



MCRReflections

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A NOTE FROM CLIENT SERVICES

By Lexi Swinimer

Two years ago we launched our first edition of this newsletter, and what a few years it has been! I hope that these monthly wrap ups are helpful and timely, reminding leaders of important features and necessary tasks that assist in keeping your chapter operations running smoothly.

As the nearness of summer is so close we can feel it, I hope that you will take some time to slow down and allow yourself to enjoy some rest and relaxation before you begin preparing for the fall semester. We are committed to helping keep your leadership team on track throughout the summer and making sure you are set up for success before the fall semester begins!

A few important notes to keep in mind:

- Make sure you move graduated seniors to alumni status before July 1
- Invoices for the second quarter go out May 1- it's a good idea to take care of that before leaving for summer. As a reminder, invoices go out: May 1, August 1, November 1, February 1 and bill for the previous quarter. (Alpha Sigma Tau chapters are an enterprise client and individual chapters do not have invoices)

Over the summer our communication with you will slow down, giving you the break you deserve! As always, we are always here and available if you have questions, want help getting your MCR set for the fall, or need assistance with any of our features. Our next newsletter will be sent July 1, 2022; with intermittent Pro-Tips between now and then.

As always, please drop us a line if there is anything you need! support@mychapterroom.com.

External Website Builder

Our improved website builder has been live for chapters for one full year. We worked hard to create a website builder that works with the features of MCR, helps you to market your chapter to the outside world and is user friendly on both mobile and desktop browsers. **Our website builder is easy to use and available for your chapter free of charge!**

You might be wondering why a website is important for your chapter to have. Your website is the virtual equivalent of 'curb appeal' for the outside world. When a potential New Member, their family, or an interested stakeholder wants to know more about your chapter, the first thing they will do is turn to Google and search your chapter. Your website allows guests to learn more about your chapter and national organization in an easy to understand format while also connecting them to relevant resources such as recruitment registration, social media, and contact information.

For chapters who have not taken advantage of our external website features, the new one is available to you at any time. As soon as you are ready to go live, we will attach it to your vanity URL and send you the information you need to make that happen.

Either way, we have created [knowledge base](#) articles with videos to help you get started.

If you have any questions, please feel free to chat with us.

Fall Calendar Reminders

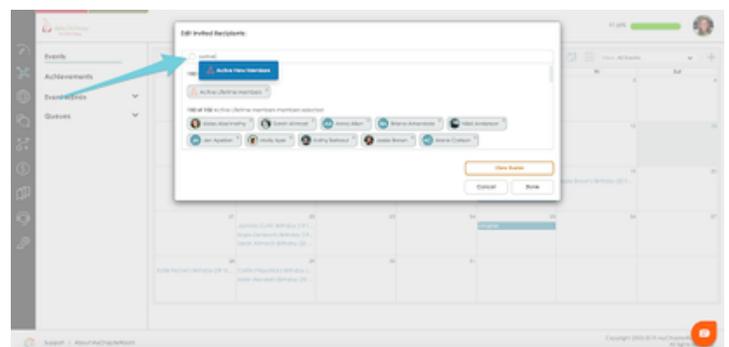
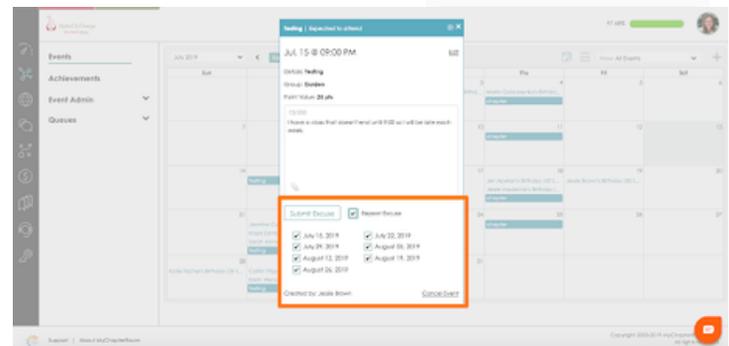
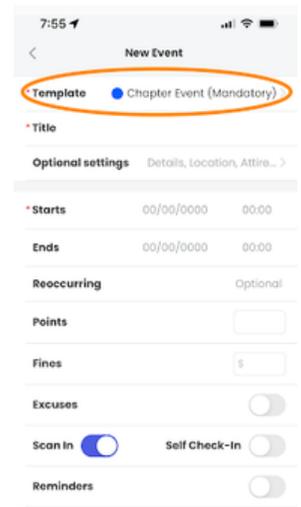
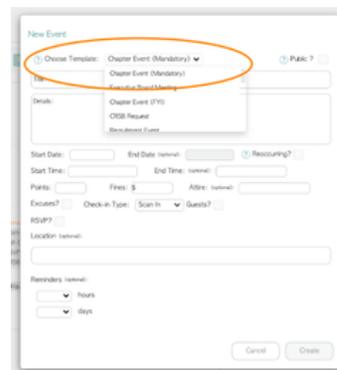
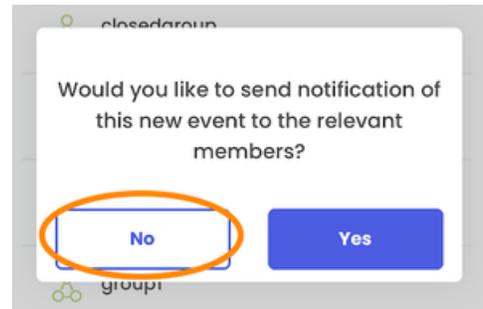
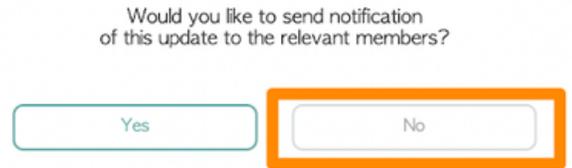
As you begin to look ahead to the Fall semester, it is important that you update your MCR calendar so that Members know what to expect when they return to school. Keeping your calendar updated ensures better participation and allows for Members to be held accountable.

