How to Use the Pi Delta Phi Database–updated 10/2026

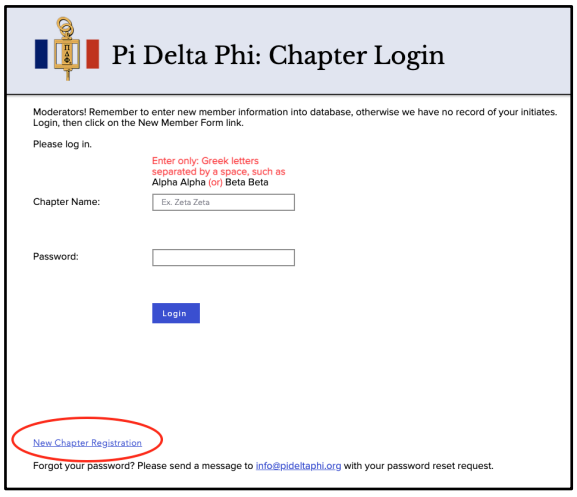
1. **Accessing the Database**
   From the Pi Delta Phi national website–www.pideltaphi.org–select the Moderators/Faculty menu, then select **Database**.



Faculty moderators who desire to have a staff member or graduate assistant handle database orders and the entering of student information are responsible to train their own assistants; Pi Delta Phi is not able to provide this service.

2. **Chapter Login–New Chapter**
   With the launch of the new database in 2021, any chapter that has not created a chapter account in the new WIX database must first create a chapter account. Before creating a new account, verifty with the National President that your chapter doesn't already have an account in current WIX database.

   - To create a chapter account, click the **New Chapter Registration** link at the bottom of the Chapter Login page.
   - If you've already completed a chapter account in the **new** database, skip to number 5.

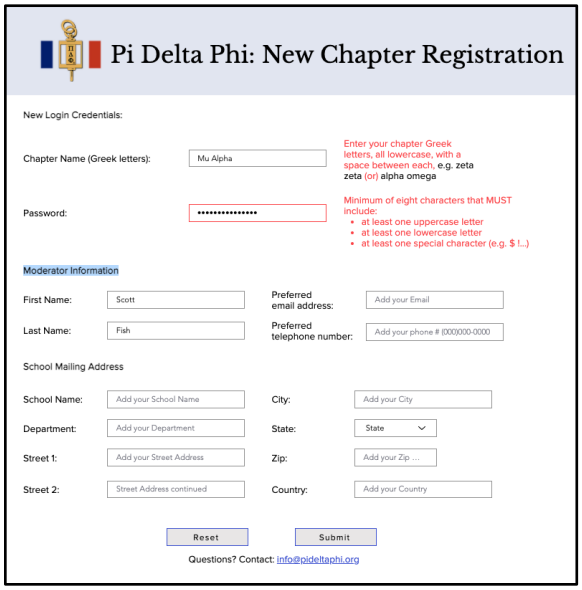


Unsure of your chapter Greek letters? Consult the online chapter list:

www.pideltaphi.org/chapters

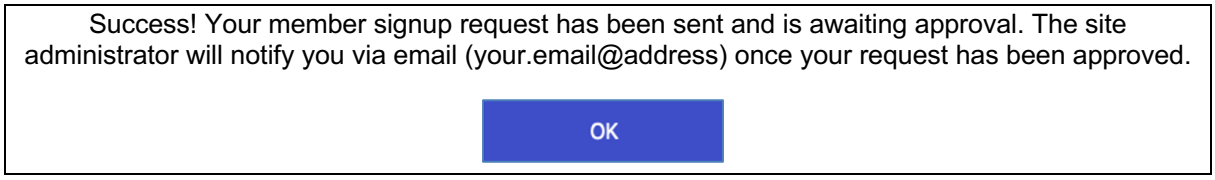
3. **New Chapter Registration**
   On the New Chapter Registration Page, enter your chapter **Greek Letters** (e.g. Mu Alpha) with a space–no comma or hyphen–between each letter. Only your assigned Greek letters serve as your Chapter Account Name; **DO NOT** use the chapter name PI DELTA PHI. If you can't remember your chapter Greek letters, contact: info@pideltaphi.org

   Select a password that adheres to the required criteria displayed on the webpage. Enter your name, contact information, and **school**–not personal–address. Once you've completed the form, click the **Submit** button at the bottom of the page.



