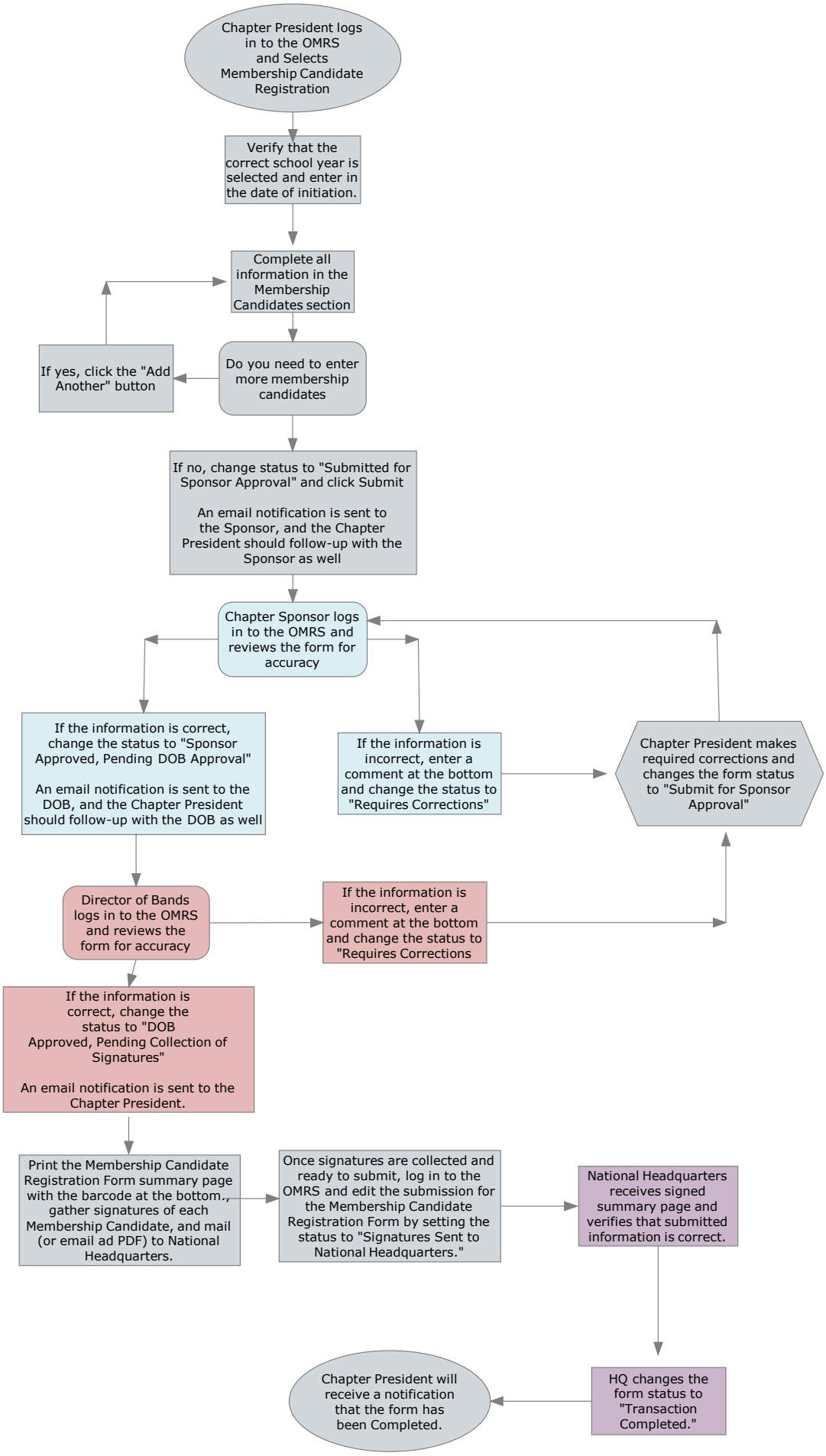
Chapter President logs in to the OMRS and Selects Membership Candidate Registration
Verify that the correct school year is selected and enter in the date of initiation.
Complete all information in the Membership Candidates section
Do you need to enter more membership candidates
If yes, click the "Add Another" button
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 Signatures"
An email notification is sent to the Chapter President.
Print the Membership Candidate Registration Form summary page with the barcode at the bottom., gather signatures of each Membership Candidate, and mail (or email ad PDF) to National Headquarters.
Once signatures are collected and ready to submit, log in to the OMRS and edit the submission for the Membership Candidate Registration Form by setting the status to "Signatures Sent to National Headquarters."
National Headquarters receives signed summary page and verifies that submitted information is correct.
HQ changes the form status to "Transaction Completed."
Chapter President will receive a notification that the form has been Completed.