



2021 ALPHA XI DELTA  
NATIONAL CONVENTION  
REGISTRATION GUIDE

# CONVENTION REGISTRATION GUIDE

All Alpha Xi Deltas are invited to attend our virtual National Convention June 25 and 26. 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: Virtually

WHEN: Friday, June 25 and Saturday, June 26

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.



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## **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. 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.

## **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.

## **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.

## **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**

Registration is \$100 per person and includes virtual access to all scheduled Convention events, access to the Convention portal for 15 days post event and a shipped membership experience package.

### **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.

### **EVENT DETAILS**

On April 2, we sent the outcome of the Committee on Leadership's work. This included the slates for the Fraternity's 2021-2023 National Council, the Foundation's four trustees for 2021-2025 and officers for 2021-2023, and the members of the National Housing Corporation Board for 2021-2023. Additionally, on April 23, 2021 eligible voting delegates were notified that proposed amendments to the Constitution and the Initiation Ceremony had been posted for their review to Exclusively Xi. In addition to the proposed legislation, education sessions were also announced.

Be sure to follow Alpha Xi Delta on social media for the most up-to-date information. Additionally, check the [National Convention website](#).

# 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 2019 will show as an **AVAILABLE EVENT**. Click on it.

The screenshot displays the Exclusively Xi dashboard. On the left is a dark blue navigation menu with the following sections: Dashboard, A CLEAR VISION OF LIFE, APPLICATIONS (GreekLifeEdu), COMMUNICATIONS (Announcements, Calendar, Events, Job Board, Polls, Resource Center), and SEARCH (Chapter/Association Search, Committee Search, Member/Alumnae Search, Volunteer Search). The 'Events' item in the COMMUNICATIONS section is circled in red, and a yellow arrow points to it. Another yellow arrow points from the 'EVENTS' section header in the main content area to the 'Events' menu item. The main content area features three yellow-bordered boxes: 'EVENTS' (showing 'ALPHA XI DELTA NATIONAL CONVENTION 2021' with a 'You are registered. Balance: \$0.00' status), 'ANNOUNCEMENTS' (showing an update on Coronavirus Recommendations), and 'MEMBER/ALUMNAE SEARCH'. On the right side, there is a 'MANAGE DASHBOARD' button and a 'HELP US LOCATE MISSING CONTACT INFORMATION FOR LOST SISTERS' section with search fields for Name, City, State, and Initiated Chapter. A 'Support' button is located at the bottom right.

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

## ALPHA XI DELTA NATIONAL CONVENTION 2021

EVENT INFORMATION

<b>Event Name</b> Alpha Xi Delta National Convention 2021	<b>Location</b> Virtual <a href="https://www.alphaxideltaconvention.org/">https://www.alphaxideltaconvention.org/</a>
<b>Start / End</b> 06/25/2021 05:00 PM - 06/26/2021 09:00 PM	<b>Contact</b> Lindsay Eichelman (317) 872 - 3500 leichelman@alphaxidelta.org

**Description**  
Alpha Xi Delta's virtual National Convention to be held online Friday, June 25, 2021 and Saturday, June 26, 2021. Please visit [www.alphaxideltaconvention.org](http://www.alphaxideltaconvention.org) for an agenda, schedule and more details. Registration cost is \$100 per person and includes access to all scheduled Convention events, access to the Convention portal for 15 days post event and a shipped membership experience package. Please check back often for the most up to date information. We look forward to gathering with you virtually!

**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 - Full Registration Package - \$100
- 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.
- Special Accommodations- Enter any special needs or accommodations required.
- Current Volunteer Role- Collegiate members please ignore this question.
- National Convention Attendance- Please list the year(s) of any National Convention(s) you have attended.
- Shipping Address- Enter the shipping address for where you will be when attending Convention virtually June 25-26. This is for shipment of your box and cannot be changed after registration (please note that it could be different than your primary address listed above). Enter your Street Address.
- Shipping Address #2- Enter your City
- Shipping Address #3- Enter your State
- Shipping Address #4- Enter your Zip Code

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6) The next screen gives you the option to support the Foundation's efforts in honor of our virtual Convention.

If you wish to give, select the Spirit of Sisterhood Gift. Otherwise, simply select NEXT.

ALPHA XI DELTA NATIONAL CONVENTION 2021 ✕

**PACKAGE INFORMATION**

Package Name	Description	Cost
<input type="checkbox"/> Foundation Spirit of Sisterhood Gift	Honor Alpha Xi Delta Foundation's efforts for our virtual National Convention by giving at the Spirit of Sisterhood level.	\$25.00

[Back](#) [Register](#)

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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.

