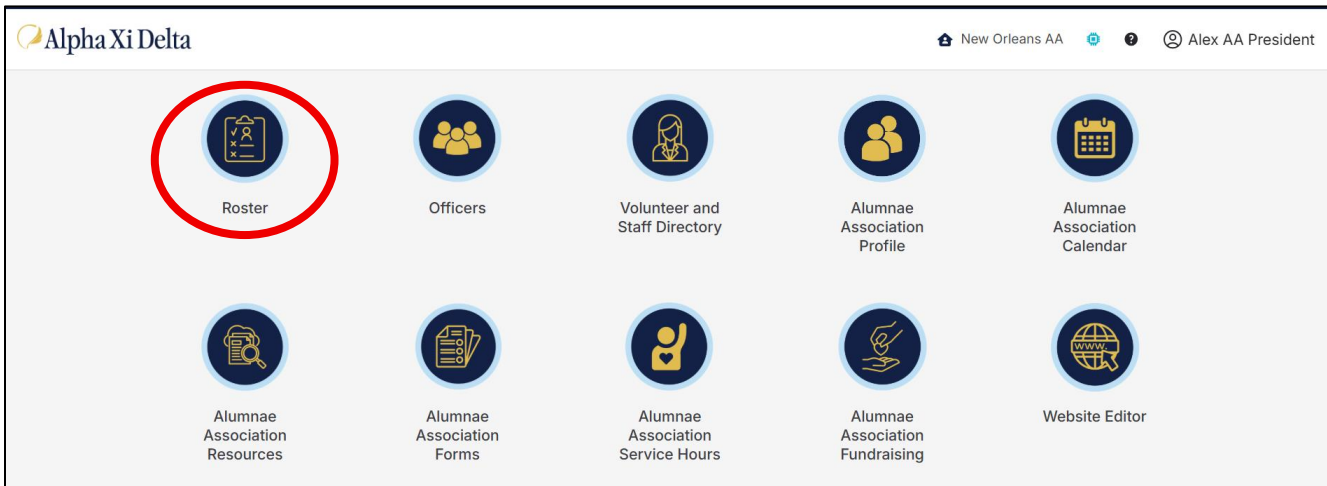


### Instructions on sending bulk member portal invites:

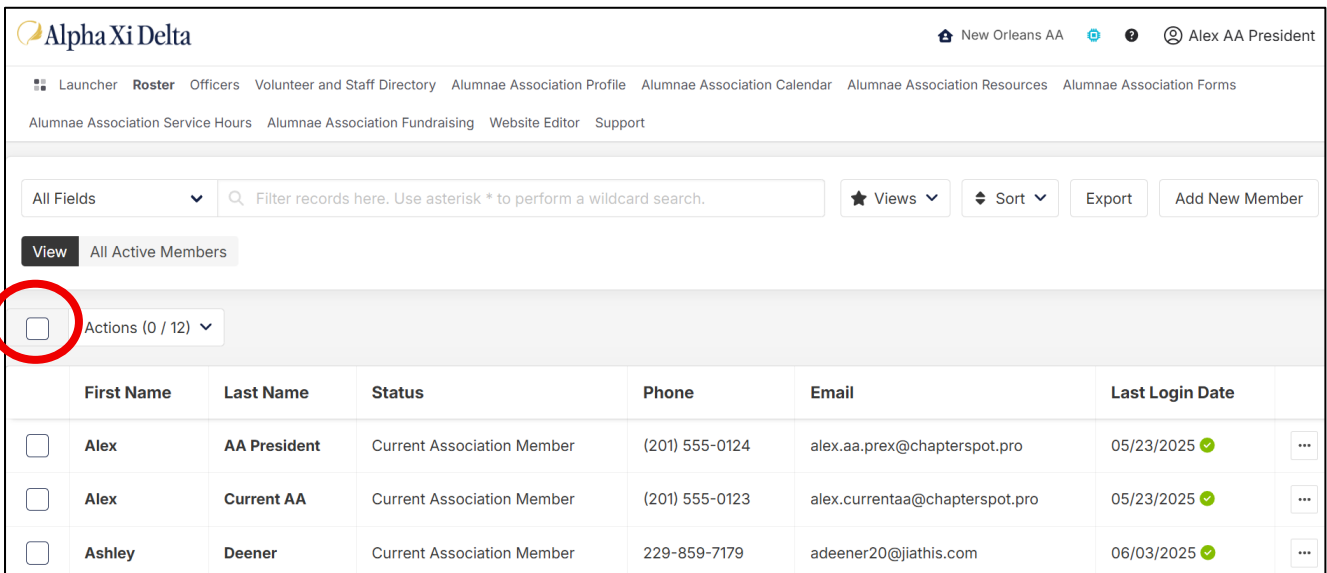
1. Click on your alumnae association's name in the top right corner.



