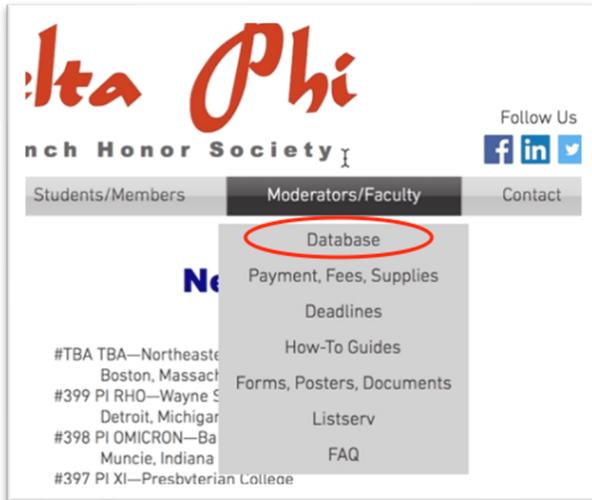


How to Use the Pi Delta Phi Database—updated 2024

1. Accessing the Database

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

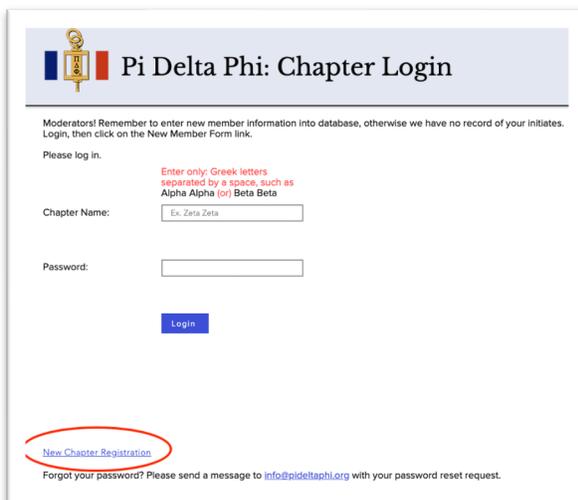


Faculty moderators who desire to have a staff member or graduate assistant handle database orders and the entering of student information are responsible to train their own assistants; Pi Delta Phi has no staff and thus is not able to provide this service.

2. Chapter Login—New Chapter

With the launch of the new database, all faculty moderators must first create a chapter account within the new 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.
- If you've forgotten your password, contact: info@pideltaphi.org



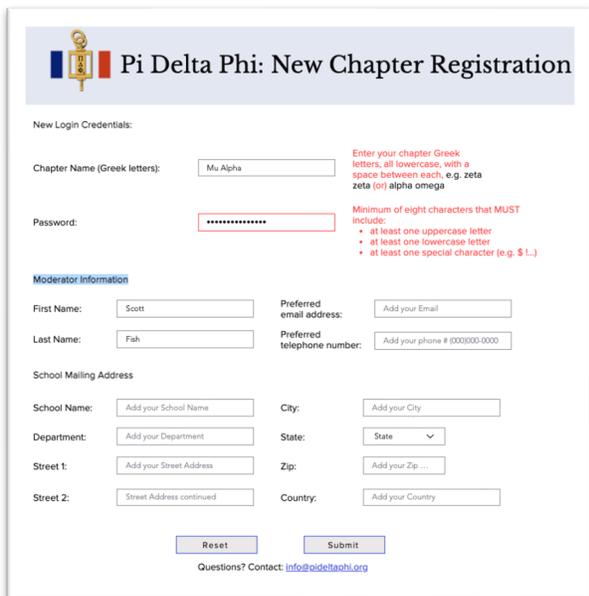
Unsure of your chapter Greek letters? Consult the online chapter list:

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 single 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.



