

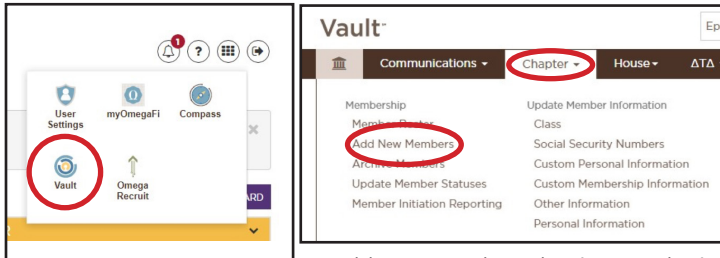
Delta Tau Delta New Member and Initiation Reporting

HOW IT WORKS

ADD NEW MEMBERS

1 TO ROSTER

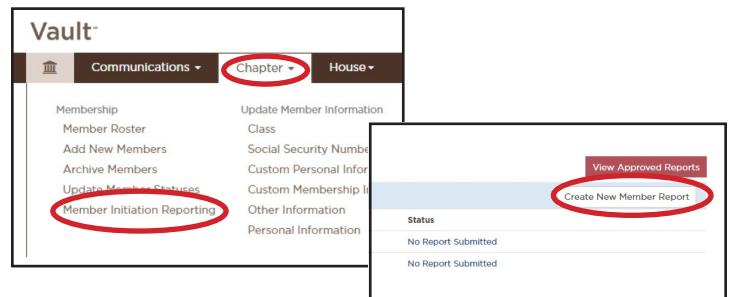
Add new members to the roster via Vault **no later than 48 hours** after the pledge ceremony.



To add new members, log into Vault via myDelt (www.delts.org) > Chapter > Add New Members. Click 'Add Member' button and enter the required information (indicated by*) for each member.

2 SUBMIT NEW MEMBER REPORT

You must also **submit the New Member Report** via Vault **no later than 48 hours** after the pledge ceremony.



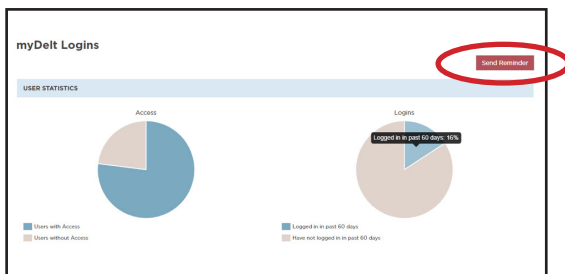
You should do this immediately after adding all new members to the roster in Vault > Chapter > Member Initiation Reporting > Create New Member Report.

1. Select the appropriate term, year and planned date of initiation
2. Select new members who pledged
3. Enter the date of the pledge ceremony as the pledge date
4. Review and submit the New Member Report
5. Members listed who did not pledge should be reported as depledged with the member status reason 'Did Not Pledge' in Vault > Chapter > Update Member Statuses

3 MONITOR REGISTRATION

New members **must complete new member registration, the new member education course "The Good Delt Online Program" and GreekLifeEdu via myDelt** before being eligible for initiation.

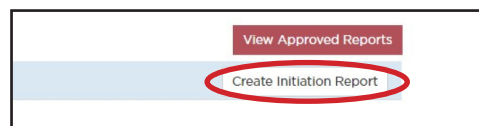
[TIP] Get new members to complete registration during the first new member meeting, (they can do so via their phones.)



If a new member has not established their myDelt account, a reminder email may be sent to them via Vault > Communications > myDelt Logins > Send Reminder.

4 SUBMIT INITIATION REPORT

Submit an Initiation Report within 48 hours of the initiation ceremony. Do not submit the report until all new members have completed registration, The Good Delt Online Program and GreekLifeEdu.



Submit Initiation Reports via Vault > Chapter > Member Initiation Reporting > Create Initiation Report.

1. Select the appropriate term, year and date of initiation
2. Select new members who initiated
3. Assign roll numbers as recorded in the chapter roll book, starting with the next available roll number
4. Report hold overs and depledged members
5. Review and submit the Initiation Report

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