



# ONLINE RIF USER MANUAL – ALUMNAE

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

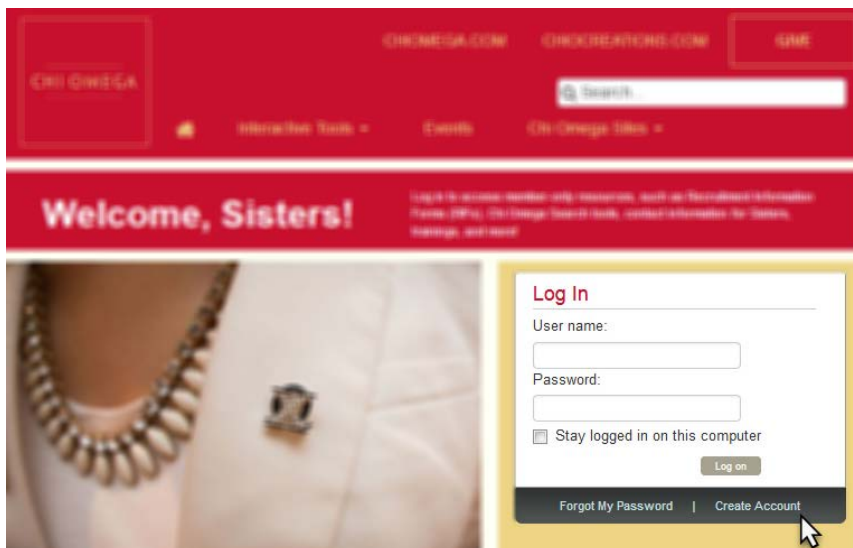
## SUBMITTING A RIF

### 1. Log into [everyday.chiomega.com](http://everyday.chiomega.com)

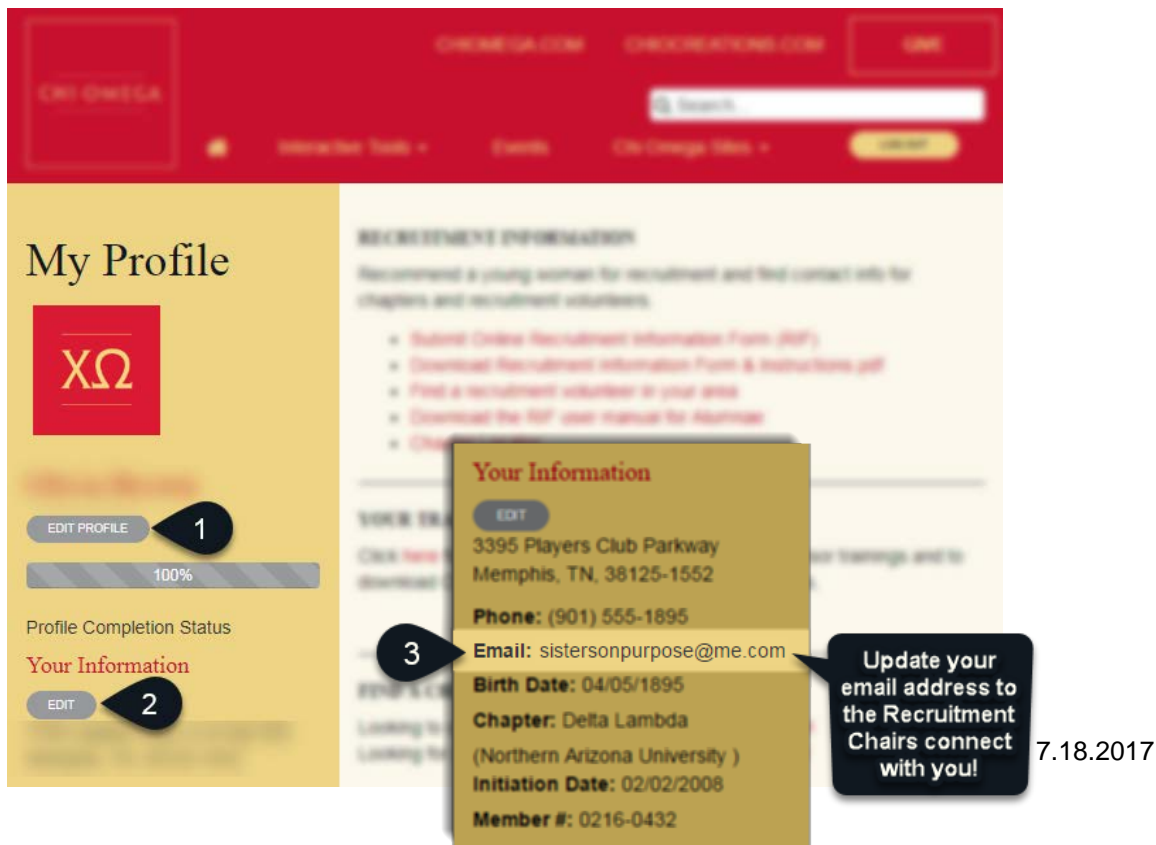
If you have difficulty logging in or creating an account, please email Chi Omega Executive Headquarters at [chiomega@chiomega.com](mailto:chiomega@chiomega.com) or call 901.748.8600.

