

# CHAPTER CREATION

## 1. Sign up

[← Create Account](#)



### Join CliqWave

Create your account to get started with CliqWave.

**First Name**

**Last Name**

**Email Address**

**Confirm Email Address**

**Phone Number**

**Confirm Phone Number**

**Password**

## 2. Log in



### CliqWave

Connect. Collaborate. Achieve.

**Email**

**Password**  [Show](#)

[Sign In](#)

[Forgot Password?](#)

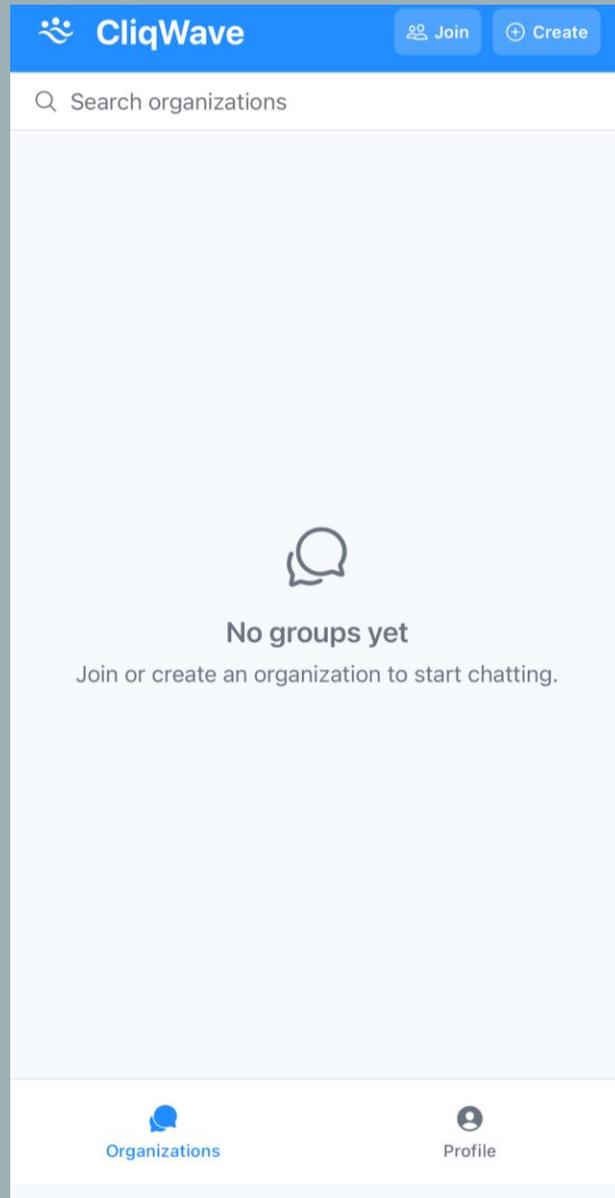
Don't have an account? [Sign Up](#)

Having trouble signing in?  
[Contact Support](#)

