



## Online Chapter Nomination Form

### What is the Online Nomination Form?

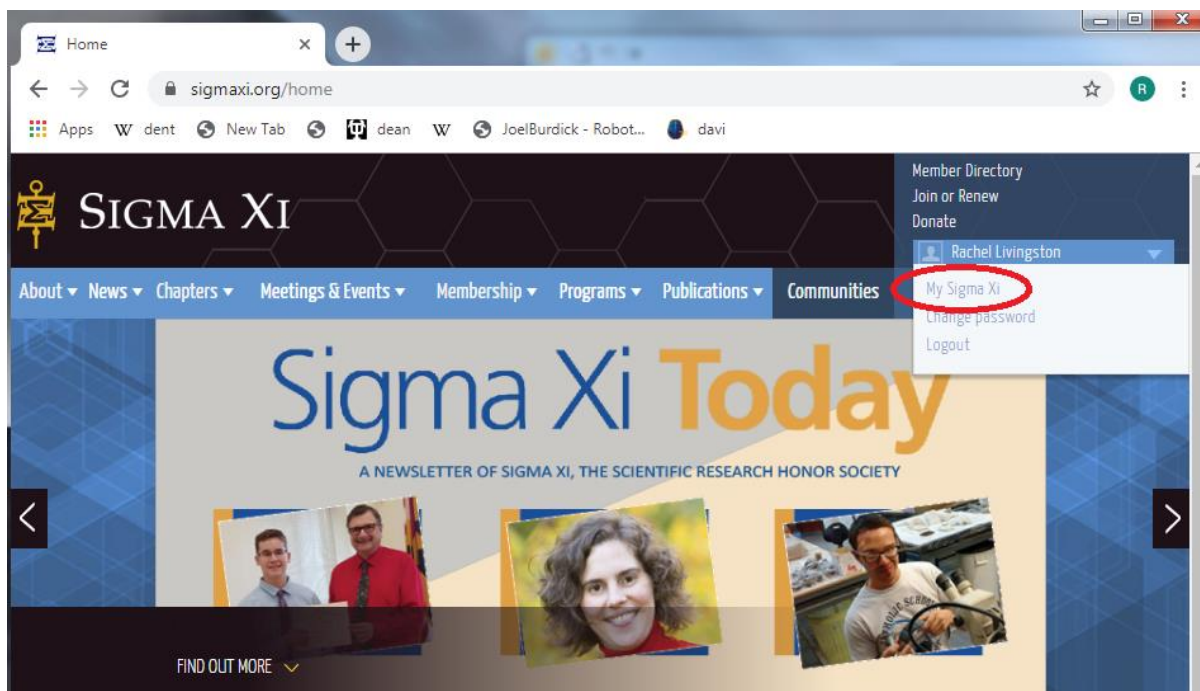
The online nomination form is our newly launched platform to simplify the nomination process for chapters.

### How will it simplify the nomination process?

Chapters will no longer need to provide us with the extensive information on our nomination forms. Also, the new online platform significantly cuts out the time we lose from communication, mail services, etc.

**In this document** you will find the information on how to use the new format.

**Step 1:** Log in to the Sigma Xi website. Once logged in, go to “My Sigma Xi,” which can be found in the drop-down box below your name.



**Step 2:** You should land on a webpage that has “Alerts” on top and “Nominations underneath and to the left of that. Click on the subcategory “Chapter Nomination Form.”

The screenshot shows the Sigma Xi member dashboard. At the top left is the Sigma Xi logo. To the right of the logo is a navigation menu with the following items: About, News, Chapters, Meetings & Events, Membership, Programs, Publications, and Communities. Further right is a user profile section for Rachel Livingston, with links for Member Directory, Join or Renew, and Donate. Below the navigation menu is a search bar. The main content area is divided into three sections: Alerts, Nominations, and Self Service. The Alerts section is currently empty. The Nominations section has a sub-header "Nominations" and contains the text "You have no nominations to review." Below this text are four links: Chapter Nomination Form (circled in red), Staff Dashboard, Staff History Dashboard, and Administrator Chapter Uploads Review. The Self Service section has a sub-header "Self Service" and contains seven links: Annual Report, Treasurer's Report, Update Profile Information, Manage Addresses, Manage Employer and Institutional History, Manage Education Resume, and Set Permissions for Member Directory.

