How to Use Triangle ChapterSpot for Membership Status Routes

Log into your ChapterSpot Account (using new FSID effective Sept 2021)

If you have forgotten your login, contact <u>HQ@triangle.org</u> or <u>Support@ChapterSpot.com</u>

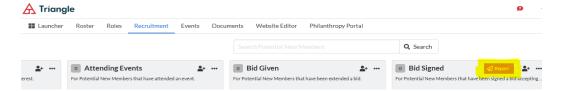
You must be an officer with Administration rights to enter and update Membership Status. Officer assignments are set under the Roles tab within Triangle ChapterSpot portal.

Adding NEW Members

Use the ChapterSpot Recruitment to enter New Members.



Be sure to use the Report button in the Bid Signed column to report the new members to the National Office.



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.

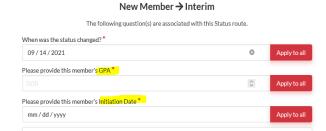
If a New Member decides not to initiate, please update his status to Depledge.

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.







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

Completing Initiation

Within <u>3 days</u> of the completed Initiation, Update the Interim Status to <u>Undergraduate</u> using the same steps to update status as used in New Member to Interim.

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, or leaving school, update the member status to Alumnus. Alumnus is the permanent membership status until a member passes.

Other Status Options

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 found under Documents in ChapterSpot.