



Should you have any difficulty or questions please contact:

Yvonne Ramos
yramos2@herffjones.com
Office: 800-542-3728

Badge Order Form and Instructions

*If your chapter budgeted for badges, the chapter must pay directly **following the instructions here**—new members should not be charged, as reimbursements cannot be issued. If badges were not budgeted, new members are responsible for their own purchase. Please confirm your budget before proceeding to ensure correct payment.*



CHAPTER PURCHASING CENTER



WELCOME DELTA GAMMA OFFICIAL JEWELRY CHAPTER OFFICER.
PLEASE SELECT YOUR CHAPTER BELOW TO LOG IN

Log in as Chapter Officer

Password:

Chapter:

If your chapter does not cover badge expenses for new members, **click here** to access chapter purchasing center for bulk badge orders. You will be redirected to the Herff Jones Chapter Purchasing Center. Select Delta Gamma and your chapter to begin.

Chapter Badge Ordering Instructions *To do before new members/members can order.*

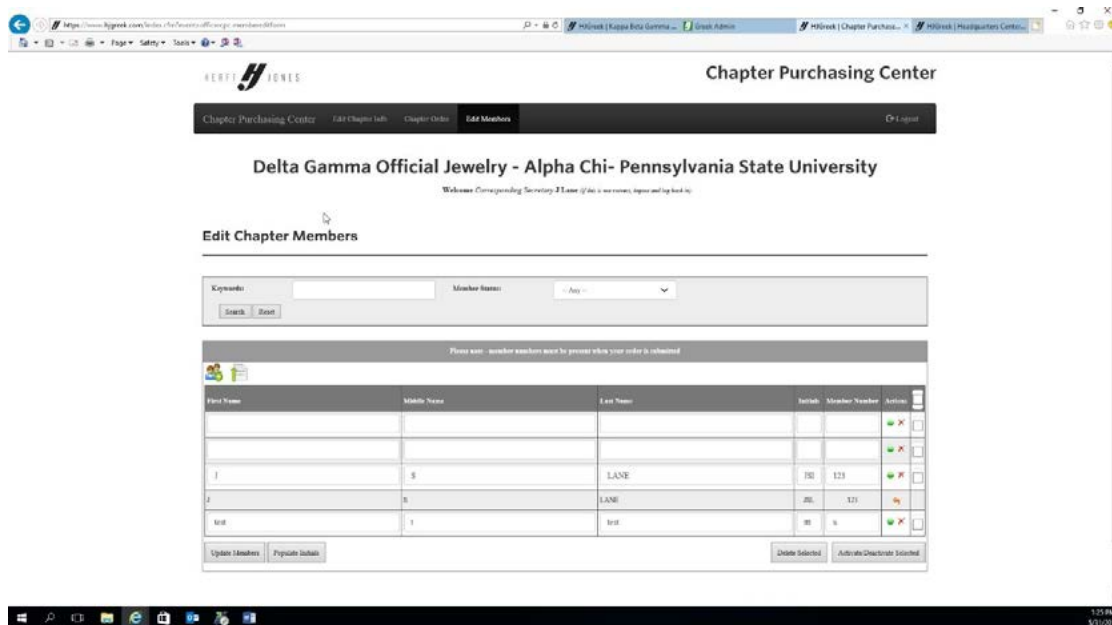
1. Go to: <https://www.hjgreek.com/pub/showLogin/type/Officer/org/Delta%2520Gamma%2520Official%2520Jewelry>
2. Next to Chapter Choose: Your Chapter
3. Enter password (Usually chapter name without spaces with a period following it. Ex: alphaomega. Chapter passwords are case-sensitive! AlphaOmega. will not work.)
4. Login

Next screen:

1. Fill in all information with a star beside it. Remember the address you specify is where the chapter order will be shipped
2. If you are unsure of the initiation date, please view your chapter calendar or contact your Collegiate Success Specialist (CSS) or Delta Gamma Executive Offices at 614-481-8169
3. Save

Next screen:

1. Choose Edit Members to add all the new members with the initiation date you indicated.
2. At the top of the screen, please make sure that the member status pull-down has "any" selected and then click "search."



