Delta Omega Chapter User Guide



Delta Omega Induction Request Process

- Log-in to the new Chapter Induction system to request induction certificates.
 If you do not have log-in credentials, contact the national office at: info@deltaomega.org
- This portal will allow you to submit your induction requests via either a webform or a file upload.
- Requests will be fulfilled within two weeks. The requestor will receive a USPS tracking link as soon as the request is fulfilled.
- An invoice will be sent via email when the request is fulfilled. Payments may be made by check, credit card or electronic payment. (Induction dues are \$50 per inductee.)
- The National Office will induct your members once payment for induction dues has been received.

URL: https://deltaomega.connect.prolydian.com





MY ACTIONS

- > Member list
- > Log in



Delta Omega Induction Certificates and Merchandise

Induction dues

Once your chapter has selected your inductees, chapters should order induction certificates from the National Office.

- Log-in here to request induction certificates. If you do not have log-in credentials, contact the national office at info@deltaomega.orgl
- · This portal will allow you to submit your induction requests via either a webform or a file upload.
- Requests will be fulfilled within two weeks. The requestor will receive a USPS tracking link as soon as the request is fulfilled. If your request requires expediated shipping, the national office will contact you to confirm your chapter will pay rush shipping charges.
- An invoice will be sent via email when the request is fulfilled. Payments may be made by check, credit card or electronic payment. (Induction dues are \$50 per inductee)
- If some or all of your inductees will be paying their own induction dues, be sure to indicate that
 when submitting your request.
- The National Office will induct your members once payment for induction dues has been received.

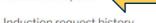




MY ACTIONS

- > My account
- > Member list
- > Log out

> Induction request



> Induction request history

View Edit

MEMBER FOR 2 days 3 hours

Enter Shipping Information

Welcome to the induction request form. You can choose to upload the inductees using a template or add the inductee information into this form.

SHIPPING INFORMATION

By what date do you need to receive certificates?*	
mm/dd/yyyy 🗖	
NAME *	
Please enter the name of the person to whom certificates should be shipped	d.
Full name *	
Email *	
Please enter the email address of the person to whom certificates should b	e shipped.

CERTIFICATE MAILING ADDRESS

Address *	
Address 2	
City/Town *	
State/Province *	
- Select -	~
ZIP/Postal Code *	
Country *	
- Select -	~



Enter Inductee Information

INDUCTEES

CHOOSE HOW YOU'D LIKE TO ADD YOUR INDUCTED				
0	Upload			
0	Enter their information			

STOLES AND PINS

WOULD YOU LIKE TO ORDER ANY STOLES OR PINS			
0	Yes		
0	No		

WILL YOUR INDUCTEES PAY THEIR OWN INDUCTION DUES? (IF SOME WILL PAY, ANSWER YES. IF YOUR CHAPTER WILL PAY, ANSWER NO.) *

O Yes

O No

SUBMIT



Option 1: Enter Inductees Manually

INDUCTEE ENTRY

_	NDUCTEE 1			
Fir	st Name			
Las	st Name			
Em	ail			
Em	ail			
	DUCTION TYPE			
IN				
IN	DUCTION TYPE			
IN O	DUCTION TYPE Student - Graduate			
IN	DUCTION TYPE Student - Graduate Student - Undergraduate			



Option 2: Upload Inductees

INDUCTEES

CHOOSE HOW YOU'D LIKE TO ADD YOUR INDUCTEES *

- Upload
- O Enter their information

INDUCTEE UPLOAD

Please **download this template** file for inducting members. **Save the file as a .csv before uploading your inductees.**

Induction Upload *

Choose File No file chosen

One file only. 80 MB limit. Allowed types: csv.



Confirmation

- After your request has been submitted, you will receive an email confirmation.
- You can also see your recent request history.

MY ACTIONS

- My account
- > Member list
- > Log out

- > Induction request
- > Induction request history

