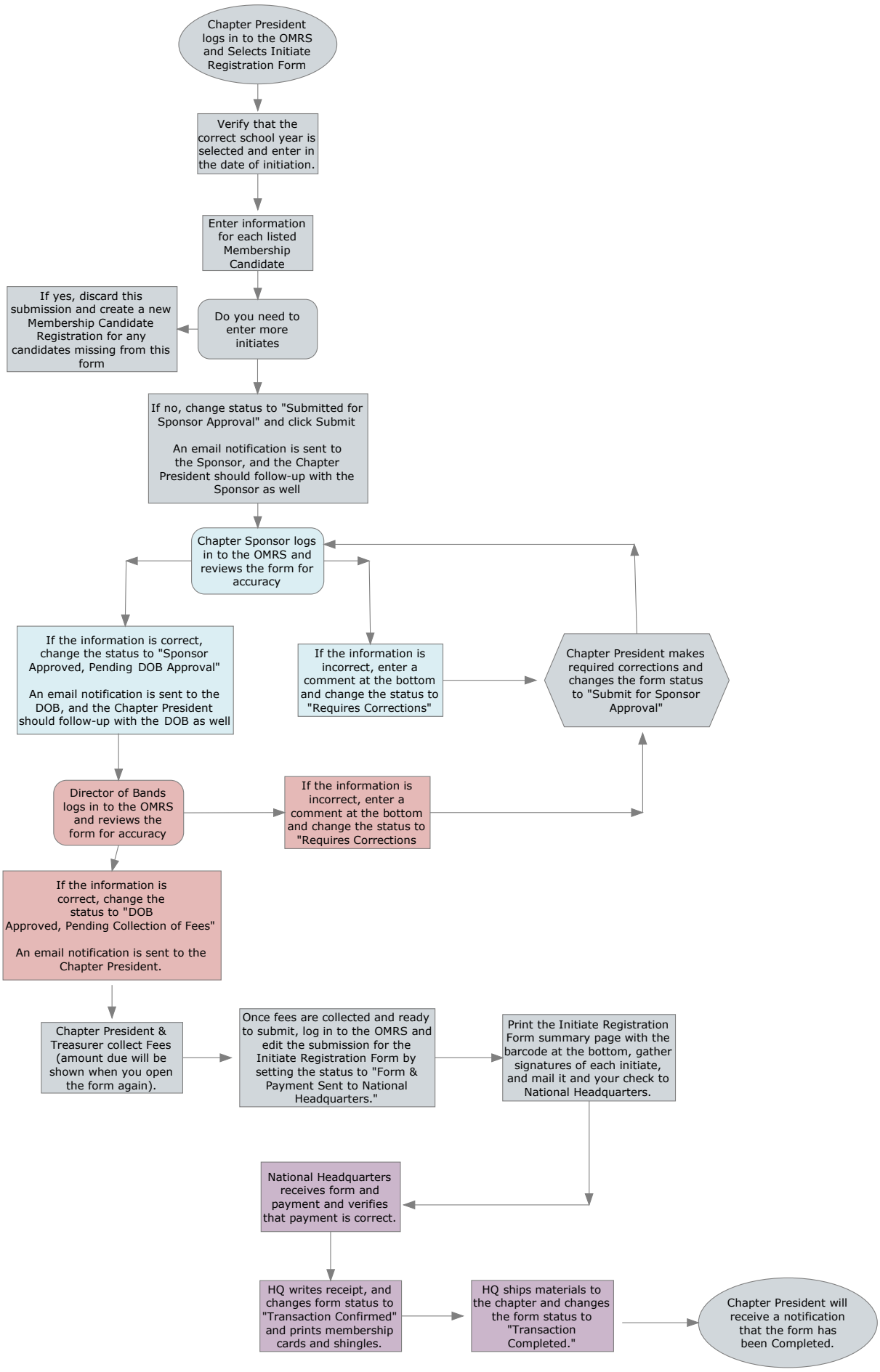
Chapter President logs in to the OMRS and Selects Initiate Registration Form
Verify that the correct school year is selected and enter in the date of initiation.
Enter information for each listed Membership Candidate
Do you need to enter more initiates
If yes, discard this submission and create a new Membership Candidate Registration for any candidates missing from this form
If no, change status to "Submitted for Sponsor Approval" and click Submit
An email notification is sent to the Sponsor, and the Chapter President should follow-up with the Sponsor as well
Chapter Sponsor logs in to the OMRS and reviews the form for accuracy
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
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"
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, Pending Collection of Fees"
An email notification is sent to the Chapter President.
Chapter President & Treasurer collect Fees (amount due will be shown when you open the form again).
Once fees are collected and ready to submit, log in to the OMRS and edit the submission for the Initiate Registration Form by setting the status to "Form & Payment Sent to National Headquarters."
Print the Initiate Registration Form summary page with the barcode at the bottom, gather signatures of each initiate, and mail it and your check to National Headquarters.
National Headquarters receives form and payment and verifies that payment is correct.
HQ writes receipt, and changes form status to "Transaction Confirmed" and prints membership cards and shingles.
HQ ships materials to the chapter and changes the form status to "Transaction Completed."
Chapter President will receive a notification that the form has been Completed.