Please include the following identifying information in your email:

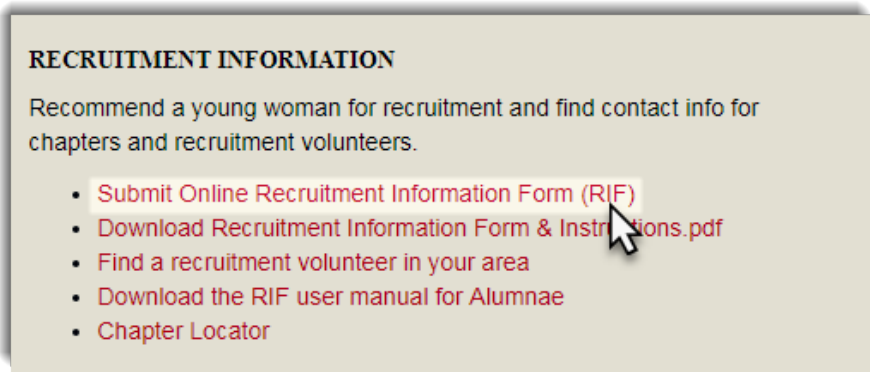
- Your initiating chapter
- Your preferred full name
- Your maiden name



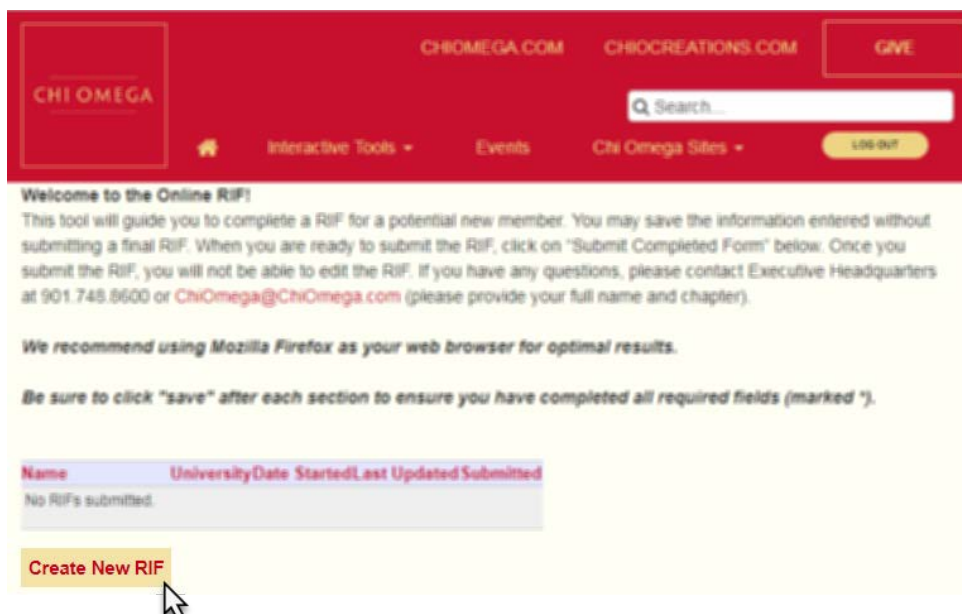
### 2. **Complete your profile** using the *Edit Profile* option. Update specific information using any of the *Edit* options.



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

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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

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

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

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

**Include Major, if known, otherwise leave blank.**

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:   
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**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](mailto: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](mailto: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](mailto: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.

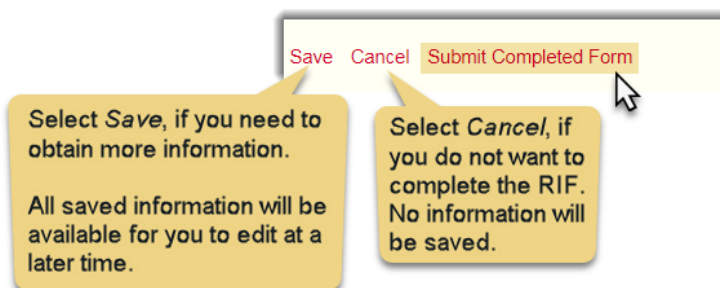
Click **Add Relationship** to confirm.

g. Other Relatives or Friends with Sorority or Fraternity Affiliation

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.

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:

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## EDITING AN INCOMPLETE RIF

If you have saved a RIF that you need to edit, login to [everyday.chiomega.com](http://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 | <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/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](mailto:chiomega@chiomega.com) to make changes to an online RIF.

