How to Edit Chapter Roster (for Chapter Signers)

Note: Chapter Signers have Administrative Access for each SFL organization to edit your chapter roster and make changes for existing members.

Visit sororityfraternity.uci.edu

Click on the Resources tab and then click on Roster Updates & Grade Reports

Note: New Members will need to log-in using their UCnetID

Click on “Manage Chapter Roster” button

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Make sure to click the “Year” and “Quarter”

Click on dropdown menu to edit the status of Chapter Members.

Status categories for membership:
- **Pledge** – for New Member
- **Active** – for Active Members
- **Graduated** – for graduated members
- **Expelled** – for expelled members
- **Resigned** – for members no longer in your organization

Add new members by using their UCInetID

After submission to roster, Chapter Signers will see listing of everyone who has “submitted” an Authorization Release form and members who have “not submitted” an Authorization Form.