

CMRs

- www.deltachi.org
- Chapter Management
- Online Form Access
- Select Chapter/Colony Name
- Enter User Name (Retype your Chapter/Colony name.)
- Enter password provided by Headquarters
- Enter all your meeting information. You need to enter data in each field. If there is nothing to report...type "No Report".
- When completed, enter your name in the box: "Finally, **enter your Chapter C's name:**"
- If you wish to have a copy emailed to you, put your email address in the box: "You must enter an email address in order to receive a copy of the Chapter Meeting Report:"
- If you wish for your "BB" or ABT President to receive a copy enter their email address in the appropriate box.
- Select your Region number
- Submit CMR.

ONLINE FORMS – Have all the information with you prior to logging on. Once you start entering data you will not be able to get back into that form.

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- Enter password provided by Headquarters
- Select the form you wish to submit
- Follow the online instructions on the form

PR FORMS

THE PR FORMS MUST BE PRINTED ON 24LB, 8 ½" X 11" WHITE PAPER. All PR forms are bound into leather books and permanently displayed at Headquarters. So it is ideal that these be on the 24 Lb paper if it is available to you. **THEY MUST BE** typed with ink signatures!

- www.deltachi.org/prform
- Download "PR Form" template
- Complete with information provided by member.
- Print the form.
- Have the member sign the bottom of the form in ink.
- Mail to Headquarters (keep a copy for your Chapter/Colony records).