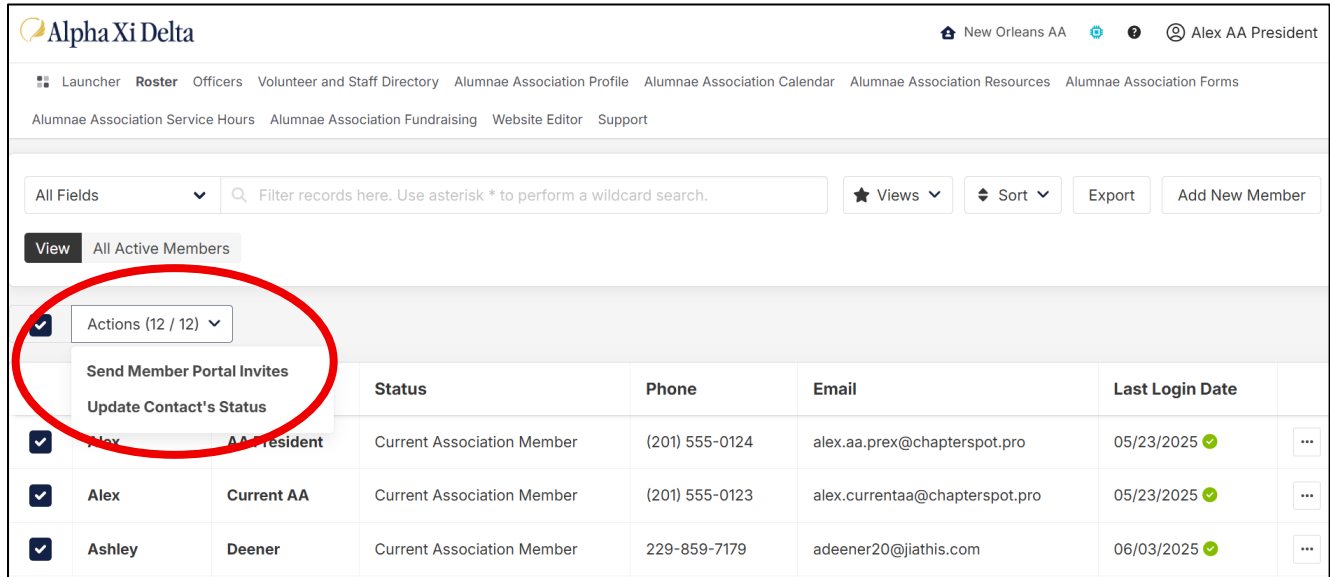
2. Select "Roster".



3. Select all members on the roster list view.



4. Under “Actions” drop down menu, select “Send Member Portal Invite.”



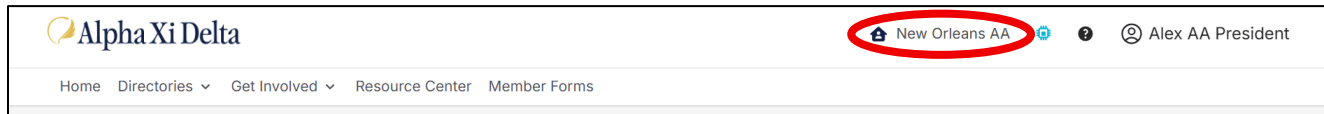
The screenshot shows the Alpha Xi Delta member portal interface. At the top, there is a navigation bar with the logo and the text "Alpha Xi Delta REALIZE YOUR POTENTIAL". To the right, there is a dark blue banner with the text "HOW TO INVITE MEMBERS TO THE MEMBER PORTAL". Below the banner, there is a section titled "4. Under “Actions” drop down menu, select “Send Member Portal Invite.”". The main content area shows a list of members with columns for Name, Status, Phone, Email, and Last Login Date. A red circle highlights the "Actions" dropdown menu for the first member, which is open and shows the option "Send Member Portal Invites".

