



MCRReflections

IN THIS ISSUE

- A Note from Client Services
- MCR Matters | Interactive Workshop
- Updating Budgets for Fiscal Year
- NEW Update/Edit Profile on Mobile App
- NEW Projects Updates
- NEW Newsletter Templates
- MCR Profile Updates



A NOTE FROM CLIENT SERVICES

By Lexi Swinimer

Each Memorial Day the summer always seems to stretch out endlessly ahead of us, with no end in sight. But somehow each year July 4th creeps up on us and it seems as though summer feels almost over and also has just begun. I am caught off guard each year that summer won't last forever, and Fourth of July often kicks me into motion to get working on the many tasks that must be completed before the start of the school year.

While I won't wish away the warm summer days, I am already looking forward to recruitment, football, and cool autumn mornings! We have been very hard at work getting tons of new features out this summer to help you prepare to have the very best semester possible! We know how hard chapter leaders work, and we want you to have all the tools you need to be successful in one place. Take some time to read through these new features before joining us for our MCR Matters interactive leader workshop.

I hope you have had a chance to rest and relax a bit at the start of this summer. As you begin to prepare for the fall semester (which is about 6 weeks away!) this edition will help remind you of some important steps to take for a successful fall semester.

Our "MCR Matters" Interactive Workshop is a great way to make sure you are refreshed on how to best utilize MCR as a leader and know first hand how to use all of our new features! We recommend that all executive board members attend this workshop!

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

MCR

MATTERS

INTERACTIVE WORKSHOP

MyChapterRoom is offering an interactive workshop to assist chapter leaders in creating an intentional experience for all Members utilizing the tools and resources available within MCR, and capitalizing on the NEW features available to Members and Leaders. We will focus on things your chapter can take advantage of right away to improve chapter operations and knock Fall 2022 out of the park- without overwhelming your Members with programming and requirements.

July 25 @ 8:00 PM EST

OR

July 28 @ 4:00 PM EST



Advisor Lunch & Learn

July 21 @ 1:00 PM EST



Updating Budgets for New Fiscal Year

A fiscal year is the 12 month period that defines the calendar dates for your yearly budget. For most non-profits (including sororities and fraternities) the fiscal year runs August 1 - July 31. Any bills for the previous year should be paid by July 31 or they will be debited against the new fiscal year.

The following should be completed by the VP Finance/Treasurer by July 31:

On August 1st, we suggest you download your budgets from MCR so that you have a record of all your information. (This is a good practice even if you have it in another financial program, such as BillHighway, GreekBill, or OmegaFi)

If you need the details within each individual budget you can open the individual budgets and print to PDF to save those details if necessary.

You should also verify that each budget is assigned to the correct leaders so that each leader has access to their budget information at all times.

If there is a budget you no longer need or a new budget you need to create, you will follow these directions.

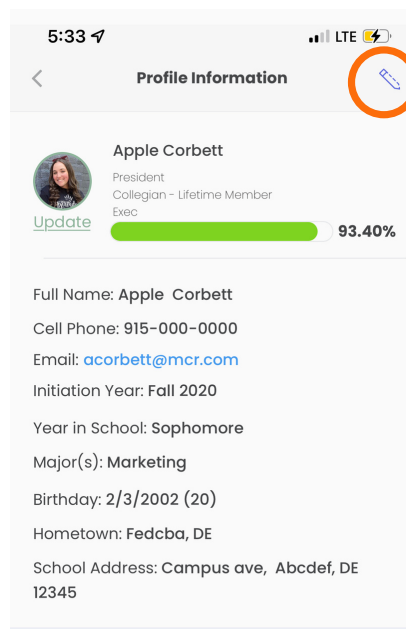
The MCR finance section allows the VP Finance to easily communicate with chapter leaders how much money they have available to them and to avoid overspending and errors.

[Click here for the full article](#)

NEW: UPDATE/EDIT PROFILE ON MOBILE APP



NEW FEATURE ALERT! This one has been requested often, and you're going to love it! You can now edit profile information from the Mobile app! Click on your profile picture from the main screen to get to your detail view.



Click the pencil icon to easily edit any of the details on your screen! To change or take a new profile picture click "Update" under your photo.

Once you are done click the "update profile" button on the bottom of your screen and your changes will be saved!

NEW: Projects Update

NEW FEATURE ALERT! Utilizing our project management tool just got a lot easier! We have two updates to our Projects Tool in Collaborate.

1. Projects can now be archived to better organize your projects list view. Don't forget to add an advisor and/or incoming officers before archiving so that you don't lose valuable information for incoming officers! [Click here for full article.](#)
2. Projects are now viewable on the Mobile App! You can see recent activity, upcoming deadlines, tasks, and notes for your project. [Click here for full article.](#)

Before you head back to school for the fall go ahead and archive past projects and get your upcoming committee and event projects set up and ready to go!

NEW: NEWSLETTER TEMPLATES

You can now save newsletter templates within MCR mail! These templates are editable and can be copied, shared with others and given specific titles. [ANY newsletter you have created within the past year has been automatically saved as a template for you!](#)

- To view your templates, navigate to MCR Mail> New Mail > Create Newsletter
- In the upper right corner you will click on the template icon and see all the templates based on Newsletters you have previously sent.
- Hovering on the template icon will allow you to share, edit, delete, preview or use the template.
- Once done editing your newsletter, you will press the "create" button on the bottom of the left menu and will be given the opportunity to either save as a new template, update your existing template, or simply save and continue.
- Once you select how to proceed with your template your newsletter you created will be added to an MCR Mail message allowing you to send to chapter Members, advisors, and alumni.

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

Class Schedule Profile Section

As we head into the '22-'23 school year we want to give chapter leaders the option to select whether the class schedule will be required for your chapter based on your campus operations.

The Chapter President, Chapter Academic/Intellectual Development Officer, and Chapter Advisor will receive an email the first week in July with instructions on how to select your chapter's preference for the Class Schedule Profile section.

MCR PROFILE UPDATES

On July 5, 2022 at 5:00 PM EST MCR Client Services will do two automatic updates to all collegiate profiles.

1. All class schedules will be cleared from profiles so that new fall schedules can be easily entered.
2. The year in school will be advanced one year for all Members except those with a "senior" designation
 - a. If you haven't moved recently graduated seniors to alumni status, now is the time to do that before it gets harder to identify those Members!

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.**

It is important to move seniors to alumni status prior to July 5th 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"
 - Click "Update" when finished

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

SORORITY

social media

A strong social media presence will strengthen your chapter recruitment and retention efforts. Check out this great informational Instagram account for tips and tricks for creating an effective chapter/council digital presence.



@sororitysocialmedia