to make roster updates(graduation, leaving school, expulsion, etc.)
- Officer Information
 - Updating officer roles
- Chapter Contact Info
 - Updating contact information for chapter

Roster Information

Roster Information

the Chapter/Colony

Verify Candidates

Verify initiates

Home

- If you need to add back Candidates who were previously de-pledged, or Initiates who were previous marked as Alumni, please submit your request via email, including the individual's full name and return date, to members.area@sigmanu.org.
- If you wish to add an Affiliate (a candidate or initiated member from another school), please submit your request via email, including the individual's full name, start date, and previous chapter, to james.ehrmann@sigmanu.org.

This page allows you to remove members off the collegiate roster. Only provide a status change and start date for members who have left

Chapter Contact Informatio

Record Id	Record Id Full Name * Current Status New Status							
569366	Adrian Adesola Adegbesan	Candidate	v v	Effective Date				
569368	William Alexander	Candidate	~	10/10/2021				
569364	Tejdeep Aulakh	Candidate	~	10/10/202:				
569412	Alvaro Bermudez-Canete	Candidate	~	10/10/202:				
569493	Luis Marc Botin-Sanz de Sautuola d'Ornano	Candidate	~	10/10/202:				
569360	Simon Remy Camacho	Initiate	~	10/11/2022				
561503	Spencer Benjamin Chemtob	Initiate	~	10/15/2021				
561505	Tomas Cortes	Initiate	~	10/15/2021				
569535	Esidore Fajardo Eneinyang	Candidate	~	10/22/202:				
561506	Drew Nathaniel Feinman	Initiate	~	10/15/2021				
569523	Bruno Felix Castillo	Candidate	Alumni (Graduated) Alumni (Left School) Proposed Expelled Proposed Suspended	10/22/202:				
569421	Nicolas Gutierrez Seelenberger	Candidate	~	10/10/202:				

Roster Information

When to Use

- Graduation
- Leaving School/Studying Abroad
 - Only to be used for students who leave your university via transfer or dropping out.
 - Additionally, can be used for members who study abroad for the academic term.
 - <u>NOT</u> to be used for members who wish to "Drop" or go "Early Alumni Status". These are not recognized by Sigma Nu Fraternity.
- Disciplinary Action
 - Proposed Suspended and Proposed Expelled should only be utilized if this action is taken through The Trial Code.

Roster Information

	569535	Esidore Fajardo Eneinyang	Candidate	~		10	/22	/20	02:				
	561506	Drew Nathaniel Feinman	Initiate	Alumni (Graduated) 🗸		4		Octol	ber, i	2021	1	•	
						Su	Мо	Ти	We	Th	Fr	Sa	
						- I I	26	27	28	29	30	1	2
	569523	Bruno Felix Castillo	Candidate	~		3	4	5	6	7	8	9	
						10	11	12	13	14	15	16	
ł						17	18	19	20	21	22	23	
	569421	Nicolas Gutierrez	Candidate	~		24	25	26	27	28	29	30	
	309421	Seelenberger	cuntulate				Toda	y: Ja	nuan	9,2	023	_	

Roster Information

How to Use

- Select Change
- Select Date
 - Utilize date picking calendar by clicking on calendar icon.
 - If calendar icon does not appear, please clear cache, utilize different browser, or utilize private browsing window.
- If "Graduated", "Alumni Left-School", or "Depledge" do not appear
 - These statuses not appearing means that you are unable to make these changes
 - This may be because of unpaid Candidate or Initiation Fees
 - Contact <u>Anthony.Tornini@sigmanu.o</u> rg if you find this issue

