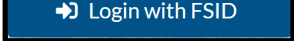




HOW TO CHANGE ROLES TO MYZBT

Only Chapter Presidents, Operations Directors, and Finance Directors have this function.

FIRST STEP

Go to portal.zbt.org and login with your FSID.  You should already have your FSID. If you do not, either contact Membership Services at the number below, or you can also Sign Up for a login. The easiest way is to contact Membership Services.

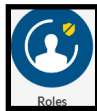
SECOND STEP

Click on your Chapter Name on the upper right hand corner.



THIRD STEP

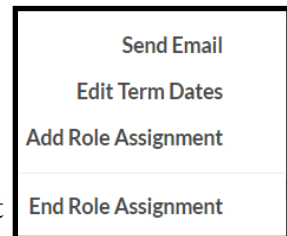
Click the ROLES button



FOURTH STEP

You will see a list of the current roles and who owns them. If you click the three dots in the upper right side, you will have several options. From this option, you can:

- **Send an email to the Brother**
- **Edit Term Dates** - Use this when you know the dates ahead of time or you have to retroactively edit the dates that the Brother is in the position
- **Add Role Assignment** - Add a new Brother to that position. You may also edit Term Dates with this option
- **End Role Assignment** - Use this to end a Brother's role in your organization



NOTE

It is very important to keep your Roles up to date, as we send specific information out to various roles. If you have elections, you can input the information into the Portal right after elections and choose your start and end date. You can do this by Editing Term Dates or Add Role Assignment.

For any help, please contact Membership Services Manager at kdolbeer@zbtnational.org or (317) 275-8303 (voice/text)

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