



College Panhellenic Delegate Orientation Registration Steps

Below are the steps a College Panhellenic will take to register and participate in College Panhellenic Delegate Orientation. Please note, there are **two parts** to completing registration.

Registration on FS Central

1. Login to your FS Central account and navigate to the College Panhellenic's account on FS Central.
2. Click "Reporting"
3. Click "Submit Other Reports"
4. Click "College Panhellenic Delegate Orientation Registration"
5. Follow the instructions on the form. Please note that the Quantity should equal the number of participants. At a MINIMUM, this will be ALL the delegates in your College Panhellenic. You can also add on participants for Panhellenic executive board officers or the fraternity/sorority advisor. For example, if a College Panhellenic has five chapters, five executive officers and one fraternity/sorority advisor, and they would all like to participate, in the "Quantity" box, you would say "11".

Why would you want to add Panhellenic officers and the FSA as additional attendees?

Adding Panhellenic officers and/or the fraternity/sorority advisor to this course allows for the opportunity for you to participate in Part 2 - how your delegates and community can best work together to make change. Additionally, having knowledge of the education they are also receiving will ensure everyone is on the same page about how the College Panhellenic should be functioning and the role of the College Panhellenic delegate.

6. You can either select "Pay Online" to pay now with a credit or debit card or "Pay Later" to pay via check or via the Statement of Account on the College Panhellenic's profile on FS Central. Please note that access to materials will not be granted until the registration fee is paid.
7. Once you have registered, you can expect to receive an email from education@npcwomen.org within five business days. This email will contain instructions for next steps and how your College Panhellenic will gain access to materials and how Part 2 will be scheduled.



Email

1. As mentioned above, within five business days of completing registration on FS Central, you will receive an email from NPC staff with further instructions.
2. First, you will be asked to complete a short Google Form that has additional information about your community and what issues you would like to focus on during your Part 2 session. Knowledge of this information will help NPC assign a facilitator and customize content to meet the needs of your community.
3. Additionally, attached to that email will be an Excel spreadsheet that NPC will use to upload participant information into the online learning management system so that participants can access Part 1 of the content. You will need to know names and emails of participants in order to complete this step.
4. Finally, please note that regardless of the time in which your College Panhellenic community registers for Delegate Orientation, participants will not receive access to Part 1 content before Jan. 6, 2026.