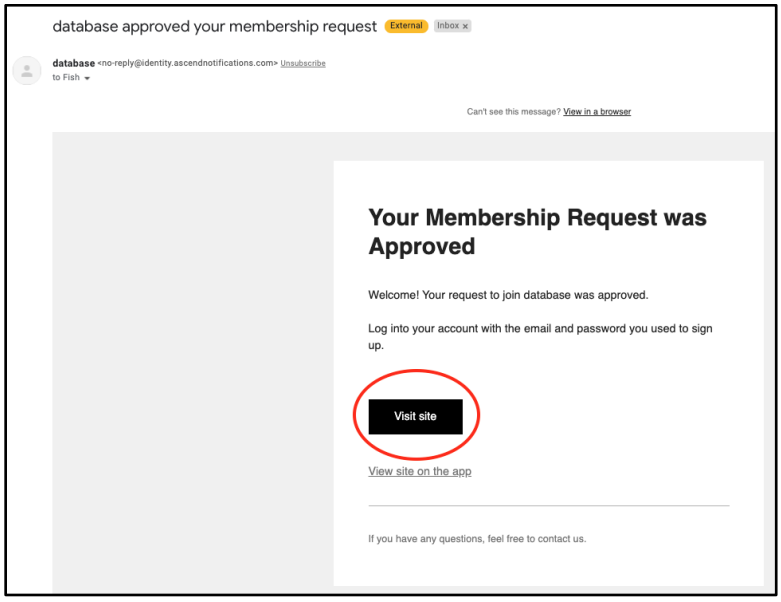
PDP suggests that Moderators print their chapter login and password on an index card, then attach the card to the inside/back of their university office door to facilitate easy retrieval of a forgotten login or password.

4. **New Chapter: Confirmation and Approval**
   Once you've submitted your request for a chapter account, you'll be presented with a confirmation notice:

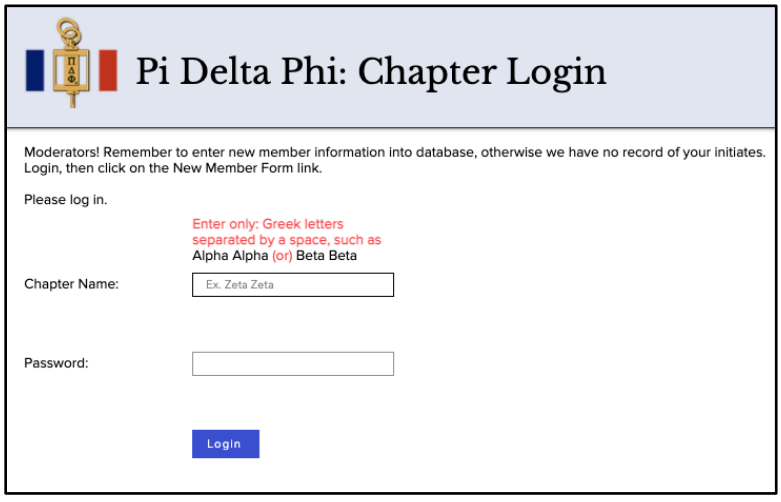


   Pi Delta Phi will review and approve your request for a chapter account. While we will make every effort to approve your request as soon as possible, please do allow 1-2 business days for your request to be reviewed.

When your request has been approved by Pi Delta Phi, you'll receive a notification at the email address you entered during the New Chapter Registration process. Click the **View Site** button on the email notification to be taken to the new database **Chapter Login** page.

