



Should you have any difficulty or questions please contact:

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## Badge Order Form and Instructions



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:

**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 Development Specialist or Delta Gamma Executive Offices at 614-481-8169
3. Save

### Next screen:

1. Choose Edit Members to add the new members.
2. At the top of the screen, please make sure that the member status pull-down has “any” selected and then click “search.”

HERF JONES Chapter Purchasing Center

Delta Gamma Official Jewelry - Alpha Chi- Pennsylvania State University

Welcome Corresponding Secretary J Lane (if this is not correct, login and log back in)

Edit Chapter Members

Keywords: [ ] Member Status: -- Any --

Search [ ] Reset [ ]

Please note - member numbers must be present when your order is submitted

First Name	Middle Name	Last Name	Initials	Member Number	Actions
J	S	LANE	PSI	123	<input type="checkbox"/> <input type="checkbox"/>
J	S	LANE	JSL	123	<input type="checkbox"/> <input type="checkbox"/>
test	t	test	th	s	<input type="checkbox"/> <input type="checkbox"/>

Update Members [ ] Populate Initials [ ] Delete Selected [ ] 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 [jslane@herfjones.com](mailto:jslane@herfjones.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.**

### 5 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.

### 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 be sent for approval and order manufacturing.