

Instructions for Circle Officers

The screenshot shows the Omicron Delta Kappa (ODK) website homepage. The header features the ODK logo and the text "OMICRON DELTA KAPPA THE NATIONAL LEADERSHIP HONOR SOCIETY". Below the header is a navigation bar with links for "ABOUT", "NATIONAL OFFICERS & STAFF", "NEWS & EVENTS", "REGIONS", "CIRCLES", and "OPPORTUNITIES". A search bar is also present. The main content area includes a large image of graduates in caps and gowns, with the caption "COURTESY OF TRANSYLVANIA UNIVERSITY". To the right, there is a "Featured Member" section for Kara Butler, a Bowling Green State University Foundation Scholar. Below this is a "2010 NATIONAL LEADERSHIP" section for the "SUMMIT AND CONVENTION" on June 24-27. The "Media" section contains links for "CLT2 Video Online" and "Omicron Delta Kappa Video". The "News" section features articles about "National Headquarters Moving to W&L" and "2010 CLT2 Participants Announced". A "VIP" badge and a "MEET THE WORLD'S TOP BUSINESS SCHOOLS" link are also visible. At the bottom, there is a footer with "Mission Statement", "Privacy Policy", and "About this Site" links, along with contact information for Omicron Delta Kappa, Inc. at Transylvania University.

www.odk.org
OΔK National Website

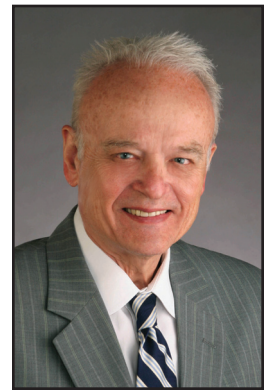
Dear Circle Officers,

Thank you for taking the time to review this document. Our web site (www.odk.org) was designed with the intention of serving as a valuable tool for all users, especially Circle Officers. This reference is meant to guide you through our web site so that you can take full advantage of its features.

Thank you for your service and leadership as a Circle Officer!



Tom Goodale
Executive Director



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1 - Web Site Layout:

Please note the navigational tabs above and below the main picture on the home page. Above the picture you have the “Content” based navigation and below the picture you have the “Audience” based navigation. If you have trouble finding a particular page or form, use the search bar at the top of the web site.



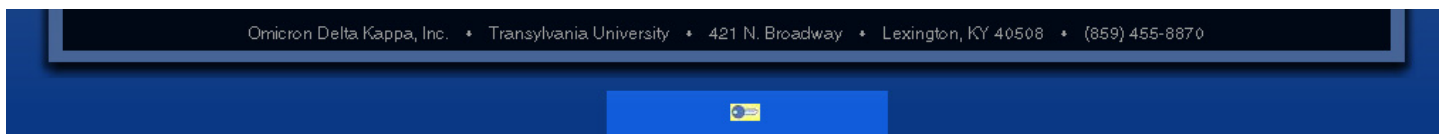
The majority of the information that you will need as an officer can be found in three sections of the web site. The first section would be the tabs under the “**Officers**” audience navigational tab. Located in on the lower right, this tab includes

pages with links to Officer References, Forms, and links to your Circle's page (more information about Circle page later). The second section of the web site that will be valuable for Circle Officers is the **"Opportunities"** content navigational tab. In the top directly above the officers tab, this tab includes pages for all opportunities offered by ODK to members and Circles, i.e., Foundation Scholarships, Clay Grant Application, Nomination Forms, CLT2, etc. As a Circle Officer you should be familiar with the available opportunities for your student members as well as the opportunities for you and your Circle. The final section is the main focus of this e-mail. The **"Circle Officer Admin"** section is where Officers will have access to the tools for Officers. To access the admin section, you will need to either go to www.odk.org/login or click on the small key icon at the very bottom of the web page.

2 - How to Login:

The first step to accessing the administrative section of our web site is knowing how to login. The easiest way to login to our web site is to go to www.odk.org/login. You may also access the login page by clicking on the small picture of a key on the bottom of every page.

Key link to odk.org/admin



If you are currently listed as a Circle Officer, you automatically have an account. Your e-mail address serves as your login. On your first time logging in, you will need to create a new password. To do this, you will click on the link labeled "Forgot your password." This link will take you to a form that will ask for your e-mail address. After you submit the e-mail address, you will receive an e-mail to that address that will include a link to create a new password.

Officer Login Page

Officer Login

Welcome to the officer login page. You must be listed as a Circle Officer to access your information. Please select the link "Forgot your password?" if you do not know your current password. If you have problems or questions, please contact national headquarters at odknhdq@odk.org.