Name	Status	Phone	Email	Last Login Date
Alex	AA President	(201) 555-0124	alex.aa.prex@chapterspot.pro	05/23/2025 ✓
Alex	Current AA	(201) 555-0123	alex.currentaa@chapterspot.pro	05/23/2025 ✓
Ashley	Deener	229-859-7179	adeener20@jmathis.com	06/03/2025 ✓

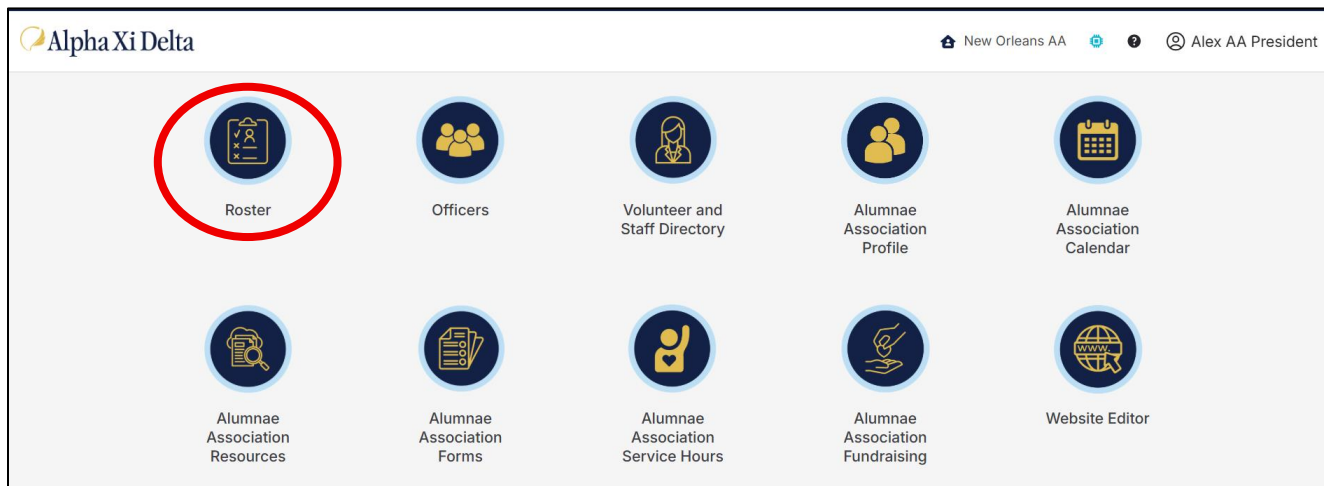
**Continue to the next page for instructions on sending individual member portal invites.**

