



Instructions for Review and Entry of Founders Points for Individual or Multiple Members

To Review Total Founders Points for Individual or Multiple Members

1. From the [Founders Points Review and Entry page](#), click on the link To Review Total Founders Points for an Individual or Multiple Members.
2. From the drop-down box, select the individual(s) to review points for. Members are sorted alphabetically by first name.
3. To make your selection(s), click on the name. Once you have made your selection, tab to the next position. When your selections are complete, click submit. Clicking on reset will delete all entries in the drop-down boxes.
4. After submitting your entries for review, detailed history for all members selected will appear. To add points, click on the box at the bottom of the page.

To Enter Founders Points for Individual or Multiple Members

1. From the [Founders Points Review and Entry page](#), click on the link To Enter Founders Points for an Individual or Multiple Members.
 - a. The page will default to the entries for **Articles, Mentors, Speakers, and Event Volunteers**.
 - i. To enter points for these categories, select the category from the category drop down menu, then lookup the individual(s) you wish to assign points for by name. Members are sorted alphabetically by first name. Once you've made your selection, tab to the Notes field.
 - ii. Enter the point detail information in the Notes field (i.e. event name or newsletter issue). Tab to the next position to continue multiple entries.
 - b. To enter points for **committee participation**, click on the link to add points for committee participation. This will connect to the Chapter Leader Roster Information Page; entry instructions are located at the top of the page.
 - i. **Key Leadership Positions** can be added from this page. Be sure to select the correct leadership year.
 - ii. To enter **other committee** chairs, co-chairs, or members, click on the link to enter Other Committees (below blue outlined box). Members are sorted alphabetically by first name.
2. When you have completed your entries, click Submit and follow the prompts to complete submission. Please allow at least 24 hours for your entries to update and appear on the Chapter Founders Report.

If you have questions or need assistance, please email chapter@hfma.org