Please enter your login name and password below:

Email:

Password:

[Forgot your password?](#)

***Note** - You will only receive the password change e-mail if you are listed as a Circle Officer in our records. Check your Circle page to see who is listed as the Circle Officers for your Circle. You can easily find out who we have listed as the Circle Officers in our records by going to your Circle's page. The best way to find your Circle's page is to use the Circle search page (http://odk.org/circles/search_for_your_circles_page). You can search by Region, State, or School Name.

Once you have created a new password using the e-mailed link, you will be able to sign in as an officer. After logging in you will be routed to your Circle's page. Your Circle's page displays the contact information for the Officers that we have on file for your Circle and is what visitors will see when they visit your Circle Page. When signed in as an officer you have the ability to add content to this page (Section 4).

3 - Admin Area:

While logged in, at the bottom of your Circle's page there is a link to the "Admin Area." If you click on this link you will be taken to the Circle Admin page.

Example Circle Page

The screenshot shows a web page titled "Circle Page" for Austin Peay State University. The page includes the university's name, address (Clarksville, TN 37044), and a thank you message for visiting the OAK Circle page. It provides contact information for three roles: Student President (Chris Drew), Faculty Secretary (Gregory R. Singleton), and Faculty Advisor (Joy Pigott). Each role lists their name, address, email, phone, and fax. At the bottom, there is a button labeled "Click here to go to admin area".

STUDENT PRESIDENT	FACULTY SECRETARY	FACULTY ADVISOR
Chris Drew PO Box 5010 Austin Peay State University Clarksville, TN 37044	Gregory R. Singleton PO Box 4598 Austin Peay State University Clarksville, TN 37044	Joy Pigott EL 3307 PO Box 4594 Clarksville, IN 37044
Email: cdrew14@apsu.edu Phone: 931-221-7341 Fax: 931-221-6304	Email: singleton@apsu.edu Phone: 931-221-7005 Fax: 931-221-6304	Email: pigotti@apsu.edu Phone: 931-221-6142 Fax: 931-221-7995

From this page, all Circle Officers will be able to edit their account (Section 4), edit the content on the Circle page (Section 5), fill out the Circle Recognition Award Nomination Form (Section 6), file a new Annual Report, view previously submitted Annual Reports (Section 7), and fill out the Officer Change Form (Section 8). Only Faculty Secretaries and Advisors may handle membership applications (Section 9) and fill out certificate order forms (Section 10).

Officer Admin Page for University of Kentucky

The screenshot shows a web page titled "Circle Administration" for the University of Kentucky. The main heading is "Administration area for University of Kentucky". Below this, there are several links: "Annual Report Form:" followed by "File New Annual Report", "Edit Your Account", "Membership Applications and Certificate Order Forms", "Officer Change Form", "Circle Recognition Award Nomination Form", and "Edit Circle Info".

4 - Edit Your Account:

To edit your account, click on "Edit Your Account" link from your Circle Administration page. You will be taken to a page containing all of your stored information. You may change your contact information, including the e-mail with which you will login. If you wish to change your password you must type the same new password in both fields. It is often useful to click the checkbox so you may be alerted by e-mail whenever an individual submits an application for membership at your university.

Example of the Edit Your Account page

Editing user: smith@university.edu

Name:	<input type="text" value="John Smith"/>
Login Name/Email:	<input type="text" value="Smith@university.edu"/>
Password:	<input type="password" value="••••"/>
Confirm Password:	<input type="password" value="••••"/>
Check to receive emails when a membership application is submitted	<input type="checkbox"/>
Title:	<input type="text" value="Director of Student Center"/>
Address line 1:	<input type="text" value="209 Student Center"/>
Address line 2:	<input type="text" value="University"/>
City:	<input type="text" value="Univeristy Town"/>
State:	<input type="text" value="KY"/>
Zip:	<input type="text" value="55555"/>
Phone:	<input type="text" value="859-555-5781"/>
Fax:	<input type="text" value="859-555-1024"/>
First time officer?	<input type="checkbox"/>
Disabled account:	<input type="checkbox"/>

5 - Edit the Circle Page:

To edit the Circle page, click on “Edit Circle Info” link from your Circle Administration page. You will be taken to what is called a WYSIWYG (What You See, Is What You Get) styled editor for your Circle Page. The WYSIWYG works similar to Microsoft Word or other text word processing programs. You can easily edit and format text, add hyperlinks, and add pictures to your Circle’s page. You can also take content from a Microsoft Word document and paste it into the WYSIWYG. This page could potentially serve as the Circle’s web site, with officers listing initiation dates, deadlines, events, etc.

Some Circles already have Circle web sites hosted on their University/College web site. If this is the case, you can create a link to the other web site. For example, the Circle at the University of Kentucky has a web site for the Circle on uky.edu. You can see how a link to the other web site is included in the content.

