



# ΣΠΣ

## Sigma Pi Sigma, The Physics and Astronomy Honor Society

### 2023 Induction Guidelines

This document is intended to guide you through your chapter's induction process.

Ideally you are:

- a. listed in our database as the Faculty Advisor for your ΣΠΣ chapter, or
- b. serving in a leadership capacity within the department (e.g. chair, SPS advisor, mentor, etc.).

If you are not listed as ΣΠΣ Advisor for your chapter (or don't know), please contact us at [sigmapisigma@aip.org](mailto:sigmapisigma@aip.org) or 301- 209-3007.

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## Introduction

Being the Sigma Pi Sigma advisor means mentoring and guiding young physics and astronomy students. It's an honor and a responsibility. We are grateful for both your commitment to the society and willingness to support student accomplishments. Our society is only as strong as its members, so I sincerely thank you for your dedication of time, attention, and energy to the important task of inducting new members.

This guide contains information for using the online induction system [sigmapisigma.myhonorsociety.com](http://sigmapisigma.myhonorsociety.com) to facilitate welcoming new members into Sigma Pi Sigma.

Within the system, you can:

- send invitations,
- track historical members,
- order supplies, and
- message your members.

You can access SPS chapter information at [YourMembership](#).

To start a new chapter, complete [this petition](#) and email it to [sigmapisigma@aip.org](mailto:sigmapisigma@aip.org).

We want to bring your attention to our updated [induction powerpoint and expanded resources for virtual ceremonies](#).

Maintaining accurate records is critical for the Sigma Pi Sigma national office as we provide benefits to our members, including *Radiations* magazine and a complementary year of SPS membership. Up-to-date contact information also allows us to connect with members for opportunities for networking, mentoring, professional development and special events like the Physics Congress.

In the following pages you will find:

- Overview of Sigma Pi Sigma, the Physics and Astronomy Honor Society, including membership benefits
- Simplified overview of an induction process
- Detailed instructions for how to make a Sigma Pi Sigma induction happen at your school
- Detailed instructions for the Sigma Pi Sigma induction system on MyHonorSociety.com

If you have any questions or concerns, please do not hesitate to contact. We are here to serve you, your department, and the Sigma Pi Sigma membership.

Brad R. Conrad, PhD  
Director, SPS and Sigma Pi Sigma  
[bconrad@aip.org](mailto:bconrad@aip.org)  
301-209-3007

## Why Join an Honor Society?

[Sigma Pi Sigma](#) exists to:

- Honor outstanding scholarship in physics and astronomy
- Encourage interest in physics and astronomy among students at all levels
- Promote of service of its members towards their fellow students, colleagues, and the public; and
- Provide a fellowship of persons who have excelled in physics and astronomy.

Founded by students in 1921, Sigma Pi Sigma joined with the American Institute of Physics Student Sections in 1968 to form [The Society of Physics Students \(SPS\)](#). Today, Sigma Pi Sigma and SPS are still 'linked, but distinct'. This unique two-in-one society operates within the American Institute of Physics, a non-profit umbrella organization for ten other physical science societies.

Sigma Pi Sigma membership is:

- A mark of distinction
- Recognition for high achievement
- Recognition of exemplary service
- A welcome to a vibrant network of physicists, astronomers, scientists, and many other professionals
- A repository of excellence, including 28 Nobel Prize winners, 11 NASA astronauts, and many more notable members



**Nobel Laureates from left to right:** Walter Brattain, Physics, 1956; Rosalyn Yalow, Physiology or Medicine, 1977; Andrea Ghez, Physics, 2020



**Astronauts from left to right:** Mark Vande Hei, flight time 33 days; Stephen Bowen, flight time 40 days; Linda Godwin, flight time 38 days

One-time \$54 dues cover lifetime Sigma Pi Sigma membership. These fees help offset the cost of operations of the honor society. The remainder comes from SPS dues, alumni contributions, and AIP funds. Voluntary contributions of Sigma Pi Sigma members fund several annual programs that support undergraduate physics and astronomy. Learn more about these programs at [www.spsnational.org/programs](http://www.spsnational.org/programs).

## Who is Eligible to be Invited?

Sigma Pi Sigma chapters may invite students, faculty members, and other qualified people into their chapter, either in or nearby the institution where the chapter is located.

Eligibility is determined by any of the following:

- High scholarship in physics and/or astronomy
- Professional merit & proficiency, and
- Distinction through deed and service

The following sections cover the eligibility criteria for invitation into Sigma Pi Sigma based on the status of the individual.

**Undergraduate Students shall have:**

- a) Completed at least the equivalent of three semesters or five quarters of full-time college work
- b) Ranking no less than the upper one third of their college class in overall scholarship
- c) Completed at least three semester courses or five quarter courses in physics, astronomy, or both, each at least three credit hours, or the equivalent, which may be credited towards a physics major

Students who do not meet the academic requirements as listed above may still be invited on the basis of their professional record, so long as the invitation occurs in the semester that they graduate, see the section on “Faculty, Staff, and other Professionals”. Chapter bylaws may specify higher minimum requirements for undergraduates and may specify the minimum scholastic standards in terms of the local grading system.

