



ONLINE RIF USER MANUAL – ALUMNAE

We recommend using Mozilla Firefox or Google Chrome as your web browser.

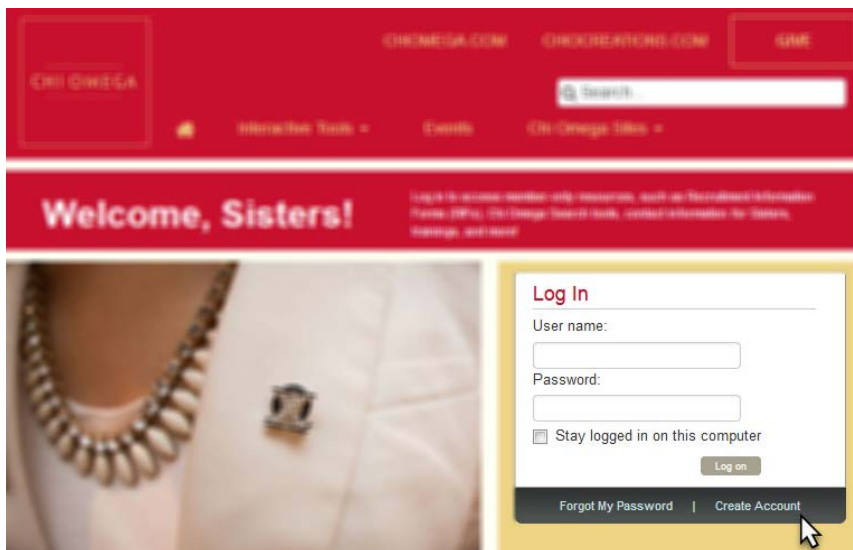
SUBMITTING A RIF

1. Log into everyday.chiomega.com

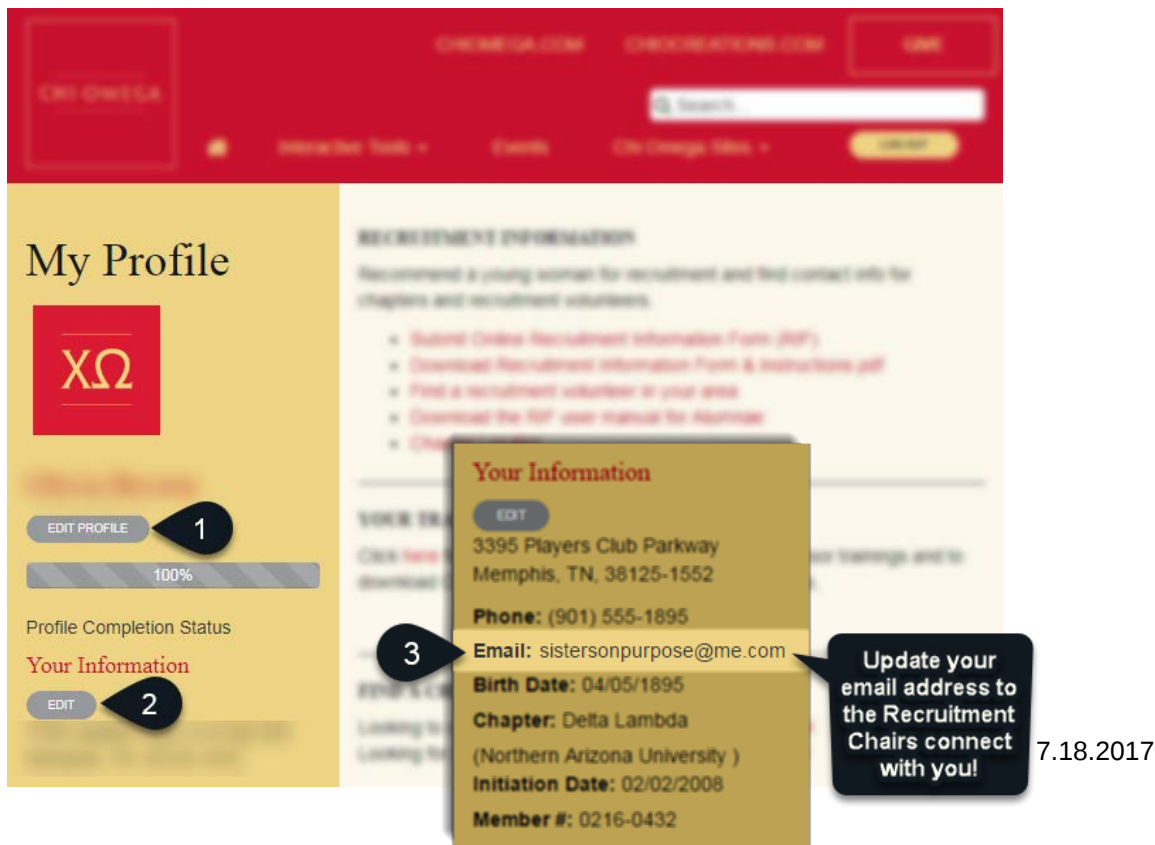
If you have difficulty logging in or creating an account, please email Chi Omega Executive Headquarters at chiomega@chiomega.com or call 901.748.8600.