Example of editing Circle Page

Edit Circle Page

Edit Page for University of Kentucky

Blurb

The Circle at The University of Kentucky was founded in 1925.

Main Content

Welcome to the University of Kentucky Circle web page. The UK Circle also has a page on the University of Kentucky website which can be found at (www.uky.edu/StudentOrgs/ODK/index.htm). Please feel free to contact one of the officers below with questions about the Circle at the University of Kentucky.

When you submit the information, your Circle page will change to reflect your update.

Circle Page for University of Kentucky after Adding Content

Circle Page

University of Kentucky

Lexington, KY 40506

The Circle at The University of Kentucky was founded in 1925.

Welcome to the University of Kentucky Circle web page. The UK Circle also has a page on the University of Kentucky website which can be found at (www.uky.edu/StudentOrgs/ODK/index.htm). Please feel free to contact one of the officers below with questions about the Circle at the University of Kentucky.

STUDENT PRESIDENT

Ben VanderHorst
Lexington, KY 40506

Email: bvand2@gmail.com
Phone: 859-257-5781
Fax: 859-323-1024

FACULTY SECRETARY

John H. Herbst
209 Student Center
University of Kentucky
Lexington, KY 40506-0030

Email: herbst@email.uky.edu
Phone: 859-257-5781
Fax: 859-323-1024

FACULTY ADVISOR

Issam E. Harik
371 O. Raymond Bldg.
University of Kentucky
Lexington, KY 40506-0281

Email: iharik@engr.uky.edu
Phone: 859-257-3116
Fax: 859-257-4404

6 - Circle Recognition Award Nomination Form:

All Circle Officers will be able to complete the "Circle Recognition Award Nomination Form." You may fill out this form in order to nominate your own circle for the Circle of Distinction Award, the Superior Circle Award, and/or the Presidential Award of Excellence. If you feel your circle meets the criteria for such an award, click on "Circle Recognition Award Nomination Form" link from your Circle Administration page. Once the form has loaded, you will need to enter in your Circle's President and Faculty Secretary's names and the date, select the awards you would like to apply for, fill out the appropriate corresponding fields below for each award, and click the submit button.

Example Circle Recognition Form

Circle Recognition Form

2009 - 2010 Circle Recognition Award Nominat St. John's University

Circle President:

Faculty Secretary:

Date:

We are nominating our Circle for one of the following Circle Awards: (Please

Circle of Distinction Award

7 - Annual Reports:

All Circle Officers will be able to view and complete Annual Reports. In order to file a new report, from your Circle Administration Page select the "File New Annual Report" link. The Annual Circle Report may be completed and submitted by the any Circle Officer, but it should first be approved by the Faculty Secretary before submission.

If you have officers pending for next year, please click the link below each of the appropriate officer's field. This will take you to the Officer Change Form highlighted in section 8. It is important that you do this **before** filling out the new Annual Report, as all other information will be erased from the form if you try to do it afterwards.

Example Pending Officer Links

Pending Officers

Please specify next year's officers before starting this form, otherwise the content of this form may be lost

STUDENT PRESIDENT

None specified

[Please click here before starting this annual report form to inform us of an officer change for STUDENT PRESIDENT](#)

FACULTY SECRETARY

None specified

[Please click here before starting this annual report form to inform us of an officer change for FACULTY SECRETARY](#)

FACULTY ADVISOR

None specified

[Please click here before starting this annual report form to inform us of an officer change for FACULTY ADVISOR](#)

The text displayed above will appear differently if the Officer Change Form has already been filled out, containing the pending officer's information. There will be a link below "Click here if above pending officer is incorrect" if you do need to make any further changes to their information

Once you have confirmed all of your officer's information, you may begin filling out the new Annual Report. Make sure to select the appropriate Academic Year, fill out all fields, and fully answer all questions.

Example New Annual Report Form

This Is For The Academic Year:

Circle Programs and Activities

1. Please list and briefly describe the major programs and/or activities of your Circle this year. (Be sure to send press releases, photos, etc., to our national office).

If you would like to view previous, electronically submitted Annual Reports, links to each prior report are listed below the "File New Annual Report" link on your Circle Administration Page. These previous reports will appear as they were submitted and are unable to be edited.

8 - Officer Change Form:

All Circle Officers will be able to complete the "Officer Change Form." This is the best way to notify us of officers who are being replaced or update your current information. The Officer Change form will allow you to notify us of outgoing officers, incoming officers, as well as updated officer contact information.

Example Officer Change Form

Officer Change Form

Officer Change Form
University of Kentucky

This form is intended to give faculty officers a way to inform the National Headquarters of OΔK any changes in Faculty Officer roles throughout the academic year. If you have any further questions or information please contact the national office. Also, please take time to review the Officers Succession Guide available online at www.odk.org.

