

# Inviting new members to your Fraternity/Sorority

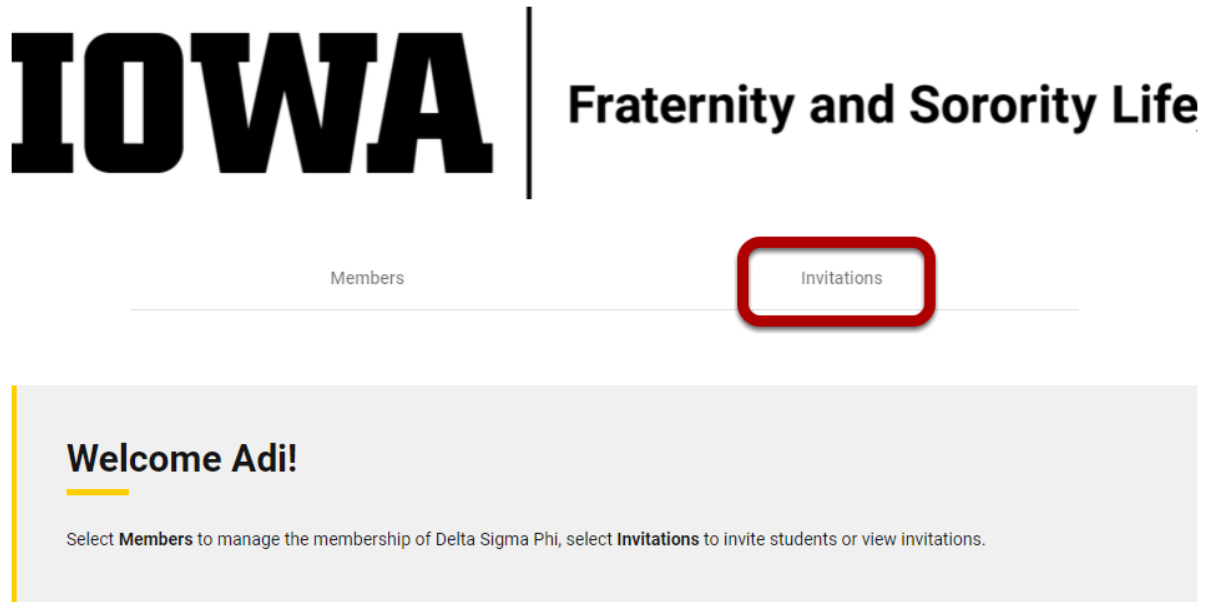
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*This guide will show you how to invite new members to your Fraternity/Sorority.*

## Log in to FSLP Members Website

Login to the FSLP Members Website at <https://members.fsl.uiowa.edu>

## Go to Invitations page



Select "Invitations" from the main landing page.

## Add members using their HawkID - 1

# IOWA | Fraternity and Sorority Life

Members      Invitations

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### Delta Sigma Phi

[View Invitations](#)

Search for students to invite for the **Fall 2021** session, select **Review** to confirm.

1

2

Add 1 or more HawkIDs (Max: 250)

Type, or paste, HawkIDs into the **input box** (1). You can paste multiple HawkIDs directly from an Excel spreadsheet or other source. If you type in a single HawkID, hit the enter button or **click on the button** (2) to add it to the results list. If you paste in multiple HawkIDs they will be automatically added to the results list.

## Add members using their HawkID - 2

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## Fraternity and Sorority Life

Members

Invitations

### Delta Sigma Phi

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Add 1 or more HawkIDs (Max: 250)

#### The following HawkID has problems

(e.g., HawkID does not exist, duplicate entry, student has an active invitation or membership, etc.)

1

notahawkid

2

#### Results

<b>Herky Hawk</b> hhawk	herky-hawk@uiowa.edu	
<b>New Member</b> nmember11	new-member11@uiowa.edu	

Select to remove a student from the list

Any HawkIDs that are invalid will show up in the section marked **(1)** as shown above. Valid HawkIDs will appear in the **results** list **(2)**.

# Review and Invite - 1

Members Invitations

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## Delta Sigma Phi

View Invitations

Search for students to invite for the **Fall 2021** session, select **Review** to confirm.

🔍

Add 1 or more HawkIDs (Max: 250)

**The following HawkID has problems**  
(e.g., HawkID does not exist, duplicate entry, student has an active invitation or membership, etc.)

notahawkid

**Results**

<b>Herky Hawk</b> hhawk	herky-hawk@uiowa.edu	👤-
<b>New Member</b> nmember11	new-member11@uiowa.edu	👤-

Select 👤- to remove a student from the list

Review

When you are ready to invite students, click on the **Review** button (1).

## Review and Invite - 2

Members Invasitations

### Delta Sigma Phi

View Invasitations

Please review the list of students below. If everything looks correct, select **Invite**.

<b>Herky Hawk</b> hhawk
<b>New Member</b> nmember11

Cancel **1** Invite

**Results**

<b>Herky Hawk</b> hhawk	herky-hawk@uiowa.edu	-
<b>New Member</b> nmember11	new-member11@uiowa.edu	-

Select - to remove a student from the list

Review

Review the list that pops up and if everything looks correct, click on the **Invite** button (1).

## Viewing Invitations - 1

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## Fraternity and Sorority Life

Members

Invitations

**Delta Sigma Phi**

Search for students to invite for the **Fall 2021** session, select **Review** to confirm.

[View Invitations](#)

HawkID(s)

Add 1 or more HawkIDs (Max: 250)

To view invitations you've sent, click on the **View Invitations** button (1).

## Viewing Invitations - 2

# IOWA

## Fraternity and Sorority Life

Members

Invitations

### Delta Sigma Phi Invitations

Invite

#### Invitations Fall 2021

<b>Herky Hawk</b> hhawk	<a href="mailto:herky-hawk@uiowa.edu">herky-hawk@uiowa.edu</a>	Pending
<b>New Member</b> nmember11	<a href="mailto:new-member11@uiowa.edu">new-member11@uiowa.edu</a>	Pending

Here you can see the invitations sent by each semester.