HOW TO EDIT CHAPTER ROSTERS
[FOR SFL CHAPTER SIGNERS]

Note: Only chapter signers have access to edit the roster for a SFL organization and make changes.

1. Visit roster.sororityfraternity.uci.edu or visit sororityfraternity.uci.edu

2. Click on the Resources tab and click on Roster Updates

3. Chapter Signers will need to log-in using their UCI NETID.
4. Click on **Manage Chapter Roster button**.

5. You will then be prompted with the chapter you are affiliated with and can edit (see example below). Click on the **Manage Roster button**.

6. Please select and verify you are editing for the current **Year** and **Quarter** (see example below). Then click the **Next button**.
How to Edit Status for Active Members

For each member listed on your roster, you can view / edit their Status.

**Pledge** – these are individuals who have not been initiated into your chapters. Depending on the chapter, pledge can be referred to as a new member(s)/associate member(s)/candidate(s). [FOR NEW MEMBERS]

**Active** – those who are initiated members and enrolled undergraduate students

**Graduated** – those who have graduated from UCI or been granted alumnus/alumna status by the chapter.

**Expelled** – those whose membership is ended by the chapter and is no longer affiliated with the chapter in any way.

**Resigned** – those who have chosen to end their membership on their own accord and no longer wants to be affiliated.
**HOW TO ADD NEW MEMBERS**

All new members need to be added by a Chapter Signer using the UCI NETID of the new member and change to their respective status.

To add new members, scroll to the bottom and click the **Add Member button**.

**NOTE:** New Members can only be added using their UCI NETID.

Once added, please remember to adjust the status of your new members to read as **Pledge**.

Chapter Signers can also look to view if their new members have submitted their Transcript Release Authorization form as well (see example below).

Once all edits have been completed, please remember to scroll to the bottom and click the **Submit Roster button**.