General Information

Outgoing Officer Information

Outgoing Officer:

Reason for stepping down as Officer:

9 - Membership Applications:

Only Faculty Secretaries and Faculty Advisors will have access to review membership applications that have been submitted online. The new online Membership Application Form is designed to be processed online. When an application is submitted it will be made available for review by the Faculty Officers at the Circle that the member is applying. The Faculty Officer can then approve or deny membership applications online. Once an initiation class has been selected, the Faculty Officer can submit the applications to the National Headquarters online.

To review submitted applications for your Circle, you will need to be logged in as a Faculty Officer and go to the "Circle Admin Page." Click on the "Membership Applications and Certificate Order Forms" link. On this page you will see the applications that have been submitted for membership into your Circle. In the example below you will notice the bold "Unhandled." This means that the application has not been approved or rejected. You can click on the name to view the submitted application.

***Note** - It is possible that your Circle will receive applications from unknown individuals including alumni, current students, etc. Please use your discretion in determining what to do with these applications. We understand that the selection process can be different with each Circle. Please notify us if you have a specific problem or abuse with the application process.

Membership App. and Cert. Order Form Page - Unhandled Application

Membership Applications and Certificate Order Form Page

This page will automatically be updated with submitted membership application forms to your Circle that are submitted via our website. You have the ability to approve or reject applications. When applications are approved, the applicants name and button choice will automatically be updated on the "Membership Certificate Order Form." The Membership Certificate Order Form will also automatically appear on this page after members have been accepted.

Please contact John Roberts (john@odk.org) if you have any problems or questions.

Gene Blanchard -- 2010/01/19 01:42:53 US/Eastern	Unhandled
Katie Smith -- 2010/01/08 20:05:10 US/Eastern	Unhandled
Lori Natterstad -- 2009/11/18 16:04:47 US/Eastern	Accepted
Paige Rasmussen -- 2009/11/18 13:47:51 US/Eastern	Accepted
Andrew Wilson -- 2009/11/17 15:28:12 US/Eastern	Accepted
Hykeem Craft -- 2009/11/06 16:25:32 US/Eastern	Accepted
Kelsey Johnson -- 2009/11/04 16:31:36 US/Eastern	Accepted
Kenneth Kennedy -- 2009/10/28 20:59:05 GMT-4	Accepted
Julia Dittrich -- 2009/10/21 21:12:38 GMT-4	Unhandled

[Create New Membership Certificate Order Form](#)
[See Rejected Applications](#)

Past Certificate Orders

[Click here for .xls export of membership applications and certificate orders](#)

After clicking on the name of the individual you will be shown a copy of the membership application submitted by the prospective member. After review, you have the option to approve or reject the application. You will also need to insert the initiation date and the status of payment of the individual. We urge you to collect all initiation fees and submit one (1) check to us. Individuals are not considered members until their membership fees are paid to the national headquarters.

Bottom of Reviewed Membership Application Form

Faculty Secretary Only

Initiation Date:

3/15/2009

Initiation Fee:

Paid Unpaid

Form submitted on 2009/01/08 15:24:08 US/Eastern

Rejected applications will be stored on a page called Rejected Applications, while accepted Applications will appear with the bold term "Accepted." Once your Circle has accepted applications, you will have the ability to create a Membership Certificate Order Form. The form will automatically include the names of accepted applicants on the form.

10 - Certificate Order Forms:

Once your Circle has accepted applications, you will have the ability to create a Membership Certificate Order Form. The link to this order form will only be visible when you have accepted applications that have yet to have their certificates ordered. When this is the case, the link to the order form will appear underneath the list of applications and above the "See Rejected Applications" link.

Accepted Members App. -- Membership Cert. Order Form Visible

[Kenneth Kennedy -- 2009/10/28 20:59:05 GMT-4](#)

Accepted

[Julia Dittrich -- 2009/10/21 21:12:38 GMT-4](#)

Unhandled

[Create New Membership Certificate Order Form](#)

[See Rejected Applications](#)

The form will automatically include the names of accepted applicants. Please verify the individuals and their total, fill in all the remaining information, and submit upon completion.

Membership Certificate Order Form

Initiation Date: (MM/DD/YYYY)

Member's names:

John Doe

Total number of Juniors:	1
Total number of Seniors:	0
Total number of Graduate Students:	0
Total number of Faculty/Staff:	0
Total number of Alumni:	0
Total number of Honoris Causa:	0
Total number of new members:	1
Total cost (Membership fee is \$70.00):	70.0

We greatly appreciate your service to the Society as a Circle Officer of Omicron Delta Kappa.

Omicron Delta Kappa National Headquarters

ODK Central

224 McLaughlin Street

Lexington, VA 24450-2200

1-877-ODK-NHDQ

odknhdq@odk.org