



ΣΠΣ

Sigma Pi Sigma, The Physics and Astronomy Honor Society New Induction Platform Guidelines

This document is intended to guide you through your chapter's induction process on the new platform.

Ideally you are:

- listed in our database as the Faculty Advisor for your Sigma Pi Sigma (ΣΠΣ) chapter, or
- serving in a leadership capacity within the department (e.g. chair, SPS advisor, mentor, etc.).

If you are not listed as ΣΠΣ Advisor for your chapter (or don't know), please contact us at sigmapisigma@aip.org or 301- 209-3007.

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Introduction

Being the Sigma Pi Sigma advisor means mentoring and guiding young physics and astronomy students. It's an honor and a responsibility. We are grateful for both your commitment to the society and willingness to support student accomplishments. Our society is only as strong as its members, so I sincerely thank you for your dedication of time, attention, and energy to the important task of inducting new members.

This guide contains information for using the new online induction system <https://students.aip.org/sigma-pi-sigma/induction> to facilitate welcoming new members into Sigma Pi Sigma.

Within the system, you can:

- send invitations,
- track members, and
- order supplies.

You can access Society of Physics Students (SPS) chapter and $\Sigma\Pi\Sigma$ chapter information at [YourMembership](#).

To start a new chapter, complete [this petition](#) and email it to sigmapisigma@aip.org.

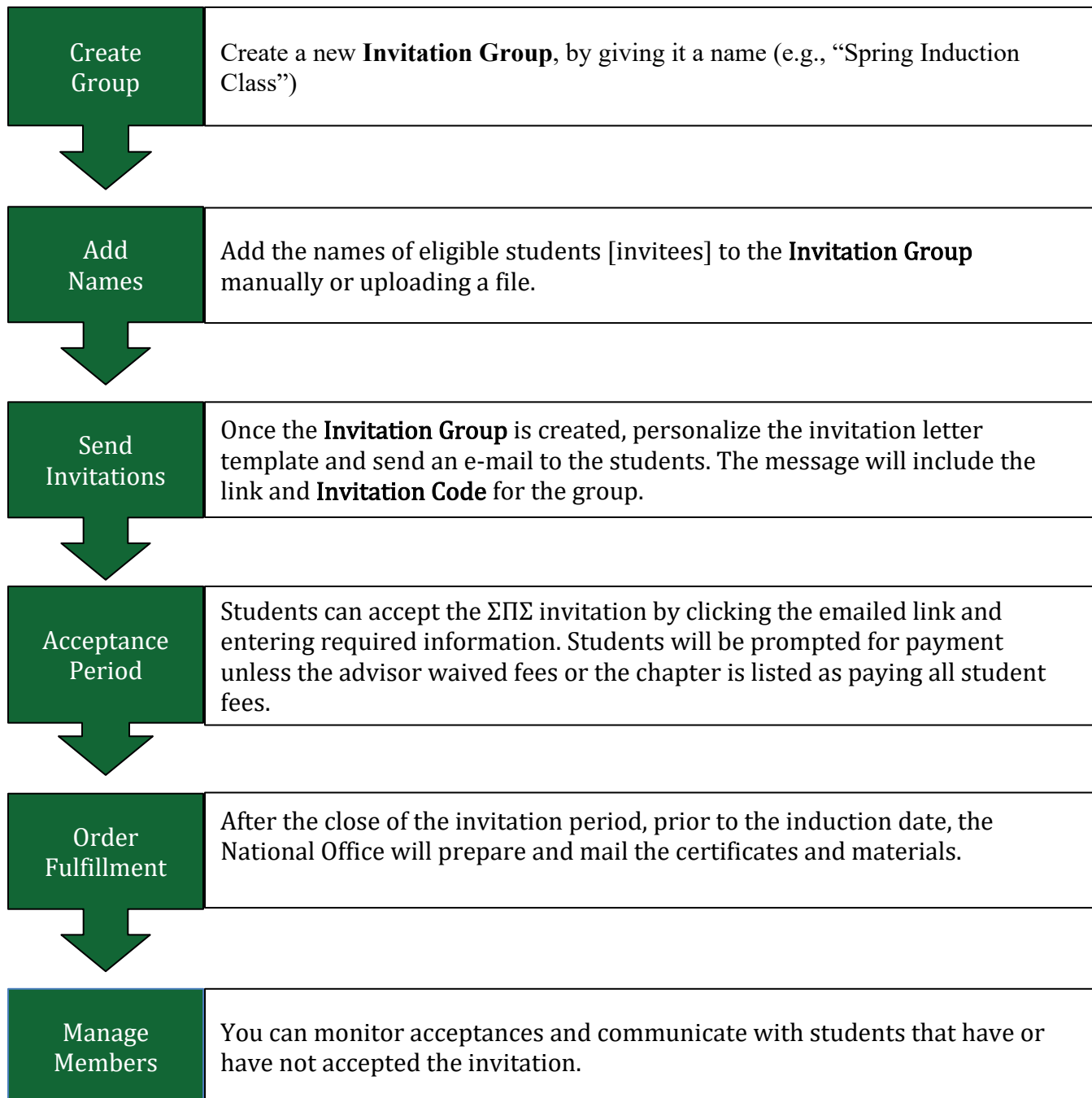
Maintaining accurate records is critical for the Sigma Pi Sigma national office as we provide benefits to our members, including *Radiations* magazine and a complementary year of SPS membership. Up-to-date contact information also allows us to connect with members for opportunities for networking, mentoring, professional development and special events like the Physics and Astronomy Congress.