Version 9.1.4-1

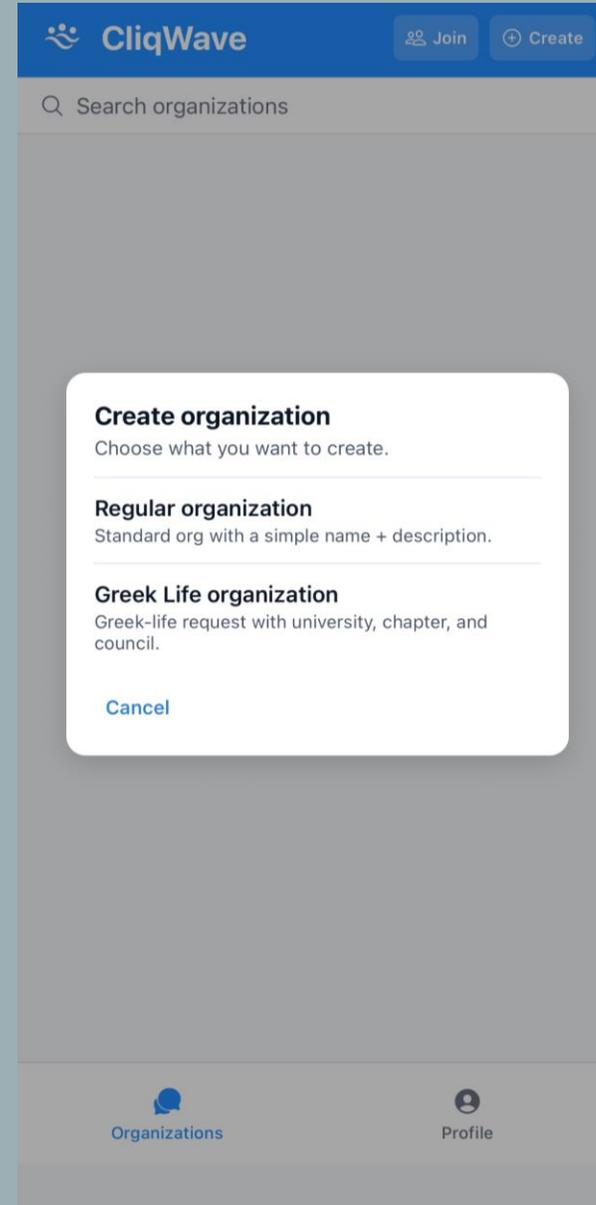
### 3. Default screen

- This is the default screen you will see after logging in.
- Click “Create” at the top right to create your organization



### 4. Create Greek Life Organization

- Click Greek Life Organization.
- Later on, if you need to create a group for you new members, you can click regular organization to create it.



## 5. Chapter Creation

- Search for your University name.
- Click on your University.
- Add the abbreviation of your university. I.e. UT for the University of Texas

**Create Organization**

**Submit a Greek Life chapter**  
Work through each step to identify the university, organization, governing council, and chapter name. We'll use this to submit an official request to the CliqWave team.

**STEP 1 Choose the parent university**  
Select the school this chapter belongs to. If the university is missing an abbreviation we'll gather it later.

**Select University \***

University Of Texas At San Antonio

University of Texas at San Antonio ✓

**STEP 2 Add the university abbreviation**  
Provide a short uppercase abbreviation (such as "UT" or "FSU") so the legacy systems can reference the school.

**University Abbreviation \***

UTSA

**STEP 3 Choose the fraternity or sorority**  
This determines which umbrella organizations manages the chapter.

**Select Fraternity/Sorority \***

Submit Request

- Search for your Fraternity / Sorority
- Click on your Fraternity / Sorority
- Add your chapter name
- *Be sure to include who referred you!*

**Create Organization**

**STEP 3 Choose the fraternity or sorority**  
This determines which umbrella organizations manages the chapter.

**Select Fraternity/Sorority \***

Pi Kappa phi

Pi Kappa Phi ✓

**STEP 4 Name the chapter**  
Use the formal chapter name (for example, "Alpha Beta Gamma"). We'll title-case it automatically before submitting.

**Chapter Name \***

Iota Beta 9/80

**Referred by (optional)**

Kevin Kocian

✓ IFC will be applied automatically for this chapter.

**Review your chapter details**  
Verify every field below. Editing any selection will reset your confirmation checkbox.

Submit Request

## 6. Chapter Creation – Confirm Details

← Create Organization

**Review your chapter details**  
Verify every field below. Editing any selection will reset your confirmation checkbox.

UNIVERSITY  
**University of Texas at San Antonio**  
This school needs an abbreviation before we submit.

UNIVERSITY ABBREVIATION  
**UTSA**

FRATERNITY / SORORITY  
**Pi Kappa Phi**

GREEK LIFE COUNCIL  
**IFC (applied automatically)**

CHAPTER NAME  
**Iota Beta**

REFERRED BY  
**Kevin Kocian**

I confirm these selections are accurate and ready to submit.