Alpha Xi Delta National Convention 2019

Registration #	Status	Registrants	Total Cost	Total Payments / Credits	Current Balance	Change Request
27011 176767216	Completed	1	\$0.00	\$0.00	\$0.00	Go

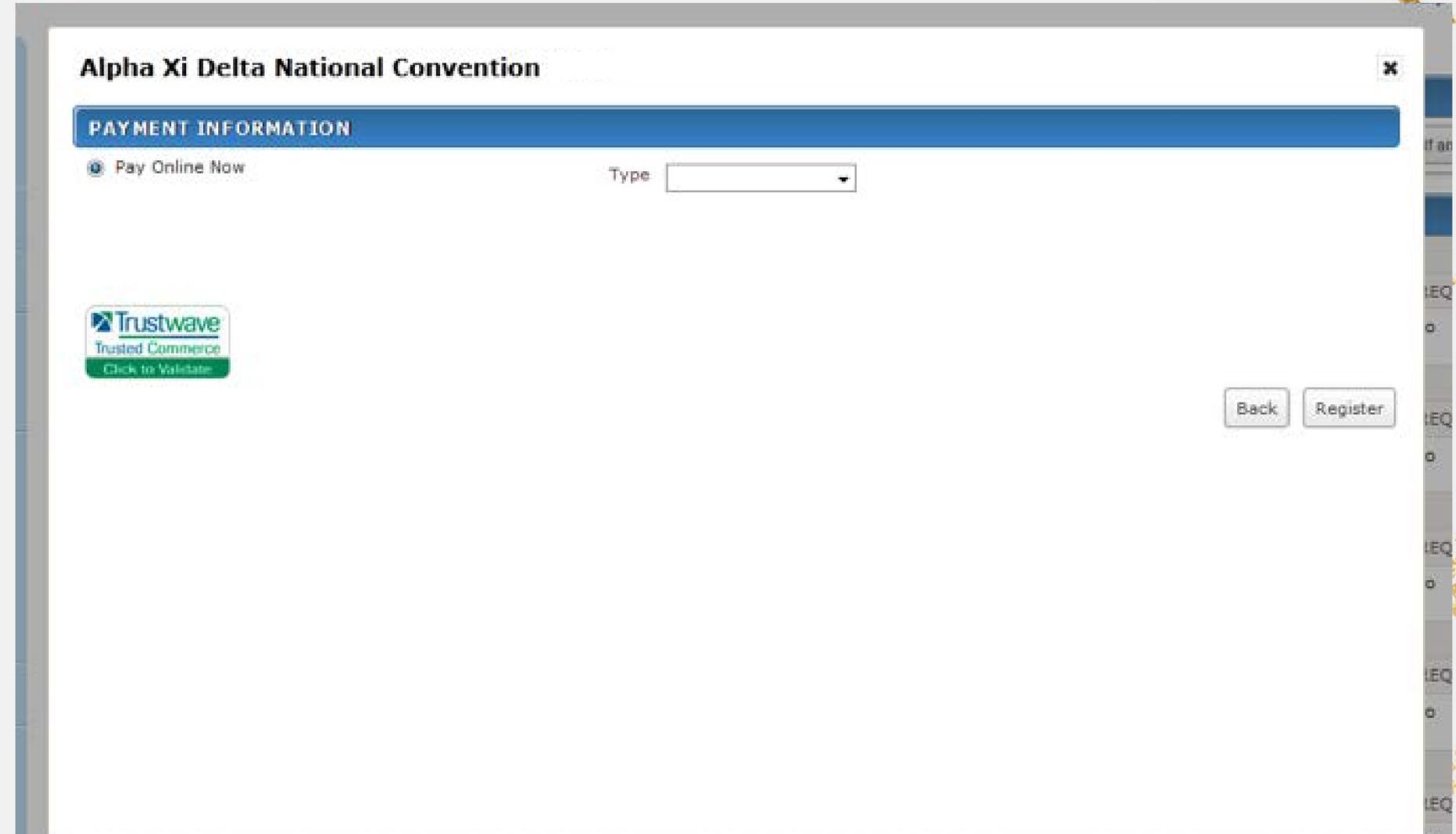
ALPHA XI DELTA NATIONAL CONVENTION: [X]

**PAYMENT INFORMATION**

Total Cost	\$585.00
Previous Payments	\$0.00
Discount Code	<input type="text"/> <input type="button" value="Apply"/>
Remaining Balance	\$585.00

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



The screenshot shows a web browser window titled "Alpha Xi Delta National Convention". The page has a blue header bar with the text "PAYMENT INFORMATION". Below the header, there is a radio button labeled "Pay Online Now" which is selected. To the right of this is a "Type" dropdown menu. In the center of the page is a Trustwave logo with the text "Trusted Commerce" and a green button that says "Click to Validate". At the bottom right of the page are two buttons: "Back" and "Register".

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

Alpha Xi Delta National Convention 2021

**MY REGISTRATIONS (LAST 12 MONTHS)**

Alpha Xi Delta National Convention 2021

Registration #	Status	Registrants	Total Cost	Total Payments / Credits	Current Balance	Change Requests	
849771 05/06/2021	Completed	1	\$0.00	\$0.00	\$0.00	No	<a href="#">Create Change Request</a>

# 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.**