

# HOW TO ENTER NEW BROTHERS IN myZBT

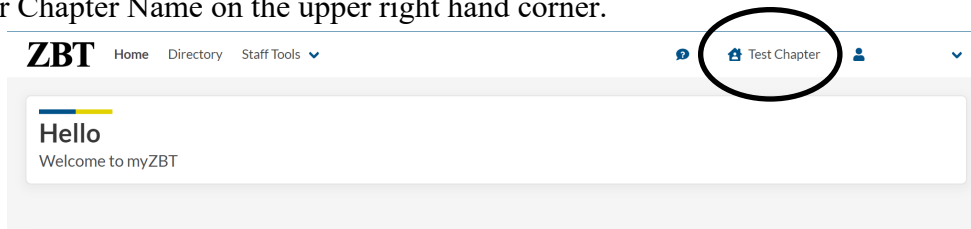
**Note: You must have a role as Chapter President, Operations Director or Finance Director to see this function.**

## FIRST STEP

Go to [portal.zbt.org](http://portal.zbt.org) and login with your FSID.  You should already have your FSID, it is the same email address you used when you joined as a new brother. If you do not, either contact ZBT or you can also choose the Sign Up for a login option.

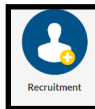
## SECOND STEP

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




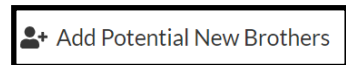
## THIRD STEP

Click the Recruitment button



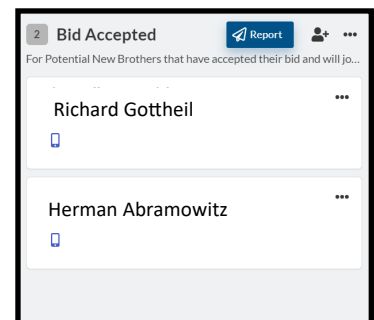
## FOURTH STEP

Enter the names of potential brothers. You can manually add each one by clicking this button  under the appropriate category. If you have many Potential Brothers that you need to enter, you can use this option to find a spreadsheet template to allow you to do a bulk upload. Must be saved as .csv. You can also copy and past names.



## FINAL STEP

Ensure all the Potential Brothers who have accepted bids are in the Bids Accepted column, and then choose the Report button. When you submit the Report, New Initiates are officially entered into myZBT. This triggers an email to the address you entered for each brother about retrieving their myZBT login. They need to login and complete the six steps in myZBT within 72 hours, including signing their brotherhood agreement.



## NOTE

New brothers will not receive their membership credentials and welcome gifts until all New Initiates have completed these steps and paid dues. Please ensure all brothers complete their profiles quickly.

### ZBT INTERNATIONAL HEADQUARTERS