**Graduate Students shall either:**

- a) Meet the requirements for undergraduate students based on their undergraduate record
- b) Or, have completed at least one year of graduate work meeting standards for progress towards an advanced degree

**Faculty, Staff, and other Professionals shall:**

- a) Be eligible for election to Sigma Pi Sigma based on their professional record, which can include outstanding service to the department, community, and/or chapter. Graduating undergraduate students who do not meet the academic requirements may be invited to membership as professionals

**Honorary Members**

- a) Any person who has attained noteworthy distinction at the national level in physics or a closely related field, regardless of whether they are already a member of Sigma Pi Sigma
- b) May be elected only by the Council by recommendation from the chapter

## Sigma Pi Sigma Induction Timeline

### Early in the Academic Year

- Set a date for your induction ceremony
- Consider inviting special guests
  - e.g., ΣΠΣ President, National Office staff, alumni, other faculty/administrators
  - You can access your alumni from your Dashboard, see the Appendix for details

### >4 Months Before Induction Ceremony

- Determine list of prospective new members<sup>1</sup> and alert them with invitations (paper or electronic).
- Prepare a list of candidates who have accepted the invitation.
  - You will need the full name and a functional email address for all invitees.
- Decide how payment will be made.<sup>2</sup> There are three options:
  - Single bulk payment for inductee group made during online registration. (PREFERRED)
  - Request an invoice for remission of payment via regular mail.
  - Students submit payment when accepting the invitation
- Invite special guests, confirm your space (if applicable), and order refreshments (if applicable).

### >3 Weeks Before Induction Ceremony<sup>3</sup>

- Enter the new inductee names and email addresses into the Sigma Pi Sigma database:  
[sigmapisigma.myhonorsociety.com/account/login.cfm](http://sigmapisigma.myhonorsociety.com/account/login.cfm)
  - USERID: Your email address
  - PASSWORD: Click “forgot password?”
- After inductee names and email addresses are entered, inductees will automatically be sent email requests to complete their membership profile. Payment reminders will go out to advisors or students depending on your selections.
- Use the site to order any supplies (e.g., stoles, honor cords, etc.).

### >2 Weeks Before Induction Ceremony

- Review available resources on the [Sigma Pi Sigma website](http://www.sigmapisigma.org/sigmapisigma/induction-center) and adjust materials for your audience.  
<http://www.sigmapisigma.org/sigmapisigma/induction-center>
- Consider developing a print program for guests and inductees.

### Induction Ceremony

- Take photos and videos to document this special event and include them in your [Chapter Report](#) (due to SPS National June 15)

<sup>1</sup>Your chapter’s nominating committee (chaired by the ΣΠΣ Chapter Advisor) makes this determination, in accordance with the [SPS Constitution](#) and your chapter’s By-Laws.

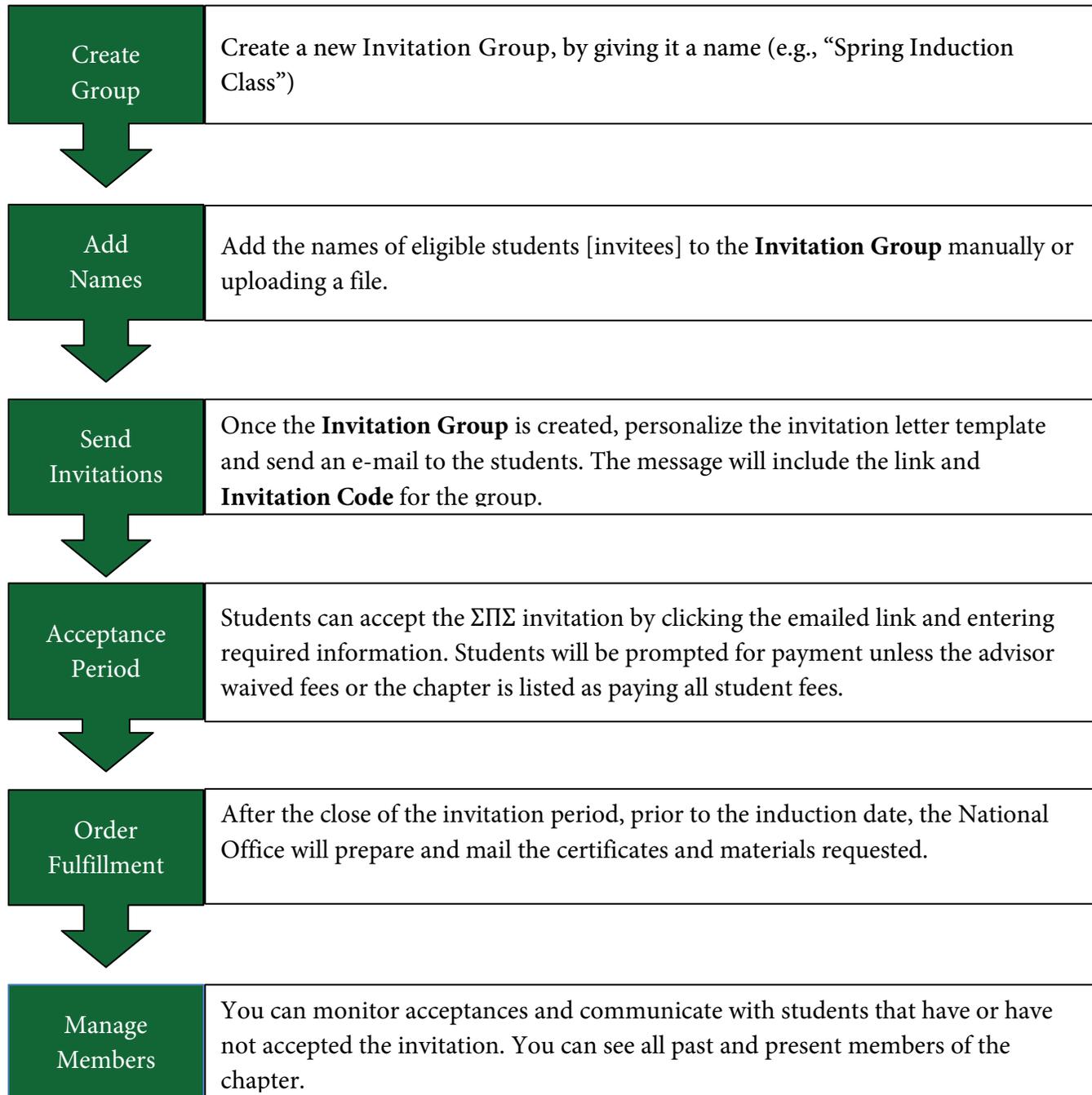
<sup>2</sup>Election to Sigma Pi Sigma is a lifetime membership. Each new member pays a one-time fee of \$54 at the time of their reception into Sigma Pi Sigma.

