Uploading Confirmation of Sponsorship to the Manage New Members Task

Once a chapter has extended bids, the vp: member education or director of new members is asked to upload confirmation of sponsorship for each new member into Anchorbase via Roster > Tasks > Manage New Members. This confirmation can either be a new member's completed Recommendation Form or a screenshot containing her sponsor tag from MyVote. It is the responsibility of the Evaluating Committee (EVC) to gather this documentation for each new member and send the files to the vp: member education or director of new members to be uploaded.

EVC can download an individual new member's Recommendation Form from Anchorbase via Recruitment & Panhellenic > Reports > Recommendation Forms. First, choose the appropriate academic year from the dropdown. Select a date range wide enough to contain most of the recommendations submitted for your chapter's recruitment period. Then enter the new member's first and last name in the appropriate fields. Press the View Report button at the right of the screen. You may need to scroll to the right to see this button.

All recommendations for PNMs with that name will display in the results. The file can then be downloaded as a PDF or Word document using the save icon and named appropriately to include the new member's first and last name. If there are multiple recommendations for one new member, you will be able to download them all at

once into one document. This process should be repeated for each new member, and all individual new member recommendation files should be sent to the vp: member education or director of new members for their use.

If a new member does not have a Recommendation Form in Anchorbase, EVC is able to provide confirmation of sponsorship by taking a screenshot of that new member's information in MyVote to show she has been given a sponsor tag. To view a report in MyVote of which PNMs have been sponsored by chapter members, visit Settings > Export > PNM Tags.

Once you have opened the Excel document, filter Column D to only show "Sponsor." Screenshot the portion of the report containing that particular PNM's sponsor tag information. The screenshot should be named appropriately to include the new member's first and last name and sent to the vp: member education or director of new members for their use.

	A	B	C	D	E	F	G	H	I
1	PNM ID	PNM First Name	PNM Last Name	Tag Name	Tagged By	Date			
2	7 Jennifer		Lopez	Sponsor	Hannah Haulsee	December 17th 2021, 2:24 pm EST			
3	10 Serena		Williams	Sponsor	Hannah Haulsee	December 17th 2021, 2:24 pm EST			
4	11 Meghan		Markle	Sponsor	Hannah Haulsee	December 17th 2021, 2:24 pm EST			
5	2 Beyoncé			Sponsor	Stephanie Brown	November 29th 2021, 3:41 pm EST			
6	2 Beyoncé			Sponsor	Hannah Haulsee	December 17th 2021, 10:48 am EST			
7	3 Olivia		Rodrigo	Sponsor	Hannah Haulsee	December 17th 2021, 10:58 am EST			
8	15 Phoebe		Bridgers	Sponsor	Hannah Haulsee	December 17th 2021, 10:57 am EST			
9									