MCReflections

A NOTE FROM CLIENT SERVICES

By Lexi Swinimer

With a surge in sunshine and longer days, spring has finally arrived! It is amazing what a few warm days can do to boost your mood and morale. It is easier to extend grace and patience as the weather improves and the semester winds down.

April is a month full of activities, as the school year winds down with graduation festivities on the horizon. This is also an important time, now more than ever, to look towards the fall semester and outline summer and early fall plans.

To prepare for a successful fall semester, consider what you expect the fall semester to look like and then build in contingency plans. First, look at your school calendar and make note of important school activities such as move in, football games, homecoming etc. and put these dates on your MCR calendar. Then begin outlining required events such as recruitment and initiation. Once you have done this, it is much easier to sit down with your eBoard and map out all of your other chapter events and where they will land. Make sure these dates are on your MCR calendar so Members are in the know!

We've spoken to many leaders who have needed a little extra training on MCR as they shift back to a mostly in-person experience. We are always happy to meet with you individually to help understand your chapter specifics and how you can best utilize MCR for successful chapter operations.

We'd love to do the same to help you, drop us a line at support@mychapterroom.com and we will be in touch!

Mobile App Update
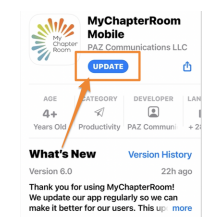
Version 7.0 update is out!

This version includes **RSVP & Event Creation!** _Users MUST log out and log back in after updating._ _Failing to log out/in will result in user issues._

Please follow these links to update your mobile app to Version 7.0

For iOS: Click Here

For Android: Click Here

Click Here for a Video showing how to log out/in after updating.

If you encounter any issues please chat in with us using the chat icon in the lower right corner of your screen.

NEED TO LEARN ABOUT A SPECIFIC FEATURE - CHECK OUT THE MCR LEARNING LAB

Creating Events on Mobile App

This new feature allows leaders to create, edit, or delete event from the mobile app.

- Navigate to the upcoming events calendar
1. To Create a New Event:
   - You will now see a "+" sign in the upper right corner above the calendar
   - Click the "+" sign to open the 'New Event' details screen
   - Fill in all of the details for your event
2. To Edit/Cancel an Existing Event:
   - Click on the event from calendar
   - Click the pencil icon in the upper right corner of the event details screen
   - This will open the event and allow you to make any changes, including cancelling (deleting) the event (if you are admin).

1

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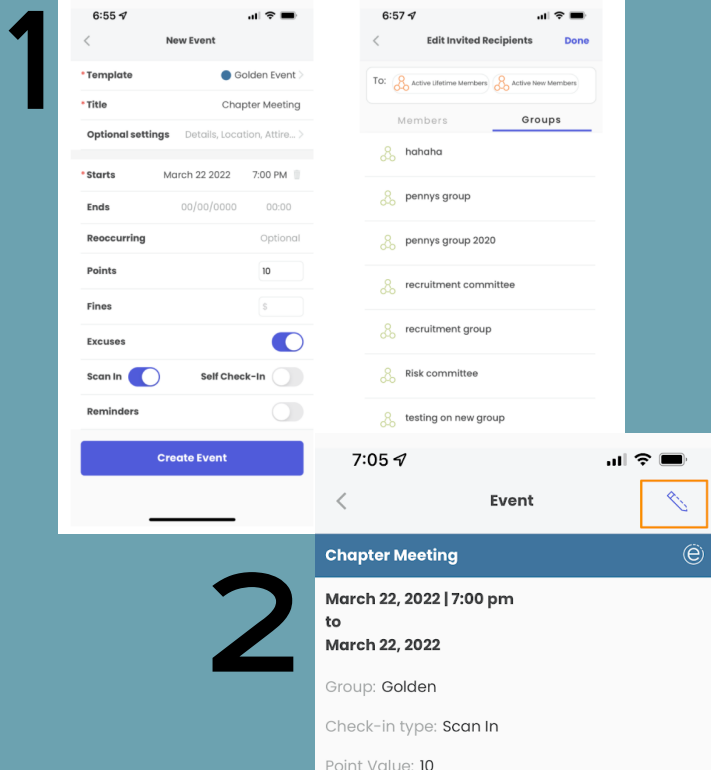
Click here for full tutorial on Creating/Editing Events on Mobile App!

Event RSVP

The event RSVP feature allows leaders to create events and designate the number of attendees for an event without needing to use a separate sign-up sheet.

