



ONLINE RIF USER MANUAL – ALUMNAE

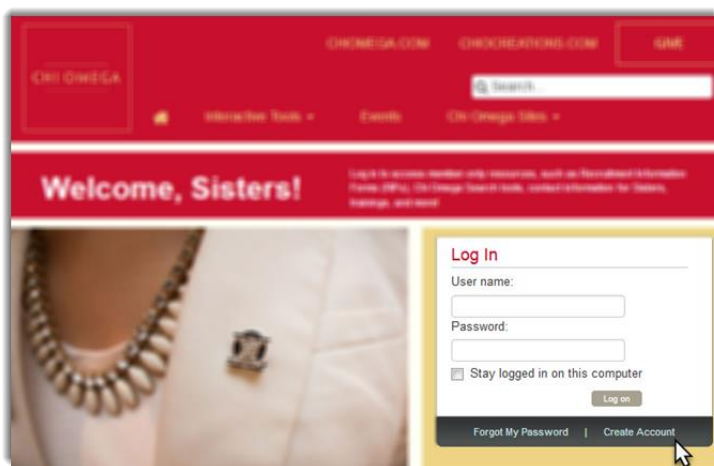
SUBMITTING A RIF

1. Log into everyday.chiomega.com

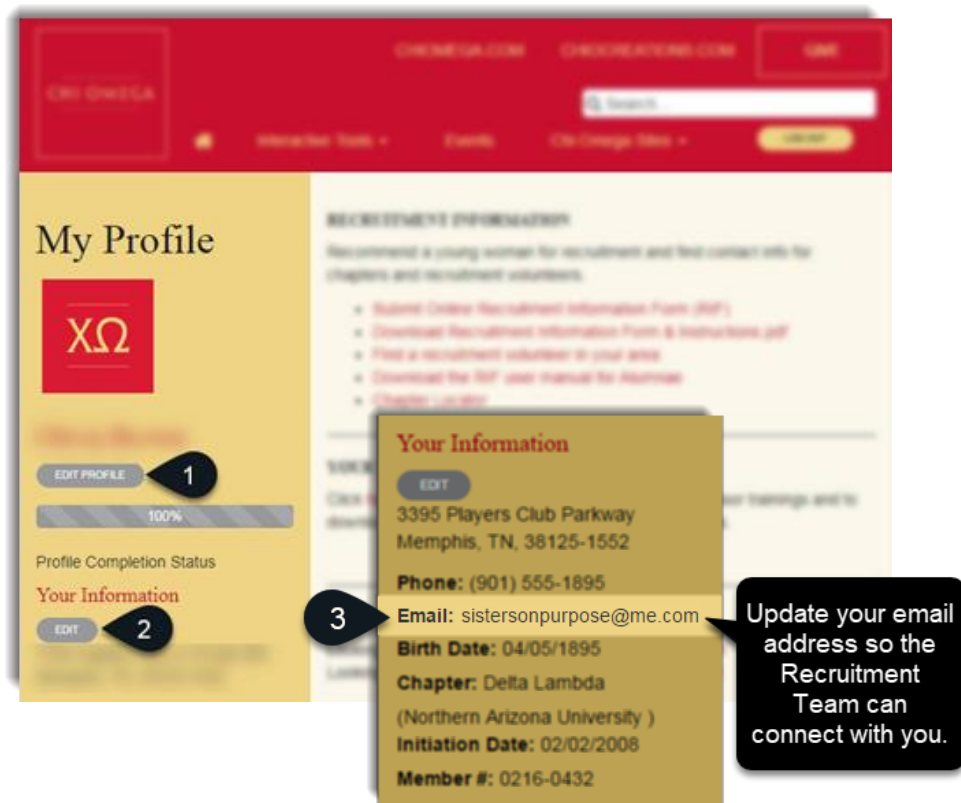
If you have difficulty logging in or creating an account, please email Chi Omega Executive Headquarters at chiomega@chiomega.com or call 901.748.8600.

