




Shout out to all Chapter Presidents: Exciting news! Now you can update your chapter roster on the website, eliminating the use of the H-119, Report for Member Changes form (with the exception of chapter transfers).

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

Once you're on the member's profile, 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 name and last name, birthdate, 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 drop from your chapter's roster within 24 hours.

**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.

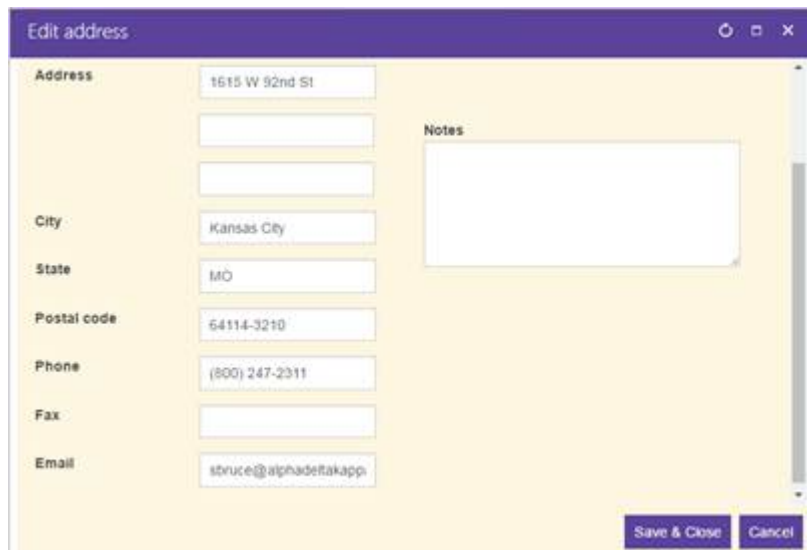
**Address**

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.



The screenshot shows a web form titled "Edit address" with a purple header. The form is set against a light yellow background. On the left side, there are several labeled input fields: "Address" (containing "1615 W 92nd St"), "City" (containing "Kansas City"), "State" (containing "MO"), "Postal code" (containing "64114-3210"), "Phone" (containing "(800) 247-2311"), and "Email" (containing "struce@alphadeltakappa"). There are also empty input fields for "Address", "Notes", and "Fax". On the right side, there is a larger "Notes" text area. At the bottom right of the form, there are two buttons: "Save & Close" and "Cancel".

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 "Return to chapter roster".

#### Notes:

- You may still need to inform your S/P/N officer(s) of any updates
- At this time we are able to offer this new feature to Chapter Presidents
- If there is no pencil icon, use your browser's back arrow to return to your chapter roster and see if you are listed as Chapter President. If you should be but aren't, contact [Headquarters](#)
- We are only able to list one member per office and we track the President, Treasurer and Membership Chairman at the chapter level
- For any questions, please contact Headquarters via [Headquarters](#) 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)