

## Register A Chapter Business Meeting

Please complete the following steps to record an alumnae chapter business meeting in Beta Base. This is not required to submit; however, it provides a historical record of business meetings held.

1. Log into Beta Base.
2. Chapter Reporting > Chapter Activities > Actions > Register Chapter Business Meeting
3. Read Overview, select Continue.

DASHBOARD INTERNATIONAL MEMBERS LEADERSHIP CHAPTER REPORTING

CHAPTER REPORTING > Chapter Activities > Actions > Register Chapter Business Meeting

Albany Alumnae Chapter (Installed 06/18/2011)

Overview Selection Enter Information Validation Receipt

Step: Overview CONTINUE (Selection)

*Overview*

This form is used to collect information about alumnae chapter's meetings that are held to conduct official alumnae chapter business. 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:

- Day, month and year of the business meeting
- Business meeting location
- Officers in attendance (select all that apply) Chapter Chapter President, Alumnae Chapter Co-President, Alumnae Chapter Vice President, Alumnae Chapter Panhellenic Delegate, Collegiate Relations Chairwoman, Membership Chairwoman, Philanthropy Chairwoman, Programming Chairwoman, Technology Chairwoman.
- Number non-officer members in attendance.
- Next planned business meeting

Step: Overview CONTINUE (Selection)

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

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"/>	2024/Chapter Business Meeting	On Demand	10/23/2024	

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

5. Enter required event information.

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

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

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

1. Chapter Reporting > Chapter Activities > Reports > Chapter Business Meeting Report

DASHBOARD INTERNATIONAL MEMBERS LEADERSHIP **CHAPTER REPORTING**

CHAPTER REPORTING > Chapter Activities > Reports > Chapter Business Meeting Report

Test Alumnae Chapter

1 of 1 of 1 > 100% Find | Next

**Alumnae Chapter Business Meetings**

Test Alumnae Chapter

Printed on 10/23/2024

Event Date	Year	Event Location	Officer Attendance	Non-Officer Attendance	Next Scheduled Meeting
10/16/2024	2024	Sister Susie's Residence	ALPRC,ALPR,ALVPA CRC,APCW		10 11/11/2024
01/01/2024	2023	test	ALPRC,ALPDE,ALPR, ALTR		5 01/31/2024

2. 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.

DASHBOARD INTERNATIONAL MEMBERS LEADERSHIP CHAPTER REPORTING

CHAPTER REPORTING > Chapter Activities > Reports > Chapter Business Meeting Report

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3. 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.

DASHBOARD INTERNATIONAL MEMBERS LEADERSHIP CHAPTER REPORTING

CHAPTER REPORTING > Chapter Activities > Reports > Chapter Business Meeting Report

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