<sup>3</sup>Three weeks allows for one week for students to accept the invitation and complete information at MyHonorSociety.com. The SPS National Office needs a minimum of 10 BUSINESS DAYS to guarantee induction materials arrive in time.

## Sigma Pi Sigma Induction Workflow Diagram

An **instructional video** on inviting a new class is available [here](#).

For detailed instructions on inviting students to join Sigma Pi Sigma, please refer to the Appendix.



## Service Award Requests

Sigma Pi Sigma Outstanding Service Awards recognize individuals and groups of individuals who have performed meritorious service to the field of physics and/or astronomy, to Sigma Pi Sigma the organization, its members, or to a local Sigma Pi Sigma Chapter. This local and regional award is designed for individuals or a group of individuals that have provided exceptional and long-term support to the organization and/or its members.

More details are available online: [www.sigmapisigma.org/sigmapisigma/awards/outstanding-service](http://www.sigmapisigma.org/sigmapisigma/awards/outstanding-service)

### Award Details:

Outstanding Service Awards are intended for deserving Sigma Pi Sigma members who exemplify an attitude of service to the discipline of physics and/or astronomy through actions at the local, national, or international level.

- The awardee should be a deserving individual who has had a positive impact on a Sigma Pi Sigma chapter, its department, or community.
- The awardee is chosen by an individual chapter or group of chapters on the basis of their actions.
- Awardees need not be alumni of chapters giving the award.
- The award can be given at the same time the awardee is received into membership in the society, if he or she is not already a member.

Awardees are recognized at both the local and national level through mention in the chapter's publications or those of the chapter's institution, and national venues such as [Radiations magazine](#), Physics Congress, and the Sigma Pi Sigma national website.

### To Apply:

Email a nomination packet to the Director of SPS and Sigma Pi Sigma ([bconrad@aip.org](mailto:bconrad@aip.org)) with the following components :

- Cover letter introducing nominee to the Sigma Pi Sigma National Office from the awarding chapter
- Copy of the nominee's CV or equivalent
- Brief summary of nominee's involvement with and impact on the department, the community, Sigma Pi Sigma, or its members
- Summary of how the nominee would be recognized, if confirmed.

Nominee packets are reviewed by the Director of SPS and Sigma Pi Sigma and the current Sigma Pi Sigma President.

## Issue Notification Request

While every effort has been made to ensure this system runs smoothly and efficiently, issues might arise. Please try to capture screen shots of any error messages and document what task you were trying to complete. Then contact the National Office at 301-209-3007 or [sigmapisigma@aip.org](mailto:sigmapisigma@aip.org) for initial technical support.

If a student has a registration problem that you're unable to solve, ask them to call the National Office while using the computer from which they are trying to register.

If the issue cannot be resolved by National Office Staff, they will contact the vendor for support. The vendor will then contact the chapter sponsor and work directly with the user to resolve the issues.

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## Induction Resources

### Virtual Induction Resources

The SPS National Office encourages you to honor student achievement while practicing social distancing by moving your induction ceremony online. We are here to support your chapter in creating a meaningful virtual induction ceremony.

- [Sample Ceremony Templates](#)  
Find templates for induction ceremony powerpoints and scripts.
- [Request a Video from a Sigma Pi Sigma VIP](#)  
Honorary Sigma Pi Sigma members, the President of Sigma Pi Sigma, and the Director of SPS and Sigma Pi Sigma provide personalized messages for your department upon request.
- [Request Alumni Contact Info](#)  
A virtual ceremony is a wonderful way to include alumni in your ceremony. SPS/Sigma Pi Sigma will share contact information with advisers for alumni in their chapters upon request.
- [Zoom Backgrounds](#)  
Download Sigma Pi Sigma Zoom backgrounds for your ceremony.
- [Request a Zoom Meeting](#)  
Please let us know if you need us to set up a Zoom virtual meeting for your Sigma Pi Sigma Induction Ceremony.

### [Petition to \(Re\)Establish a Sigma Pi Sigma Chapter](#)

### [Sigma Pi Sigma Member Benefits](#)

### [MyHonorSociety Instructional Video](#)

### [Sigma Pi Sigma LinkedIn Group](#)

## Frequently Asked Questions

### **HELP? I don't know what to do. Who should I call?**

Please know that you can call 301-209-3007 if you have any questions, or email [sigmapisigma@aip.org](mailto:sigmapisigma@aip.org).

### **I am missing some information about one of my students! What should I do?**

Unfortunately, you must have information (name, working email) in order to begin the induction process. See "Adding More Invitees" on p. 18 for information on how to add invitees to an existing Invitation Group.

### **I can't find our chapter's RED BOOK! How can I determine the last serial number used for my school?**

After logging on the system, the highest serial number in our database associated with your school will be displayed. You may use this as the datapoint of record and use the next consecutive number. The SPS National Office does maintain an historic set of red books for every Sigma Pi Sigma chapter. However, the data contained in these books depends on what is submitted by chapter advisors over the years.

### **What if my students are already SPS Members? Is there a discount?**

Due to Association of College Honor Society (ACHS) regulations, all Sigma Pi Sigma inductees must be charged the same fee. All Sigma Pi Sigma inductees will receive a complimentary membership in SPS. Current SPS members will receive a complimentary one-year extension to their SPS membership.

### **The \$54 induction fee seems high. How does it compare with other honor societies?**

The induction fee of \$54 is actually one of the lower induction fees reported by honor societies who are members of ACHS. Many other honor societies require additional annual fees to maintain membership. Sigma Pi Sigma does not. Chapters that pay for their students fees often have a much higher acceptance rate.