**What happens next?**

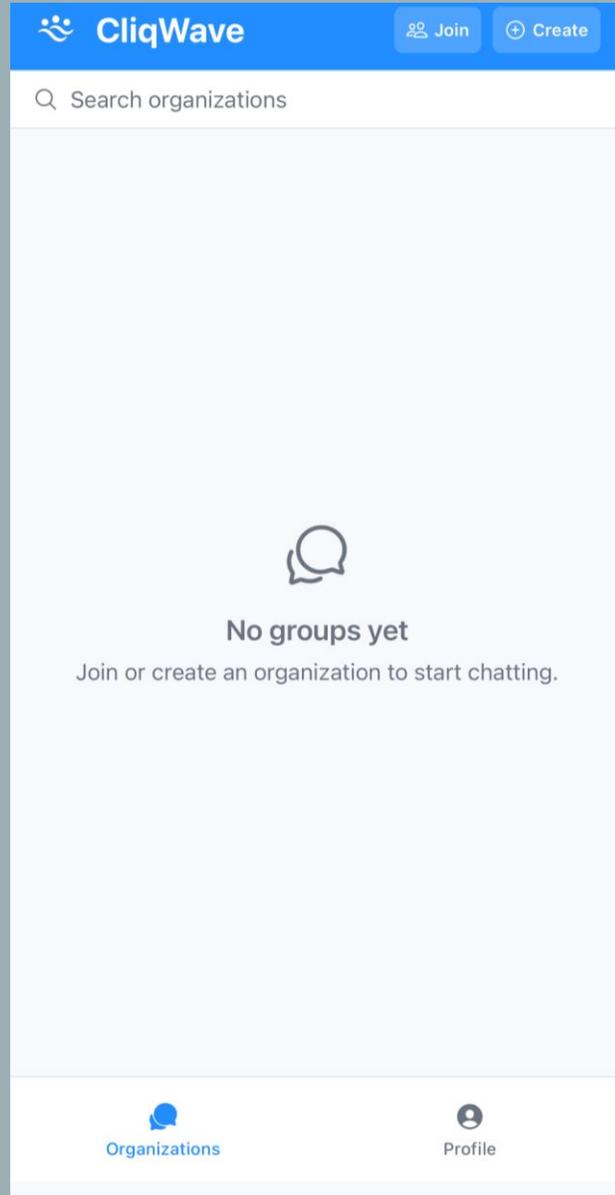
- Your request is reviewed by the Greek Life team
- We'll notify you if additional details are needed
- Once approved, the new chapter appears in your organizations list

➤ Submit Request

- Confirm the details before continuing.
- When you click submit, it will send the chapter request to CliqWave admins for approval

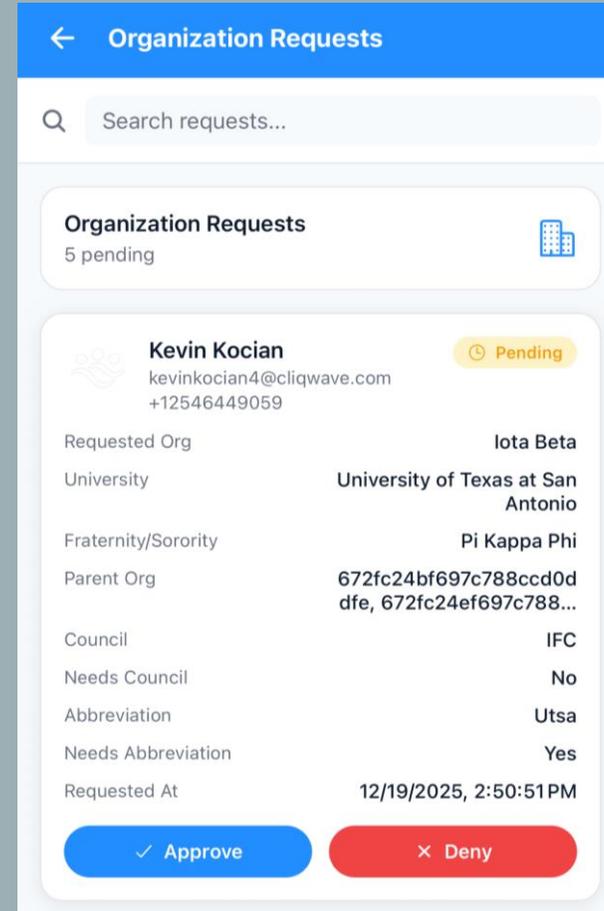
## 7. Default screen - waiting to be approved