Please include the following identifying information in your email:

- Your initiating chapter
- Your preferred full name
- Your maiden name



2. Complete your profile using the *Edit Profile* option. Update specific information using any of the *Edit* options.




3. Select 'Submit Online Recruitment Introduction Form' under Recruitment.

RECRUITMENT


Recommend a potential new member for recruitment and find contact information for chapters and recruitment volunteers.

- [Submit Online Recruitment Introduction Form \(RIF\)](#)
- [Download Recruitment Introduction Form & Instructions.pdf](#)
- [Find a recruitment volunteer in your area](#)
- [Download the RIF user manual for Alumnae](#)
- [Chapter Locator](#)

4. Select 'Create New RIF'.



[CHIOmega.COM](#) [CHIOCREATIONS.COM](#) [GIVE](#)

 [Interactive Tools](#) [Events](#) [Chi Omega Sites](#) [LOG OUT](#)

Welcome to the Online RIF!

This tool will guide you to complete a RIF for a potential new member. You may save the information entered without submitting a final RIF. When you are ready to submit the RIF, click on "Submit Completed Form" below. Once you submit the RIF, you will not be able to edit the RIF. If you have any questions, please contact Executive Headquarters at 901.748.8600 or ChiOmega@ChiOmega.com (please provide your full name and chapter).

We recommend using Mozilla Firefox as your web browser for optimal results.

*Be sure to click "save" after each section to ensure you have completed all required fields (marked *).*

Name	University	Date Started	Last Updated	Submitted
No RIFs submitted.				

[Create New RIF](#)

5. Enter the Potential New Member's (PNM) information into the RIF fields. Please provide as much information about the PNM as you have available. **Required fields are notated with an asterisk.**

▼ Potential New Member Information

- ▶ Parent | Guardian Information
- ▶ College/University Attending
- ▶ Prior College/University
- ▶ High School Education
- ▶ Chi Omega Relationships
- ▶ Other Relatives or Friends with Sorority or Fraternity Affiliations
- ▶ Other Information
- ▶ Recommendation

Save Cancel Submit Completed Form

It is recommended to Save after completing each section.

- a. Potential New Member Information – **Required fields are notated with an asterisk.**

▼ Potential New Member Information

Please provide as much information as you know about the potential new member. If you need to gather more information, click '**Save**' and edit later. The information cannot be edited after you submit the completed form. Use the potential new member's **home address (where they attended high school) – a zip code is required.**

***REQUIRED FIELDS:** You are required to complete these fields in order to submit the form. 1

*First Name: Elizabeth *Street Address: 3395 Players Club Pkwy
Middle Name: Address Line 2:
*Last Name: Jones *City: Memphis
*Preferred Name: Liz *State: Tennessee
Home Phone: 901-748-8600 2 Zip Code: 38125
Email Address: lizjones@email.com

Select a picture: Browse... No file selected 3

Upload a picture by clicking **Browse**.

jpeg, gif, or png... 1 MB max size [Click here for resize instructions](#)

Social Media Profile Information

Facebook Profile: Twitter Profile:
LinkedIn Profile: Snapchat Profile:
Instagram Profile: Other social media channel or website:

Next 4

ZIP code is required. RIFs are assigned to an Area Recruitment Introduction Chair (ARIC) based on the PNM's home ZIP code.

- b. **Parent | Guardian Information** – While not required, these fields collect information on the PNM's parents or guardians and are helpful! Please complete if possible.

▼ Parent | Guardian Information

If the Parent/Guardian is a Chi Omega member, please also add that information under the Chi Omega Relationships section below. Please provide as much information as you know about the potential new member. If you need to gather more information, click 'Save' and edit later. The information cannot be edited after you submit the completed form.

Mother/Parent or Guardian 1

First Name: Last Name:

Maiden Name:

Email: University:

Greek Affiliation:

Father/Parent or Guardian 2

First Name: Last Name:

Maiden Name:

Email: University:

Greek Affiliation:

- c. **College/University Attending** – Required fields are notated with an asterisk.

▼ College/University Attending

Please provide information for the college that the potential new member will be attending.

*REQUIRED FIELDS: You are required to complete these fields in order to submit the form.