### **What do Sigma Pi Sigma dues pay for?**

Sigma Pi Sigma membership lasts for a lifetime. Induction fees pay a portion of the cost of operations of the society, including the publication of the biennial *Radiations* magazine. The remainder comes from SPS dues, alumni contributions, and AIP funds. Voluntary contributions of Sigma Pi Sigma members fund several annual programs that support undergraduate physics and astronomy in a broad range of activities, projects and awards. All Sigma Pi Sigma members are encouraged to make themselves aware of the multitude of opportunities that exist through the SPS and Sigma Pi Sigma network. To learn more about these programs, visit <http://www.spsnational.org/programs>, and if you desire to help support them, please see <https://foundation.aip.org>.

### **Can we induct alumni and supporters of the department?**

Yes! Your chapter can choose to induct alumni, faculty, staff, and anyone else that meets the requirements as defined in the constitution. Have questions? Email [sigmapisigma@aip.org](mailto:sigmapisigma@aip.org) and we can chat about it.

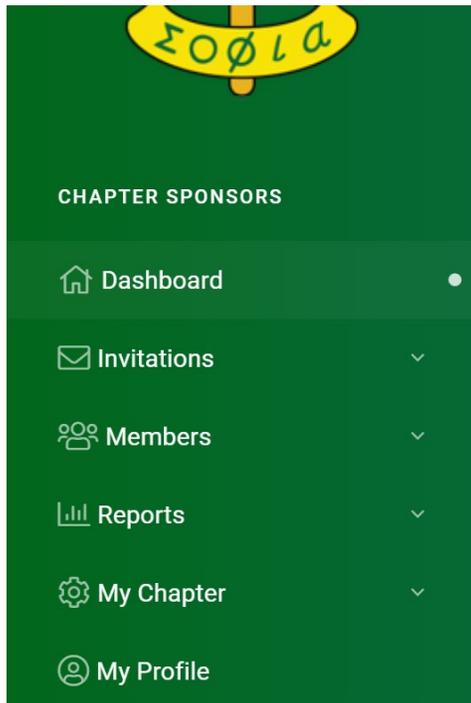
## Appendix: Detailed Instructions for Advisors

### Starting the Sigma Pi Sigma Induction Process

- Log into the system at [sigmapisigma.myhonorsociety.com](http://sigmapisigma.myhonorsociety.com).
  - If you don't know or forgot your password, click "Forgot password?" The system will generate and e-mail you a password.
  - Use the e-mail address you used to register with the National Office. If you do not receive an email from MyHonorSociety.com to reset your password, check your spam.
- Contact us at [sigmapisigma@aip.org](mailto:sigmapisigma@aip.org) or 301-209-3007 if you experience any problems.

### General Navigation Information

- Once logged in, you will be redirected to your **Dashboard**.
- Along the left side of the screen you will find your main **Chapter Advisor Portal Menu**.



#### Invitations

- **Invitation Groups**  
Create and manage student induction groups.
- **Message Templates**  
Create standard invitation and welcome messages for reuse. (Customizable templates are available).

#### Members

Find information about chapter members – past and present.

#### Reports

Create exportable lists of current members and alumni.

#### My Chapter

- **Chapter Profile**  
Chapter information overview (addresses, e-mails, phone numbers, advisors, etc.)
- **Sponsors**  
Edit other advisor information for your chapter.
- **Supply Requests**  
Order supplies for your chapter.

#### My Profile

Edit your own account information (e.g., address, e-mail, phone)

## Sponsor Information

In the MyHonorSociety system, advisors are called “sponsors”.

The screenshot shows a web interface for managing sponsors. At the top left is the title "Sponsors" with a user icon. A search bar (3) is on the left, and a "Show 10 entries" dropdown (2) is in the center. On the right, there is a "Create New Sponsor" button (8), a "Columns" dropdown (1), and an "Export" button. Below these is a table with columns: Enabled, First, Last, Dept., Pos., Email, and Phone. The "Pos." column (4) has a dropdown arrow. The "Enabled" column (5) has edit and delete icons. The table contains two rows of data. At the bottom left, a status bar (6) says "Showing 1 to 2 of 2 entries". At the bottom right, there are page navigation controls (7) showing page 1 of 1.

Enabled	First	Last	Dept.	Pos.	Email	Phone
Yes	Brad	Conrad		Sigma Pi Sigma Co-Advisor	bradrconrad@gmail.com	
Yes	Althea	Gaffney		Sigma Pi Sigma Co-Advisor	sps@aip.org	

- Choose Columns:** choose which information columns appear in the table.
  - Clicking the down arrow displays a list of available columns.
  - Applying a check next to the column name makes that column appear.
- Rows-to-Display-Chooser:** control the number of records that appear in the table.
  - Move between pages using the **Page Controls** (8).
- Search Bar:** limit the records displayed in the table using a search tool.
  - As you type in the box, displays any data in any column matching what you type.
- Sort Order:** single white arrow shows how data is currently sorted.
- Action Column:** this column contains different icons that let you work with the data.

### Common Actions



Edit details of the record. Depending on the record, this may just be a quick edit that gives you access to a limited number of data points.



Delete record.

- An entry count and message show how many records are being viewed.
- The right-hand side under the table contains page navigation to traverse through the records.
- Add a new record by clicking the white plus sign in a green rectangle icon.

Create New Sponsor

## Chapter Profile

Check your Chapter Profile for accuracy. The Chapter Profile page has four tabs you may wish to edit:

- **General** – Do NOT include National Dues in the Chapter Dues field. National Dues are automatically applied during registration.
- **Contact** – Add/edit addresses and phone numbers associated with the chapter.
- **Sponsors** – i.e., Advisors. Edit cosponsor and assistant sponsor data.
- **Officers** – Enter information for any student officers. This tab is optional as the National Office primarily uses YourMembership to track current officers.