**Step 3:** You will fill out the information we require. The first picture below is the blank version of the webpage you will see. The second image is a version we have filled out to demonstrate for you.

## Chapter Nominations

Please use this form to submit nominations for new initiates. For promotions from associate to full membership, please use the promotion form available [here](#).

### Chapter Information:


zSigma Xi Test Chapter - 1013474

### Ship Membership Certificates to:

Name: *	<input type="text"/>		
Address Line 1: *	<input type="text"/>		
Address Line 2:	<input type="text"/>		
Address Line 3:	<input type="text"/>		
Daytime Phone: *	<input type="text"/>	City: *	<input type="text"/>
State/Province: *	<input type="text"/>	Postal Code: *	<input type="text"/>
Country: *	<input type="text"/>		

### Payment Information:

Please note that a cleared payment must be received before any membership certificates will be sent.

Payment Type: *	<input type="text"/>
Date Certificates Required: *	<input type="text"/> 

Check here if certificates are needed in less than 3 weeks. Overnight courier service charges for this special service will be deducted from the chapter's bank account.

### Chapter Information:

zSigma Xi Test Chapter - 1013474

### Ship Membership Certificates to:


Name: *	<input type="text" value="Rachel Livingston"/>		
Address Line 1: *	<input type="text" value="Chapter Services Department"/>		
Address Line 2:	<input type="text" value="Sigma Xi, The Scientific Research Honor Society"/>		
Address Line 3:	<input type="text" value="3200 E NC Hwy 54, Suite 300"/>		
Daytime Phone: *	<input type="text" value="919-547-5232"/>	City: *	<input type="text" value="Research Triangle Park"/>
State/Province: *	<input type="text" value="NC"/>	Postal Code: *	<input type="text" value="27709"/>
Country: *	<input type="text" value="United States"/>		

### Payment Information:

Please note that a cleared payment must be received before any membership certificates will be sent.

Payment Type: \*

Checks should be made payable to 'Sigma Xi' and should be sent to the address below:  
Sigma Xi  
P.O. Box 13982  
Research Triangle Park, NC 27709-3982

Date Certificates Required: \*  

Check here if certificates are needed in less than 3 weeks. Overnight courier service charges for this special service will be deducted from the chapter's bank account.

**Note:** Depending on how your chapter is paying, there will be different information provided. Secondly, if you additional information about your certificates, email us at [chapters@sigmaxi.org](mailto:chapters@sigmaxi.org).

**Step 4:** After completing the mailing and payment information, you will scroll down to enter your nominees. Above the area to enter nominees are instructions on the information we need, adding, and removing nominees.

**Nominees:**

Please provide the following information for each nominee:

- **First, Middle & Last Name:** Enter the name exactly as it should appear on the membership certificate.
- **Email address:** For students, enter a personal email address, if possible. (Gmail, Outlook, Yahoo, etc.)
- **Member Grade:** Choose 'Full' or 'Associate'
- **Member Type (Dues type):** Choose 'Student', 'Member', or 'Transitional'. Current dues rates are available [here](#).
- **First and Second Nominators:** Select from a list of active chapter members. For each nominee, the nominator and seconder cannot be the same person.
- **'Add' Button:** Click 'Add' to enter an additional nominee.
- **'Remove' Button:** Click 'Remove' to delete a nominee from a particular line.
- **'Save Your Progress' Button:** Click 'Save Your Progress' to save all of the information on this page. You will be able to return to this page at a later time to change or submit the information.
- **'Submit This List of Nominees' Button:** Click 'Submit This List of Nominees' to finalize your submission and to send the information on this form to Sigma Xi Headquarters for processing. Once you click 'Submit', you will not be able to change anything on this page.