You will see this screen until an admin of CliqWave approves your request. It shouldn't take long for the approval.



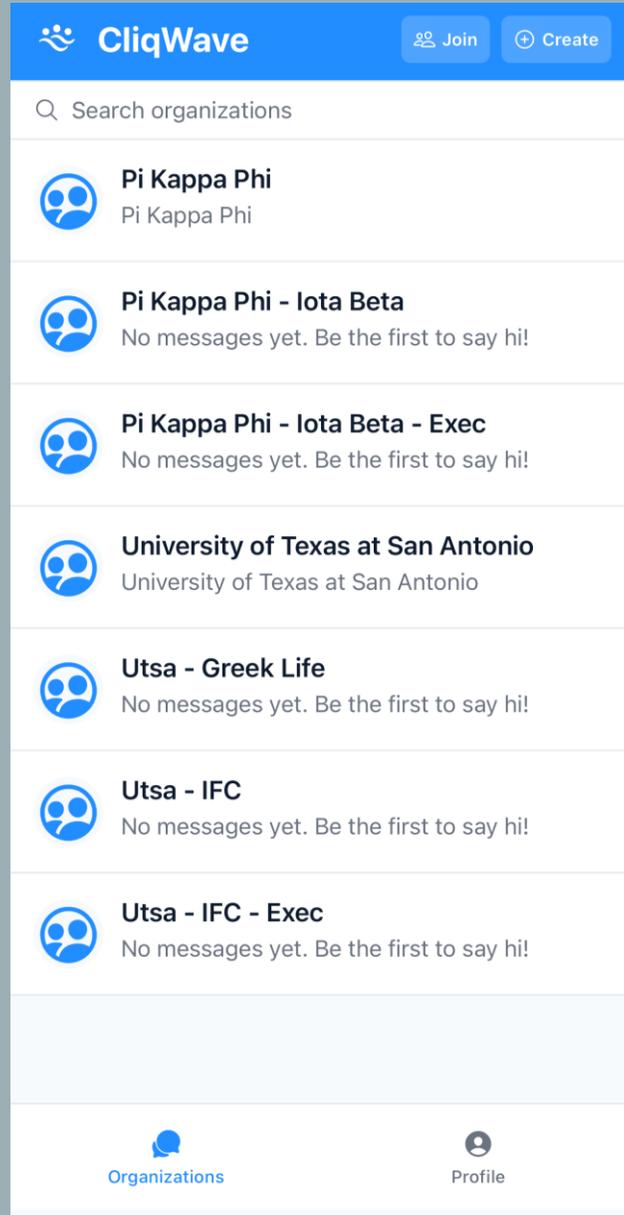
## 8. CliqWave Admin approving your chapter creation request