## Induction Management Walkthrough

[A video is available with step-by-step instructions for inviting students into ΣΠΣ.](#)

You can find it at [sigmapisigma.org/sigmapisigma/induction-center](http://sigmapisigma.org/sigmapisigma/induction-center).

Once you have confirmed your Chapter information is correct, you are ready to create an invitation group by clicking on the **Invitation Groups** menu item. An invitation group is a set of students from your institution who are eligible for induction per your Constitution,

Once you assemble the list of prospective new members (in an Excel spreadsheet, for example), click **Create a New Invitation Group** located below the data table of Invitation Groups. This will take you to the **New Invitation Group** form where you will fill some basic information:

⊕ Create New Invitation Group

\* Name:   
Enter a friendly name to help you identify the group, like "Spring 2020"

\* Induction Date:   
The date of your induction ceremony for this group.

\* Closing Date:   
**Express Processing Fee:** Leave at least 14 day(s) between Closing Date and Induction Date to avoid an Express Processing Fee of \$20.00.  
**Closing Date** must be at least 7 day(s) prior to the Induction Date. Once the Closing Date passes, the National Office will print certificates and mail induction materials for your group.

Expiration Date: **No invitations** may be accepted after the Expiration Date. This field is set automatically by the National Office.

Cancel Step 2 ↗

	Unsent	Acceptances
1	0	
0	0	
0	0	
0	0	
0	0	

**Name** – For quickly identifying a group. (Ex: Jan’s Sp12 undergrads, Fall2023, Ind 4/22/23)

**Group Closing Date** – After this time the National Office will send induction materials. **Two weeks (ten business days) are required to ensure materials arrive in time.**

**Induction Date** – Planned date of your induction ceremony.

**Invitations expire!** You can invite students after this date by creating another Invitation Group.

**Invitation** – You can edit the provided template and tailor it to your Chapter's needs.

**A link to accept the invitation online will be included automatically in all invitations.** It will be inserted just after the text of your invitation.

**Welcome Message** – *After dues are paid and the invitation is accepted, a **Welcome Message** is e-mailed to the student.* The **Welcome Message** is where to put detailed information a new member needs (e.g., induction ceremony date and time, instructions for attending, etc.). You can personalize the **Welcome Message** using commands described below. You can adjust your **Welcome Message** throughout the process. The National Office has created a **Welcome Message** template that you can personalize as needed.

Once you click the **Create Invitation Group**, the page will reload and a new tab labeled Invitees appears. Click on this tab to enter your list of prospective inductees. There are two ways to add prospective members—either by manually entering names one at a time or by uploading a file of names as a bulk entry. Once you have created the new group, you should see a box, **outlined in red**, which contains the unique **Invitation Code** for this new group.

### **Personalization Commands**

You can personalize template e-mails for the **Invitation** and **Welcome Message** by adding variables. Inserted information will appear *exactly* as it does in your imported table. Here's what you can use:

- {**name**} - recipient's full name (first and last)
- {**first-name**} - recipient's first name
- {**last-name**} - recipient's last name
- {**e-mail**} - recipient's e-mail address
- {**invitation-code**} - group invitation code
- {**expiration-date**} - invitation expiration date
- {**induction-date**} - induction date

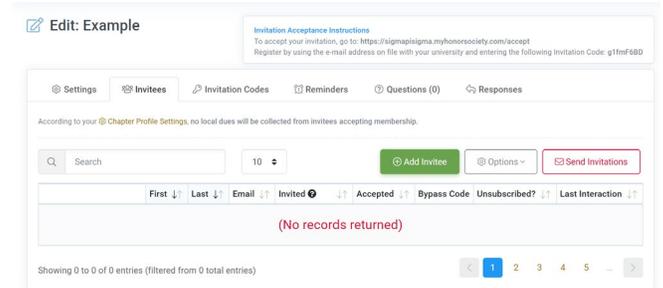
# Uploading an Invitation Group

## Manual Entry of Invitees

To enter the names one at a time, click the **Add Invitee** button locate in the data footer. A form will appear for you to enter the three required fields. Click **Add Invitee** button to add the student to the prospective group.

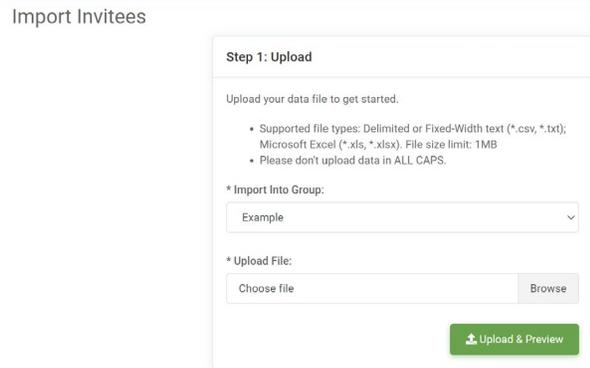
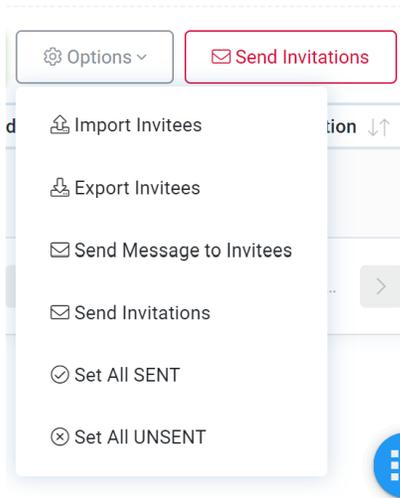
**NOTE: Invitees have an opportunity to confirm name spelling before certificates are printed.**

*We recommend using mixed case, and no middle names or initials in your list of invitees.*



## Bulk Entry of Invitees from a File

Names and emails can be uploaded to MyHonorSociety via a file upload. The system can accept Excel (xls or xlsx), CSV, or fixed-width text files. To import a file, click **Options**, and **Import Invitees**. This will take you to the **Upload** window where you can choose a file to upload. MyHonorSociety will attempt to auto-detect your import file format.