Please include the following identifying information in your email:

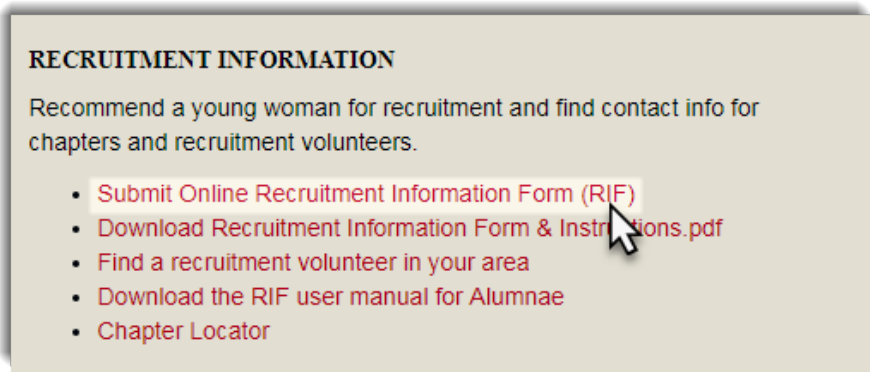
- Your initiating chapter
- Your preferred full name
- Your maiden name



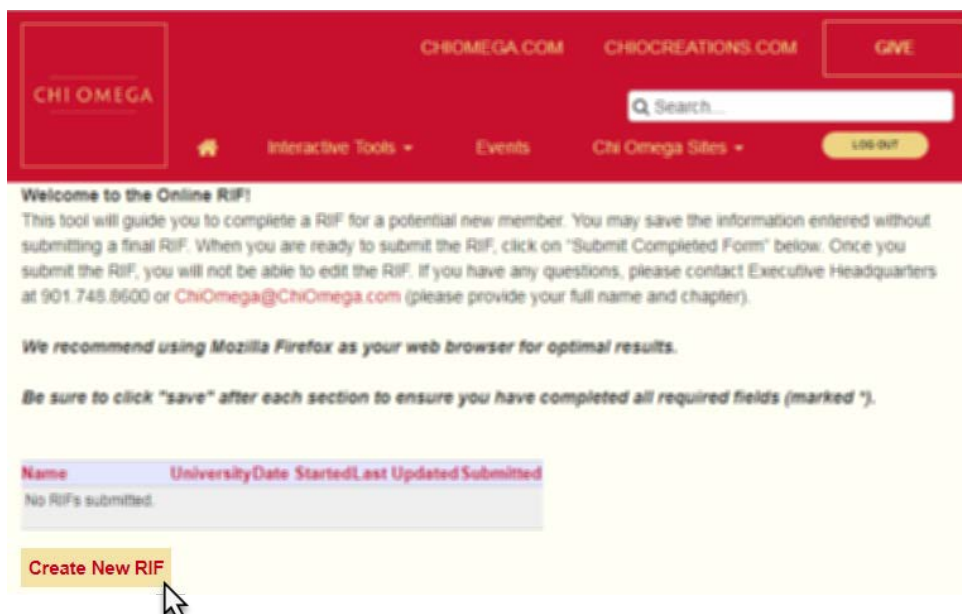
2. Complete your profile using the *Edit Profile* option. Update specific information using any of the *Edit* options.