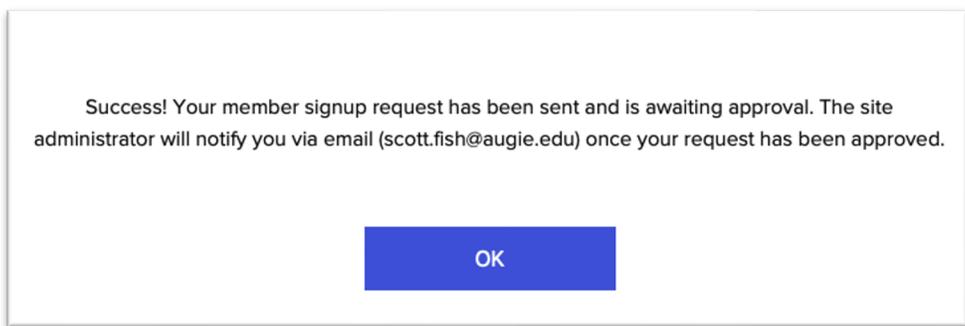
The screenshot shows the 'Pi Delta Phi: New Chapter Registration' form. It includes sections for 'New Login Credentials' (Chapter Name: Mu Alpha, Password: [redacted]), 'Moderator Information' (First Name: Scott, Last Name: Fish, Preferred email address, Preferred telephone number), and 'School Mailing Address' (School Name, Department, Street 1, Street 2, City, State, Zip, Country). A 'Submit' button is at the bottom right, and a 'Reset' button is at the bottom left. A contact link 'info@pideltaphi.org' is at the bottom.



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.

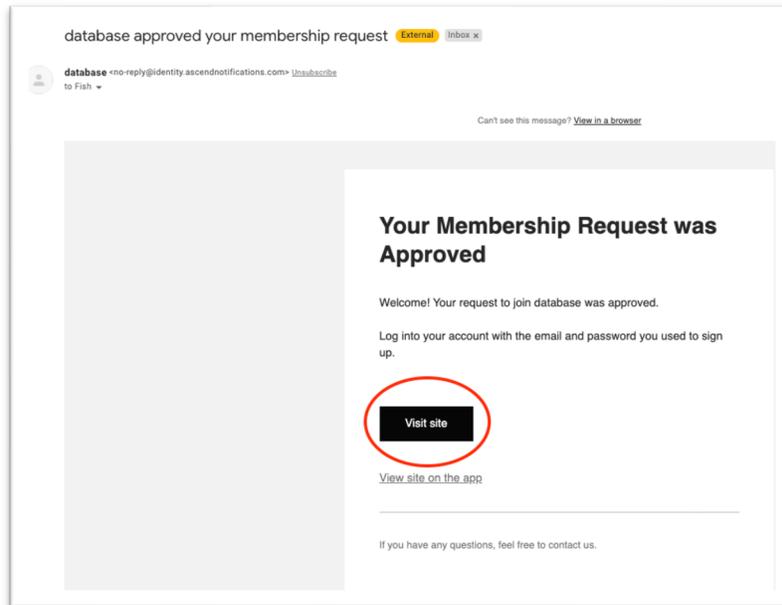
4. Confirmation and Approval

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

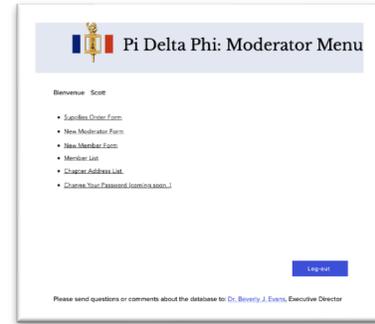
Log into your chapter account; remember your account name is your chapter's assigned **Greek letters** with one space—no comma or hyphen—between each Greek letter (e.g. Mu Alpha).

The login page for Pi Delta Phi. At the top is the Pi Delta Phi logo and the title 'Pi Delta Phi: Chapter Login'. Below this is a message for moderators: 'Moderators! Remember to enter new member information into database, otherwise we have no record of your initiates. Login, then click on the New Member Form link.' The main section is for user login, starting with 'Please log in.' and a red instruction: 'Enter only: Greek letters separated by a space, such as Alpha Alpha (or) Beta Beta'. There are two input fields: 'Chapter Name:' with a placeholder 'Ex. Zeta Zeta' and 'Password:'. A blue 'Login' button is at the bottom.