## Excel Files

The file must contain a single row of data for each student. Student first name, last name, and e-mail address must be included. You can select a worksheet in an Excel file. You can set which row to begin the import.

### Import Invitees

**Import Settings**

MHS attempts to auto-detect your import file format. If the preview doesn't look as expected, review and make adjustments to your settings here.

File Type: Microsoft Excel

\*Sheet:

\*Start Row:

[Save Settings and Refresh Preview](#)

	A	B	C
1	First Name	Last Name	Email
2	Nicholas	Aalerud	<a href="mailto:nicholas.aalerud@example.edu">nicholas.aalerud@example.edu</a>
3	Lisa	Alzaim	<a href="mailto:lisa.alzaim@example.edu">lisa.alzaim@example.edu</a>
4	Nancy	Anderton	<a href="mailto:nancy.anderton@example.edu">nancy.anderton@example.edu</a>
5			

## Delimited Text Files (CSV, TXT)

The file must contain a single row of data for each student. Student first name, last name, and e-mail address must be included. The system reads your file to “guess” which qualifier and delimiters are being used. Before processing, it displays these guesses and allows you to make any modifications. You can set which row to begin the import.

**Import Settings**

MHS attempts to auto-detect your import file format. If the preview doesn't look as expected, review and make adjustments to your settings here.

File Type: Plain Text

\*Character Encoding:

Change this if data looks garbled or filled with ¼½ symbols.

\*Data Layout:

\*Delimiter:

Text Qualifier:

[Save Settings and Refresh Preview](#)

ExampleText - Notepad

File Edit Format View Help

First Name, Last Name, Email

Nicholas, Aalerud, nicholas.aalerud@example.edu

Lisa, Alzaim, lisa.alzaim@example.edu

Nancy, Anderton, nancy.anderton@example.edu

## Fixed Width Files

The file must contain a single row of data for each student. Student first name, last name, and e-mail address must be included. You can set the field lengths used after you upload the file to ensure fields start and stop at the appropriate intervals. Fixed-width files require you to indicate the length of each field by typing the width of each column in your file and separating that by a comma. In the example here, the first name is 9 characters long, at which point, the last name starts. It is 10 characters long. Finally, e-mail address is 200 characters long.

### Import Settings

MHS attempts to auto-detect your import file format. If the preview doesn't look as expected, review and make adjustments to your settings here.

File Type: Plain Text

\*Character Encoding: UTF-8  
Change this if data looks garbled or filled with ½ symbols.

\*Data Layout: Fixed-Width

\*Column Widths: 9, 10, 200  
Comma-separated list: 10,10,25,15 etc.

Save Settings and Refresh Preview

ExampleText - Notepad

File Edit Format View Help

```
First Name, Last Name, Email
Nicholas Aalerud nicholas.aalerud@example.edu
Lisa Alzaim lisa.alzaim@example.edu
Nancy Anderton nancy.anderton@example.edu
```

## Preview of data import

The system shows a 10-record preview of the data import. Use drop-down boxes located above each field to designate the kind of data it contains.

### Step 2: Data Preview

Based on your Import Settings, this is how the first 10 rows of data have been parsed. Use the select boxes to designate which columns represent First Name, Last Name and Email values. Once the preview data looks correct and you've selected all columns, click Continue to Review & Complete.

First Name	Last Name	Email
Nicholas	Aalerud	nicholas.aalerud@example.edu
Lisa	Alzaim	lisa.alzaim@example.edu
Nancy	Anderton	nancy.anderton@example.edu

Continue to Review & Complete

When appropriate settings are set and all three required fields have been designated, a green **Ready** box will appear with the **Import Records** button. Click it to add the file contents to the invitee group. If there are any problems, the system will instead display a red error box noting any errors.

Select a field for First Name, Last Name and Email to continue.

Once you have entered your invitees, you will be able to send your invitations, which will automatically include the directions for students to accept the invitation and the invitation code.

**SECURITY NOTE:** Even if a student found another person's invitation, they cannot accept it as their own. The Induction Management System blocks any student whose name and e-mail address have not been uploaded or entered in the Invitation Group. If a student was able to accurately guess the invitee's e-mail, they could only succeed in registering and paying dues for the original invitee, not themselves.

## Sending Electronic Invitations

Click the **Send Email Invitations** icon located in either the Invitation Groups dashboard or under the Invitees data table on the Invitees tab.

This takes you to the page to **Preview** the invitations. The preview page shows how many e-mails you are about to send and lets you see the results of the merge. You can use the page navigation control located at the bottom of the page to preview each e-mail.

*If you used a Personalization Code merged into your e-mail, you should see a personalized student information in the Preview. If you see the code instead of an actual name in the Preview, you have entered the code improperly. Hit Cancel to go back and edit your invitation message.*

When you are ready, click the **Send Invitations** button.

**Edit: Example**

[Invitation Acceptance Instructions](#)  
To accept your invitation, go to: <https://sigmapisigma.myhonorsociety.com/accept>  
Register by using the e-mail address on file with your university and entering the following Invitation Code: g1fmF6BD

Settings Invitees Invitation Codes Reminders Questions (0) Responses

According to your [Chapter Profile Settings](#), no local dues will be collected from invitees accepting membership.