- This is what the CliqWave admin sees. They will approve your request soon



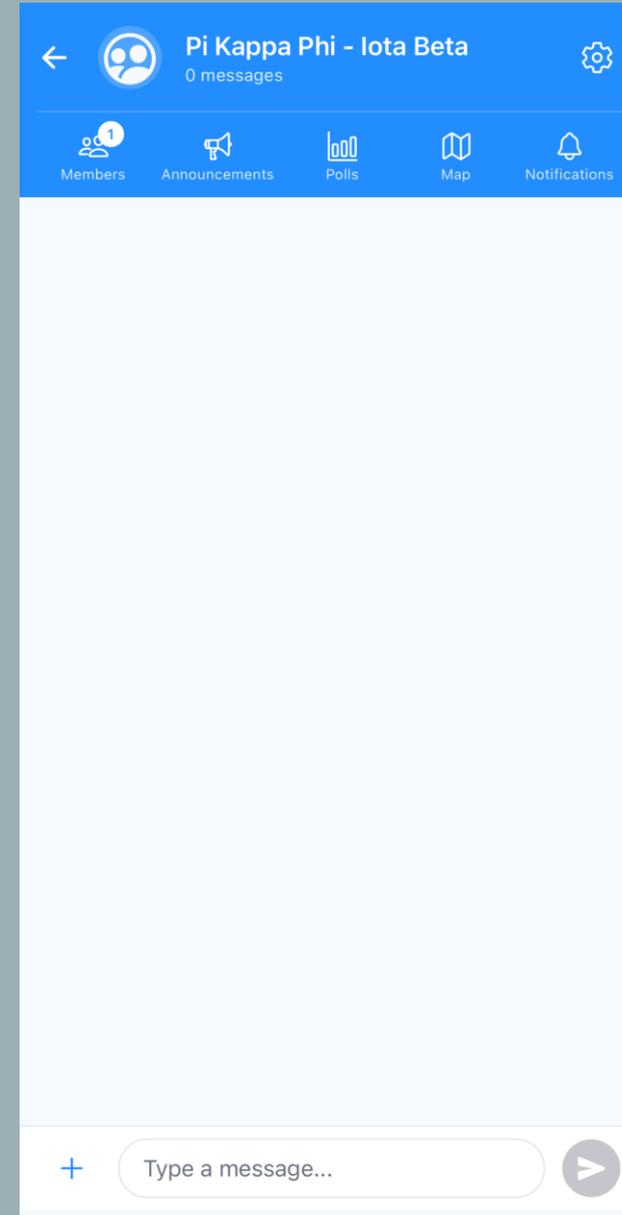
### 13. Screen after approval

- This is the screen you will see after being approved.
- Everyone who joins your chapter will auto join all these groups except the Exec ones.
- You are an admin for Exec groups and your chapter
- admins must approve join request for members to join



### 14. Approving Member Join Request – Part I

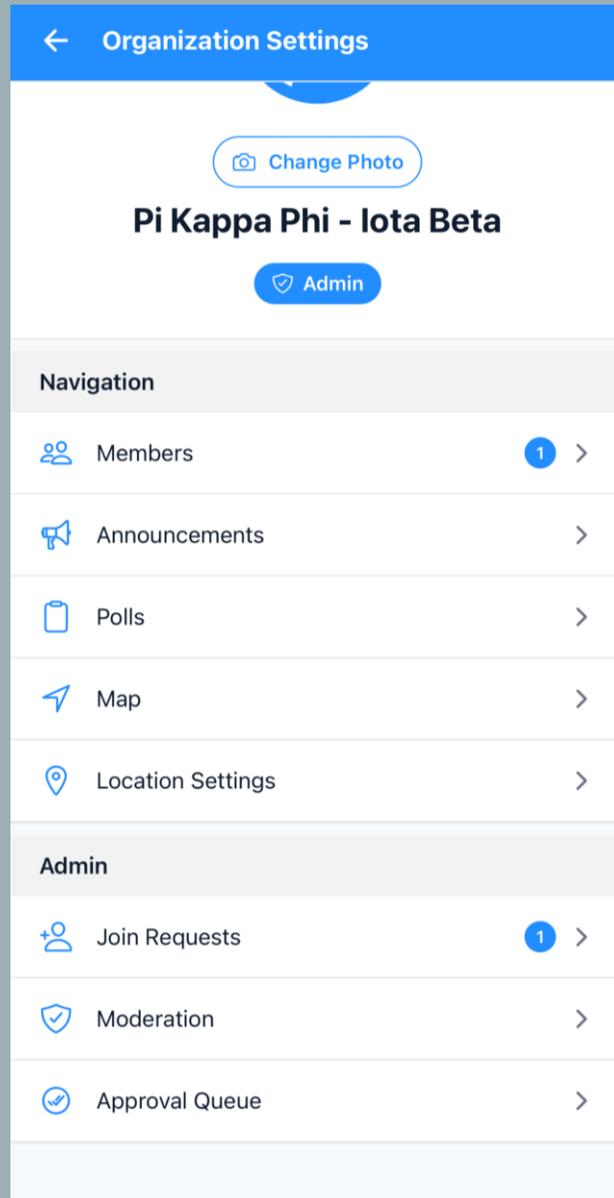
- Go to your chapter. In this case, it is Pi Kappa Phi – Iota Beta
- Click on the gear at the top right