### Instructions on sending individual member portal invites:

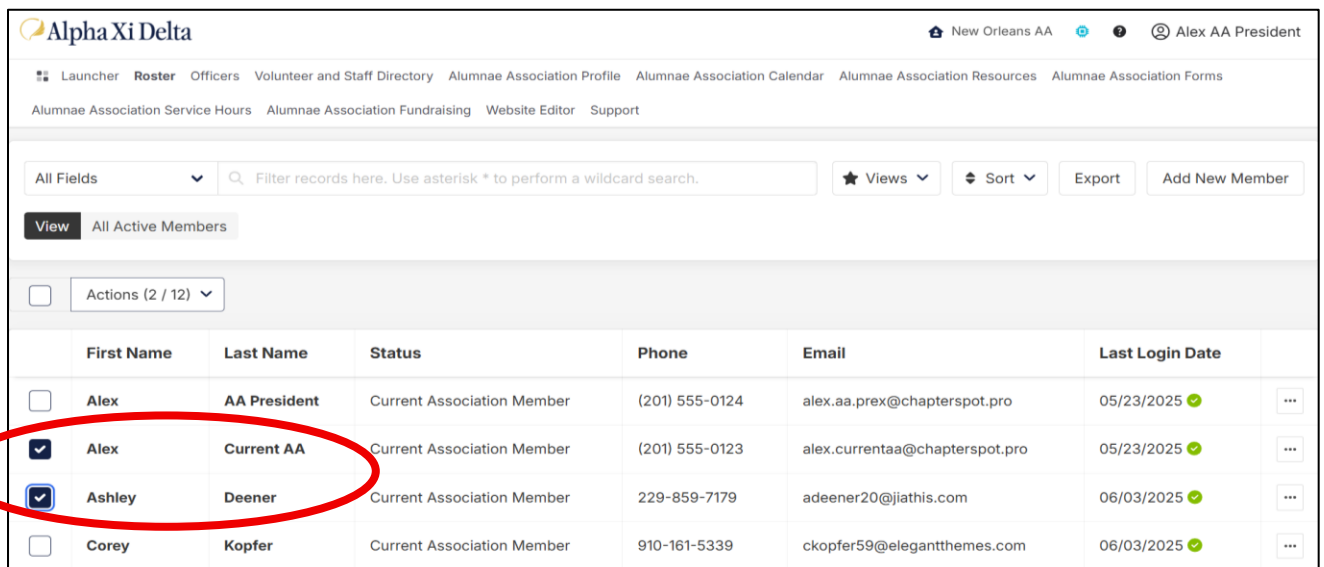
1. Click on your alumnae association's name in the top right corner.