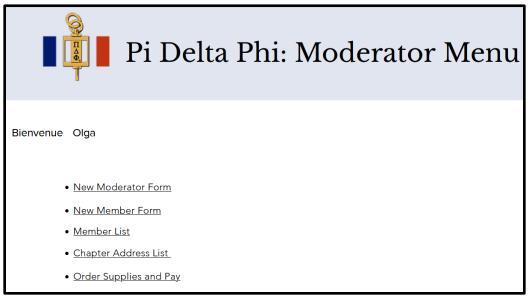


5. **Login**
To access your chapter account, your **login** is your chapter's assigned **Greek letters** with one space–no comma or hyphen–between each Greek letter (e.g. Mu Alpha); your password is selected by you (or a former chapter moderator). If you don't remember your password, contact: info@pideltaphi.org



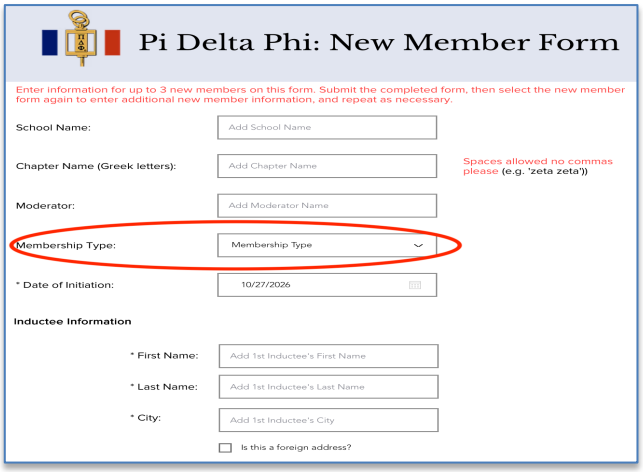
6. **Moderators Menu**
Moderators have several database options:

   - New Moderator Form
   - New Member Form
   - Member List
   - Chapter Address List
   - Order Supplies and Pay



7. **New Member Form**
Before placing an order for memberships, complete the New Member Form for each candidate for membership. Moderators must enter new member information into the database, otherwise the national office has no record of your chapter inductees and must deny requests from your alumni for replacement pins or confirmation of Society membership.

   Select the **New Member Form** from the Moderators Menu.



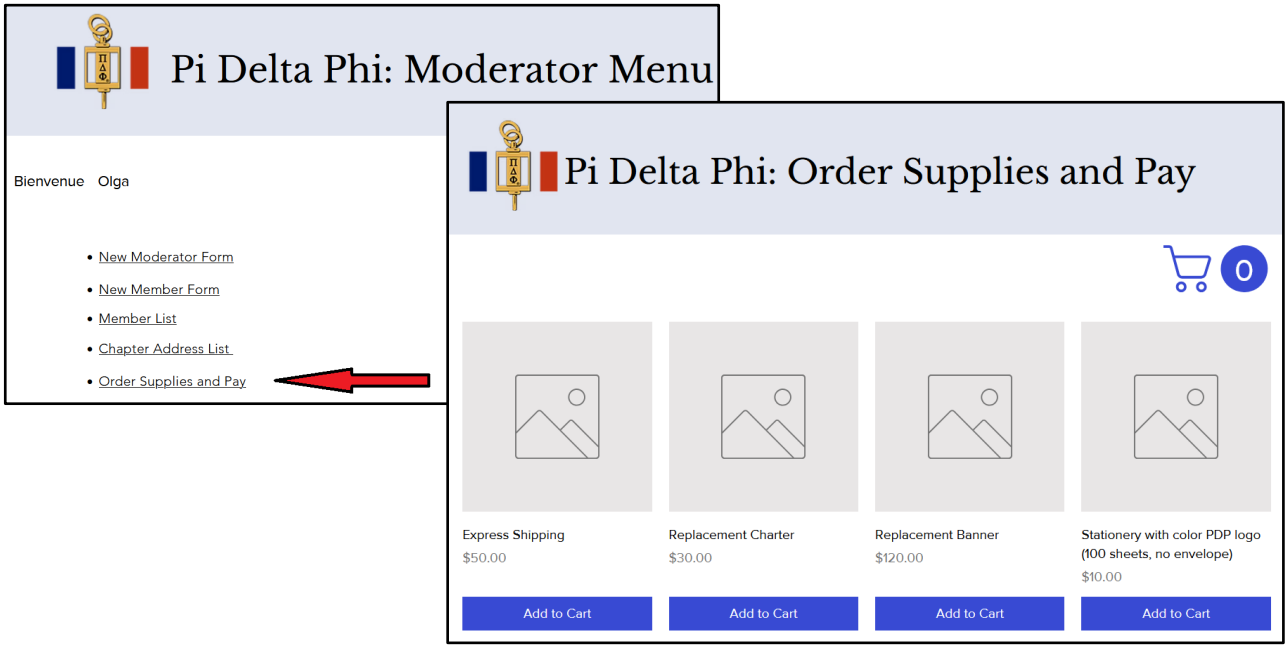
If you enter student information but it does not appear on your chaper roster, the problem is likely **Javascript** which is required by the PDP database but may be blocked by your campus computer system. Try entering student info. using a personal or other computer that is not attached to your campus network.