1 *College/University:

2 *Recruitment Year:

3 *Class Year:

Major:

Enter Major if known, otherwise leave blank

Select the PNM's class year (e.g. freshman).

Select the calendar year in which the PNM will participate in recruitment.

This field refers to the school the PNM will attend.

The dropdown list contains all schools with an active Chi Omega chapter.

- d. Prior College/University – Refers to current or previous college education.

▼ Prior College/University

Please provide information if the potential new member was or is currently enrolled in a college or university (i.e. freshman year information).

Prior College/University: Southwest TN Community C

Date Began (MM/YYYY): 08/2020

Date Ended (MM/YYYY): 05/2021

Cumulative GPA: 4.0 GPA Scale: 4.0

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A PNM may have spent 1-2 years at another university without joining a fraternal organization but is now transferring to a university with a Chi Omega chapter.

- e. High School Education – Required fields are notated with an asterisk.

▼ High School Education

Please provide current high school information for the potential new member. If you need to gather more information, click 'Save' and edit later. The information cannot be edited after you submit the completed form.

*REQUIRED FIELDS: You are required to complete these fields in order to submit the form.

*High School: Houston Christian High *Graduation Year: 2021

*City: Houston State: Texas

*Cumulative GPA: 3.98 GPA Scale (ex. 4.00): 4.0

ACT Score: 36 SAT Score: 1600

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ARICs need the high school name since some areas have a specific ARIC designated for each high school.

Chapters use academic information during the Recruitment process.

- f. Chi Omega Relationships – Add relatives of the PNM who are Chi Omegas.

▼ Chi Omega Relationships

Click 'Search the Chi Omega Directory' below to find Chi Omega relatives of the potential new member. If you are unable to find a Chi Omega, please email ChiOmega@ChiOmega.com. Include your full name and chapter/university in the email.

Name	Relationship
No relationships defined.	

[Search the Chi Omega Directory](#)

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Chi Omega Relationships

Can't Find a Member? Follow these tips!

1. **Limit your search.** Enter maiden name and college only to yield the best results.
2. The information you enter must match the database exactly. Misspellings or incorrect information will affect search results.
3. Members must update their information with Chi Omega. We may not have their most recent name or contact information.

Enter your search criteria in the fields below.

First Name:
Informal Name:
Current Last Name:
Initiated Last Name:
Initiated Chapter:
College:
City:
State:

Submit

Limiting your search results will prevent the search function from timing out.

If the results do time out, close the search window, then refresh the page.

2 records found. (5,000 Maximum records returned per search)

First	Initiated Last	Current Last	Chapter	University	Initiated	Status
Edna	Gibson	Gibson	Alpha Beta	Auburn University	1932	DEC
Edna	Gibson	Gibson	Psi	University of Arkansas	1935	LOST

New Search

Return to Search

Click on any column to sort search results by that category.

Click on the member to view more information and verify that you have found the correct Sister.

Lost indicates that we do not have updated address information for a member.

If you have current information for a Sister, please email chiomega@chiomega.com with updated information.

Add a Relationship

Would you like to add a relationship with this Chi Omega to the potential new member?

This member is the potential new member's

[Return to Search Results](#)

You may add as many Chi Omega relationships as the PNM has.

If you experience trouble adding members, please contact Executive Headquarters at chiomega@chiomega.com

Select the relationship to the PNM from the dropdown menu.

Click *Add Relationship* to confirm.

g. Other Relatives or Friends with Sorority or Fraternity Affiliation

Other Relatives or Friends with Sorority or Fraternity Affiliations

Click 'Add Relationship outside of Chi Omega' below to list relatives with other Greek affiliations.

Full Name	Relationship	Fraternity/Sorority	Involvement/Activities	University
No relationships defined.				

1
Add Relationships outside of Chi Omega
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Other Relatives or Friends

Full Name:
Jane Smith

Relationship:
Sister

Fraternity/Sorority:
Delta Delta Delta

Involvement/Activities:

University:
University of Tennessee

2
Connect

Options for Fraternity/Sorority include all known Greek organizations.