Search 10 Add Invitee Options Send Invitations

	First	Last	Email	Invited	Accepted	Bypass Code	Unsubscribed?	Last Invitation
	Nicholas	Aalerud	nicholas.aalerud@example.edu	No	No		No	
	Lisa	Alzaim	lisa.alzaim@example.edu	No	No		No	
	Nancy	Anderton	nancy.anderton@example.edu	No	No		No	

American Institute of Physics  
Sigma Pi Sigma  
One Physics Ellipse  
College Park, MD 20740  
301-209-3007  
<http://www.sigmapisigma.org>  
[Unsubscribe]

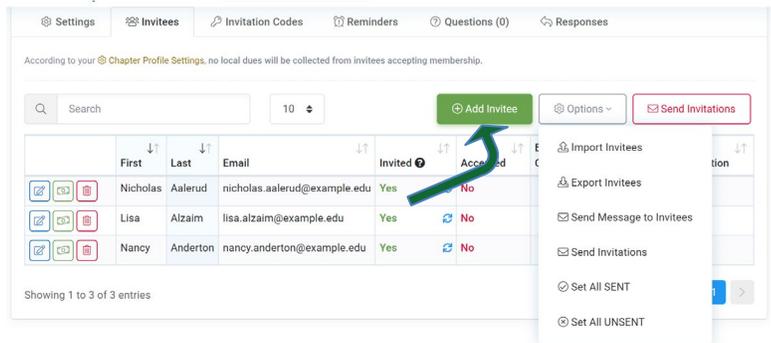
Invitation 1 of 3

Cancel Send Invitations

## Adding More Invitees to an Invitation Group

A sponsor can invite one or more eligible students after the main group of invitations has already been sent. You do not have to create a new Invitation Group for these students.

Manually add invitees to your Invitation Group by clicking the pencil (✎) to edit the list. Select the **Invitees** tab and click the **Add Invitee** button immediately below the table of invitees. This allows you to manually enter the three fields of data for one or more late invitees.



After adding each new invitee, you will be taken back to the Invitees tab where you may notice that these new invitees do not have a check in the Invited column. Simply click the Send Email Invitations button at the bottom of the screen to have your original invitation sent to these “late” invitees.

## Other Communications (Deadline Reminders, Information Changes, etc.)

You can use the system to communicate with a) all the invitees, b) those invitees who have accepted the invitation, or c) those invitees who have not yet accepted an invitation.

From the **Invitation Groups** tab, click the name of the group containing the students you wish to message. Then go to the **Invitees** tab. Under the list of invitees, there is a text link to the right that reads **Send Message to Invitees**.

This will take you to the **Invitee Message** creation page.

- **Invitation Group:** Select a group to message.
- **Send To:** Choose the subset of invitees to message.
- **From Name:** You cannot change the e-mail, but you can change the associated name to something your students may recognize (e.g., “ABC University Sigma Pi Sigma Chapter”).
- **Subject:** Enter a subject for the e-mail.

- **Message:** Type your message. Append acceptance instructions by selecting “Append Invitation Acceptance Instructions” under the Template list. This allows invitees to proceed directly from the message to online registration. Once you are happy with your message, click the Preview Message button, then the Send button.

## Payment information: Bypassing, Waiving Dues Payment or Bulk Payment by Chapter

If your Chapter is paying pay for inductions (rather than individual students paying) *please tell the National Office your Department will make a single payment.*

**To waive or bypass the dues for a student,** click the Dues-Bypass icon in the Invitees tab of the Invitation Group page. A confirmation box will inform you are required to pay the National Dues. Clicking OK will e-mail a single-use, dues-bypass code to the student.

	First	Last	Email	Invited	Accepted	Bypass Code	Unsubscribed?	Last Interaction
	Nicholas	Aalerud	nicholas.aalerud@example.edu	Yes	No		No	
	Lisa	Alzaim	lisa.alzaim@example.edu	Yes	No		No	
	Nancy	Anderton	nancy.anderton@example.edu	Yes	No		No	

After the invitation period closes, your Dashboard will show a notification to designate the payment method for induction costs. This must be done before certificates are printed for this Invitation Group.

## Certificate Reprints

Members can order their own reprints. Contact the National Office if a damaged certificate is received and you would like it reprinted for the student.

## Late Registrations

No late registrations are accepted to ensure materials are received in time for the induction. Students who did not respond by the deadline can be included in the next invitation group and inducted later.

## Maintaining Your Chapter Contacts

You can manage sponsors and contacts associated with your chapter in the Chapter Sponsor Portal. Please keep the name and address of your university's president up to date.

### Add a New Sponsor

Click the Create New Sponsor link and complete the form to add a sponsor. Completing the form notifies the National Office a new sponsor has been added to your Chapter.

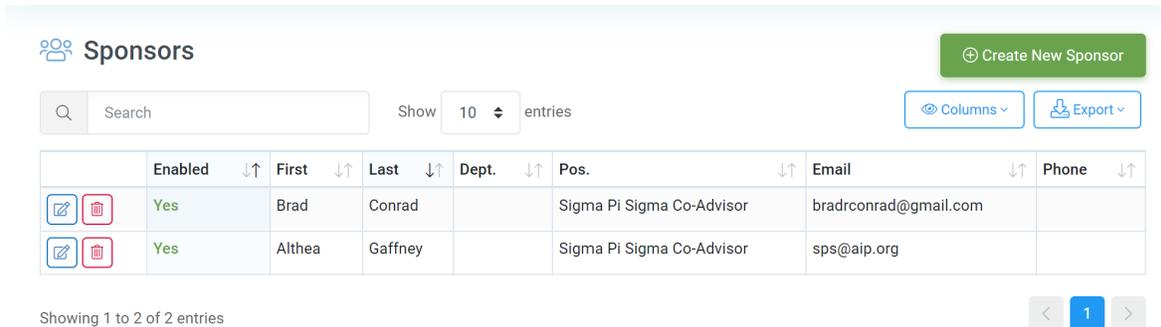
- **Title** –Honorific associated with sponsor's name (e.g., Dr., Mr., Ms.)  
*This is not the person's position at the institution.*
- **Department** – Department employing sponsor at the institution.
- **Position** – Position of the sponsor at the institution.
- **Send Email Notifications** – Check if this sponsor should receive notifications when someone has accepted an invitation
- **Send Mailings** – Check if this sponsor should receive mailings  
*Please check this box to get important messages from the national office about inductions.*
- **E-mail** – Sponsor's e-mail address
- **Password** – Initial password you set for the new sponsor to access the Sponsor Portal. The sponsor will be required to change this password after logging in the first time.

