


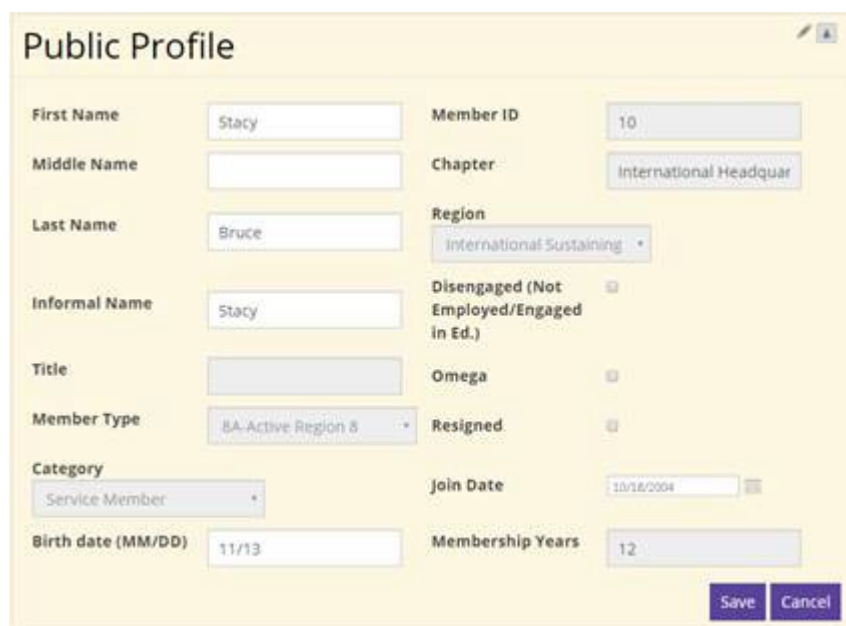
The Chapter President, Chapter Treasurer and Chapter Membership Chair can update their chapter roster on the website (with the exception of chapter transfers).


Go to the Alpha Delta Kappa website and login. Then go to the DIRECTORY and you'll automatically land on "My Chapter Roster". Click on the name of the member you'd like to update.

Once the member's profile has popped up, click on the pencil icon  at the top corner of the area you'd like to update. You will be able to click on and type into the editable fields. Be sure to save your changes.

The fields on the top portion of the profile that can be updated are: first, middle, informal and last name, birth date, engaged/employed in education status, and whether or not the member has resigned or joined the omega chapter.

If you resign or omega a member they will automatically be removed from your chapter's roster within one day. Watch your roster so if they aren't removed, notify HQ to ensure their removal.



**Public Profile** 

First Name	<input type="text" value="Stacy"/>	Member ID	<input type="text" value="10"/>
Middle Name	<input type="text"/>	Chapter	<input type="text" value="International Headquar"/>
Last Name	<input type="text" value="Bruce"/>	Region	<input type="text" value="International Sustaining"/>
Informal Name	<input type="text" value="Stacy"/>	Disengaged (Not Employed/Engaged in Ed.)	<input type="checkbox"/>
Title	<input type="text"/>	Omega	<input type="checkbox"/>
Member Type	<input type="text" value="BA-Active Region 8"/>	Resigned	<input type="checkbox"/>
Category	<input type="text" value="Service Member"/>	Join Date	<input type="text" value="10/16/2004"/>
Birth date (MM/DD)	<input type="text" value="11/13"/>	Membership Years	<input type="text" value="12"/>

The lower portion of the profile includes updates for mailing address, phone and email. Click on the pencil icon at the top corner of the area to make updates.



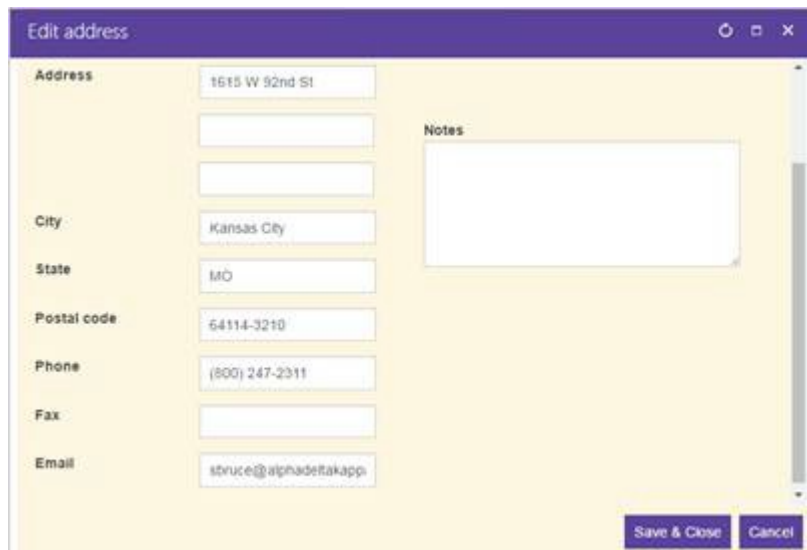
**Address** 

Home 

1615 W 92nd St  
Kansas City, MO 64114-3210

(800) 247-2311  
[sbruce@alphadeltakappa.org](mailto:sbruce@alphadeltakappa.org)

You will be able to click on and type into the editable fields.



Be sure to save your changes.

To return to "My Chapter Roster", go to the bottom of the page and click on the link named "Go to my chapter roster".

#### Notes:

- When a **member moves and needs assistance** in finding a chapter to affiliate with in her new area, please [complete this form](#)
- Receiving chapter to complete the [chapter transfer form](#)
- Changes for **sustaining members** can be made by notifying HQ via mail, email or phone.
- **If there is no pencil icon**, use the link at the bottom of the profile named "Go to my chapter roster" and see if you are listed as Chapter President, Chapter Treasurer or Chapter Membership Chair. If you should be listed as such but aren't, contact [Headquarters](#)
- We are only able to list one member per office and **we track the President, Treasurer and Membership Chair at the chapter level**; to update this information submit the [H-107, Report of Chapter Officers form](#). **If an officer/chair resigns, transfers or is omega**, be sure to notify us via the H-107 form of who will be the new officer/chair so your chapter roster will be current.
- For any questions, please contact Headquarters via [email](#) or phone
- Contact [Headquarters](#) for your **username/password**, if needed

Alpha Delta Kappa Headquarters  
1615 W. 92nd St  
Kansas City, MO 64114

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816-363-4010 Fax  
[headquarters@alphadeltakappa.org](mailto:headquarters@alphadeltakappa.org)