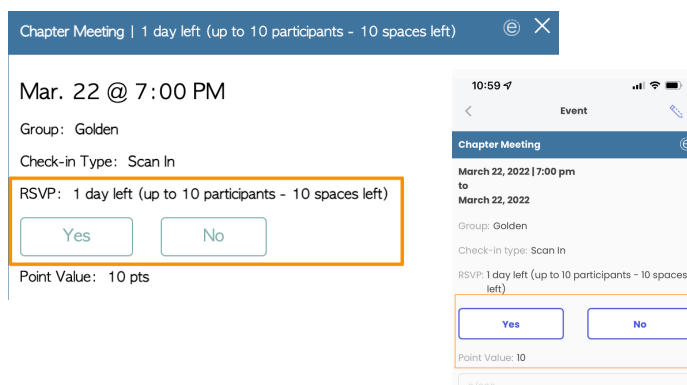When creating an event you will need to turn RSVP on in the event details:

Members have the following options when answering an RSVP:
- Yes
- No
- Waitlist (if the number of participants have been met)

Click here for how to answer an RSVP

Click here for full tutorial and best practices for creating RSVP events

Inviting Groups vs. Individuals

When a Leader creates an event, they will invite specific Members who are expected to attend the event. It is best practice to invite a group of Members (as opposed to individuals) so that if there is a Member status change, such as Financially Suspended to Active Lifetime, the invite list will automatically update.
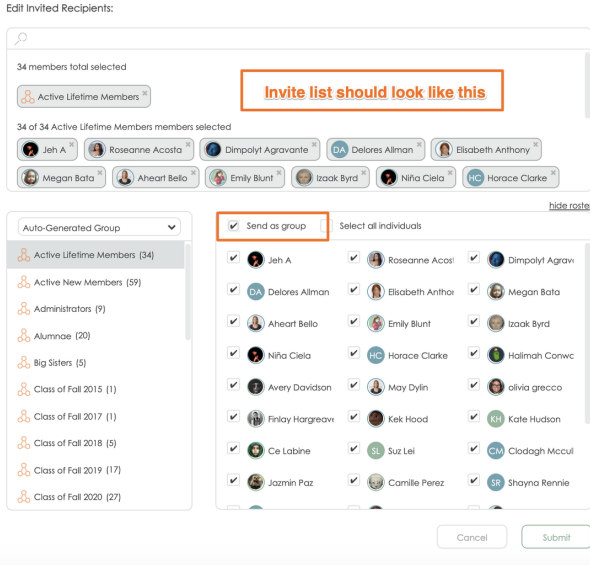
Any group within MCR can be used as the invite list (Committees, In-House etc.) and using the group means that should the group be updated the correct Members will be added to the invite list.

When a Member is invited to an event and expected to attend, the event will show up as the appropriate template color on their calendar.

If a Member does not have a QR code and their events are showing up in grey, that likely means that they had a Member status change and the events have utilized individual invites instead of group invitations. The leader who created the event or an admin can edit the event and update the invite list
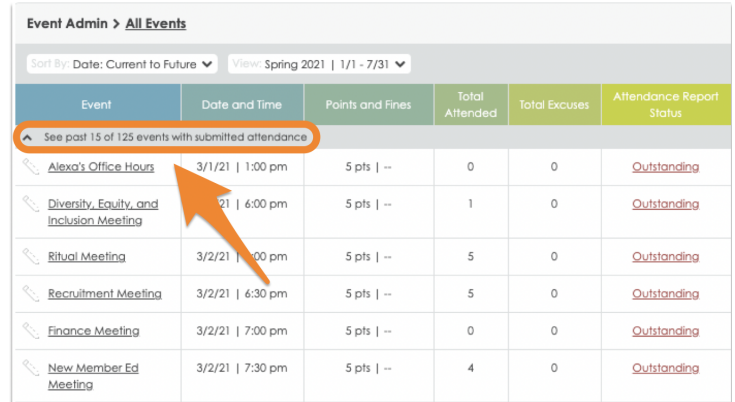
Click Here for a full knowledge base article

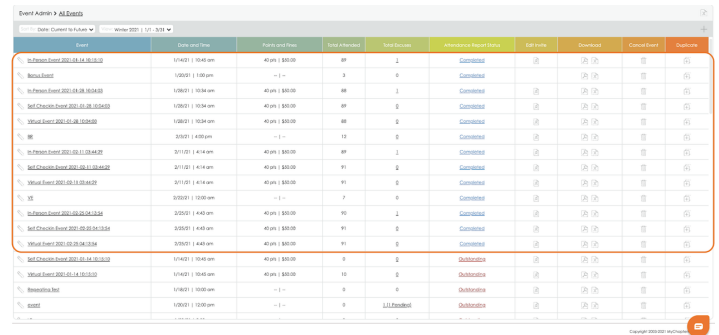## FINDING PAST EVENTS IN EVENT ADMIN

Once an event has passed and the attendance has been submitted, an Admin Leader can still access the event and edit attendance if necessary.

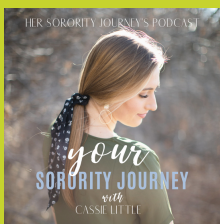### Engage > Event Admin > All Events

On the screen you will see any events that have not yet had attendance submitted, to find the past events you will need to click on the grey bar at the top of the event screen.

This will expand the list of events to include all events with submitted attendance in date order at the top of your screen, and then any events that have not had attendance submitted yet will be below.

Click Here for a full knowledge base article