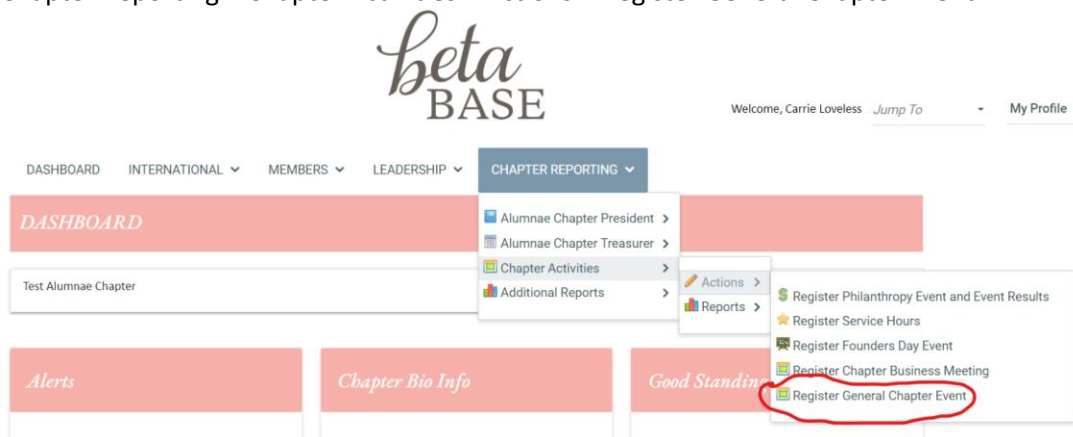


Register A General Alumnae Chapter Event

Please complete the following steps to record an alumnae chapter event in Beta Base. Appropriate events to track in this form include general sisterhood gatherings, holiday events, alumnae chapter recruitment events, Gamma Phi Get-Together, Dinner with 12 Sisters, etc.

1. **Log in to Beta Base.**
2. Chapter Reporting > Chapter Activities > Actions > Register General Chapter Event



3. Read Overview, and select Continue.

CHAPTER REPORTING > Chapter Activities > Actions > Register General Chapter Event

Test Alumnae Chapter

Overview Selection Enter Information Validation Receipt

Step: Overview CONTINUE (Selection)

Overview

This form is used to collect information about events that alumnae chapter's hold throughout the year. Events may include those hosted for current members as well as those targeted toward new member recruitment efforts. Make sure to fill out this form in its entirety. A complete form will take you to the receipt step.

This form should be completed by December 1st in order to be utilized in your chapter's Good Standing status as well as Alumnae Order of the Crescent rating.

The following information must be known to successfully submit this action:

- Select the calendar year in which the event was held, and select Continue.

CHAPTER REPORTING > Chapter Activities > Actions > Register General Chapter Event

Test Alumnae Chapter

Overview
Selection
Enter Information
Validation
Receipt

PREVIOUS (Overview)
 Step: Selection
CONTINUE (Enter Information)

Selection

Register your alumnae chapter business meeting. You may also choose to edit a business meeting you have already submitted.

Select	Event Year/Event Type	Status	Date Submitted	Date Posted
<input checked="" type="checkbox"/>	2023/General Chapter Event	On Demand	10/17/2023	

- Enter Required Event Information:

* Event Type
In-Person

* Event Description
Halloween gathering including a themed potluck, pumpkin painting and enjoying time with sisters.

Event Attendance:

* Officer attendance
Alumnae Chapter President, Collegiate Relations Chairwoman, Membership Chairwoman, Programming Chairwoman

* General member attendance
13.00

PREVIOUS (Selection)
 Step: Enter Information
CONTINUE (Validation)



- Validate all changes by typing your first name, last name and date in the pre-fill fields. Click the green Continue button to proceed.

I affirm that the actions I completed are correct and abide by Gamma Phi Beta policies and procedures.

Carrie Loveless 10/17/2023
 Carrie Loveless 10/17/2023

PREVIOUS (Enter Information) Step: Validation CONTINUE (Receipt)

- A successful submission will result in the receipt summary being visible.

CHAPTER REPORTING > Chapter Activities > Actions > Register General Chapter Event

Test Alumnae Chapter

Overview Selection Enter Information Validation Receipt

Step: Receipt GO TO DASHBOARD

Summary

Title	Chapter Event
Description	
Batch #	2310171-000-42
Transaction #	710350
Date Submitted	10/17/2023 4:11:08 PM

To export completed registrations for general chapter events, follow the steps below.

- Chapter Reporting > Chapter Activities > Reports > General Chapter Event Report

CHAPTER REPORTING > Chapter Activities > Reports > General Chapter Event Report

Test Alumnae Chapter

1 of 1 Find | Next

Alumnae Chapter Event
Test Alumnae Chapter
 Printed on 10/17/2023

Event Date	Year	Event Location	Event Type	Officer Responsible for Event	Event Description	Officer Attendance	Non-Officer Attendance
10/20/2023	2023	Member's residence	INPERSON	APCW	Halloween gathering including a themed potluck, pumpkin painting and enjoying time with sisters.	ALPR,ACRC,AMCWA,PCW 13	
10/14/2023	2023	Members residence	INPERSON	AMCW	Our October 14th event focused on recruitment of potential alumnae members in the area. We had a dessert night where each attendee brought	ALPR,ACRC,AMCWA,PCW 10	



- To export the report, click on the file image on the report toolbar and select the type of file you would like to export your report as. It is suggested to use the “Excel” option when exporting this specific report.

CHAPTER REPORTING > Chapter Activities > Reports > General Chapter Event Report

Test Alumnae Chapter

Alumnae Chapter Event
Test Alumnae Chapter
Printed on 10/17/2023

Event Date	Year	Event Location	Event Type	Officer Resp	Event Description	Officer Attendance	Non-Officer Attendance
10/20/2023	2023	Member's residence	INPERSON	APCW	Halloween gathering including a themed potluck, pumpkin painting and enjoying time with sisters	ALPR,ACRC,AMCW,A PCW	13
10/14/2023	2023	Members residence	INPERSON	AMCW	14th Annual Alumnae Meeting	ALPR,ACRC,AMCW,A PCW	10

File menu options: Word, Excel, PowerPoint, PDF, TIFF file, MHTML (web archive), CSV (comma delimited), XML file with report data, Data Feed

- To print the report, click on the printer image on the report toolbar. Your computer will provide prompts for next steps depending on your specific system setup.

CHAPTER REPORTING > Chapter Activities > Reports > General Chapter Event Report

Test Alumnae Chapter

Alumnae Chapter Event
Test Alumnae Chapter
Printed on 10/17/2023

Event Date	Year	Event Location	Event Type	Officer Responsible for Event	Event Description	Officer Attendance	Non-Officer Attendance
10/20/2023	2023	Member's residence	INPERSON	APCW	Halloween gathering including a themed potluck, pumpkin painting and enjoying time with sisters	ALPR,ACRC,AMCW,A PCW	13