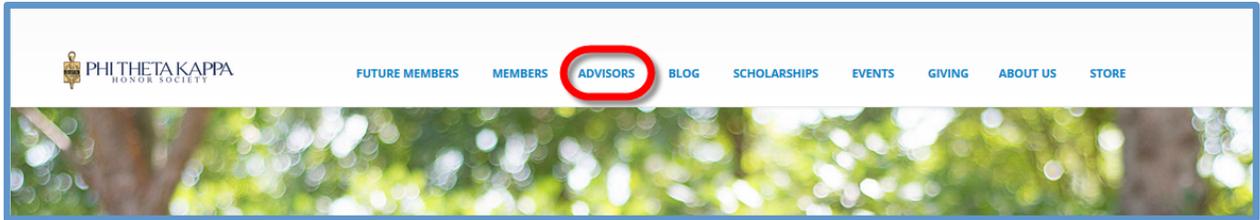


Alumni Advisor Instructions

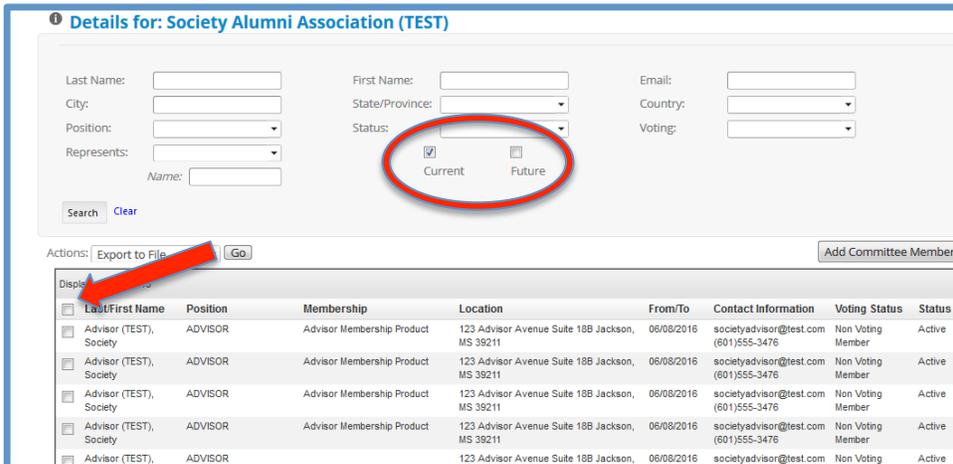
Need help? Email alumni@ptk.org

Viewing Alumni Association Member Roster

- Log into Your Account at www.ptk.org
- Go to Advisors > Your Chapter > Rosters > Members



- Select All Association Members (Note: To View Past Association Members UNCHECK Both “Current” and “Future” Boxes)



- Or Select Individual Association Members

Details for: Society Alumni Association (TEST)

Last Name: First Name: Email:
 City: State/Province: Country:
 Position: Status: Voting:
 Represents: Current Future
 Name:

Search

Actions:

Displaying 1-13 of 13

<input type="checkbox"/>	Last/First Name	Position	Membership	Location	From/To	Contact Information	Voting Status	Status
<input type="checkbox"/>	Advisor (TEST), Society	ADVISOR	Advisor Membership Product	123 Advisor Avenue Suite 18B Jackson, MS 39211	06/08/2016	societyadvisor@test.com (601)555-3476	Non Voting Member	Active
<input type="checkbox"/>	Advisor (TEST), Society	ADVISOR	Advisor Membership Product	123 Advisor Avenue Suite 18B Jackson, MS 39211	06/08/2016	societyadvisor@test.com (601)555-3476	Non Voting Member	Active
<input type="checkbox"/>	Advisor (TEST), Society	ADVISOR	Advisor Membership Product	123 Advisor Avenue Suite 18B Jackson, MS 39211	06/08/2016	societyadvisor@test.com (601)555-3476	Non Voting Member	Active
<input type="checkbox"/>	Advisor (TEST), Society	ADVISOR	Advisor Membership Product	123 Advisor Avenue Suite 18B Jackson, MS 39211	06/08/2016	societyadvisor@test.com (601)555-3476	Non Voting Member	Active
<input type="checkbox"/>	Advisor (TEST), Society	ADVISOR	Advisor Membership Product	123 Advisor Avenue Suite 18B Jackson, MS 39211	06/08/2016	societyadvisor@test.com (601)555-3476	Non Voting Member	Active
<input type="checkbox"/>	Advisor (TEST), Society	ADVISOR	Advisor Membership Product	123 Advisor Avenue Suite 18B Jackson, MS 39211	06/08/2016	societyadvisor@test.com (601)555-3476	Non Voting Member	Active

