

# Pi Kappa Alpha New Member and Initiation Reporting

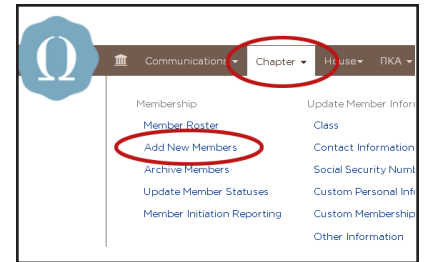
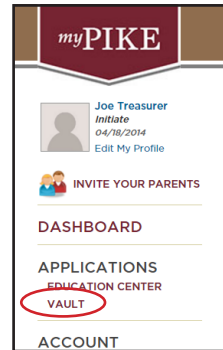
EASY AS 1, 2, 3...

1



## REPORT NEW MEMBERS

Report new members via Vault within seven (7) days of the pinning ceremony. Late reporting may result in a fine of \$10 per man.



To report new members, log into Vault via myPIKE ([www.pikes.org](http://www.pikes.org)) and select 'Add New Members' on the 'Chapter' tab.

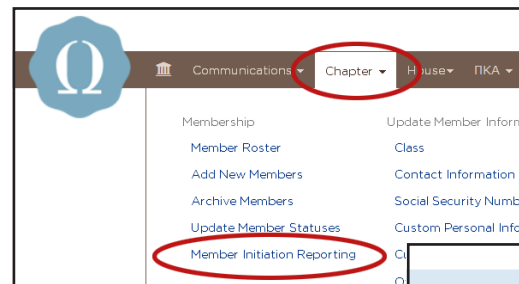
2



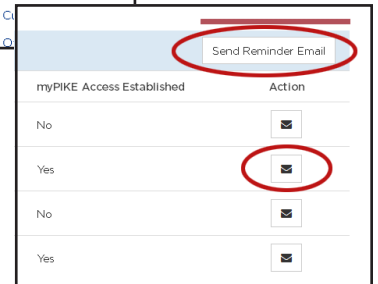
## MONITOR REGISTRATION

New Members **complete New Member Registration via myPIKE** within seven (7) days of the pinning ceremony. New members are not eligible for Initiation until this is complete.

**[ TIP ]** Have new members bring their computers to the first New Member Meeting and complete registration as a group.



Track new members' registration statuses and submit Initiation Reports via Vault > Chapter > Member Initiation Reporting > Create Initiation Report.



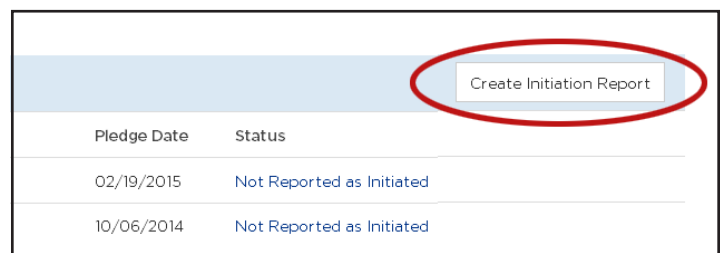
Select 'Send Reminder Email' or the envelope icon to email new members a reminder to complete registration.

3



## SUBMIT INITIATION REPORT

Submit an Initiation Report via Vault five (5) days prior to each Initiation Ceremony. Chapters cannot report new members as Initiated until they complete New Member Registration. Late reporting may result in a fine of \$10 per man.



