

# How to Use ChapterSpot for Triangle Membership Status Routes

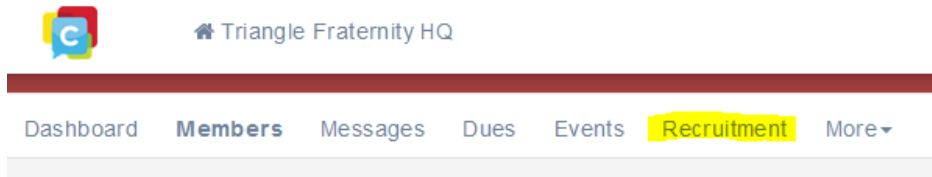
Log into your ChapterSpot Account

- If you have forgotten your login, contact [Support@ChapterSpot.com](mailto:Support@ChapterSpot.com)

You must be an officer with Administration rights to enter and update Membership Status.

## Adding NEW Members

Use the ChapterSpot Recruitment to enter New Members.



To learn how to use the Recruitment Ap, watch this video: <https://vimeo.com/259044072/0ed38e3424>

Once the prospect reaches the **Pledged** stage, he becomes officially recognized and added to the membership roster as a New Member. At this point, complete personal information and a pledge date is required and submitted to the National Office via the ChapterSpot portal.

- If a New Member decides not to initiate, please update his status to **Depledge**.

## Initiating New Members

To indicate to the National Office that a New Member is to be initiated his *Membership Status* must be changed to **Interim** and initiation date and GPA are required to be entered.

### Status Change Request

Choose a status below. You may need to answer a few questions before changing this member's status.

Status

What is the member's initiation date?

Must be a valid date (YYYY-MM-DD).

Please provide this member's GPA

Must have exactly 2 decimal places.

Change Status

- If he decides not to initiate after this stage has started, please change Status to **Depledged**.

## Completing Initiation

Within 3 days of the completed Initiation, Update the Interim Status to Undergraduate.

### Status Change Request

Choose a status below. You may need to answer a few questions before changing this member's status.

Status

Undergraduate

Change Status

This status update within the ChapterSpot portal allows the National Serial Number to be assigned to that individual. He is now an official member of Triangle Fraternity.

## Alumnus

Upon Graduation, fulfilling the minimum number of terms as an Undergraduate, or leaving school, update the member status to Alumnus. Alumnus is the permanent membership status until a member passes.

## Other Status Options

**Friend** – Is to be used for Chapter or Faculty Advisor who is not a member of Triangle and is listed in the Officer Roles. There are no other options to use the Friend status by the chapter. The National Office may use this status when appropriate.

**Voluntarily Termination** – Initiated member decides he no longer wants to be a member of Triangle and submits this information to the Chapter Officers. A **Membership Termination Form - Form H** is to be submitted by the Chapter President for this member for attachment to his membership record in the National database. His membership documents and paraphernalia are to be collected and returned to the National Office.

**Expelled** – Chapter votes to Expel member for conduct unbecoming a Triangle member. A **Membership Termination Form - Form H** is to be submitted by the Chapter President for this member for attachment to his membership record in the National database. His membership documents and paraphernalia are to be collected and returned to the National Office. **Form H** can be under HQ Docs/Forms in ChapterSpot.