6. Moderators Menu

Moderators have several database options:

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



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 chapter 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 computer that is not attached to your campus network.

The New Member form allows entry of information for 3 inductees at the same time, but all 3 must have the same type of membership: **honorary** or **regular**.

- 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 1-3 student names to be entered; if 2 or 3 names are entered, all must have the same type of membership.
- Enter information for the inductee(s).
- Submit the information by clicking the **Submit** button at the bottom of the page.
- Repeat for additional names or to enter student names for a different type of membership; **honorary** or **regular**.



8. Ordering Memberships & Supplies

Once you've added the information for your new candidates, you're ready to place an order for memberships and any supplies. Select the **Supplies Order Form** from the Moderator Menu.



Only cords purchased through Pi Delta Phi to which a PDP key is attached are official. Cords purchased via third-party vendors are fake and any proceeds do not benefit the Society.



The Pi Delta Phi patch is an optional purchase and may be added to a graduation gown or stole; uniform; backpack; sweatshirt; luggage, etc.

For induction ceremonies, please adhere to the following semester deadlines to submit and to pay for your order in full: **Nov. 20** (fall); **April 20** (spring). To allow for sufficient turn around time, please also place and pay for your order in full at **least 3 weeks** prior to the chapter installation or new member induction ceremony.

ITEM	COST EACH	QUANTITY	TOTAL
LIFETIME MEMBERSHIPS & MEMBERSHIP ITEMS: prices effective Sept. 1, 2013			
New Chapter Installation (includes charter and banner)	\$ 150	<input type="text" value="quantity"/>	<input type="text"/>
MEMBERSHIPS: <i>Eligibility requirements for Regular and Honorary members are listed on the national website</i>			
• Premium Regular Membership (certificate, pin & cords)	\$ 45	<input type="text" value="quantity"/>	<input type="text"/>
• Regular Membership (certificate and pin only; no cords)	\$ 35	<input type="text" value="quantity"/>	<input type="text"/>
• Premium Honorary Membership (certificate, pin & cords)	\$ 30	<input type="text" value="quantity"/>	<input type="text"/>
• Honorary Membership (certificate and pin only; no cords)	\$ 20	<input type="text" value="quantity"/>	<input type="text"/>
Replacement Membership Pin	\$ 10.50	<input type="text" value="quantity"/>	<input type="text"/>
Honor Cords-blue, white & red; ordered separately from Premium Membership	\$ 20	<input type="text" value="quantity"/>	<input type="text"/>
Stationery (per sheet, no envelopes)	\$ 0.10	<input type="text" value="1"/>	<input type="text" value="0.10"/>
Pi Delta Phi Replacement Banner	\$ 120	<input type="text" value="quantity"/>	<input type="text"/>
Pi Delta Phi Replacement Charter	\$ 30	<input type="text" value="quantity"/>	<input type="text"/>

Select the items and number of memberships that you require. The Society strongly suggests ordering **Premium Memberships** that include cords and thus save each candidate \$5 when compared to ordering honor cords later and separately. Premium Memberships also save Moderators time by avoiding last minute end-of-the-semester requests for honor cords from students; remember that requests after the April 20 ordering deadline cannot be fulfilled.

Note: The New Chapter Installation fee is only required only for brand new chapters to Pi Delta Phi, not for existing chapters who need replacement banners or charters.

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

Because of slower US mailing times, we strongly encourage Moderators to place orders 3-4 weeks prior to any induction ceremony date, or to place orders at the beginning of a 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 **Press to Calculate Total Amount Due** to view the total dollar amount due.

ITEMIZED RECEIPT?

If you (or your dept. or school) require an itemized receipt, print the Supplies Order Form **before** making payment. The Paypal receipt will only show the total amount paid.

SPECIAL SHIPPING
All orders include shipping via U.S. Mail. Select Express Shipping for fastest receipt of materials.

Express Shipping \$ 50

*Please note that requests for supplies will not be filled until the **FULL** payment is received.*

Press to Calculate Total Amount Due

Once the total amount is calculated, enter at the bottom of the form the **Shipping Information;** enter your name and **Full University Name** (so that we can easily identify your chapter when filling orders), then your preferred mailing address.

