



**2023 ALPHA XI DELTA  
NATIONAL CONVENTION  
REGISTRATION GUIDE**

## **CONVENTION REGISTRATION GUIDE**

All Alpha Xi Deltas are invited to attend our virtual National Convention July 5-8. Join your Sisters as we gather together to celebrate our Sisterhood, participate in education and conduct the formal business of the Fraternity. We know your National Convention experience will leave you with a renewed energy and pride in your Alpha Xi Delta membership and will inspire you to thrive throughout the biennium! Visit our National Convention website at [www.alphaxideltaconvention.org](http://www.alphaxideltaconvention.org) for more information on registration, tentative schedule and speaker information.

### ***WHERE:***

New York Marriott Marquis, New York City

### ***WHEN:***

Wednesday, July 5 (registration opens at 3:30 PM with first event beginning at 7 PM) - Saturday, July 8

### ***WHO:***

Any member of Alpha Xi Delta is welcome and encouraged to attend Alpha Xi Delta's National Convention!

Read further to determine your delegate type.

# CONVENTION REGISTRATION GUIDE

## **COLLEGIATE DELEGATE**

If you are the voting delegate from your chapter, please select this delegate type. This should be the Chapter President, unless special approval has been obtained by National Council's designee (Area Facilitator, Chapter Development Specialist or National Team Lead) ALL voting delegates are required to be full Convention registrants and stay at the Convention hotel. Please fill out the Collegiate Delegate agreement on the Convention website.

## **COLLEGIATE ALTERNATE DELEGATE**

The alternate delegate takes the responsibility of voting delegate for her chapter, if the delegate is unable to perform her duties. ALL voting delegates are required to be full Convention registrants and stay at the Convention hotel.

## **MEMBER VISITOR COLLEGIATE**

If you are a collegian who is not serving in an official National Convention capacity and isn't a voting delegate or alternate delegate for a chapter, please select this type of registration.

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## **ALUMNAE ASSOCIATION DELEGATE**

If you are the voting delegate from your alumnae association, please select this delegate type. ALL voting delegates are required to be full Convention registrants and stay at the Convention hotel.

## **ALUMNAE ASSOCIATION ALTERNATE DELEGATE**

The alternate delegate takes the responsibility of voting delegate for her alumnae association, if the delegate is unable to perform her duties. ALL voting delegates are required to be full Convention registrants and stay at the Convention hotel.

## **MEMBER VISITOR ALUMNA**

If you are an alumna who is not serving in an official National Convention capacity and isn't a voting delegate or alternate delegate for an alumnae association, please select this type of registration.

*National Council, Past National Presidents and Special Convention Appointees will have separate options during registration that are available only to them.*

## **COST**

- Early Bear Registration - \$610 - Available February 15 - March 10
- Full Registration - \$650 - Available March 11 - May 19
- Late Full Registration - \$700 - Available May 20 - June 5
- A variety of individual events and one package are available as well. These event tickets only grant you access to specific events at Convention. Be sure to read description fully to understand what attendance is allowed.

## **NATIONAL CONVENTION FUNDS**

Separate emails will be sent to each chapter with information regarding their National Convention Fund balance.

Additionally, instructions will be included in that email with a discount code that allows collegiate attendees to access their National Convention Fund money for registration.

# REGISTRATION HOW-TO GUIDE

1) Log into Exclusively Xi. If you don't yet have an Exclusively Xi account visit [www.alphaxidelta.org](http://www.alphaxidelta.org).

On the home page click the Exclusively Xi box. Follow the steps to register.

2) Once you have landed on your Exclusively Xi dashboard, click on **EVENTS** in the left hand menu.

3) Alpha Xi Delta National Convention 2023 will show as an **AVAILABLE** EVENT. Click on it.

The screenshot shows the Exclusively Xi dashboard interface. On the left is a dark blue sidebar menu with the following sections: **Dashboard** (with a profile icon), **A CLEAR VISION OF LIFE**, **APPLICATIONS** (CommunityEdu & Diversity, Inclusion and Belonging Courses), **COMMUNICATIONS** (Announcements, Calendar, **Events**, Job Board, Polls, Resource Center), and **SEARCH** (Chapter/Association Search, Committee Search, Member/Alumnae Search, Volunteer Search). A red arrow points to the 'Events' link in the Communications section. The main content area has a top navigation bar with the 'exclusively xi' logo, a 'MANAGE DASHBOARD' button, and utility icons (notifications, help, grid, share). Below the navigation are three main panels: **EVENTS** (listing 'THE WORKOUT 2023' and 'NATIONAL CONVENTION 2023' with 'Register for this event' buttons; a red arrow points to the 'NATIONAL CONVENTION 2023' entry), **ANNOUNCEMENTS** (showing an update on Coronavirus Recommendations), and **MEMBER/ALUMNAE SEARCH** (with a search input field). On the right side, there is a **HELP US LOCATE MISSING CONTACT INFORMATION FOR LOST SISTERS** section with a search form (Name, City, State, Initiated Chapter) and a **FAVORITE LINKS** section with an 'Add New Link' button.

# REGISTRATION HOW-TO GUIDE

4) Next you will see general event overview information.  
Please click NEXT.