- Select Action to Perform: Export to File, Print Roster, or Send Email

PHI THETA KAPPA HONOR SOCIETY

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Last Name: First Name: Email:
 City: State/Province: Country:
 Position: Status: Voting:
 Represents: Current Future
 Name:

Search

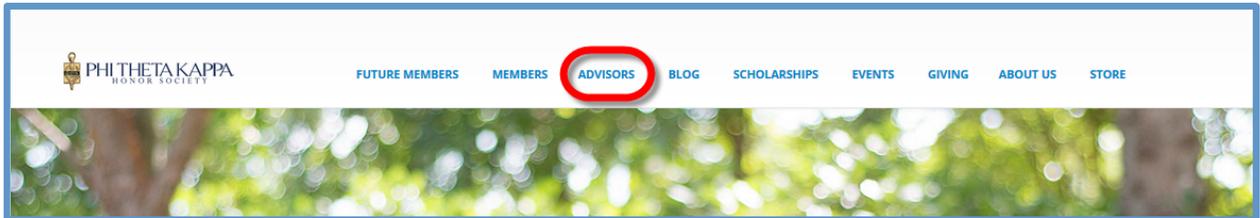
Actions:

Displaying 1-13 of 13

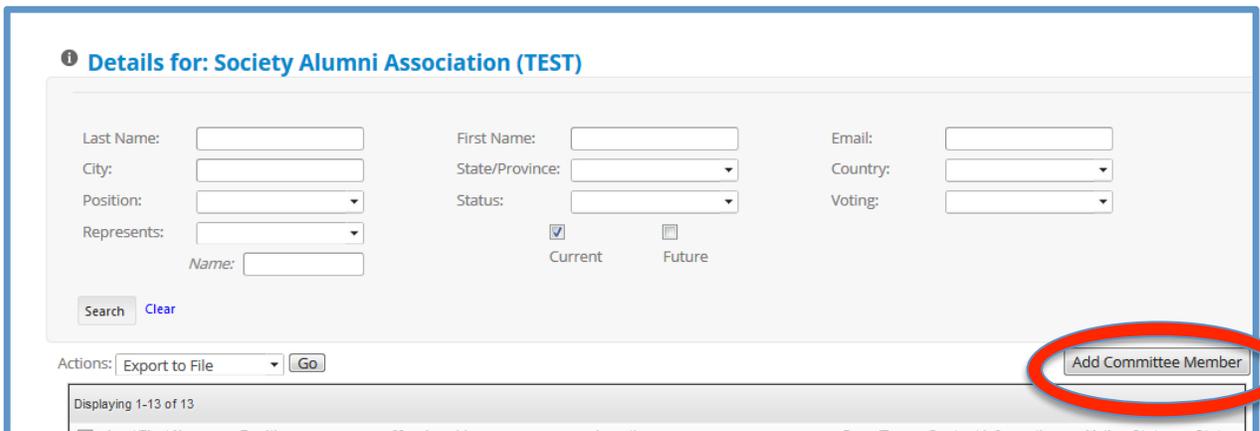
<input type="checkbox"/>	Last/First Name	Position	Membership	Location	From/To	Contact Information	Voting Status	Status
<input type="checkbox"/>	Advisor (TEST), Society	ADVISOR	Advisor Membership Product	123 Advisor Avenue Suite 18B Jackson, MS 39211	06/08/2016	societyadvisor@test.com (601)555-3476	Non Voting Member	Active

Adding Alumni Members to Association Member Roster

- Log into Your Account at www.ptk.org
- Go to Advisors > Your Chapter > Rosters > Members



- Click "Add Committee Member"



- Enter the Email Address on File with Phi Theta Kappa for the Member
- Click “Check”

Enter the email address of the person you would like to add. We will check our records to see if this person is already in the system.