After the group closing date, the system will generate an order for all students that have accepted an invitation. That order will be processed by SPS and all induction materials (standard kits) will be sent to the address we have on file for your chapter. The standard kit includes a certificate, pen, lapel pin, membership card, benefits poster, and an issue of *The Observer* and *Radiations*. If you or your students would like to purchase additional regalia, they can do so at the [Online Store](#).

If you have any questions or concerns, please do not hesitate to contact. We are here to serve you, your department, and the Sigma Pi Sigma membership.

sigmapisigma@aip.org
301-209-3007

Sigma Pi Sigma Induction Workflow Diagram



Detailed Instructions for Advisors

Starting the Sigma Pi Sigma Induction Process

- Log into the system at <https://students.aip.org/sigma-pi-sigma/induction>
 - Sign up for a new account using the e-mail address you used to register with the National Office. Create a new password then sign in.

Get Involved

SPS SIGMA PI SIGMA AWARDS RESOURCES FOR CHAPTERS

SIGN IN SIGN UP

Name

Email

Password

Confirm Password

SIGN UP

General Navigation Information

- Once logged in, you can access the following tabs:
 - Profile: Displays basic profile information.
 - Enrollment: Used to manage the chapter groups, invite students, and execute payments.
 - Subscription: Where members can access their individual membership information. (blank for advisors)
 - Change Password: Allows user to change their password.

My Account

Sign Out

Profile	Enrollment	Subscription	Change Password
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If you do not see the enrollment tab, contact us at sigmapisigma@aip.org.

Induction Management Walkthrough

Once you have confirmed your Chapter information is correct, you are ready to create an invitation group by navigating to the **Enrollment** tab. There you will see the name of your chapter. By clicking on the name, you will be directed to Groups where you can create a new invitation group. An invitation group is a set of students from your institution who are eligible for induction per your Constitution.

My Account

[Sign Out](#)

Profile	Enrollment	Subscription	Change Password
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Enrollment

GROUP NAME

AIP Test Group

Once you assemble the list of prospective new members (in an Excel spreadsheet, for example), click **Create new group**. This will take you to the **New Invitation Group** form where you will fill some basic information:

Name – For quickly identifying a group. (Ex: Jan’s Sp26 undergrads, Fall2026, Ind 4/22/26)

Induction Date – Planned date of your induction ceremony.

Closing Date – After this time the National Office will send induction materials. **Two weeks (ten business days) are required to ensure materials arrive in time.**

Invitations Expiry Date – You can invite students after this date by creating another Invitation Group.

My Account

[Sign Out](#)

Profile	Enrollment	Subscription	Change Password
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New Group

Name

Fall2026

Enter a friendly name to help you identify the group, like 'Spring 2026'

Induction Date

mm/dd/yyyy

The date of your induction ceremony for this group. The Closing Date must be at least 7 day(s) prior to the Induction Date.
Express Processing Fee: Leave at least 14 day(s) between Closing Date and Induction Date to avoid an Express Processing Fee of \$20.00

Closing Date

mm/dd/yyyy

Once the Closing Date passes, the National Office will print certificates and mail induction materials for your group.
Late Acceptance Fee: Invitees may still accept invitations up until the Invitation Expiration Date below; but may incur a late fee of \$5.00 and risk not having induction materials delivered on time

Invitation Expiry Date

-

No invitations may be accepted after the invitation Expiration Date. This field is set automatically by the National Office

Dismiss

Submit

Once submitted, you can access the Group details. The four tabs on this page are:

- Details: Shows the details of the invitation group.
- Emails: Allows the Chapter Advisor to customize the Invitation and Welcome Message email templates using HTML.
- Invitees: Used to manage invitations to the chapter.
- Settlement: Used to settle any outstanding payments.

My Account

Sign Out

Profile

Enrollment

Subscription

Change Password

Back to groups

Details

Emails

Invitees

Settlement

Group details

Name

Fall2026

A friendly name to help you identify the group

Induction Date

10/28/2026

The date of your induction ceremony for this group.

Group Closing Date

10/21/2026

The Closing Date must be at least 7 day(s) prior to the Induction Date.