   - Enter your school name; do not change the name of your school. If your school name has changed, contact: info@pideltaphi.org
   - Enter the current chapter Moderator's name.
   - Select the date that candidates will be inducted into your chapter.
   - Select the type of membership (**honorary** or **regular**) for the student inductee and enter name and induction date.
   - Submit the information by clicking the **Submit** button at the bottom of the page.
   - Repeat for each inductee.



8. **Ordering Memberships and Supplies**
PDP requires **full payment** before membership and supplies are shipped; **no exceptions**.

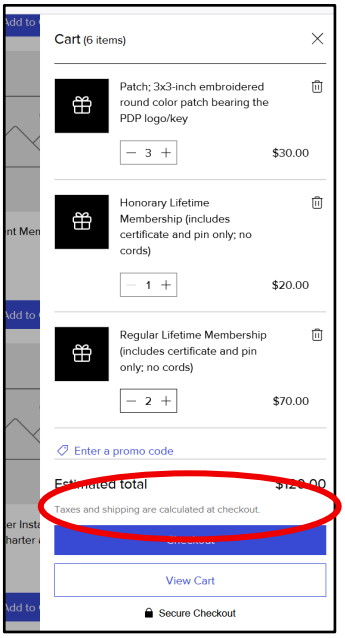
Once you've added the information for your new candidates, you're ready to place an order for memberships and any supplies. Since moderators have reported much slower USPS shipping times, we strongly recommend placing orders at least **5 weeks** ahead of any scheduled induction ceremony. Click on the **Order Supplies and Pay** link from the Moderator Menu (see red arrow below). This will take you to our list of products: the "Order Supplies and Pay" page.



Add the number and type of memberships, and any additional items needed, to your cart. The Society strongly suggests ordering **Premium Memberships** that include honor cords and thus save each candidate $5 when compared to ordering cords later and separately. Purchasing Premium Memberships also save Moderators time by avoiding last minute end-of-the-semester requests for honor cords from students.

Note: The New Chapter Installation fee is only required for brand new chapters to Pi Delta Phi, not for existing chapters that are reactivating.

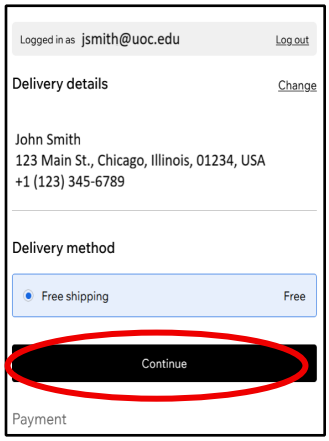
Orders for memberships must be received prior to the semester deadlines indicated under the Moderator's section of the website: **November 20** for fall inductions **April 20** for spring inductions	Due to shipping delays, we strongly encourage Moderators to place orders 5 weeks prior to any induction ceremony, or to place orders at the beginning of the semester for any end-of-semester ceremony.	Please place orders well ahead of time or at the beginning of the semester. **Express Shipping** is available, but we do ask that you select this option only if absolutely necessary as it results in additional work for the Executive Director.



Click the **Add to Cart** button next to items; view your cart and adjust quantities as needed. The estimated total dollar amount due is displayed at the bottom.

When ready, click the **Checkout** button. You'll be asked to enter your delivery information. Fill in the information and move on to the next step in the Checkout process.

