

## Register Founders Day Event

This action is used to register and collect information about the alumnae chapter's Founders Day event. Event information provided before Founders Day will be promoted on the **International Headquarters Founders Day website**.

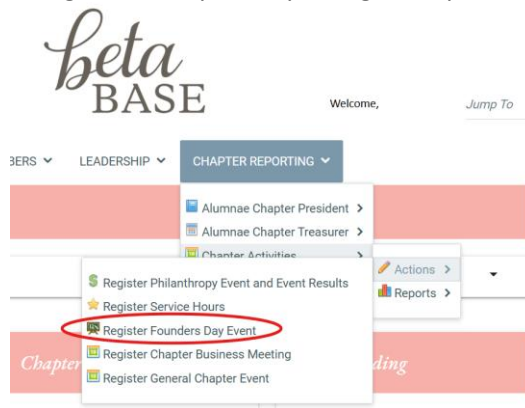
### Due Date:

- Submitting this form is not required; however, it should be completed if the alumnae chapter hosts a Founders Day event.
- If you submit this report, the submission should be completed at least 30 days **before** the Founders Day event.

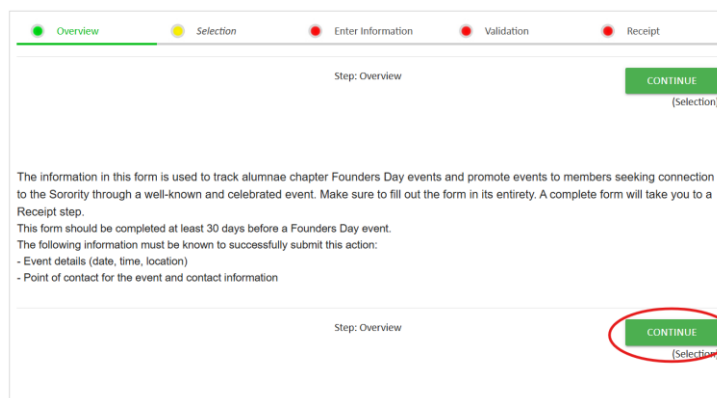
### Registering Founders Day Event

Designate the best-suited alumnae chapter officer to complete this form.

1. Navigate to Chapter Reporting > Chapter Activities > Actions > Register Founders Day Event.



2. On the overview page, click Continue. This will take you to the selection page.



3. Select the correct date range for the philanthropy event that is being registered. On the selection page, click Continue.
 

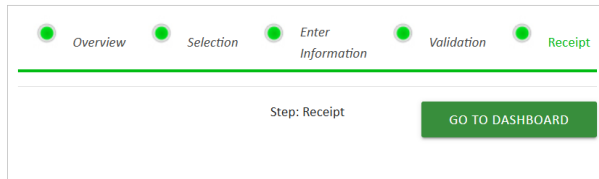
**Tip:** Academic years begin on August 1 and go through July 31 of the following year.

4. Complete Founders Day event registration, answering as many fields as possible. On the enter information page, click Continue. You will be asked to provide the following information:
  - a. Date of event
  - b. Time of event
  - c. Location of event
  - d. Event description for IH to use in promotion Founders Day
  - e. Format of event (in-person, virtual, hybrid)
  - f. Point of contact for event
  - g. Contact information for point of contact (email or phone)

5. Review and verify that all information being submitted is correct. If changes are needed, select the Previous button. Type your name and date at the bottom to confirm your action. **These fields will appear as though the information has already been typed; however, you must manually enter your first name, last name, and date exactly as shown. When done correctly, you will see each field listed twice. The top is what the system is asking you to type, and the bottom entry is what you have typed. These must match.**

Once complete, select Continue on the validation page.

6. You will then see a receipt for your actions. The green process bar at the top of the report will extend through the receipt step, and the receipt will have a green dot next to it. Additions may take up to 10 minutes to appear on the report for view and export.



### Exporting Founders Day Event Report(s)

The best-suited alumnae chapter officer can export the report submission if needed.

To do this, the alumnae chapter officer must:

1. Navigate to Chapter Reporting > Chapter Activities > Reports > Founders Day Event Report.
2. Export to the desired location by clicking the file icon in the image below. Various export options are available. Please select the export that best fits your needs.
3. To print your report results, click the printer icon in the image below. After selecting the printer icon, you will see a pop-up where you will designate the page size and orientation of your desired print job. Follow the prompts provided by your computer to complete the print job.