Please note: As you are creating events for the fall, we recommend that you DO NOT send notifications as you create each event. Excessive notifications (which come as emails) can overwhelm Members and distract them from current events in the chapter.

It is important to make sure the correct event type is being chosen for your chapter as that will dictate how the system views the event, and this is the one element that cannot be edited once an event is created.

Event Considerations for MCR Calendar:

1. Is this a mandatory event and all members who are invited are expected to attend or a bonus event that is optional?
2. Will this be a self check-in or leader scan-in event?
3. If this is a recurring event (like chapter meetings) that happens on a regular interval, using the recurring feature will make it much easier to accept excuses for Members who have to miss the event because of a recurring commitment (such as class), while still giving Members who only have to miss one (or a few) the option to only submit for those individual dates.
4. Is this an event where you only have space for a certain number of Members or need Members to commit to attending in advance of the date? Utilize the RSVP feature on the event.
5. Once an event is created, who will need to be invited? An invite list must be selected when creating an event, and should be invited by group rather than individual. If this step is skipped, the event will show up grayed out on the member's calendar and members will not be able to check into the event.



MOVING SENIORS TO ALUMNI STATUS

One of the most important steps to take at the beginning of the summer is to move your graduated seniors to an Alumni membership status. Moving your graduated seniors to Alumni status ensures that you are no longer charged for their Membership for MCR.

The MCR Customer Services team will automatically advance all other Members' academic year on July 1. So it is important to move seniors to alumni status prior to July 1 so it is easier to identify graduated seniors.

- Identify which MCR administrator will take care of moving seniors as only one person needs to do this
- That person will go to "MyAccess" and click on Manage Users
 - Click the view icon to limit the columns you are viewing and make sorting/updating Member status easier
 - Under Manage Users, sort by year in school
 - Click on the pencil icon to go into editing mode and then change Membership status of graduated seniors to "Alumni"

You can click [here](#) for the full Knowledge Base article on Managing your Membership with step by step instructions and pictures!



Alpha Sigma Tau Chapters

For full details on Alpha Sigma Tau Member status change procedures you can navigate to this document in MCR:

Collaborate > Membership Status Change Forms > Membership Status Change Procedures

Procedure for moving Members to Alumna status:

1. The Vice President of Operations should report the member as "Member Leaving School" or as "Member Graduating" in Officer Portal.
2. Headquarters Staff will receive notification of the status change. Upon approval, MCR and Officer Portal will be updated and the member will no longer appear on the membership roster.

For a video tutorial please click [here](#).

HOW TO PULL A REPORT OF YOUR MEMBERS

MyChapterRoom collects a lot of information from your Members, that you have available at your fingertips to quickly reference and share with external stakeholders. This feature is visible through the MyChapterRoom website and is not a part of the mobile app.

Reports can be found in:
Connect > Reports

Click "Create New Report"



1. You will need to give your Report a Title
 - a. Column 1 will always list the Member Name
2. For Column 2 you will select which group(s) of Members you want to appear on your report (Lifetime Members, a Specific Committee, New Members etc.)
3. You can choose what will show up in your report, each item you select will show up in a separate column.
 - a. Once you have clicked "Done" in additional information, you can grab the column headers at the top and move them around so they are in the order you prefer.
4. Once you are satisfied with the setup of your report, click "Done"
 - a. Your report will auto open
 - b. The icons in the upper right corner will allow you to download your report and share.

Click [Here](#) for a full knowledge base article

WE WANT TO
HEAR FROM YOU
MCR LEADER SURVEY

Later this week all MCR Leaders will receive an email with a survey to give feedback- your experiences and ideas are important to us- please take a moment to share your thoughts!