



10-step induction invitation checklist

1. Log into the Chapter Management System (CMS) and click the tab to take you to your chapter's dashboard.
2. Create your ceremony by clicking on the **"Add Recognition Ceremony"** tab in the dashboard.
3. Ensure your ceremony date is created with enough time to allow invitees to accept before the first certificate order is sent to our vendor to be processed and shipped.
4. Verify that your ceremony fees are correct when creating your ceremony.
 - a. The current lifetime membership fee for Beta Gamma Sigma is \$75, and will be automatically populated in the chart
5. Upload your invitees. You can either upload a list using our new template, which can be found in the CMS, or you can upload invitees one at a time.
6. Once you have uploaded your invitees, scroll to the bottom of the page to click **"Review and Send Invitations."**
7. Review your pending uploads and ensure all invitees are uploaded correctly and confirm there are no errors.
8. If all is good, click **"Send Invitations"** at the bottom of the page. Invitations will then be sent out automatically after you click send.
9. View and see who has been invited and who has accepted membership by clicking on the **"Search Members and Invitations"** tab in your dashboard.
10. To see your list of invitees for your upcoming ceremony, enter in your ceremony date in the **"Ceremony On or After"** field and click search. You will be able to export your list and see who has and has not accepted membership.

Questions? Contact Global HQ at 1-800-337-4677 or chapters@betagammadelta.org.