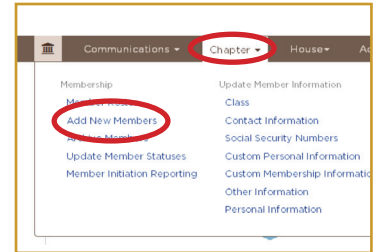
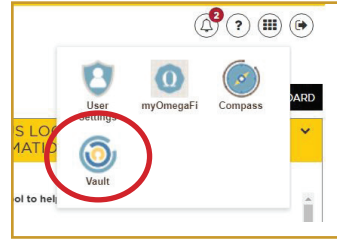


# Acacia Initiation Reporting

EASY AS 1, 2, 3...

## 1 REPORT PLEDGES

Report pledges via Vault as soon as possible.



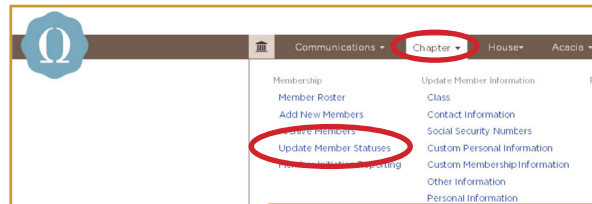
To report Pledges, log into Vault via myACACIA > Chapter > Membership > Add New Members.

## 2 MONITOR REGISTRATION

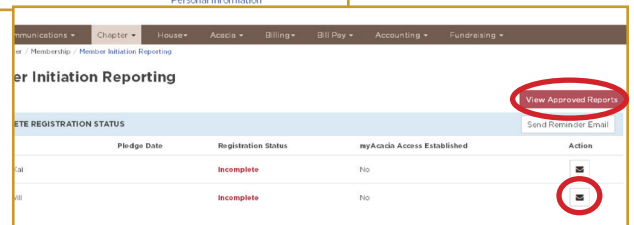
Pledges complete registration via myACACIA within two weeks of the pledging ceremony.

**[TIP]** Get pledges to complete registration during the first chapter meeting, (they can do so via their phones.)

Headquarters will approve pledges for Initiation.



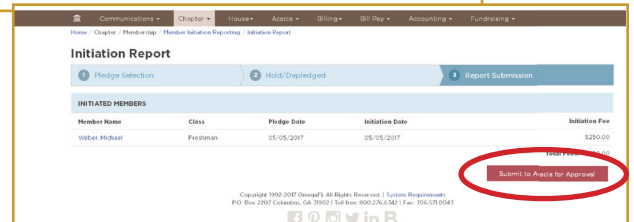
Track pledge registration statuses via Vault > Chapter > Member Initiation Reporting.



Select 'Send Reminder Email' or the envelope icon to email candidates a reminder to complete registration.

## 3 SUBMIT INITIATION REPORT

Submit an Initiation Report within 72 hours after each Initiation Ceremony. Submit one Initiation Report per Initiation Ceremony.

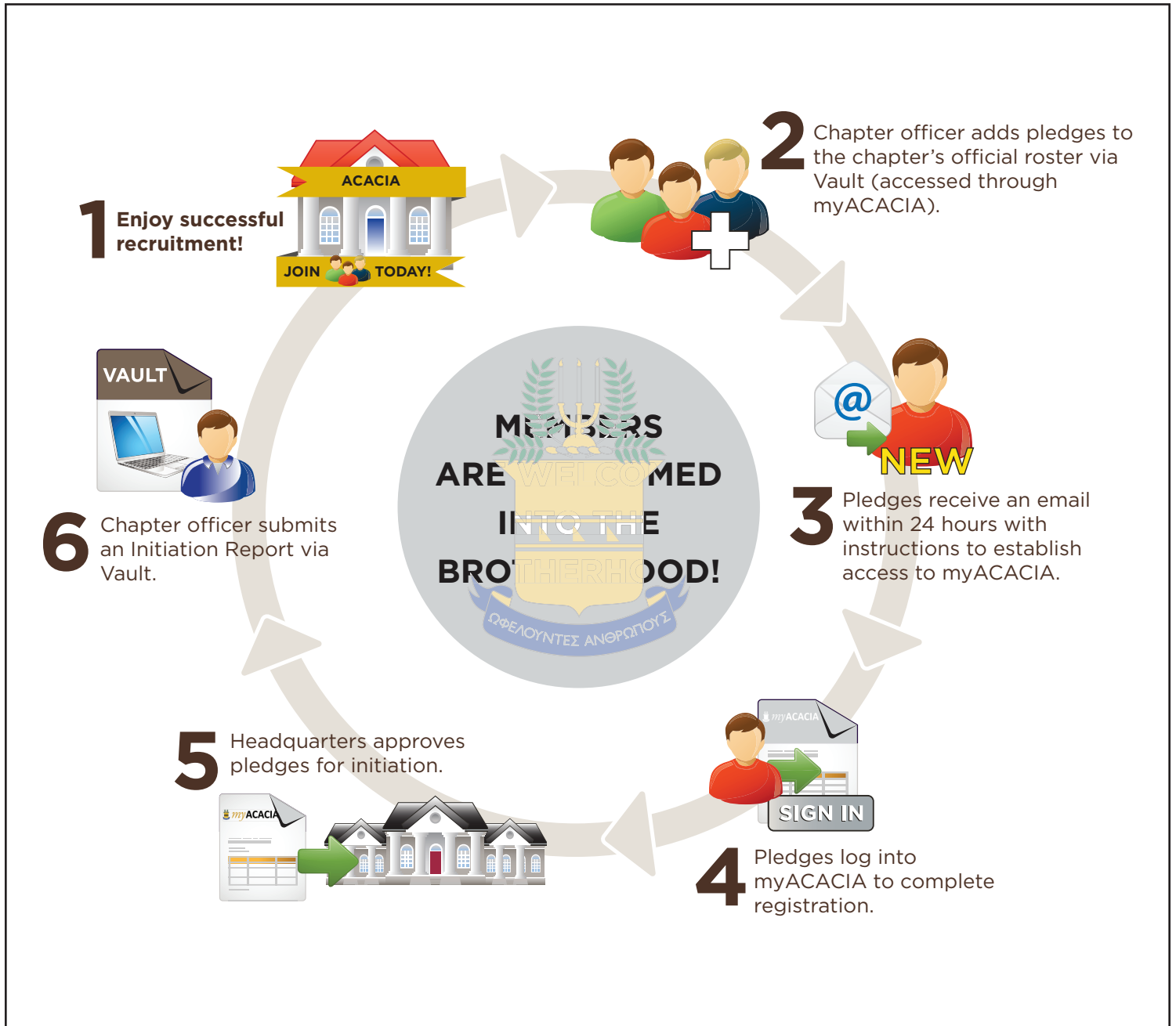


Submit an Initiation Report via Vault > Chapter > Member Initiation Reporting > Create Initiation Report.

1. Select the term and year
2. Add Initiation Date
3. Select pledges who will initiate
4. Assign Roll Numbers
5. Report hold overs or depledge members
6. Review and submit Initiation Report

# Acacia Initiation Reporting

EASY AS 1, 2, 3...



**For more information or with questions, contact:** Your OmegaFi Chapter Services Representative at 800.276.6342 or Michael Weber, Assistant Executive Director, at [mweber@acacia.org](mailto:mweber@acacia.org) or 515.297.6593.