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

**Step 1:** Select new members who will initiate.

**Step 2:** Report hold overs and depledges.

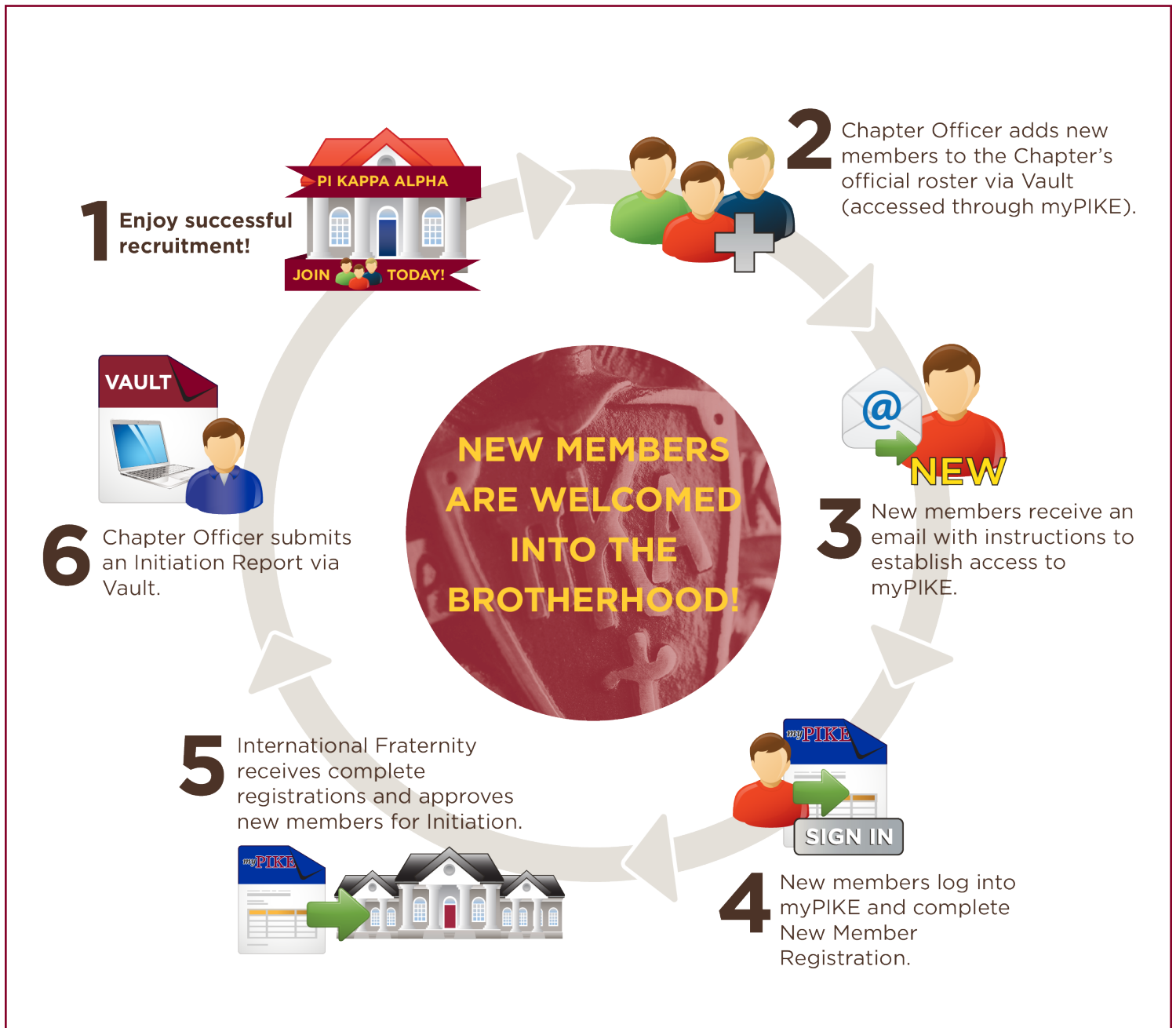
**Step 3:** Review and submit the Initiation Report.

### For more information or with questions, contact:

Your OmegaFi Account Manager at 800.276.6342 or Kristen Humber, Membership Reporting and Records Manager, at [khumber@pikes.org](mailto:khumber@pikes.org) or 901.748.1868 x138.

# Pi Kappa Alpha New Member and Initiation Reporting

## HOW IT WORKS



### For more information or with questions, contact:

Your OmegaFi Account Manager at 800.276.6342 or Kristen Humber, Membership Reporting and Records Manager, at [khumber@pikes.org](mailto:khumber@pikes.org) or 901.748.1868 x138.