

Click here to access chapter purchasing center for bulk Delta Gamma badge orders.

You will be redirected to the Herff Jones Chapter Purchasing Center. Select Delta Gamma and your chapter to begin.



CHAPTER PURCHASING CENTER

We couldn't find Delta. Please select your organization below. ×



Please Select:

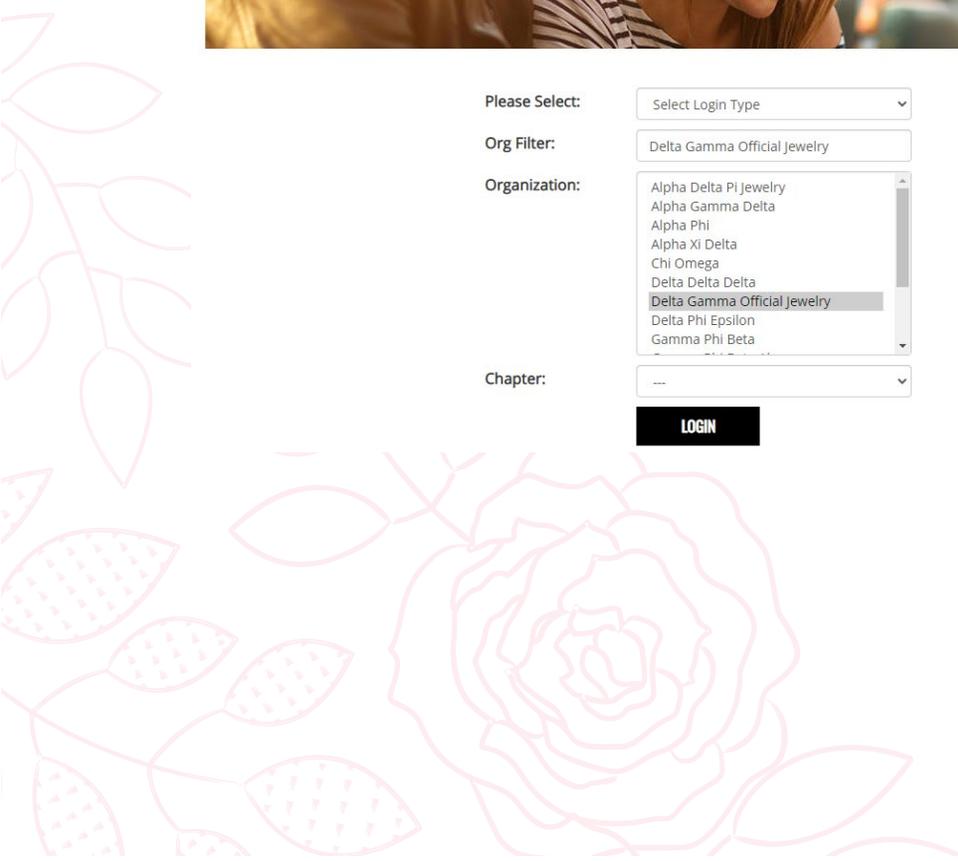
Org Filter:

Organization:

- Alpha Delta Pi Jewelry
- Alpha Gamma Delta
- Alpha Phi
- Alpha Xi Delta
- Chi Omega
- Delta Delta Delta
- Delta Gamma Official Jewelry**
- Delta Phi Epsilon
- Gamma Phi Beta

Chapter:

LOGIN





Chapter Badge Ordering Instructions

To do before new members/members can order:

1. Go to: <https://www.hjgreek.com/index.cfm?event=pub.showlogin>
2. Next to *Please Select* Choose: Chapter Officer
3. Next to *Organization* Choose: Delta Gamma Official Jewelry
4. Next to *Chapter* Choose: Your Chapter
5. Enter password: (Usually chapter name without spaces **with a period following it**. Ex: alphaomega.)
6. Login

Next screen:

1. Fill in all information with a star beside it
 - a. 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

Now go to:

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, report and log back in)

Edit Chapter Members

Keywords: Member Status: -- Any --

Search Date

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

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

Update Members Populate Initials Delete Selected Activate/Deactivate Selected

1:25 PM 5/21/2013

3. Once this is completed, you have two options to add new members.

- a. This icon:  allows you to manually fill in fields for each member
- b. This icon:  allows you to upload a spreadsheet in the **.csv** file format. If you choose to upload a spreadsheet once you click 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.**

4. 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@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.

Address to order from:

<https://www.hjgreek.com/index.cfm?event=pub.showlogin&type=collegian&org=Delta%20Gamma%20Official%20Jewelry>

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.

Should you have any difficulty or questions please contact:

Catherine Murray
cmmurray@herffjones.com
Office: 401-225-4675
Office: 401-331-1240 ext. 1904