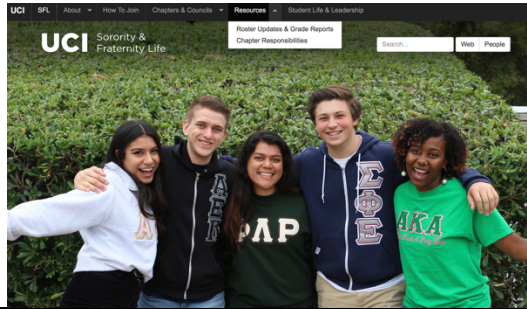


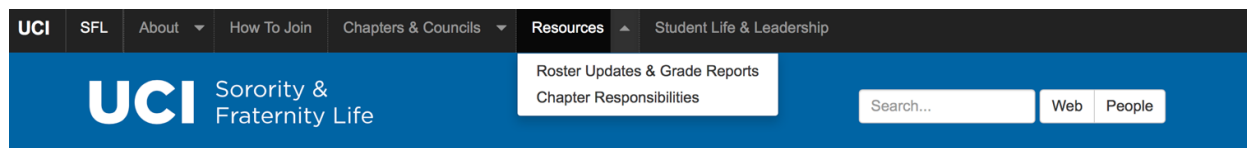
## How to Edit Chapter Roster (for Chapter Signers)

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

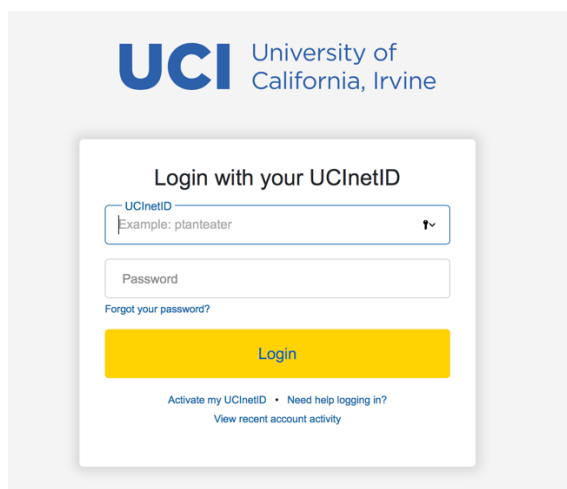
Visit [sororityfraternity.uci.edu](http://sororityfraternity.uci.edu)



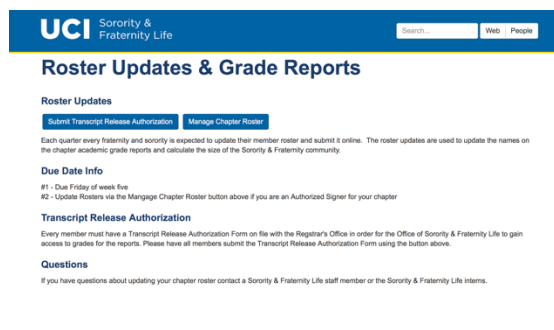
Click on the **Resources** tab and then click on **Roster Updates & Grade Reports**



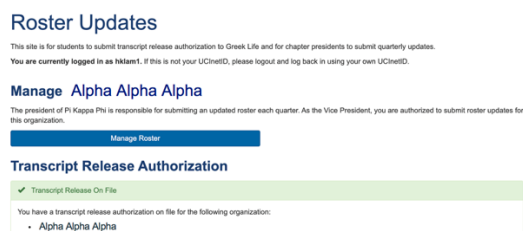
Note: New Members will need to log-in using their **UCInetID**



Click on **“Manage Chapter Roster”** button



Click on **“Manage Roster”** button



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

## Chapter Roster

### Instructions

1. Select Year
2. Select Quarter
3. Update status of existing members
4. Add new members
5. Submit

Chapter: Alpha Alpha Alpha

Year: 2019-2020

Quarter: Fall

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

Last Name	First Name	Status	Transcript Release
Michael	Jordan	<ul style="list-style-type: none"> <li>Pledge</li> <li>✓ Active</li> <li>Graduated</li> <li>Expelled</li> <li>Resigned</li> </ul>	submitted
Magie	Johnson	Active	submitted
Lary	Bird	Active	submitted
Charles	Barkley	Active	submitted

*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

Status	Transcript Release
<ul style="list-style-type: none"> <li>Pledge</li> <li>✓ Active</li> <li>Graduated</li> <li>Expelled</li> <li>Resigned</li> </ul>	submitted
Active	submitted
Active	submitted

Add new members by using their UCInetID

Add Member:

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.

Michael	Jordan	Active	submitted
Magie	Johnson	Pledge	not submitted
Lary	Bird	Pledge	submitted
Charles	Barkley	Pledge	submitted
Kobe	Bryant	Pledge	submitted
Lebron	James	Pledge	submitted