3. Select **Submit Online Recruitment Information Form** under Recruitment Information.



4. Select **Create New RIF**.



5. Enter the **Potential New Member (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.**

Consider saving your work after each section if you do not plan on immediately submitting the RIF.

▼ Potential New Member Information

▶ Parent 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

a. Potential New Member Information

▼ Potential New Member Information

Please provide as much information as you know about the potential new member. If you need to gather more information, the system will save the form and allow you to edit. The information is final once you hit "submit." Please enter the potential new member's **home address including her home zip code (where she attended high school)**. Do not enter the campus address of the potential new member if she is already attending the college or university.

***REQUIRED FIELDS:** Correct information in these fields is important to our chapters as they use it in the recruitment process. You are required to enter information in order to move forward.

1

*First Name: Elizabeth *Street Address: 3395 Players Club Parkw

Middle Name: Address Line 2:

*Last Name: Jones *City: Memphis

*Preferred Name: Liz *State: Tennessee ▼

Home Phone: 9015551895 2 *Zip Code: 38125

Email Address: lizjones@email.com Facebook Link:

Twitter Link: LinkedIn Link:

Other personal website or blog:

Upload a picture by clicking **Choose File**. Image files cannot exceed 350 KB in size and must be formatted as a jpeg, gif, or png.

Select a picture: Choose File No file chosen 3

4 Next

jpeg, gif, or png... 350 KB max size

Zip code is required. RIFs are assigned to an Area Recruitment Information Chair (ARIC) based on the PNM's home zip code. If a particular zip code has not yet been assigned to an ARIC, the RIF will be assigned to the State Reassignment Chair (SRIC).

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

▼ Parent Information

If the Mother is a Chi Omega member, please also add her 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, you may save the form. The information is final once you hit 'submit'.

Mother's First Name: Donna Mother's Last Name: Noble

Mother's Maiden Name: Smith

Mother's Email: donna@email.com Mother's University: University of Arkansas

Mother's Greek Affiliation: Chi Omega ▼ Mother's Status: Living ▼

Father's First Name: John Father's Last Name: Smith

Father's Email: john@email.com Father's University: University of Arkansas

Father's Greek Affiliation: Pi Kappa Alpha ▼ Father's Status: Living ▼

Previous Next

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: Correct information in these fields is important to our chapters as they use it in the recruitment process. You are required to enter information in order to move forward.

1 *College/University: Select one...
 2 *Recruitment Year: Select one...
 3 *Class Year: Select one...

Major:
 Previous Next

Select the appropriate recruitment year that the PNM will participate in.

This field refers to the school the PNM will attend.
 The dropdown list contains all schools with an active Chi Omega chapter.

Include Major, if known, otherwise leave blank.

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

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:

Date Began (MM/YYYY): Date Ended (MM/YYYY):

Cumulative GPA: GPA Scale:

Previous Next

A PNM may have spent one year at a junior college without fraternal organizations but is now transferring to a four-year university with a Chi Omega chapter.

e. High School Education

High School Education

Please provide current high school information for the potential new member. If you need to gather more information, you may save this form. The information is final once you hit 'submit'.
 *REQUIRED FIELDS: Correct information in these fields is important to our chapters as they use it in the recruitment process. You are required to enter information in order to move forward.

*High School: *Graduation Year:

*City: State:

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

ACT Score (out of 36): SAT Score (out of 1600):

Previous Next

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.

Keep in mind that some members have not updated their Chi Omega profile with their current last name or address.

▼ Chi Omega Relationships

Click Search the Chi Omega Directory below to find Chi Omega relatives of the potential new member. The best way to search is by maiden last name and initiating chapter name or university. If you are unable to find a Chi Omega, please contact Chi Omega Executive Headquarters at 901/748-8600 or ChiOmega@ChiOmega.com. Provide your member identification and chapter name in the email.

Name	Relationship
No relationships defined.	

[Search the Chi Omega Directory](#)

[Previous](#) [Next](#)

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.

Chi Omega Relationships

Can't Find a Member? Follow these tips!

1. **Limit your search.** The more search criteria entered limits the amount of search results. This includes those that matched each field exactly as it was entered.
2. Enter only search criteria that you know is correct, such as initiated last name (maiden name) college.
3. Members must update name changes with Chi Omega. If searching by married name, keep not have their updated married name in the database.