The screenshot shows a web form titled "Create New Sponsor". At the top, it displays "Email Address: examplesponsor@example.edu" with a "Change" button. Below this is a section for "New User Account" with a note: "This looks like a new, unique email address. Please provide some additional information below to create the account." The form contains several input fields: "Title", "\* First Name", "Middle Name", "\* Last Name", and "Suffix". There are also dropdown menus for "Department" and "Position" (currently set to "Sigma Pi Sigma Advisor"), and a "Start Date" field. At the bottom, there are fields for "\* Password" and "\* Verify Password", and two dropdown menus for "\* Send Email Notifications" (set to "Yes") and "\* Send Mailings" (set to "Yes"). A green "Create Sponsor" button is located at the bottom right of the form.

After clicking the **Create Sponsor** button, the initial data will be saved, and the page will change to an Edit Sponsor page where you can add contact information.

## Edit a Sponsor

The **Edit Sponsor** form is similar to the **Add Sponsor** form. However, there is an additional tab labeled Contact you can use to add addresses and phone numbers to the sponsor. This operates like the address and phone number sections of the Chapter Profile.



	Enabled	First	Last	Dept.	Pos.	Email	Phone
 	Yes	Brad	Conrad		Sigma Pi Sigma Co-Advisor	bradrconrad@gmail.com	
 	Yes	Althea	Gaffney		Sigma Pi Sigma Co-Advisor	sps@aip.org	

Showing 1 to 2 of 2 entries

## Change the Primary Sponsor/Liaison

While many Chapters have co-sponsors that share responsibility for chapter administration, this system requires and only allows one sponsor to be the Primary Liaison with the National Office. This information can be changed at any time. Simply ensure that sponsor who you wish to make the new Primary Liaison has been added to the Chapter Contacts. Then click on **Chapter Profile**, choose the new person from the drop-down list labeled **Primary Liaison**, and click the **Save General Info** button. The National Office will be notified of any changes to this field.

**The Primary Liaison MUST have a Primary Address, e-mail address, telephone number, and must have at least one address that is designated as a Mailing Address.**

## Members

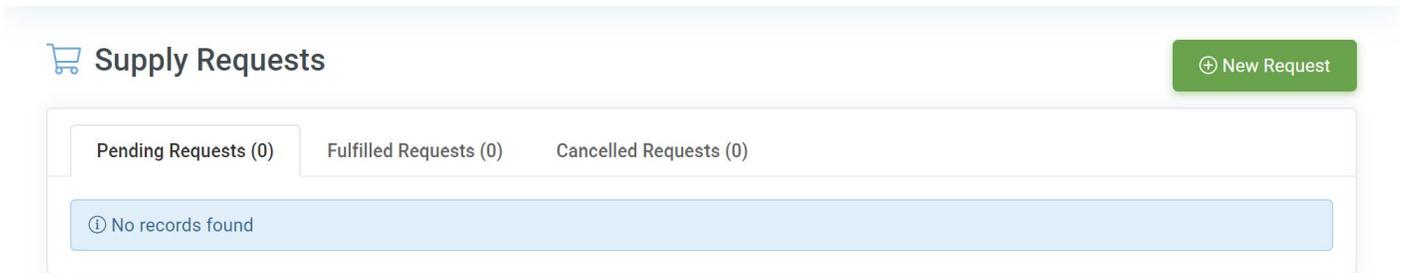
Find information about members of your chapter, both past and present. Use the data table to filter down or find members. Click the **View Details** () icon to see a member's record. You can also use the Reports tab to pull various membership lists and reports into Excel spreadsheets.

## Requests for Chapter Supplies

The final section of the Chapter Portal allows you to request supplies from the National Office. The **Supplies Request** area is composed of three tabs:

- New Request Tab: create and submit a supply request to the National Office.
- Pending Request Tab: view supply requests that have been submitted, but not yet fulfilled by the National Office.

- Fulfilled request: view your history of supply requests already shipped by the National Office.



## Creating a Supply Request

From the **New Request** tab, add a line item for each supply you need.

In the **Quantity** field enter the desired number of an item. The **Item** drop-down box lists the different supplies you can request. Select your item. If a fee is associated, the other fields will be updated as appropriate.

- Click **Add Another Item** in the footer of the table to request an additional supply item and select another item from the drop-down menu.
- If you need the supplies very quickly, you can change the **Shipping** method here. Express shipments have corresponding charges.
- Enter in a **Requested Delivery Date** and any **Special Instructions**.
- Click **Continue** to review your request and supply any shipping or billing information.

After completing the process, the National Office is notified of a Supply Request and will fulfill the order.

## Considerations to Ensure E-mail Delivery

If you will be using institution-provided e-mail addresses for the students you are inviting, work with your college's IT staff to ensure e-mail invitations are not treated as spam. While every effort has been made to ensure that our e-mail invitations do not appear as spam, some spam protection systems may still categorize the messages as spam.

All email generated by MHS comes from the email address: no-reply@myhonorsociety.com and the IP address: 38.106.242.114. Ask your IT department to "whitelist" these addresses to help ensure your invitations reach your students.

**Do not assume that your institution's Information Technology Services will not be blocking your Induction System invitations. We suggest you contact them as soon as possible with the information above to make sure that your students will receive all your messages.**