Updating Member Status Fall 2017 Rosters

****only use this how-to for updating rosters and for graduating members. Do NOT use this for processing members from pledges to actives, watch the how-to guide recorded webinar posted in the Resource Center for new member reporting.

- 1. Log into myAcacia
- 2. Select 'Vault' in the left hand menu.





3. Once Vault has loaded select 'Chapter'



4. Then select 'Update Member Statuses'

	💼 Communications 🗸	Chapter 👻	House -	Acacia -	Billing -	Bill Pay 👻	Accounting -	Fundraising 🗸
	Membership Member Roster	Update Memb Class	er Information	Repo	orts mber Detail Sh	leets	Chapter Information Chapter Detail	1
	Add New Members	Contact Info	ormation	Init	iated Member	List	Officers	
	Update Member Statuses	Custom Per	sonal Informatio	on Cu	stom Members	hip Information	Committees	
-	Member Initiation Reporting	Custom Mer Other Inforr	mbership Inform nation	nation			GPA History	
		Personal Inf	ormation					

5. To update those that have graduated or transferred select 'Active' in the first field to filter on and then 'Alumnus' in the second. Then update the status reason accordingly. Once these fields have been updated jump to item 10

		Pledae	
Filte	er E 🔉 🗸	Active	\$
		Alumnus	
	Namo	Depledged	N
		Deceased	
	Abelr	Other	Δ
		Expelled	
	Ahlquist	, Caleb	Α

Filter By Active	\$	Change To V Alumnus Deceased	Member Status Reason
	1	mber Status Expelled	Initiation Date
Abeln, Keaton	A	ctive	08/23/2013

Update Member Statuses

Filter By Active	Change To * Alu	umnus	¢	Member Status Reasor 🗸	Active Duty
Name	Member Status	Date of Graduation		Initiation D	Full Year Co-op/Internship Full Year Study Abroad
Abeln, Keaton	Active			08/23/201	Graduated
Ahlquist, Caleb	Active			01/20/2013	Transferred

 If any explusions need to be reported, select 'Active' in first field to filter on and then 'Expelled' in the second. Then update the status reason accordingly. Once these fields have been updated jump to item 9

opuate member statuses				
Filter By Active	Change To * Expelled	\$	Member Status Reasor	
Name	Member Status	Date of Graduat	Initiation D	Conduct Unbecoming Financial
Abeln, Keaton	Active		08/23/201:	Resigned

- 7. If there are any alumni members that are returning as an active member, select 'Alumnus' in the first field and 'Active' in the second. Then update the status reason accordingly, similar to the directions in step 6. Once these fields have been updated jump to item 9
- 8. If a member is still an active member and will be studying abroad or on a full year co-op, update the status reason accordingly. Then update the status reason accordingly. Once these fields have been updated jump to item 9
- 9. Once all updates have been made, click on 'Update member statuses' at the bottom of the listing.



If you have any questions please email <u>mweber@acacia.org</u> or talk with your account manager.