- h. **Other Information** – This section allows you to include any other information that you have not already provided, such as resume items. You may attach a resume at the bottom of this section, but please also copy and paste the information from the resume into the appropriate boxes in this section. **Do not say “See Resume.”** Each portion (e.g. *Community Service/Philanthropy*) has a limit of 2,000 characters. **Required fields are notated with an asterisk.**

Resume or additional documentation:

To attach a resume or other documentation, first browse for your file and then click upload

1
Browse...
No file selected.

Upload
2

File must be a .pdf or .docx with a max file size of 5 MB

- i. **Recommendation** – This final section is your opportunity to indicate your recommendation. Select your relationship to the PNM, then add your supporting comments (up to 300 characters) for the PNM.

▼ Recommendation

Select one of the three options below. You may add personalized comments in the section below.

1 ☒ I recommend this potential new member for Chi Omega membership.

☒ I know this potential new member personally.

☐ I do not know this potential new member personally, but I am basing my information on:

High school faculty

Please describe what you are basing your information on:

Additional Comments:

2 I highly recommend Liz for membership. She is friendly, genuine, intelligent, caring, well-rounded and outgoing. You can see from her athletic and academic achievements and her community involvement. She comes from a wonderful family who I also know very well.

Characters: 260/300

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6. Select 'Submit Completed Form' if the RIF is complete and you are ready to submit. The system will check that all required fields are completed. After submission, you will no longer be able to edit the RIF.

Save Cancel Submit Completed Form

Select **Save**, if you need to obtain more information.

All saved information will be available for you to edit at a later time.

Select **Cancel**, if you do not want to complete the RIF. No information will be saved.

Required fields are asterisked throughout the RIF. If you attempt to submit an incomplete RIF, red text will designate which fields still require completion. **Required fields are notated with an asterisk.**

College/University Attending

Please provide information for the college that the potential new member will be attending.

*REQUIRED FIELDS: You are required to complete these fields in order to submit the form.

*College/University: Select one...
choose a college

*Recruitment Year: Select one...
choose a recruitment year

*Class Year: Select one...
choose a state

Major:

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EDITING AN INCOMPLETE RIF

If you have saved a RIF that you need to edit, login to everyday.chiomega.com and select 'Submit Online Recruitment Introduction Form'.

Any RIFs that you have previously started or submitted will be listed. Submitted RIFs may only be viewed – not edited. **All RIFs are deleted two years after submission.**

Click 'Edit' to revise a particular RIF.

Name	University	Date Started	Last Updated	Submitted	
Jane Smith		7/17/2017 10:48:04 AM	7/17/2017 10:49:26 AM	<input type="checkbox"/>	Edit Delete

Once completed, select 'Submit Completed Form' at the bottom of the page.

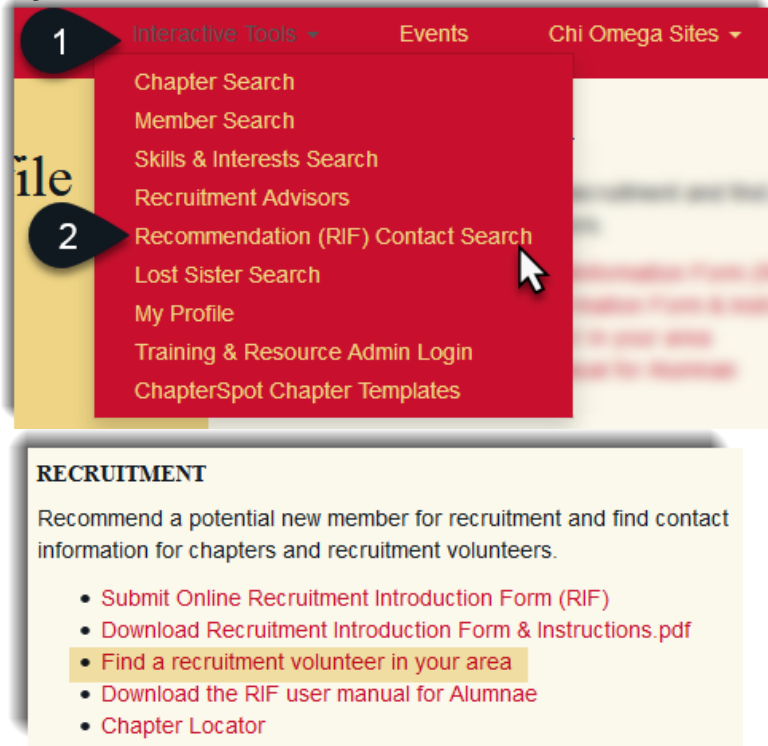
EDITING A SUBMITTED RIF

Revisions to a submitted RIF may only be completed by an ARIC, Recruitment Advisor, or Executive Headquarters staff.