SHIPPING INFO

Moderator's Name:

PREFERRED MAILING ADDRESS FOR THIS SHIPMENT OF SUPPLIES (USE FULL UNIVERSITY NAME):

Full School Name:

Department:

Street 1:

Street 2:

City:

State:

Zip:

Country:

Review the memberships ordered, verify the total amount due and that the shipping information is correct, and if needed print a copy of the completed **Supplies Order Form**.

9. Payment Option 1–Paypal

The Society prefers payments via Paypal, and Pappal payments may be made using a credit or debit card, or through a Paypal account.

At the bottom of the Supplies Order Form, click the center **Submit and Pay** button. You'll be presented with a **Total Payment** review page; copy down the Total Amount Due; you'll need to enter the exact amount on the subsequent Paypal payment page.

Widget Didn't Load
Check your internet and refresh this page.

Javascript is required by the PDP database but may be blocked by your campus computer system. Should you encounter errors, try entering student info. using a personal computer that is not attached to your campus network.

Pi Delta Phi: Payment

Total Amount Due:
\$0.10

Please note that requests for supplies will not be filled until the FULL payment is received.

Buy Now

Back Log-out

VISA M/C DISC AMEX

Copy the total due, then manually enter the total in the Paypal payment box.

Once you've copied down the total, select the **Buy Now** button at the bottom of the page.

Order Summary

Pi Delta Phi	- 1 +	\$ 0.00
Subtotal:		\$0.00
Total:		\$0.00

Payment

Email Address

Pay \$0.00

Safe and Secure

Back

Order Summary

Pi Delta Phi	- 1 +	\$ 0.10
Subtotal:		\$0.10
Total:		\$0.10

Payment

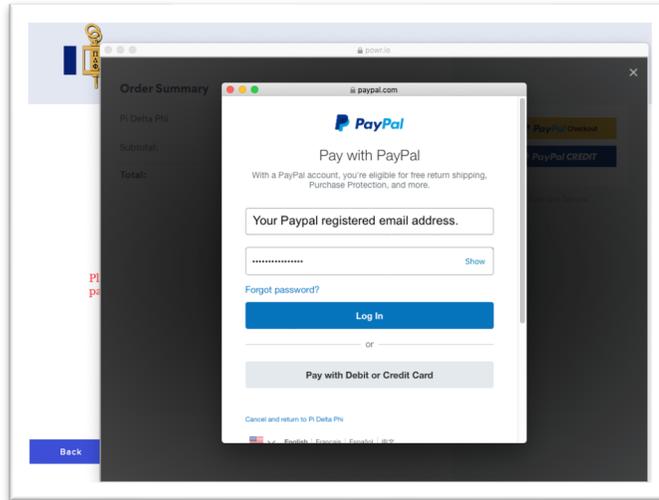
PayPal Checkout

PayPal CREDIT

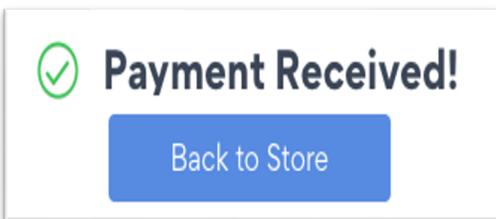
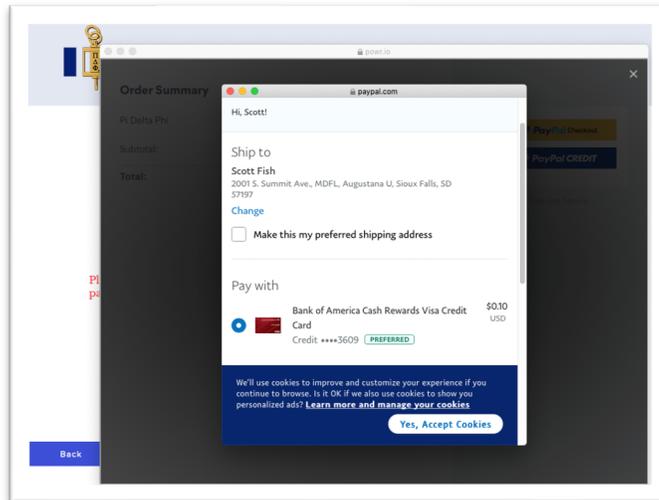
Safe and Secure

Back

The payment box on the Order Summary page will be blank; **enter the dollar total** for your order in the payment box, then click the **Paypal** payment button. Login to Paypal; select either your Paypal account or make a payment using a Debit or Credit card.



