

## Registration HELP

# ELECTRONIC REGISTRATION - DUE MAY 1ST

1. BEFORE YOU BEGIN: Checkout **SAMPLE REGISTRATION FORM**.

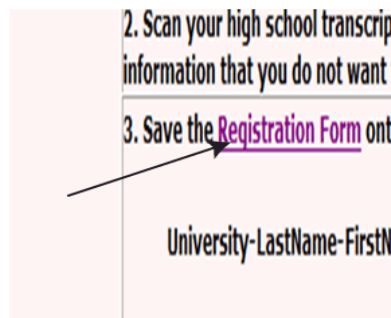
2. **SAVE PHOTOGRAPHS:** Save 1-2 photographs onto your computer. These will be used to help alums recognize you, so tasteful head shots work best.

You can take pictures with your digital camera; or if using a professional photographer, ask for a CD or a download from a website. Make sure the photos are not thumbnail size or the picture will become pixilated when sizing in your registration form. The file name should end in .JPG.

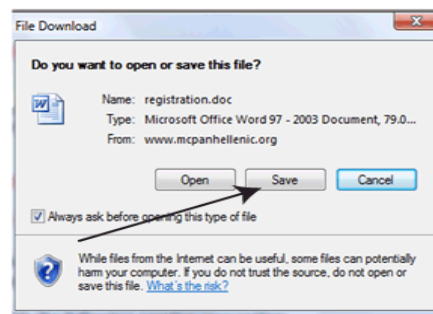
3. **SCAN TRANSCRIPT:** Scan your high school transcript (can be unofficial) onto your computer. Remove your social security number and any other information that you do not want to share.

You can obtain a transcript through your school counselor. Once you receive it, mark through any information that you do not want to share, such as SOCIAL SECURITY NUMBER. You can do this before scanning the transcript. Or, if you have an electronic copy, you can use the draw tool in most software programs to draw a box over what you don't want shared. Be sure that the scanned transcript does not end in .TIF as the file will be quite large and may not be able to be e-mailed.

4. **SAVE REGISTRATION FORM:** Save the [Registration Form](#) onto your computer. Name the form with the following naming convention of **University-LastName-FirstName-HighSchool** (Example -Harvard-Swift-Taylor-CHS.pdf)

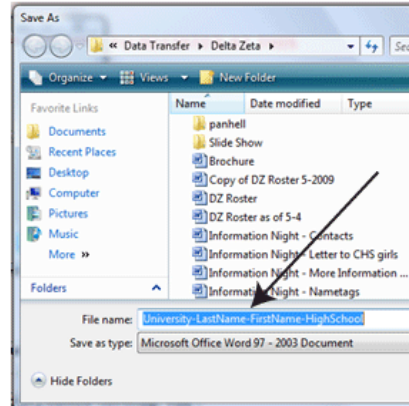


Click Registration Form



Click save file

Name file with naming convention of University-LastName-FirstName-HighSchool.



See below for abbreviation standards.

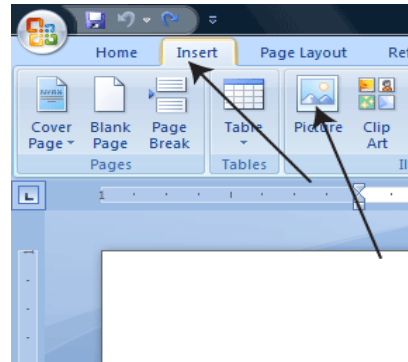
Use the below for university. If yours isn't listed, use the university letters but don't duplicate any of the below.

University	Abbreviation for File Name
University of Arkansas	UA
Auburn	Auburn
Baylor	Baylor
Colorado University	CU
Kansas State	KS
University of Kansas	UK
Louisiana State University	LSU
Oklahoma State University	OSU
Stephen F. Austin	SFA
Sam Houston State University	SHSU
Southern Methodist University	SMU
Texas Christian University	TCU
Texas A&M	TAMU
Texas Tech	TT
Texas State University	TSU
University of Kentucky	UKent
University of Mississippi	UM
University of Oklahoma	UO
University of Texas Austin	UT

Use the below for high school. If yours isn't listed, use the high school letters but don't duplicate any of the below.