* Email Address:

- Verify the Name of the Member
- Click “Continue”

Enter the email address of the person you would like to add. We will check our records to see if this person is already in the system.

* Email Address:

Search Results for danya.stuart@ptk.org

Select	Name	Company	Location
<input checked="" type="radio"/>	Stuart, Danya	Headquarters Staff, Phi Theta Kappa Honor Society	1625 Eastover Dr Jackson, MS 39211-6461

- **Position:** Alumni (Auto-selects)
- **Sub-Position:** Association Member
- **Begin Date:** Date Member Joined Alumni Association
- **End Date:** Can be left blank, for lifetime membership
- Click “Save”

* *Required*

Name:

* Position:

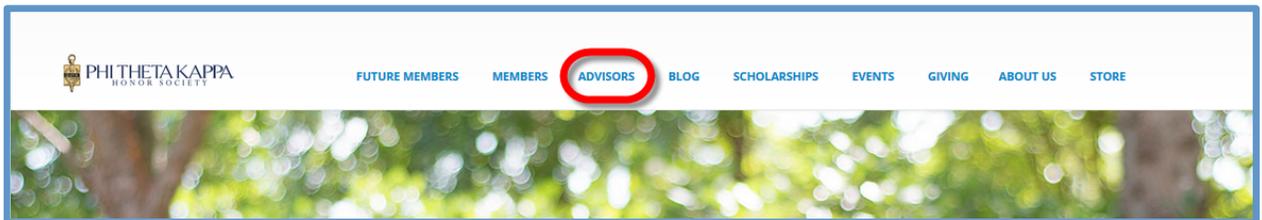
* Sub-Position:

* Begin Date:

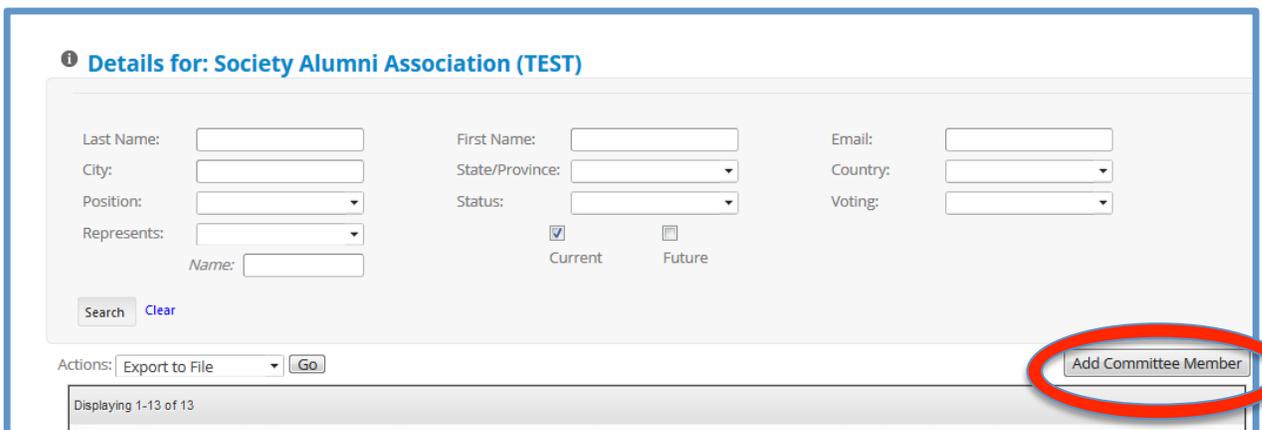
* End Date:

Adding Alumni Association Officers (also add as member, if not already)

- Log into Your Account at www.ptk.org
- Go to Advisors > Your Chapter > Rosters > Members



- Click "Add Committee Member"



- Enter the Email Address on File with Phi Theta Kappa for the Member
- Click “Check”

Enter the email address of the person you would like to add. We will check our records to see if this person is already in the system.

