**How to Extend Bids to New Members**

The log in screen for the chapter president to extend bids and for the PNM to accept their bid [https://stuapp.sdsu.edu/GPO/2/Login/Student](https://stuapp.sdsu.edu/GPO/2/Login/Student)

This link is also on the Greek Life website > For Chapters & Current Members.
On the right is the screen a chapter president sees when they log-in (student must be listed as the president in the RSO and be recognized or recognized with conditions).

On the left is an example of the Excel file that needs to be created to upload to the system. The system also allows the president to input each Red ID in the system manually.
An error message may appear next to a student if they are not cleared in the showcase or if they have not completed the Pre-Recruitment Education Program.

If “ineligible-showcase”, contact SLL Fraternity and Sorority Life staff member for assistance.

If “no greek registration”, send the following link via email to those PNMs and ask them to complete then let you know so you can resend the bid.

### Lambda Theta Phi Latin Fraternity

You can extend a bid in two ways. One, search for an individual student using their RedID or Lastname. You can also upload a file that contains the RedID’s of the students you wish to extend a bid to. To upload a file read the instruction below.

Bid files must be an 97-2003 excel document (.xls) or a newer excel document (.xlsx). Your excel document should only have one sheet named Sheet1. The first column must be a "RedID". Column labels are not necessary. If you label a column it will be processed as a row of data. All other columns, other than the first column mentioned above, will be ignored.

<table>
<thead>
<tr>
<th>Red ID:</th>
<th>Last Name:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Search:**

**Bid File:**

[Choose File] [No file chosen] [Upload File]

**Total Errors = 7**

The following were not loaded:

- 812980318 no greek registration
- 812548700 no greek registration
- 814088297 ineligible-showcase
- 811992994 ineligible-showcase
- 813096958 ineligible-showcase
- 813795295 ineligible-showcase
- 814089617 no greek registration

**Current Open Bids:**

**Accepted Bids:**
If the bid is cleared and the chapter extends the bid properly this is what the screen.

An extended bid may be deleted, if needed.

As bids are accepted or declined, that will be shown next to the new members.

Best Practice: Email or text the PNMs to ask them to log in to Greek Reg. (same link chapter president uses to log in) to access their pending bid.

Once a bid is accepted the student will appear on the chapter’s RSO roster as a “pledge”.

<table>
<thead>
<tr>
<th>Bid File:</th>
<th>Choose File</th>
<th>No file chosen</th>
<th>Upload File</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bid ID:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Last Name:</td>
<td></td>
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</tr>
</tbody>
</table>

Current Open Bids:

- Joseph Brigantino (815678533) - 10/2/2012
- Colin Christopher (814933698) - 10/2/2012
- Oscar De La Cruz (815038881) - 10/2/2012
- Dylan Devens (816192124) - 10/2/2012
- Shane Frazier (815008946) - 10/2/2012
- Jonathan Golech (816130205) - 10/2/2012
- Craig Hovlick (813595677) - 10/2/2012
- Kenneth Mkeeson (815411279) - 10/2/2012
- Ricky Nguyen (815009903) - 10/2/2012
How to Add Missing Active Members to the RSO Roster

If a chapter president realizes an active member is missing from the RSO roster, SLL should be contacted as soon as possible.

The active member will need to go through the above process regardless of the fact they are active members. A member of a fraternity/sorority cannot simply be added to the RSO roster. The chapter should be sure to change the “pledge” status to the accurate status once the bid has been accepted.