The screenshot shows the 'Chapter Purchasing Center' for Delta Gamma Official Jewelry - Alpha Chi - Pennsylvania State University. The page is titled 'Edit Chapter Members'. At the top, there is a navigation bar with links: 'Chapter Purchasing Center', 'Add Chapter Info', 'Chapter Orders', 'Edit Members', and 'Logout'. Below the navigation bar, the page title 'Delta Gamma Official Jewelry - Alpha Chi - Pennsylvania State University' is displayed, followed by a welcome message: 'Welcome Corresponding Secretary Lane (if this is incorrect, please contact us)'. The main section is 'Edit Chapter Members'. It features a search bar with 'Keywords' and 'Member Status' (set to 'Any'). Below the search bar, there is a table of members. The table has columns: 'First Name', 'Middle Name', 'Last Name', 'Initials', 'Member Number', and 'Actions'. The table contains three rows of data. The first row has '1' in the 'First Name' column, 'S' in the 'Middle Name' column, 'LANE' in the 'Last Name' column, 'PS' in the 'Initials' column, and '123' in the 'Member Number' column. The second row has '2' in the 'First Name' column, 'S' in the 'Middle Name' column, 'LANE' in the 'Last Name' column, 'PS' in the 'Initials' column, and '123' in the 'Member Number' column. The third row has 'Total' in the 'First Name' column, '1' in the 'Middle Name' column, 'Total' in the 'Last Name' column, 'PS' in the 'Initials' column, and '6' in the 'Member Number' column. At the bottom of the table, there are buttons: 'Update Members', 'Duplicate Members', 'Delete Selected', and 'Activate/Deactivate Selected'.

Once this has been completed, you have two options to add new members.



This icon allows you to manually fill in fields for each member.



This icon allows you to upload a spreadsheet in the .csv file format. If you choose to upload a spreadsheet, once you have clicked the icon there will be formatting instructions to follow. **Remember to save your spreadsheet as a .csv file or you will receive an error message.*

If a new member/member name needs removed from the list of names and has not placed an order yet, check the box to the right of their name and click the delete selected button. If they have placed an order, please contact dgcpcbages@herffjones.com for assistance.

New Members/Members are ready to order:

Now your new members/members are ready to order. Please direct them to the following address so that their orders can be placed. It may be helpful to remind them of the submission date you have set. It will take approximately 3-4 weeks to receive your order after all orders are submitted.

[Order here.](#)

Five days from submission date:

You will receive reminders that allow you to see what new members/members have not ordered so that you can send them reminders if you desire. You can also log back into the dashboard and view this under the chapter order section: Chapter order>members with/without orders

Submission Date:

Your order will be submitted at midnight Pacific Time on the day the order is to be submitted. Once the chapter deadline has passed your order will begin manufacturing and you will be unable to cancel/remove badges from the order..

For chapter with new member badge fees included in chapter budget

STEP 1: Setting up CPC Account

1. Go to: <https://www.hjgreek.com/index.cfm?event=pub.showlogin>
2. Please Select- Choose: Chapter Officer
3. Organization- Choose: Delta Gamma Official Jewelry
4. Chapter- Choose: Your Chapter
5. Enter password: (chapter name followed by period without spaces. Ex: alphaeta.)
6. Login

Next screen: EDIT CHAPTER INFO

1. Fill in all information with a star beside it (Remember the address you specify is where the chapter order will be shipped.)
Tip: Set submission deadline as the day after you will place order so order will process as quickly as possible.

2. Submit

Chapter information updated.

3. Ensure verification message appears at top. You are now ready to order!

Next Screen: EDIT MEMBERS

4. Add YOURSELF as a Member so it will be ready when you go to order.

ADD MEMBER **ADD ONLY YOUR INFORMATION**

Update Members

Ensure you have added yourself by going to tab 2: Chapter Order and your name appears under:
MEMBERS WITHOUT ORDERS

5. LOGOUT (Top right corner)

STEP 2: COLLECT NEW MEMBER INFORMATION & COMPILE SPREADSHEET

Now it is time to collect badge choices and engraving information from the new members. The initiation line item in your chapter budget covers the DG01 GE Plain Badge OR \$50 towards an upgraded badge for each new member.

TEMPLATE – **HERE**. Please download the template to your computer, compile information then you will send the complete template to dgcpcbades@herffjones.com AFTER placing your order. When emailing your spreadsheet please reference your chapter name and order confirmation number!

Please note: it is the chapter's responsibility to collect the additional cost for upgraded badges.

STEP 3: PLACING ORDER

Login as Member (not officer) and select your name from dropdown menu - [hjgreek.com/index.cfm?event=pub.showlogin&type=collegian&org=delta gamma official jewelry](http://hjgreek.com/index.cfm?event=pub.showlogin&type=collegian&org=delta%20gamma%20official%20jewelry)

Add quantities of each badge style requested by new members.

Ensure the chapter credit card is loaded with enough money to cover the cost of the entire order.
CHECKOUT using chapter card.

STEP 4: Order Confirmation & Next Steps:

After all the new members have ordered, please login to the [officer link](#) again to ensure the submission deadline is the current day/day after all the orders have been placed.

Then, you will need to email the badge choices and engraving list from Step 2 to Herff Jones at dgcpcbades@herffjones.com. Your order will not enter production until the engraving list is received. The engraving list should match the number of members of badges ordered.

Should you have any difficulty or questions using the CPC ordering website, please contact:

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yramos2@herffjones.com
1.800.542.3728