Add a Nominee

First Name	Middle Name	Last Name	Email Address	Member Grade	Member Type	Nominator 1	Nominator 2	Dues Amount	
<input type="text" value="First Name"/>	<input type="text"/>	<input type="text" value="Last Name"/>	<input type="text" value="Email Address"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	-	<input type="button" value="Remove"/>
<input type="button" value="Add"/>									

Total Dues:	\$ 0.00
Total Initiation Fees:	\$ 0.00
(\$ 20.00 per initiate)	
Grand Total:	\$ 0.00

**Information to keep in mind when inputting your nominees:**

- If your nominee has any symbols in their name (i.e. a hyphen, apostrophe, or accent mark) the webpage will not let you submit their information, nor will it save any names after a symbolled name, if you save to come back later. Your nominees will have the option to correct their names once everything is submitted
- Nominators must be active members.

**Step 5:** Once you have entered your nominees, you will hit “Save Your Progress” and then “Submit This List of Nominees.” We strongly urge you to save your progress before submitting, in case an error occurs. We don’t want you to have to reenter data. Below you will also see a sample nomination batch filled out.

**Add a Nominee**

<b>First Name</b> <input type="text" value="Mayim"/>	<b>Middle Name</b> <input type="text"/>	<b>Last Name</b> <input type="text" value="Bialik"/>	<b>Email Address</b> <input type="text" value="mbialik@bigbangtheory.org"/>
<b>Member Grade</b> Full ▾	<b>Member Type</b> Member ▾	<b>Nominator 1</b> Rachel Livingston ▾	<b>Nominator 2</b> Deanna Welker ▾
			<b>Dues Amount</b> \$ 125.00
<a href="#" style="color: red; text-decoration: none;">Remove</a>			

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<b>First Name</b> <input type="text" value="Dara"/>	<b>Middle Name</b> <input type="text"/>	<b>Last Name</b> <input type="text" value="O Briain"/>	<b>Email Address</b> <input type="text" value="obriain@ucd.ie"/>
<b>Member Grade</b> Associate ▾	<b>Member Type</b> Member ▾	<b>Nominator 1</b> Heather Thorstensen ▾	<b>Nominator 2</b> Deanna Welker ▾
			<b>Dues Amount</b> \$ 125.00
<a href="#" style="color: red; text-decoration: none;">Remove</a>			

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<b>First Name</b> <input type="text" value="Brian"/>	<b>Middle Name</b> <input type="text" value="Harold"/>	<b>Last Name</b> <input type="text" value="May"/>	<b>Email Address</b> <input type="text" value="brianmayguitar@queen.com"/>
<b>Member Grade</b> Full ▾	<b>Member Type</b> Member ▾	<b>Nominator 1</b> Heather Thorstensen ▾	<b>Nominator 2</b> Rachel Livingston ▾
			<b>Dues Amount</b> \$ 125.00
<a href="#" style="color: red; text-decoration: none;">Remove</a>			

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<b>First Name</b> <input type="text" value="Kathleen"/>	<b>Middle Name</b> <input type="text"/>	<b>Last Name</b> <input type="text" value="Ledecky"/>	<b>Email Address</b> <input type="text" value="kleducky@swimforgold.com"/>
<b>Member Grade</b> Associate ▾	<b>Member Type</b> Student ▾	<b>Nominator 1</b> Deanna Welker ▾	<b>Nominator 2</b> Rachel Livingston ▾
			<b>Dues Amount</b> \$ 40.00
<a href="#" style="color: red; text-decoration: none;">Remove</a>			

[Add](#)

Click to remove a nominee or blank field.

Click to add another nominee

<b>Total Dues:</b>	\$ 415.00
<b>Total Initiation Fees:</b>	\$ 80.00
	(\$ 20.00 per initiate)
<b>Grand Total:</b>	\$ 495.00

When finalizing, this is step 1

And this is step 2

Save Your Progress

Submit This List of Nominees

**Following step 2,** chapters will be notified that a form has been submitted. We will then review the form and finalize it. After we review the form, your nominees will receive an automated email notification from us with steps to log in and update their contact information, personal

information, and preferences. This will also give them the opportunity to make corrections to their names.

We hope you will find that this new method makes submitting your nominees a simpler process. As always, if you have any suggestions on how we can make your job easier, please let us know! You can reach us at [chapters@sigmaxi.org](mailto:chapters@sigmaxi.org) or by calling us at 800-243-6534 ext. 2.