High School	Abbreviation for File Name
Caney Creek High School	CCHS
College Park High School	TWCPHS
Conroe High School	CHS
John Cooper High School	JCHS
Magnolia High School	MaHS
Montgomery High School	MoHS
Oak Ridge High School	ORHS
The Woodlands Christian Academy	TWCA
The Woodlands High School	TWHS

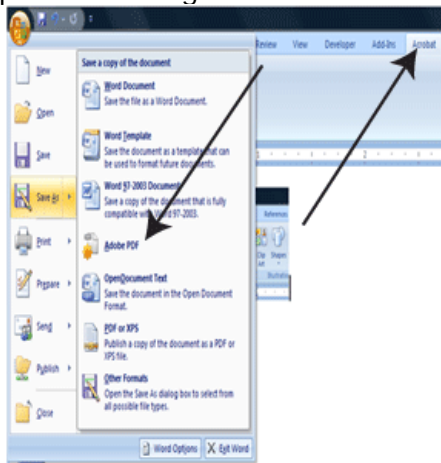
**5. COMPLETE THE FORM:** You will need MS Word. If you do not have this software, you can use a computer at your high school or the public library.



To insert your photographs and transcript

**6. CONVERT FORM TO PDF:** You can convert with an add-in MS Word. If you don't have PDF add-in, go to [PDF Converter](#).

To save a Word document as a PDF, additional Adobe software is needed. Many times this software is included with your version of Word or purchase of your computer. You might see Adobe PDF converter in Word as a Tab or when saving a

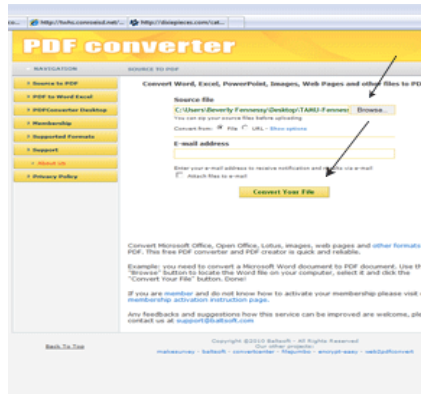


file.

If Adobe PDF converter isn't available in your MS Word, then click PDF Converter on

computer. Remove your social security number  
the form with the following naming  
your-CHS.pdf  
can use a computer at your high school  
PDF add-in, go to [PDF Converter](#).  
B) saved as PDF, and (C) named correct  
use contact the [Recruitment Chair](#).

the website



Then



Last

**7. VERIFY REGISTRATION FORM: Did you: (A) include photograph(s) and transcript, (B) save as PDF, and (C) named correctly. Did you also read and agree to the registration agreement?**

Be sure that you have completed all the above steps. Someone who doesn't know you will most likely be writing a recommendation for you, and will be limited if all information isn't provided

**8. E-MAIL FORM: E-Mail to the [Recruitment Chair](#).**

After you are finished, e-mail your form.

**9. VERIFY CONFIRMATION RECEIVED: If you do not receive a confirmation e-mail, please contact the [Recruitment Chair](#).**

Be sure that you receive a confirmation. If don't receive, check your junk and spam boxes. If you can't find, then please e-mail the [Recruitment Chair](#) again.

**PAPER REGISTRATION - BRING TO MEET THE GREEKS AFTER MEET THE GREEKS DROP OFF AT BO'S PROMOS**

**10. COPIES NEEDED:** Go to General Listing of Panhellenic to find number of copies needed. If you don't see your school, go to the Panhellenic website for your school, count number of sororities. You will need this number + 1 extra.

It's very important to have a copy for every sorority. You may think you know what sorority you want to pledge. However, many ladies are surprised when going through recruitment that there are groups that love but hadn't considered before.

**11. COPY & LABEL FORMS:** Make color copies of your registration, then in the top right corner of each form write the name of each sorority for the campus that you will be attending. To find sororities on your campus, go to General Listing of Panhellenic and select your school. If you don't see your school, go to the Panhellenic website for your school, count number of sororities. Write extra on the extra copy.

This can be handwritten in the top right-hand corner of each copy.

**12. PACKAGE FORMS:** Place all copies in a 9x12 envelope, then in the top right corner write the below information.

Please, put in ONLY a 9x12 envelope. This may seem nitpicky, but when the recruitment chair is handling a few hundred envelopes this minor detail makes a difference. One year a girl just put her copies in a folder, and before the recruitment chair got to her car the copies spilled out onto the street.

Your Name  
Your High School  
College Attending  
Sorority