To find an ARIC/SRIC:

1. Login to [everyday.chiomega.com](http://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<br>↑↓ | First Name<br>↑↓ | Last Name<br>↑↓ | Email<br>↑↓ | State<br>↑↓ | Area Served<br>↑↓     |
|----------------|------------------|-----------------|-------------|-------------|-----------------------|
| 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](http://everyday.chiomega.com),

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

CHI OMEGA

CHIOMEGA.COM CHIOCREATIONS.COM GIVE

Search...

1 Interactive Tools ▾ Events Chi Omega Sites ▾ LOG OUT

2 Chapter Search  
Member Search  
Skills & Interests Search  
Recruitment Advisors  
Recommendation (RIF) Contact Search  
Lost Sister Search

My Profile

Dashboard.  
Leadership, submit chapter reports, and

### 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:

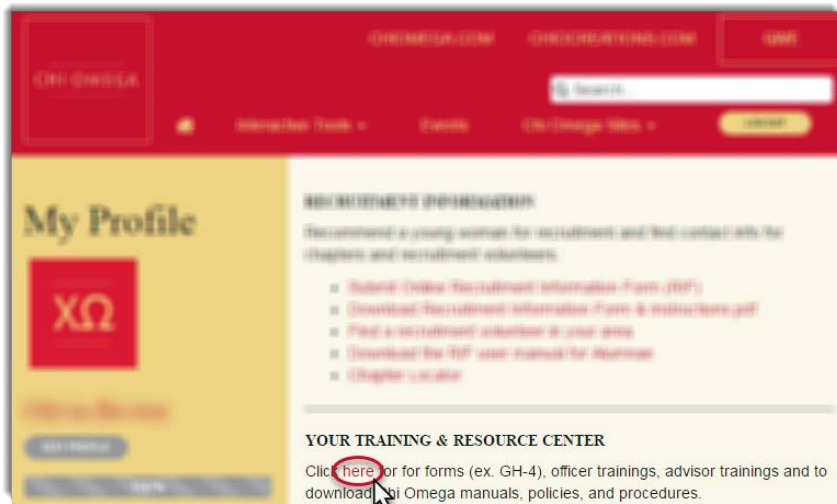
Select a University

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

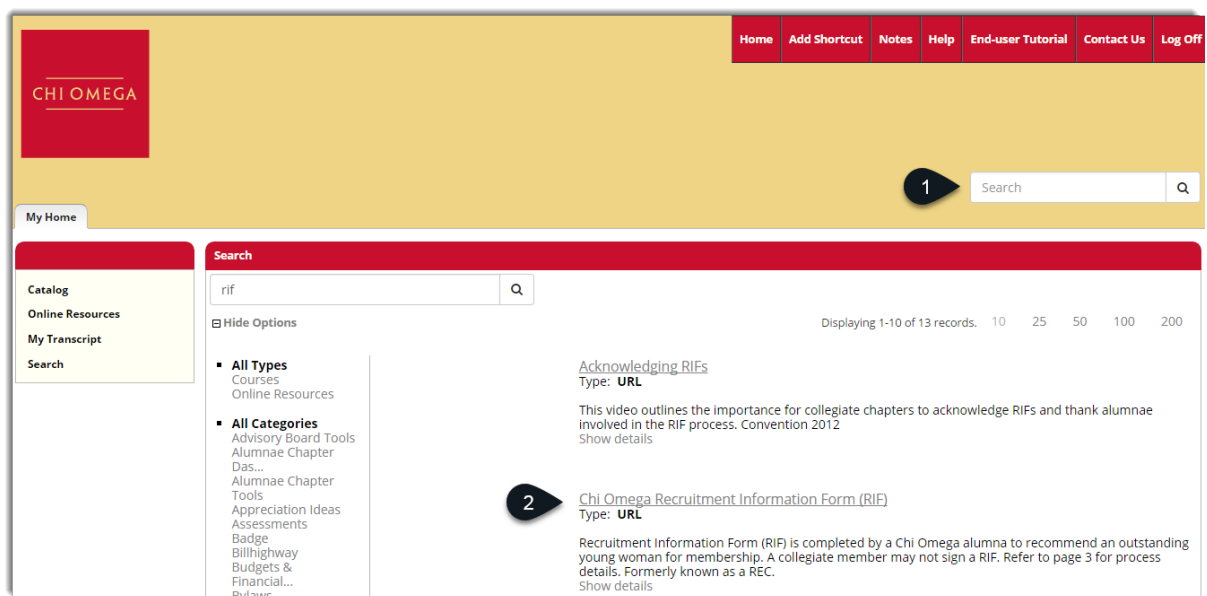
## WANT TO LEARN MORE?

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

1. Log into [everyday.chiomega.com](http://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.