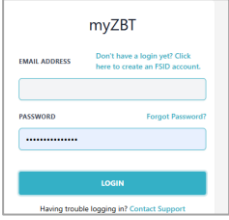

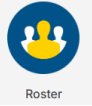
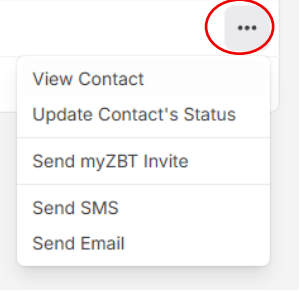

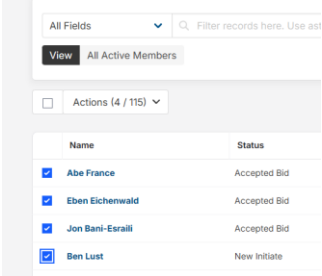


Update a brother's status in myZBT

<p>Step 1</p>	<p>Go to myZBT at portal.zbt.org. Your login should be a Gmail or permanent email (not a .edu) that you input when you set up your account as a new brother. If you have issues, contact ZBT IHQ or use the Contact Support link on the login page.</p>	
<p>Step 2</p>	<p>Click on your Chapter name on the upper right corner.</p> 	
<p>Step 3</p>	<p>Click the Roster button. You should see a list of all current brothers in the chapter.</p> 	
<p>Step 4</p>	<p>To the furthest right, click the three dots next to the name of the person you want to update.</p> <ul style="list-style-type: none"> Select Update Contact's Status. <p>The next field is a choice of what to update, such as Undergraduate to Alumnus or Undergraduate to Expelled. You will receive a pop-up message with additional details on the selection.</p>	
<p>Step 5</p>	<p>Once you've completed all the required information – which typically includes Reason, aka why this person is being changed – choose the Request button at bottom.</p>	
<p>Note:</p>	<ul style="list-style-type: none"> If you have more than one brother to update, you can do several at once by checking the boxes to the left of their names. This only works for those going to the same status. You also can update individually by completing one brother then, navigating back to the Roster. 	

Deadlines: Changes should be made as quickly as possible when a brother has a change through the year, but each summer a full chapter review of the roster with updates must be made by September 30. The chapter will be billed for national dues based on the roster on that date so it is imperative that the roster be correct.

Thank you! If you need help, please email: zbt@zbtnational.org.