Then, click the **Continue** button.



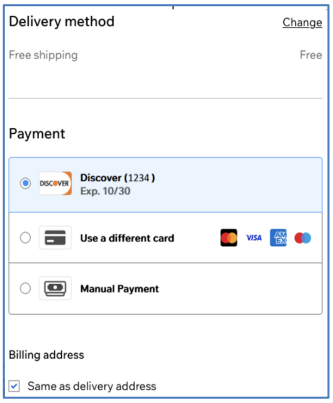


If you need an **itemized receipt**, print the Shopping Cart before making payment.

Payment options include **credit** / **debit card** or **manual payment** via check.

If paying by credit / debit card, complete the transaction and submit.

If choosing manual payment (via check), select **manual payment** and follow the instructions. Pi Delta Phi accepts payment by a **single** check–not multiple checks–made payable to:



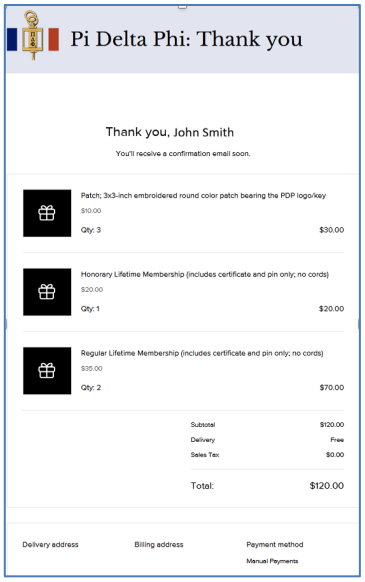
Pi Delta Phi National French Honor Society c/o Olga Amarie
Georgia Southern University
Department of World Languages and Cultures
P.O. Box 8081
950 I.T. Drive
Statesboro, GA 30460





Remember! If you need to have your institution cut a check, keep in mind that many schools are unable to do so instantaneously. Inquire how long your institution usually takes to issue checks and then build sufficient time into the ordering process on your end. Please plan ahead.

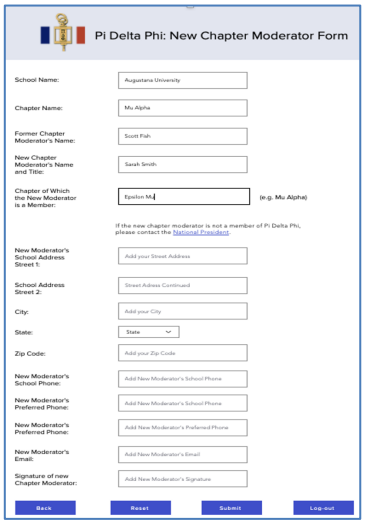
If you select manual payment, the following list of items will be generated. Please print a copy for your institution records.



You can then **Log Out** of the database.

Note: while orders are usually sent out fairly quickly, because of reported slower USPS shipping times we strongly encourage faculty to pay and to complete orders at least **5 weeks** prior to any induction ceremony. PDP is unable to guarantee that orders placed close to induction dates will arrive in time for your ceremonies. Should materials not arrive in time, moderators can either choose to reschedule the induction ceremony or go ahead with the ceremony, then have students stop and pick up their membership materials at a later date or moderators can send materials to students through the department.

9. **Change of Moderator**
   To change the Moderator and contact information for your chapter, select the **New Moderator Form** from database Moderator Menu. Enter the new Moderator's name and contact information, then click the **Submit** button. Your submission will automatically update your chapter record and allow the Society to update our Excel chapter list.



10. **Join the PDP Listserv**
    The PDP listserv is free and allows the national office to send information, updates and reminders to faculty moderators. If you will no longer be serving as chapter moderator, please share your chapter login information with the new moderator, have them fill out the Change of Moderator form, and encourage them to join the **PDP listserv**: https://www.pideltaphi.org/listserv

    If you would like to be removed from this listserv, please contact: info@pideltaphi.org

Questions?

For questions on orders, payments, certificates, pins, cords, etc., please contact the PDP Executive Director:

director@pideltaphi.org

For general information and other questions, contact the Society at:

info@pideltaphi.org