Verify your information and preferred payment method, then complete the payment.



Once you've made the payment, you'll receive a confirmation from Paypal; you will not, however, receive a second confirmation from PDP. You can then **Log Out** of the Pi Delta Phi database. While orders are usually sent out fairly quickly, you should plan on the stated and required 3-week turn around time.

10. Payment Option 2—Check & Printed Invoice:

Although Pi Delta Phi prefers payment via Paypal, the Society still accepts payment by a **single** check—not multiple checks—made payable to Pi Delta Phi.

If you need to have your institution cut a check, please keep in mind that most 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!

Pi Delta Phi requires **full payment** before membership supplies are shipped; **no exceptions**.

To pay by check, you'll need to print the Supplies Order Form and include it with your check. To choose this option, select the **Pay by Check** option at the bottom of the Supplies Order Form (see #8 above), then click the **Submit and Pay by check** button.

Before you print a copy of the **Supplies Order Form**, verify that your order and mailing address are correct. Click the **Print** button to print a copy of the form, and send the printed copy along with your **single check**—made payable to Pi Delta Phi—to the address of the Executive Director indicated on the form.

PLEASE PRINT THIS PAGE AND MAIL THE FORM TO THE ADDRESS LISTED BELOW WITH YOUR PAYMENT. MAKE YOUR CHECK PAYABLE TO **PI DELTA PHI**

Please note that requests for supplies will not be filled until the **FULL** payment is received.

ITEM	COST EACH	QUANTITY
New Chapter Installation (includes charter and banner)	\$150	
Premium Regular Membership (certificate, pin & cords)	\$45	
Regular Membership (certificate and pin only; no cords)	\$35	
Premium Honorary Membership (certificate, pin & cords)	\$30	
Honorary Membership (certificate and pin only; no cords)	\$20	
Replacement Membership Pin	\$10.50	1
Honor Cords-blue, white & red	\$20	
Stationery (per sheet, no envelopes)	\$0.10	
Pi Delta Phi Replacement Banner	\$120	
Pi Delta Phi Replacement Charter	\$30	
Express Shipping	\$50	
SHIPPING INFO	Total Amount Due:	\$10.50

Verify that your school address is correct:

Moderator's Name: Professor A. Smith	↔	City: Capital City
Full School Name: State University		State: CA
Department: Foreign Languages		Zip: 00000
Address: 100 Main St.		Country: USA

MAIL THIS FORM AND YOUR PAYMENT TO:

Dr. Beverly J. Evans
Executive Director, Pi Delta Phi
Dept. of Languages and Literatures
State University of New York at Geneseo
Wellies 211, 1 College Circle
Geneseo, NY 14454

FOR OFFICE USE ONLY

Date order sent: _____

Print **Log-out**

11. 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.

 Pi Delta Phi: New Chapter Moderator Form

School Name:

Chapter Name:

Former Chapter Moderator's Name:

New Chapter Moderator's Name and Title:

Chapter of Which the New Moderator is a Member: (e.g. Mu Alpha)

If the new chapter moderator is not a member of Pi Delta Phi, please contact the [National President](#).

New Moderator's School Address Street 1:

School Address Street 2:

City:

State:

Zip Code:

New Moderator's School Phone:

New Moderator's Preferred Phone:

New Moderator's Preferred Phone:

New Moderator's Email:

Signature of new Chapter Moderator:

Questions?

For questions on orders, certificates, pins, cords, etc., please contact the current PDP Executive Director. Contact information is located on the national website.

For all other questions, contact the Society at: info@pideltaphi.org