## 15. Approving Member Join Request – Part 2

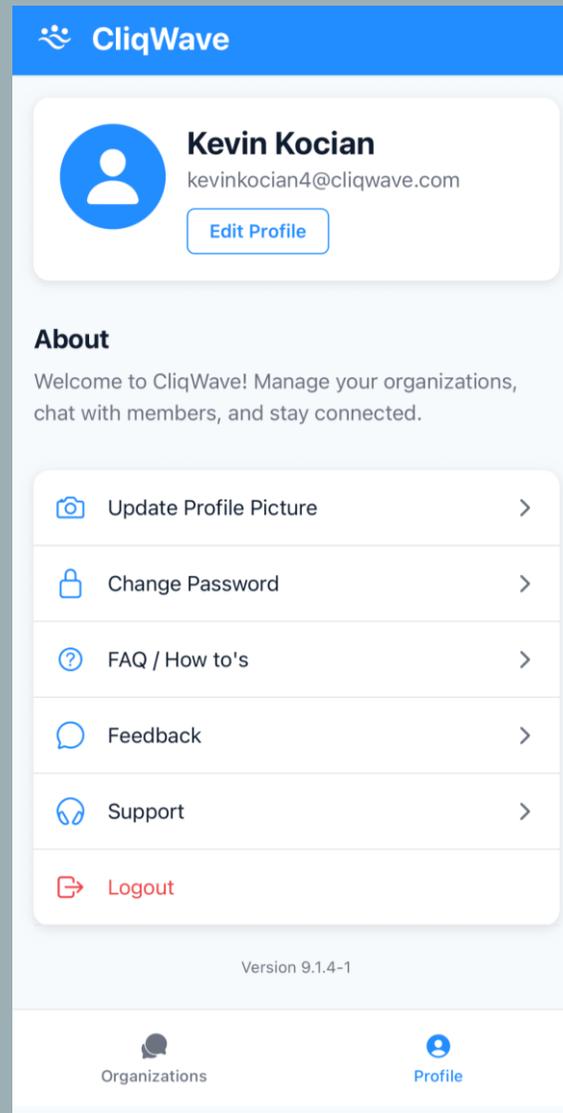
## 16 Approving Member Join Request – Part 3

- Under the Admin section, click join request



- Click the check mark icon to approve the Join Request.
- Members who join your chapter will automatically be added to your chapter, university, national fraternity / sorority, and governing council
- Remember, your member may need to join your exec group. They will have to do a separate join request for the exec groups

## Profile tab for feedback / support



- Any feedback is greatly appreciated! We will build it for you!
- If you need any support, click the support button. It directly emails us

# THANK YOU

Please contact CliqWave Founder, Kevin Kocian, for any help you may need.  
support@cliqwave.com  
254-644-9059