* Email Address:

- Verify the Name of the Member
- Click “Continue”

Enter the email address of the person you would like to add. We will check our records to see if this person is already in the system.

* Email Address:

Search Results for danya.stuart@ptk.org

Select	Name	Company	Location
<input checked="" type="radio"/>	Stuart, Danya	Headquarters Staff, Phi Theta Kappa Honor Society	1625 Eastover Dr Jackson, MS 39211-6461

- **Position:** Alumni (Auto-selects)
- **Sub-Position:** Select Alumni Association President, Alumni Association Vice President, Alumni Association Secretary, Alumni Association Treasurer
- **Begin Date:** First Day of Term
- **End Date:** Last Day of Term
- Click “Save”

* Required

Name:

* Position:

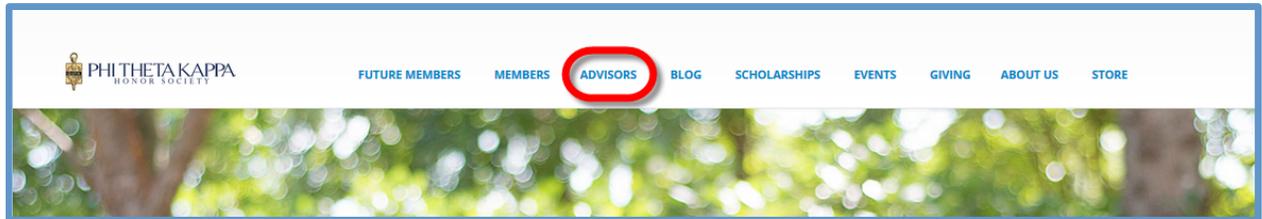
* Sub-Position:

* Begin Date:

* End Date:

Updating Current Association Member/Officer Information

- Log into Your Account at www.ptk.org
- Go to Advisors > Rosters > Members



- Click on Member Name

Represents: Current Future
 Name:

Actions:

Displaying 1-13 of 13

<input type="checkbox"/>	Last/First Name	Position	Membership	Location	From/To	Contact Information	Voting Status	Status
<input type="checkbox"/>	Advisor (TEST), Society	ADVISOR	Advisor Membership Product	123 Advisor Avenue Suite 18B Jackson, MS 39211	06/08/2016	societyadvisor@test.com (601)555-3476	Non Voting Member	Active
<input type="checkbox"/>	Advisor (TEST), Society	ADVISOR	Advisor Membership Product	123 Advisor Avenue Suite 18B Jackson, MS 39211	06/08/2016	societyadvisor@test.com (601)555-3476	Non Voting Member	Active
<input type="checkbox"/>	Advisor (TEST), Society	ADVISOR	Advisor Membership Product	123 Advisor Avenue Suite 18B Jackson, MS 39211	06/08/2016	societyadvisor@test.com (601)555-3476	Non Voting Member	Active
<input type="checkbox"/>	Advisor (TEST), Society	ADVISOR	Advisor Membership Product	123 Advisor Avenue Suite 18B Jackson, MS 39211	06/08/2016	societyadvisor@test.com (601)555-3476	Non Voting Member	Active
<input type="checkbox"/>	Advisor (TEST), Society	ADVISOR	Advisor Membership Product	123 Advisor Avenue Suite 18B Jackson, MS 39211	06/08/2016	societyadvisor@test.com (601)555-3476	Non Voting Member	Active
<input type="checkbox"/>	Advisor (TEST), Society	ADVISOR	Advisor Membership Product	123 Advisor Avenue Suite 18B Jackson, MS 39211	06/08/2016	societyadvisor@test.com (601)555-3476	Non Voting Member	Active
<input type="checkbox"/>	Advisor (TEST), Society	ADVISOR	Advisor Membership Product	123 Advisor Avenue Suite 18B Jackson, MS 39211	06/08/2016	societyadvisor@test.com (601)555-3476	Non Voting Member	Active
<input type="checkbox"/>	Advisor (TEST), Society	ADVISOR	Advisor Membership Product	123 Advisor Avenue Suite 18B Jackson, MS 39211	06/08/2016	societyadvisor@test.com (601)555-3476	Non Voting Member	Active
<input type="checkbox"/>	Causey, Alan	Alumni	Alumni Association President	1625 Eastover Dr Jackson, MS 39211-6431	03/01/2016	alan.Causey@ptk.org (601) 984-5652	Non Voting Member	Active

