# ChapterBuilder – Reporting New Members

ChapterBuilder is officially integrated with OmegaFi! Chapters of Acacia will now report new members to the organization's headquarters through ChapterBuilder. This document will walk you through reporting these new members.

1. Move all new members to A+

Each of the new members you are wanting to report will need to have the A+ status. To change a Lead's status, simply click on the status (letter grade) and the Lead List and change it to A+.
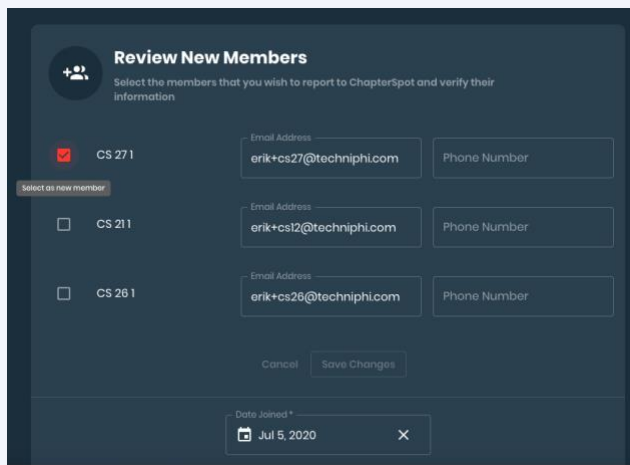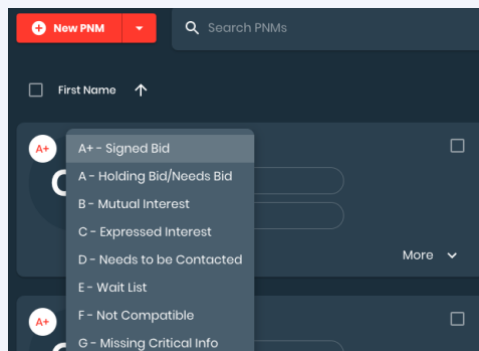

2. You will notice a congratulations message

At the top of the Lead List, you will see a "Congratulations" message. If you don't see it after changing statuses, refresh your browser.
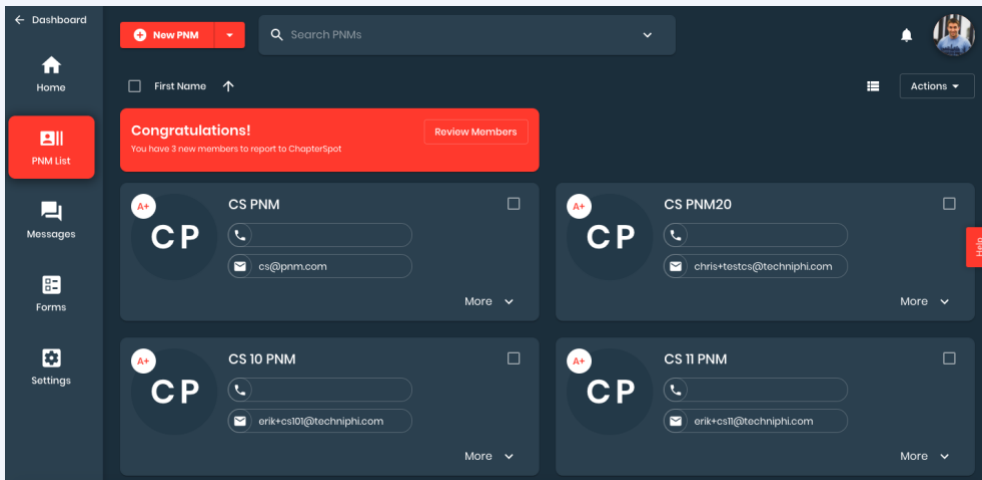
3. Click Review Members & Verify Information

Click on the "Review Members" button on the right side of the congratulations message. Then make sure each new member email and phone is correct before submitting; it is important that you input the correct information as your headquarters will use this contact information to communicate with your new members. This is also a good time to make sure all your new members are listed for reporting.

4. Select each New Member you want to report and click

Click the checkbox to the left of each Lead you want to report (see screen shot above), set the date of your reporting, and then click the "Report New Members" at the bottom of the screen.

Note, it will tell you how many New Members you are reporting. If you are missing someone, it means their status is not an A+.

If you have issues reporting new members, let us know!

You can contact the TechniPhi Support Team at chapterbuildersupport@techniphi.com.