

Updating Your Chapter Roster on the Alpha Delta Kappa Website

Attention chapter presidents, treasurers and membership chairmen! You now have the access to update your chapter's roster online. Log into the website and go to the directory, and you'll automatically be directed to the chapter roster tab. Click on [How to Update your Members' Information](#) or [How to Export "My Chapter Roster"](#) for instructions. It's easy!

Benefits of updating the online chapter roster include:

- Keeping your directory updated with the most current information
- Reducing paperwork in response to members' requests
- Unburdening members and chapters with duplicating the notification of changes
- Using the roster as is, because it is current, instead of having to recreate your own
- No longer having to download and complete the form for each member and mail, email or fax it to multiple recipients
- Eliminating the use of the H-119 form (excluding chapter transfers, which still must go through Headquarters)

Members still can update their own contact information [on the website](#). This can be done by logging in and clicking on "My Profile," then clicking on the pencil icon at the top corner of the area you'd like to update. You will be able to click on and type into the editable fields. Be sure to save your changes.

To communicate roster updates to the S/P/N teams, we've created an S/P/N roster tab on the [International website](#) directory. This eliminates the use of the H-119, Report for Member Changes form with the exception of chapter transfers, which still must be processed through International Headquarters.

Questions? Please contact [Headquarters](#).