Enter your search criteria in the fields below.

First Name:	Jobelle
Informal Name:	
Current Last Name:	
Initiated Last Name:	Holcombe
Initiated Chapter:	Psi (University of Arkansas)
College:	-All-
City:	
State:	-All-

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

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

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

[New Search](#) [Return to Search](#)

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

If you have current information for a Sister, please click on her status of LOST and a window will appear for you to update her information. You may also email chiomega@chiomega.com with updated information.

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.

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 Grandmother [Add Relationship](#)

[Return to Search Results](#)

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

Previous Next

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 not attach resume documents, but you may copy and paste from the resume into this section if necessary. Each portion (e.g. *Community Service/Philanthropy*) has a limit of 2,000 characters.

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 young woman.

▼ Recommendation

Select your recommendation, select your relationship to the woman, and insert your justification for recommendation in the additional comments area. You may include further justification in the Other Information section above.

*REQUIRED FIELDS: Correct information in these fields is important to our chapters as they use it in the recruitment process. You are required to enter information in order to move forward.

1 ☒ I recommend this woman for Chi Omega membership.

☒ I know this woman personally.

☐ I do not know this woman personally, but I am basing my information on:

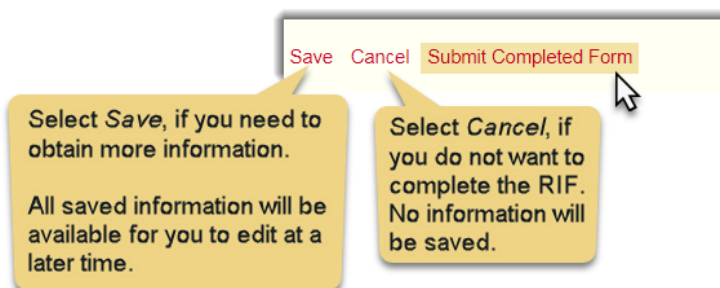
High school faculty

Additional Comments:

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

Previous

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.



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

College/University Attending

Please provide information for the college that the potential new member will be attending.
*REQUIRED FIELDS: Correct information in these fields is important to our chapters as they use it in the recruitment process. You are required to enter information in order to move forward.

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

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

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

Major:

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 Information Form*.

Any RIFs that you have previously started or submitted will show. Submitted RIFs may only be viewed – not edited. **All RIFs are purged 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	☐	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/SRIC, Recruitment Advisor, or Executive Headquarters – depending on how close the chapter is to their Recruitment date.

For revisions early in recruitment season, contact the ARIC/SRIC 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/SRIC:

1. Login to everyday.chiomega.com.
2. Select *Recommendation (RIF) Contact Search* from the *Interactive Tools* dropdown menu.



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

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 Information Forms (RIFs).

- **State & Area Recruitment Chairs (SRIC/ARICs)** = Alumnae who sign and process Recruitment Information Forms (RIFs)
- **ARIC** = Area Recruitment Information Chair. A Chi Omega alumna volunteer in the local community who processes and provides the second signature for RIFs
- **SRIC** = State Recruitment Information Chair. A Chi Omega alumna who has been appointed to assist with processing and providing the second signature for RIFs in areas in her state where there is not an ARIC

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

Search by Zip Code

Zip Code:

15232

Position	First Name	Last Name	Email	State	Area Served
SRIC				PA	State of Pennsylvania
ARIC				PA	Pittsburgh

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.*

The screenshot shows the CHI OMEGA website interface. The header is red with the CHI OMEGA logo on the left and navigation links (CHIOMEGA.COM, CHIocreations.COM, GIVE) on the right. A search bar is located in the top right. Below the header, a navigation bar contains links for Interactive Tools, Events, and Chi Omega Sites. A dropdown menu for Interactive Tools is open, showing options like Chapter Search, Member Search, Skills & Interests Search, Recruitment Advisors (option 2), Recommendation (RIF) Contact Search, and Lost Sister Search. A modal window titled 'Recruitment Advisors' is displayed, containing a description of the search tool and a 'University:' section with a dropdown menu. The dropdown menu shows a list of universities, with 'Rose-Hulman Institute of Technology' highlighted as option 3.