For revisions early in recruitment season, contact the ARIC assigned to the PNM's hometown with corrections or additional information. You may also contact Chi Omega Executive Headquarters at chiomega@chiomega.com to make changes to an online RIF.

To find an ARIC:

1. Login to everyday.chiomega.com.
2. Select 'Recommendation (RIF) Contact Search' from the *Interactive Tools* dropdown menu or by select 'Find a recruitment volunteer in your area' under *Recruitment* on the main profile page.



3. Search by zip code to find the ARIC assigned to that zip code. Searching by state will show *all* ARICs for that state.

The screenshot shows the 'Recruitment Search' page. It includes a search form with a toggle for 'Search by State or Zip Code?' and a 'Search by Zip Code' button. The 'Zip Code' field contains '15232'. Below the form is a table with search results.

Recruitment Search

This search is designed to help you find local recruitment contacts. To use this search, enter the home state or ZIP Code of the Potential New Member (PNM) you are recommending. Selecting the state usually produces better results. This search will provide a listing of Chi Omegas in the selected area who can sign and process Recruitment Introduction Forms (RIFs).

- **ARIC** = Area Recruitment Introduction Chair. A Chi Omega alumna volunteer in the local community who processes and provides the second signature for RIFs

Search by State or Zip Code? (Click to toggle.) Search by Zip Code

Zip Code:

Position	First Name	Last Name	Email	State	Area Served
ARIC	[Redacted]	[Redacted]	[Redacted]	PA	Pittsburgh
ARIC-PA	[Redacted]	[Redacted]	[Redacted]	PA	State of Pennsylvania

4. For revisions late in recruitment season, contact the Recruitment Advisor with applicable changes since the collegiate chapter will have already downloaded the RIFs for their PNMs.

To find a Recruitment Advisor, login to everyday.chiomega.com,

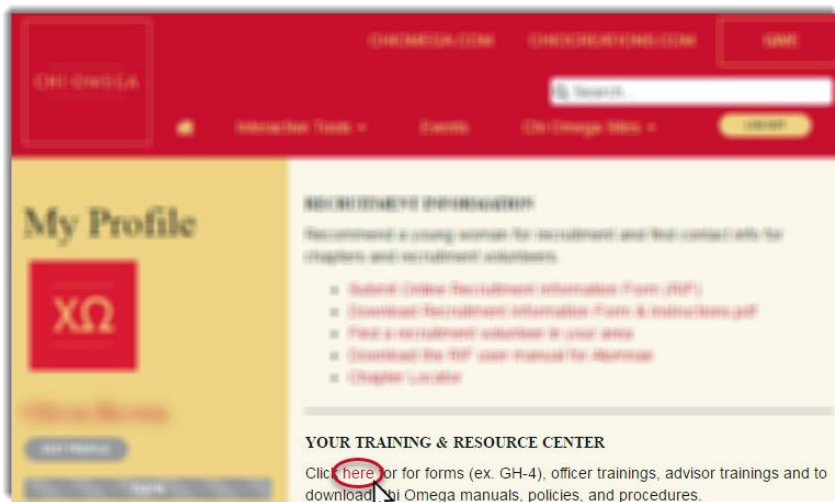
Go to *Interactive Tools > Recruitment Advisors > Select a university.*



WANT TO LEARN MORE?

Additional information and resources are available on the Training & Resource Center.

1. Log into everyday.chiomega.com.
2. Click the Training and Resource Center link.



3. Search *RIF* in the search box at the top right.



4. Select the resource you would like to view.