## NATIONAL CONVENTION 2023

### EVENT INFORMATION

<b>Event Name</b> National Convention 2023	<b>Location</b> New York Marriott Marquis 1535 Broadway New York, NY 10036 USA <a href="http://www.alphaxideltaconvention.org">http://www.alphaxideltaconvention.org</a>
<b>Start / End</b> 07/05/2023 03:30 PM - 07/08/2023 11:00 PM	<b>Contact</b> Lindsay Eichelman (317) 872 - 3500 <a href="mailto:leichelman@alphaxidelta.org">leichelman@alphaxidelta.org</a>

**Description**  
Make plans now to join us for Alpha Xi Delta's 55th National Convention. Each biennium Alpha Xi Deltas gather together to celebrate our Sisterhood and conduct the formal business of the Fraternity. This three and a half day experience is packed full of fun, shopping, education and will leave you with a renewed energy and pride in your Alpha Xi Delta membership. Some attendees will have been members for less than a year, and some attendees will have worn the golden Quill for more than 50 years! No matter how long you have been an Alpha Xi Delta, no matter your role in the Fraternity, you are invited to attend our 55th National Convention in New York City and celebrate what makes membership in Alpha Xi Delta so special - the bonds of our Sisterhood! PLEASE VISIT THE CONVENTION WEBSITE BEFORE YOU COMPLETE REGISTRATION FOR MORE INFORMATION at <http://www.alphaxideltaconvention.org/>. Instructions for registering and booking hotel accommodations in the Alpha Xi Delta block are included on the National Convention web site.

**Attachments**

 [Next](#)

# REGISTRATION HOW-TO GUIDE

5) The next screen should pre-load your name and general contact information from your Exclusively Xi account. Details are listed below for fields on this screen. Once complete, click NEXT.

## DETAILS FOR THIS SCREEN

- Name Tag - Your saved preference should load. Feel free to edit this area.
- Participant Type - Select Early Bear, Full, Late Full, Partial or Late Partial depending on what parts of Convention you are attending.
- Delegate Type - Not sure? Refer to page 3 of this document if you're a collegian, or page 4 if you're an alumna.
- Chapter or Association Represented- Please enter the Chapter or Alumnae Association you are representing as voting or alternate delegate. Otherwise, please enter NONE.
- Have you taken the StrengthsFinder assessment?- Please answer this yes or no question.
  - List Strengths- If you have taken the StrengthsFinder assessment, please enter your top five strengths in order.
- Dietary Needs- Please indicate any dietary needs you might have. Otherwise select NONE.
- Special Accommodations- Enter any additional needs or accommodations required.
- Current Volunteer Role- Collegiate members please ignore this question. Alumna members can indicate if they are currently serving as a volunteer.
- Instagram Handle- Allow us to better engage with you by entering your Instagram handle.
- Please answer the "What is one thing you want to learn at Convention" question so that we can plan accordingly.
- Mobile Number- Enter your mobile telephone number so that we can communicate with you onsite in case of emergency.



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The next screen allows you to select your events/packages and gives you the option to support the Foundation's efforts in honor of our 55th Convention.

- Early Bear, Full Registration, Late Full Registration and all Subsidy Registrations should selection Full Convention Package.
- Partial and Late Partial registrants can select individual events and/or the Sisterhood in the Big Apple package. Be sure to read descriptions carefully to understand exactly what you will be permitted to attend.
- Whether you are a full or partial registrant, you may also choose to give the the Foundation through the Spirit of Sisterhood gift.

Make your selections and then click NEXT.

# REGISTRATION HOW-TO GUIDE

7) The next screen will present you with your total cost. Please refer to your separate National Convention Fund email to determine steps to utilize your discount code on this screen. Click NEXT.

NATIONAL CONVENTION 2023 ✕

**PAYMENT INFORMATION**

Total Cost		\$610.00
Previous Payments		\$0.00
Discount Code	<input type="text"/> <input type="button" value="Apply"/>	\$0.00
Remaining Balance		\$610.00

# REGISTRATION HOW-TO GUIDE


8) The final screen allows you to choose your payment type and insert payment information. Once you have completed this information, click REGISTER.

## NATIONAL CONVENTION 2023

**PAYMENT INFORMATION**

Pay Online Now

Type



# REGISTRATION HOW-TO GUIDE

9) Ensure that your Events area in Exclusively Xi now looks like this:

**exclusivelyxi**

Dashboard

**A CLEAR VISION OF LIFE**

**APPLICATIONS**  
CommunityEdu & Diversity, Inclusion and Belonging Courses

**COMMUNICATIONS**  
Announcements  
Calendar  
Events  
Job Board  
Polls  
Resource Center

**SEARCH**  
Chapter/Association Search  
Committee Search  
Member/Alumnae Search  
Volunteer Search

## EVENTS

### UPCOMING EVENTS

The Workout 2023 [Register Myself Only](#)

National Convention 2023 [Register Myself and/or Others](#)

### MY REGISTRATIONS (LAST 12 MONTHS)

#### National Convention 2023

Registration #	Status	Registrants	Total Cost	Total Payments / Credits	Current Balance	Change Requests
903937 02/15/2023	Completed	1	\$0.00	\$0.00	\$0.00	No <a href="#">Create Change Request</a>

#### Volunteer Academy 2022

Registration #	Status	Registrants	Total Cost	Total Payments / Credits	Current Balance	Change Requests
870394 05/23/2022	Completed	1	\$0.00	\$0.00	\$0.00	No

[Support](#)

# QUESTIONS?

**If you begin National Convention registration at any point,  
you have 72 hours to complete your work without having to start over again.**

**We look forward to seeing you at National Convention!**

**Any questions regarding National Convention registration should be directed to  
Lindsay Eichelman, Director of Events and Administration  
at [leichelman@alphaxidelta.org](mailto:leichelman@alphaxidelta.org) or 317.872.3500 ext. 123.**