Recruitment Advisors

This search is designed to provide contact information for each chapter's recruitment advisor and for the State and Area Recruitment Information Chairs (SRIC/ARIC). An SRIC/ARIC must sign a Recruitment Information Form (RIF) before sending to the recruitment advisors. If you are searching for someone to sign a RIF, please [click here](#).

University:

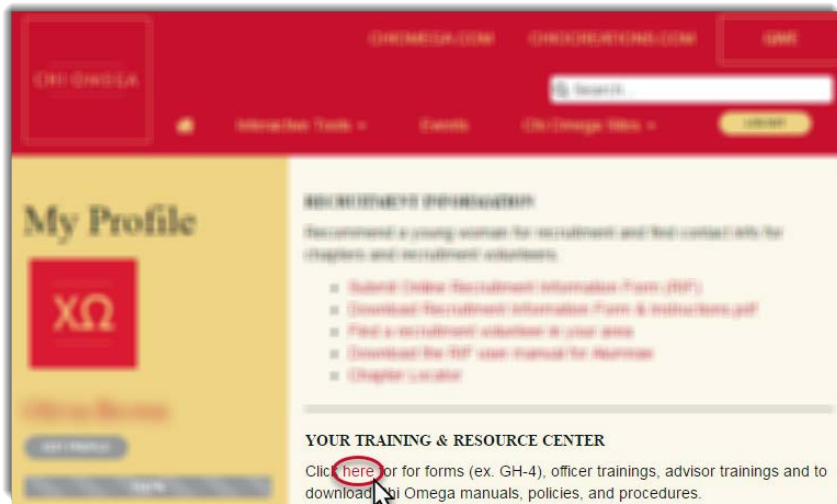
Select a University

- Roanoke College
- Rollins College
- Rose-Hulman Institute of Technology
- Sacred Heart University

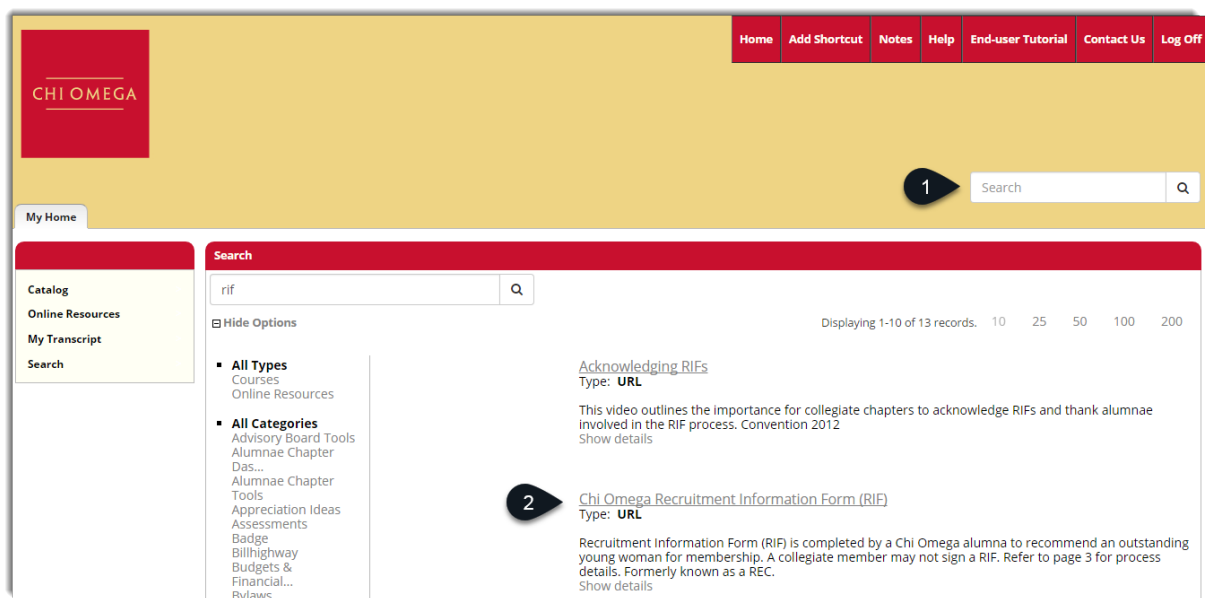
WANT TO LEARN MORE?

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.