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## Membership Order Procedures

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Once the chapter advisor has verified the students' eligibility, there are several ways to move forward with facilitating the payment of dues and membership sign-up process. It is important to remember that no one is a Pi Sigma Alpha member until they have paid dues and provided all the relevant student information to the national office.

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### Option #1: Create an online invitation through GreekTrack

The national office provides chapter advisors and designated department administrators access to Pi Sigma Alpha's membership processing portal, **GreekTrack**. The GreekTrack portal provides a way for students to pay dues and sign up for membership directly via an online membership invitation.

Advisors can create their own invitations and import all eligible students' names and email addresses. The national office can provide specific directions for how to create an invitation.

### Option #2: Send student and invitation email information to the national office

If advisors prefer, the national office can set up an online membership invitation on behalf of the chapter advisor. To do so, chapter advisors should email the national office ([office@pisigmaalpha.org](mailto:office@pisigmaalpha.org)) with the following information:

1. An Excel spreadsheet with the eligible students' information in the following format: [FIRST NAME][LAST NAME][EMAIL ADDRESS];
2. The date of the induction and the invitation deadline;
3. Any additional information, including whether the chapter is paying for students' dues or collecting local dues.

If you are not permitted to share students' contact information, the national office can create an online invitation with only the necessary dates, but in this case, the advisor must ensure they send the invitation code to eligible students so they have a chance to accept.

### Option #3: Collect dues and send order form to national office via email

Chapters that do not want to use the online system can fill out an order form with the eligible students' information and email to the national office. Payment can be made via credit card (via a secure digital platform) or via check. PSA will only ship out a membership order once payment is received.

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*\*Please note that all membership certificates are shipped to the chapter advisors for distribution. Orders are shipped in the order they are received and can take up to two business weeks for delivery during the busy season. As such, we recommend that you finalize your order (close your invitation or complete payment for your email order) at least two weeks prior to when your certificates or regalia are needed.*

*\*If rush shipping is needed, Pi Sigma Alpha offers a flat fee of \$20 for same-day shipping via FedEx ground. If overnight shipping is needed, the chapter will be required to cover the full shipping rate.*

#### **Regalia Orders**

Students who become members through GreekTrack can purchase regalia during the membership sign-up process. Those items will be shipped to the chapter advisor in bulk. In addition, anyone (students, family, faculty) can order PSA regalia and other swag items via the **Pi Sigma Alpha Online Store** or with a PSA order form. Regalia ordered via the online store will be shipped directly to the buyer at the address of their choosing. Chapters should contact the national office for a code for free shipping.

Please email Erika Kotroba (Manager, Membership and Programs) at [office@pisigmaalpha.org](mailto:office@pisigmaalpha.org) with any questions.