2. Select "Roster".

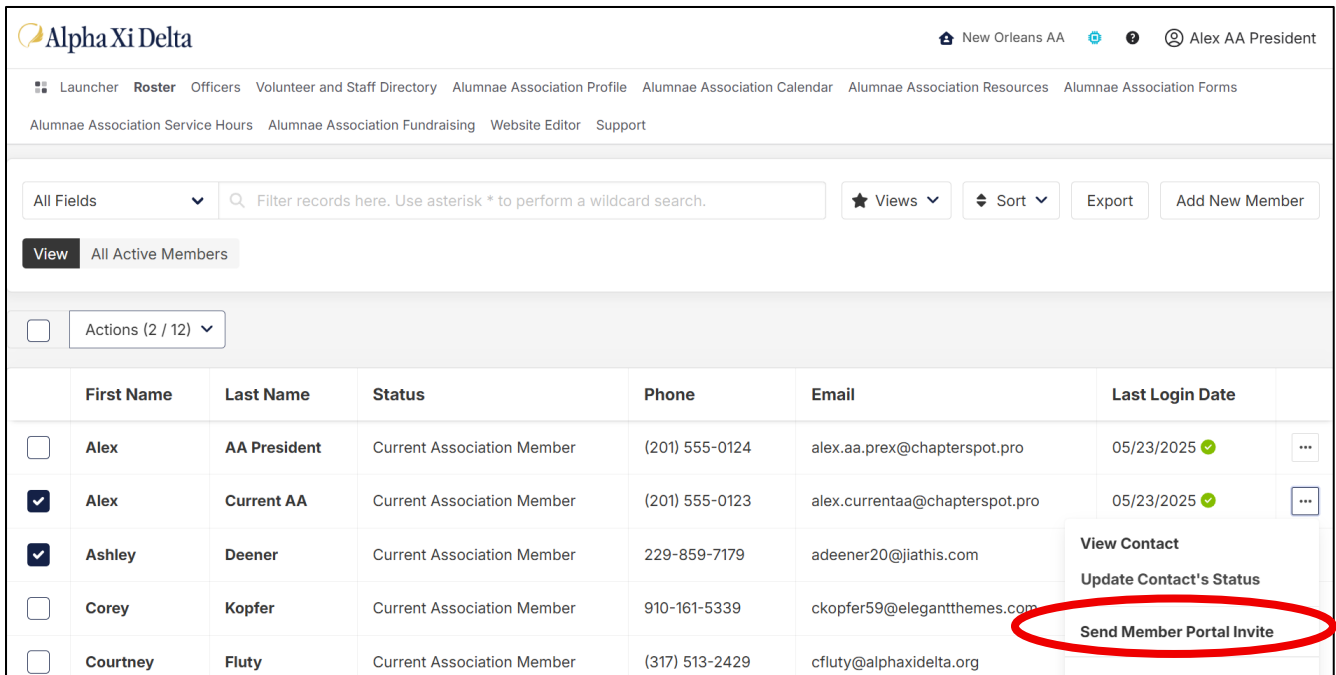


3. Select the member(s) you would like to receive the portal invitations.



	First Name	Last Name	Status	Phone	Email	Last Login Date	
<input type="checkbox"/>	Alex	AA President	Current Association Member	(201) 555-0124	alex.aa.prex@chapterspot.pro	05/23/2025 <span style="color: green;">✔</span>	...
<input checked="" type="checkbox"/>	Alex	Current AA	Current Association Member	(201) 555-0123	alex.currentaa@chapterspot.pro	05/23/2025 <span style="color: green;">✔</span>	...
<input checked="" type="checkbox"/>	Ashley	Deener	Current Association Member	229-859-7179	adeener20@jiathis.com	06/03/2025 <span style="color: green;">✔</span>	...
<input type="checkbox"/>	Corey	Kopfer	Current Association Member	910-161-5339	ckopfer59@elegantthemes.com	06/03/2025 <span style="color: green;">✔</span>	...

4. On the right-hand side of the roster, you will see three dots. You can click on that to see options.



The screenshot shows the Alpha Xi Delta member roster interface. At the top, there is a navigation bar with the logo and the text "Alpha Xi Delta REALIZE YOUR POTENTIAL". To the right, it says "New Orleans AA" and "Alex AA President". Below the navigation bar, there are several menu items: "Launcher", "Roster", "Officers", "Volunteer and Staff Directory", "Alumnae Association Profile", "Alumnae Association Calendar", "Alumnae Association Resources", "Alumnae Association Forms", "Alumnae Association Service Hours", "Alumnae Association Fundraising", "Website Editor", and "Support".

The main content area has a search bar with "All Fields" selected and a filter prompt: "Filter records here. Use asterisk \* to perform a wildcard search." There are also buttons for "Views", "Sort", "Export", and "Add New Member". Below the search bar, there is a "View" button and a dropdown menu showing "All Active Members".

The roster table has columns for "First Name", "Last Name", "Status", "Phone", "Email", and "Last Login Date". The table contains five rows of member data. The first row is for Alex AA President, the second for Alex Current AA, the third for Ashley Deener, the fourth for Corey Kopfer, and the fifth for Courtney Fluty. Each row has a checkbox on the left and a three-dot menu on the right. The dropdown menu for the second row (Alex Current AA) is open, showing three options: "View Contact", "Update Contact's Status", and "Send Member Portal Invite". The "Send Member Portal Invite" option is circled in red.

	First Name	Last Name	Status	Phone	Email	Last Login Date	
<input type="checkbox"/>	Alex	AA President	Current Association Member	(201) 555-0124	alex.aa.prex@chapterspot.pro	05/23/2025 ✓	...
<input checked="" type="checkbox"/>	Alex	Current AA	Current Association Member	(201) 555-0123	alex.currentaa@chapterspot.pro	05/23/2025 ✓	...
<input checked="" type="checkbox"/>	Ashley	Deener	Current Association Member	229-859-7179	adeener20@jathis.com		View Contact Update Contact's Status Send Member Portal Invite
<input type="checkbox"/>	Corey	Kopfer	Current Association Member	910-161-5339	ckopfer59@elegantthemes.com		
<input type="checkbox"/>	Courtney	Fluty	Current Association Member	(317) 513-2429	cfluty@alphaxidelta.org		

5. Click on "Send Member Portal Invite"

*That's all you need to do! They will receive the same access email you got to get logged in to the Member Portal. You can monitor the log ins on the roster page.*

### Troubleshooting for members who cannot locate the invite in their inbox:

- Make sure the member is checking the email account listed on the member roster.
- Make sure the member checks spam/junk folders.
- If the invitation is still not found, the member can claim their account at [memberportal.alphaxidelta.org](http://memberportal.alphaxidelta.org). Click on “Claim Your Account”, and it will ask you to type in your contact information. Your request will be submitted, and you will receive further instructions via email.



**Login to Member Portal**  
Alpha Xi Delta uses FSID for a safe and secure login. If you already have an account, select Continue with FSID. If you are registering for the first time, select Claim Your Account.

If you need technical assistance with logging in, click [here](#).