Fall Activity Report Process Guide

Chapter President logs in to the OMRS and selects Fall Activity Report from the Available Forms list

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Check to see if Chapter Officers are Correct

→ If No, exit the FAR and complete an Officer & Chapter Update prior to beginning the FAR. The Officer & Chapter Update will require approval of the Sponsor & DOB

If yes, complete the rest of the information in the Fall Activity Report

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Change the status of the form to "Submit for Sponsor Approval"

An email notification is sent to the Sponsor, and the Chapter President should follow-up with the Sponsor as well

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Chapter Sponsor logs in to the OMRS and reviews the form for accuracy

→ If the information is incorrect, enter a comment at the bottom and change the status to "Requires Corrections"

→ Chapter President makes required corrections and changes the form status to "Submit for Sponsor Approval"

If the information is correct, change the status to "Sponsor Approved, Pending DOB Approval"

An email notification is sent to the DOB, and the Chapter President should follow-up with the DOB as well

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Director of Bands logs in to the OMRS and reviews the form for accuracy

→ If the information is incorrect, enter a comment at the bottom and change the status to "Requires Corrections"

If the information is correct, change the status to "DOB Approved, Transaction Completed"

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Chapter President will receive a notification that the Form has been Completed.