- Under “Actions” in “Current Committee Positions,” Click “Edit”

Current Committee Positions

Name ▲	Position	Start Date	End Date	Actions
Society Alumni Association (TEST)	Alumni Association President	3/1/2016		Edit

- Make Necessary Changes
- Click “Save”

* Required

Name: Stuart, Danya

* Position: Alumni

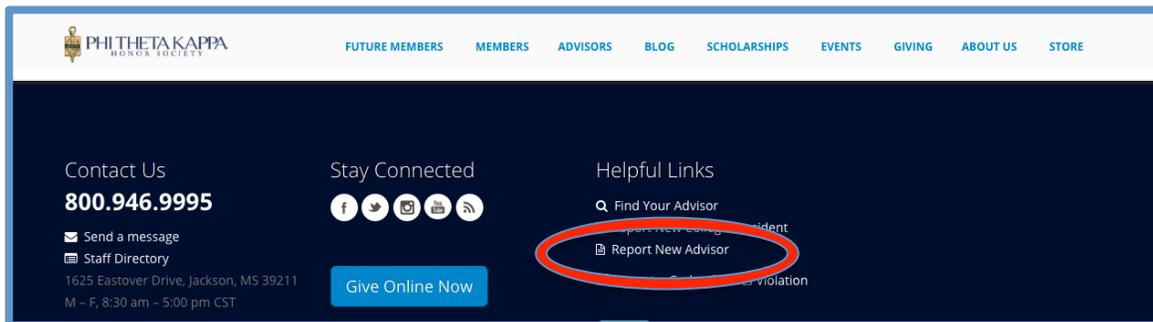
* Sub-Position: Select

* Begin Date:

* End Date:

Adding/Updating/Removing Alumni Association Advisors

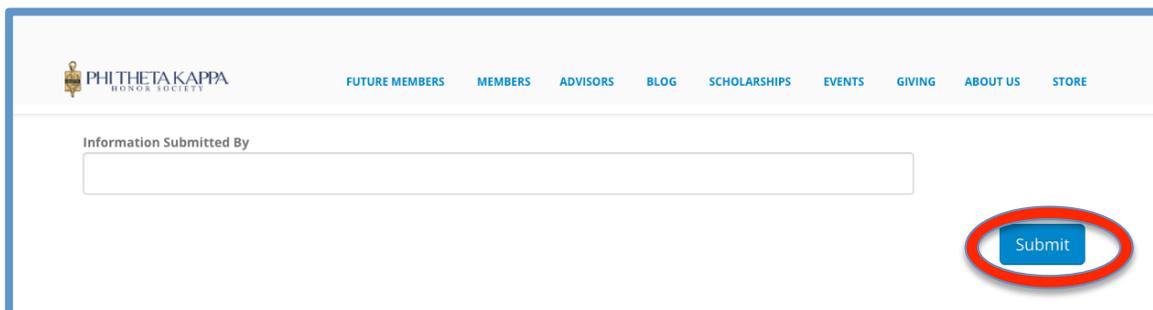
- Go to ptk.org
- Scroll to Bottom of Page
- Click “Report New Advisor”



- Complete the Advisor Update Form



- Click “Submit” at the Bottom of the Form



Alumni Certificates

Individual alumni members are able to purchase Alumni Certificates at www.ptk.org/store for \$10 per certificate.

Alumni Advisors may purchase certificates on behalf of their alumni chapters. Please contact mia.ramos@ptk.org.