

Rho Chi Society

New Member Database Entry Instructions – 2020

1. Go to the Society website www.rhochi.org
2. At the top, select **Members**
3. Select **Update Member Information**
4. Login: **your email address**
Enter your **assigned password**.
Under **Member Tools / Accounts**: **Select Add Member**
5. Complete the requested information for each member.
 - Enter member's email address.
 - **Leave the password blank**. Members can request login later to update their information.
 - The initiation date is the date for your planned induction ceremony.
 - Choose **chapter** name from dropdown list.
 - Enter member's **personal information**. If you do not have a local/home address, please put in the School of Pharmacy address.
 - Choose school name.
 - By default, **PharmD** is in the Degree Box. If other than PharmD, please manually enter the degree.
 - Choose **Jewelry** type and enter initials to be engraved.
 - Click "Submit and Add Another".
 - When you enter the last member to be added, please select "**Submit All for Verification**." This sends an email to the National Office that there are records to be retrieved for ordering jewelry and certificates.
 - You can edit records you have entered but you cannot delete records. If you make an error that you cannot undo (submit a same name twice or enter incomplete information), please contact the National Office and we can update the information. Email rhochisociety@umich.edu or call (734) 615-4898. You can edit records you have just entered by choosing the year (2019, 2020, etc.) and **View**. You can then edit the selected initiate. The **Verify Selected** and **Remove Selected/Select All/Deselect All tabs are for National Office use only**.
6. To review your member list once you have completed your entries, select the year and check Any and Unverified. Copy and paste the member names from the screen into a Word file and submit with your Election Report.
7. If you get a message that says your member/name already exists in the database, just hit submit. The database checks for all names/all chapters – with 90+ years' worth of names, there will be duplicate names.

Please follow the directions on the screen for final submission. Please send an email to rhochisociety@umich.edu when you have completed entering your members or call the National Office at 734-615-4898.

Please send your signed New Member Election Report with your New Member fees and roster to the National Office. Forms are on the website under "Chapter Resources" tab, Process New Members. Complete the Chapter Membership Election Report and be sure these report forms are completed properly and signed by the Dean or designee.