Officer Information

🌸 Home	e - Sigma Nu Fraternity, Inc. 🗴 🔅 Members' Area - Sigma Nu Frate 🗙 🕂												- đ	
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		• Home	Officer Information				1/							ົ ແ
		Verify Candidates	Manage the officer's 'Position' and 'Star individual for 2 different officer positio position given to that individual.	rt Date' values, then press the ins in the same submission. If	'Submit' button. Please note that you may no you need to do so, please revisit the form for	ot submit the same reach subsequent								•
		Roster Information	Position	Current Officer	New Officer	Start Date								+
		Officer information Chapter Contact information	Alumni Relations	Nicholas Baustert	· · · ·	12/12/2022								
		Chapter Constit monitation	Chaplain	Harrison Lewis Gantz	Reace Adams Nicholas Baustert Kevin Michael Brodeur Adam Paul Bukacek	12/3/2022								
			Commander	Joshua Anthony Cajina	Joshua Anthony Cajina Reece Monroe Carmen Keegan Coplin Stephen James Edmondson	12/3/2022								
			House Manager	Robert Tyler Smith	Brice David Fuller Harrison Lewis Gantz Jake Ryan Garcia Jacob Christian-Hall Gobeille	12/12/2022								
			LEAD Chairman	Hunter Isaac Myers	Patrick Jeffrey Hallacy Garrett Alan Hayes Colin King Hooper Jason Houpt	12/3/2022								
			Lt. Commander	Gareth Morton	Riley Jonathan Loew Mason Raymond Lucero Branden Mercer	12/3/2022								
			Marshal	Tige Eli Vanover	~	12/3/2022								1
			Philanthropy/Community Relations	Stephen James Edmondson	~	12/12/2022								
			Recorder	Trevor Keith Morris	~	12/3/2022								
			Recruitment Chairman	Reece Monroe Carmen	~	12/3/2022								
			Reporter		~									
			Risk Reduction Officer	Robert Tyler Smith	~	12/12/2022								
			Scholarship Chairman	Jake Ryan Garcia	~	12/12/2022								•
			Contract	Tucker Kain		12/3/2022								• \$

Officer Information

- Officer Elections
 - Any time there are changes to officers, this should be updated
- Select Name
 - Select name for new officer
- Select Date
 - Select date utilizing calendar
 - <u>DO NOT utilize a future date</u> <u>for officers</u>

Verify Candidates



Verify Candidates

Currently we cannot display more than 50 records to be verified in one session. If you have more than 50 records to verify, please submit verification for those visible, and then return after a few minutes to review and submit more as needed. Please do not resubmit any duplicates.

N	ICSID	Name	Approved	Ceremony Date
-	569371	Lehlohonolo E. Mapetla	No Change 💙	mm/dd/yyyy
-	570215	Jaime L. Mizrachi	Approved Disapproved	mm/dd/yyyy
			SUBMIT	

Verify Candidates

- Within 72 hours of Candidate Ceremony
- Select Status
 - Select "Approved" if they were made a Candidate
 - Select "Disapproved" if they were not made a Candidate and removed from the process.
 - Select a date utilizing the Calendar selector
- Inability to make changes
 - If the NCSID says "Queue", wait 1-2 business days as they are processing through our database.
 - If you encounter late reporting fees because of the delay, please contact <u>Anthony.Tornini@sigmanu.o</u> rg.



Home

Approved Candidate Information

verify Candidates

Choose whether to initiate the listed candidates below and press the 'Submit' button.

- Record Id | Full Name + | Ceremony Date | Initiate Roster Information Shaw, Eddie 7/6/2022 469475
- Officer Information

Verify initiates

Chapter Contact Information



Verify Initiates

- Within 72 hours of • Initiation Ceremony
- Select Status •
 - Select "Initiate" Check Box if they were made an Initiate of the chapter.





Home

Initiate Information

numbers

- Verify Candidates
- Verify initiates
- Roster Information
- Officer Information
- Chapter Contact Information

Record Id Full Name +		Candidate Ceremony Date	Initiate Ceremony Date	Initiate Number
469475	Shaw, Eddie	7/6/2022		

Choose a initiate date and number for the listed candidates below and press the 'Submit' button. Please ensure all badge numbers assigned/submitted are sequential with no skips. All subsequent badge assignments will be shifted to fill any vacant or skipped badge



Verify Initiates

- After Submitting
 - Input Initiation Ceremony date utilizing the calendar
 - Input the Initiate Number
 - This may also be known as a badge or pin number
 - <u>DO NOT</u> skip badge numbers
 - Skipping badge numbers will result in an automatic correction.
 - If you need the current badge number, please contact <u>Members.Area@sigma</u> <u>nu.org</u>