Invitation Expiration Date

10/15/2026

No invitations may be accepted after the invitation Expiration Date. This field is set automatically by the National Office

Save Changes

Uploading an Invitation Group

Manual Entry of Invitees

To enter the names one at a time, on the **Invitees** tab, click the **New Invitation**. A form will appear for you to enter the required fields. Click **Confirm** button to add the student to the prospective group.

My Account

Profile

Enrollment

Subscription

Change Password

Email

First Name

Last Name

Dues Waived

☐

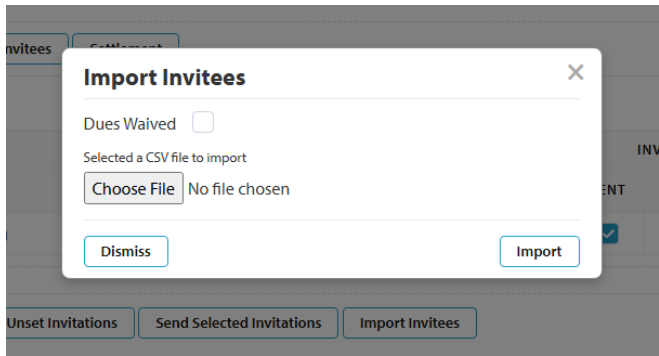
Dismiss

Confirm

NOTE: Invitees have an opportunity to confirm name spelling before certificates are printed.
We recommend using mixed case, and no middle names or initials in your list of invitees.

Bulk Entry of Invitees from a File

Names and emails can be uploaded to via a file upload. The system can accept CSV files. To import a file, click **Import Invitees**. This will take you to the **Upload** window where you can choose a file to upload. The system will attempt to auto-detect your import file format.



	A	B	C
1	First Name	Last Name	Email
2	Nicholas	Aalerud	nicholas.aalerud@example.edu
3	Lisa	Alzaim	lisa.alzaim@example.edu
4	Nancy	Anderton	nancy.anderton@example.edu
5			
6			

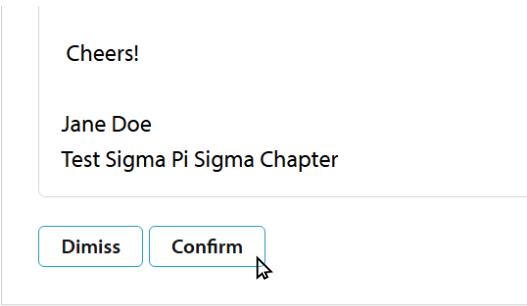
The file must contain a single row of data for each student. Student first name, last name, and e-mail address must be included. The system reads your file to “guess” which qualifier and delimiters are being used. Before processing, it displays these guesses and allows you to make any modifications. You can set which row to begin the import.

SECURITY NOTE: Even if a student found another person’s invitation, they cannot accept it as their own. If a student was able to access the invitee’s e-mail, they could only succeed in registering and paying dues for the original invitee, not themselves.

Sending Electronic Invitations

Once you have entered your invitees, you will be able to send your invitations, which will automatically include the directions for students to accept the invitation and the invitation code.

Click the **Emails** icon located on the Invitation Groups page. This takes you to the page to preview and edit the email template. The text in {{braces}} populate based on the invitee information.



NOTE: Each advisor will have to manually input their signature in the bottom of the email. You **must** click confirm or the emails sent to invitees will be blank or incorrect.

When you are ready, click the **Send Invitations** buttons.

New Invitation

Send Unsent Invitations

Send Selected Invitations

Import Invitees

You can send invitations to all invitees who haven't yet received one by clicking **Send Unsent Invitations**. Alternatively, you can send invitations to specific invitees by selecting the checkbox next to their names and then clicking **Send Selected Invitations**.

A link to accept the invitation online will be included automatically in all invitations. It will be inserted just after the text of your invitation.

Welcome Message – *After dues are paid and the invitation is accepted, a **Welcome Message** is e-mailed to the student.* The **Welcome Message** is where to put detailed information a new member needs (e.g., induction ceremony date and time, instructions for attending, etc.). The National Office has created a **Welcome Message** template that you can personalize as needed by accessing the **Emails** tab.

Payment information: Bypassing, Waiving Dues Payment or Bulk Payment by Chapter

If your Chapter is paying pay for inductions (rather than individual students paying) *please tell the National Office your Department will make a single payment.*

To waive or bypass the dues for a student, click the **Dues Waived** checkbox in the Invitees tab of the Invitation Group page. After the invitation period closes, you can pay for induction costs on the **Settlements** tab. This must be done before certificates are printed for this Invitation Group.

Certificate Reprints

Members can order their own reprints. Contact the National Office if a damaged certificate is received and you would like it reprinted for the student.

Late Registrations

No late registrations are accepted to ensure materials are received in time for the induction. Students who did not respond by the deadline can be included in the next invitation group and inducted later.