



# PM REGISTRATION & INITIATION REPORTING PROCESS OVERVIEW

At least 14 days prior to the date of initiation, the chapter President, or his designee, submits an initiation report to the National Headquarters. The initiation report lists the full name of each prospective initiate along with his choice of jewelry. Outstanding initiation and material fees for any of the prospective initiates must be submitted with the report.

*National Constitution & Bylaws  
Title III. Article II. Section 3.*

## STEP 1

### REGISTER THE CLASS

Before the Ceremony for Pledging, log on to MySinfonia and go to the Probationary Member Registration page under your Chapter Officer Resources.

Select "Register Probationary Class."

## STEP 2

### ADD CLASS MEMBERS

Add class members into 1 of 4 initiation types; Collegiate, Faculty, Non-Affiliate, or Honorary. You will need everyone's full name, birthday, phone number, and email. Select the "Send Welcome Emails" after the Ceremony for Pledging.

## STEP 3

### CREATE PROFILES

Class members should receive the "Welcome Email" prompting them to set up their MySinfonia Profile.\* This step includes an online Risk Management Agreement and needs completed within 48 hours of the Ceremony for Pledging.

## STEP 4

### REVIEW PROFILES

When a profile has been set up you will be asked to review it for errors.

PGs are responsible for review of Honorary and Non-Affiliate profiles.

## STEP 5

### MAKE PAYMENT

Once a profile is approved a Probationary Member will need to make an online payment for their initiation package through their MySinfonia PM Profile.

## STEP 6

### FINALIZE THE CLASS

Once all payments have been made you will be able to finalize the class. This is where you confirm details of the class and shipping address. Once finalized, the class can no longer be edited.

## STEP 7

### FACULTY ADVISOR REVIEW

The Faculty Advisor will need to review the class. His approval indicates that all candidates have met the requirements for initiation.

This step must be done NO LATER THAN 2 WEEKS BEFORE THE INITIATION DATE!

## STEP 8

### PROCESS INITIATION

The National Staff will be notified of the approval of the class and will verify all requirements are met. If everything is in order, Initiation Materials will be prepared and shipped to the address supplied during Step 6.

\*Once a Probationary Member has set up their Profile they will be able to access the Chapter's GINsystem. This will allow him to access the GreekLifeEdu course. Part 1 of this course is required to be finished before Step 6 of the process.

Contact the National Headquarters with questions at 812-867-2433 or [pmreg@sinfonia.org](mailto:pmreg@sinfonia.org)