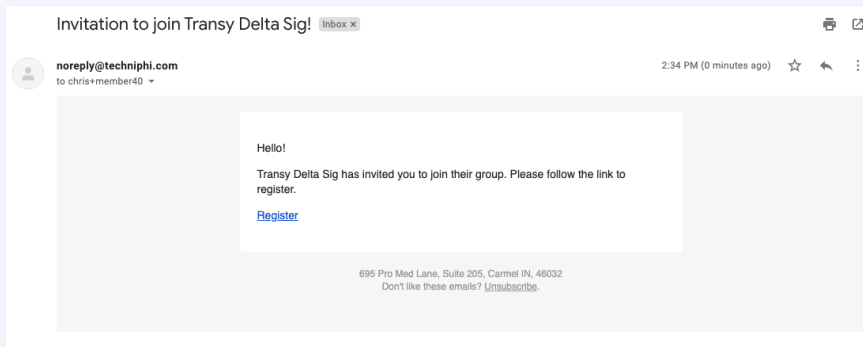


ChapterBuilder – Account Setup

Welcome! We are so excited to be welcoming your chapter to the newest version of the platform that has revolutionized how groups grow. This document will walk you through setting up your account. For more information about setting up your account, check out our User Guide or the “Help” button within ChapterBuilder.

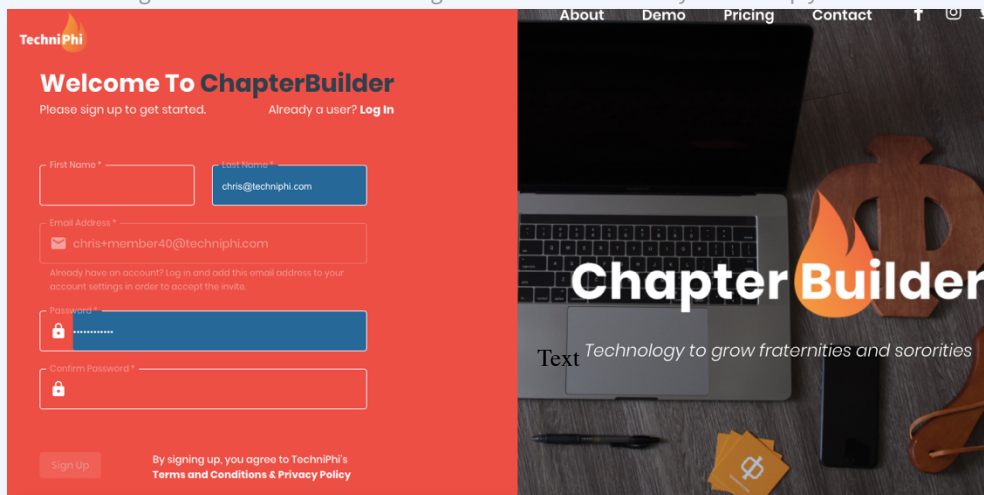
1. Check your email

Your organization’s headquarters office provided our team with the contact information for chapter officers. Each of these officers were invited to your chapter’s new account. You should have received an invitation email. If you don’t see it, make sure you check your spam folder.



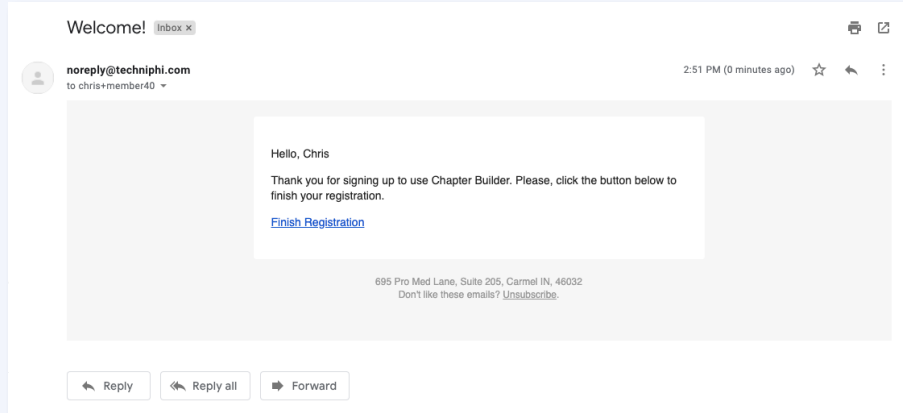
2. Open email + click “Register”

Click the registration email and click “Register.” This will redirect you to setup your account



3. Complete Registration + Verify Email

Once you complete the registration fields you will click “Sign Up.” This will trigger a verification email. The subject will be “Welcome.” In the email you will see the option to “Finish Registration”



4. Click, “Finish Registration” & Login

You will get a message confirming that your email was verified, and the screen will reload to let login using your email address and password you created. The address you need to login is app.chapterbuilder.com.

If you have issues accessing your account, let us know!

If you need assistance gaining access to your account, email us at support@techniphi.com.