MCReflections

IN THIS ISSUE

A NOTE FROM CLIENT SERVICES

By Lexi Swinimer

Many of you will be reading this from your room in the chapter facility or in your first off-campus apartment as you arrive to campus to prepare for recruitment and the start of the fall semester. Others are anxiously piling your belongings in the corner of your home, counting down the days until you return to campus life and your home away from home.

We have been busily preparing MCR for the fall semester as well, and are looking forward to helping your chapter kick-off the Fall 2022 semester. We have recently updated a number of client facing features as well as some critical behind the scenes components of the MCR infrastructure that should give your chapter an even better MyChapterRoom experience.

As a reminder, there is a force profile update as of August 1. All Members will need to log into MCR and update their profile before they can access the rest of the site. We recommend leaders have everyone log-in at your first chapter gathering to make sure all profiles are up to date!

We know that Fall 2022 is the first semester that is unfolding with better certainty of what to expect. Remember that many of the features within MCR will help you to have a strong semester. If you missed our MCR Matters webinar, please reach out, we'd love to help you!

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

August 1st
Forced Profile Update

All Members will automatically be taken to their profile screen to update their profile the next time they log into MCR. You will not be able to navigate elsewhere until you have updated your profile with all required information outlined in red.

Please Click Here for a Message to Send to remind your Members

Invoice Reminder

Reminder: Your quarterly invoice for MCR went out on August 1st and is due by August 31.

Finance leaders can find their invoice in the Finance section of MCR.

This morning, the sun endures past dawn. I realize that it is August: the summer's last stand.

Event Check-In Types in MCR

Scan-In

Scan-In is best for activities where leaders will be present to scan and most of the chapter/group is required to attend, such as a New Member meeting or Chapter meeting.

- Leader will open a QR code that is unique to the event and share this QR code utilizing the code on a screen or on phone.
- Member's will open their app and click on the QR code icon at the top of the app or within the app and scan the QR code on the screen shared by the leader
- Leaders can also do a check out at the end of the event utilizing the same process

Self Check-In

Self Check In events are best for activities where there will not necessarily be a leader to check people in, such as attending another organizations philanthropy event

- Uses a specific geo-location attached to it
- Members open the event through the MCR app
  - When they arrive they click "check in"
  - Before they depart they click "check out"
- The Members distance from the geo-location and time at check in and check out are recorded for leader.

Achievements

Achievements are utilized for non-date specific activities. Remember that achievements are always calculated as bonus point events.

- Achievements are visible for all active Members (New & Lifetime)
- You can set a maximum number of submissions or leave them for unlimited submissions
- Admin leaders can submit achievements on behalf of members,
- You can create an achievement with location based check in, and
- Members can attach a picture for verification.

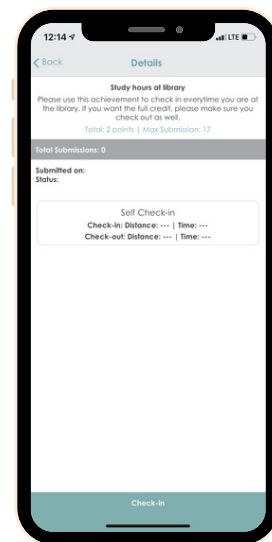**This article goes in depth on how each check-in type works for leaders and Members.**

OVERLOOKED MOBILE APP FEATURES
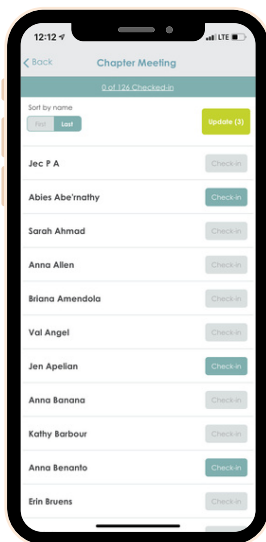
Manual Attendance Check In
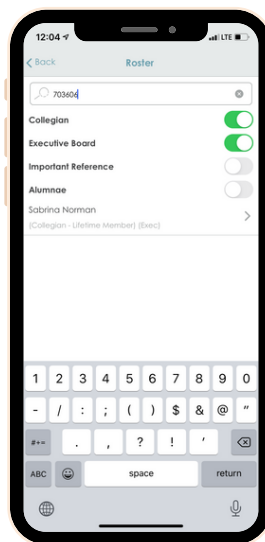
Search by Phone Number

Self Check-In Achievements

## Click the image for more information!

UPDATING YOUR FALL CALENDAR

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.

Event Considerations for MCR Calendar:

Is this a mandatory event and all members who are invited are expected to attend or a bonus event that is optional?
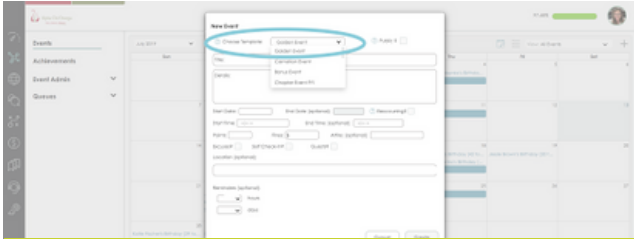
This is the only part of an event that cannot be changed once the event is created.

1. Will this be a self check-in or scan-in event?
2. 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.
3. 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.

Click Here for a full knowledge base article

AUDIT ALL ACADEMIC GROUPS

Please audit all academic (Sophomore, Junior etc.) groups as soon as possible

On July 1 we moved all Members one year forward in their academic year
Occasionally this process is imperfect and Members wind up in the wrong academic group.
Please double check each group to ensure that the correct Members are in each group.

This article explains how to audit Member groups & Make necessary updates

MCR Mail Member Notifications

Keep your Members informed without overwhelming them with repeat messages.

As a chapter leader, you are often caught between wanting to keep Members informed and up to date on information, but you should also try and limit sending duplicates of information to avoid mail overload with your Members.

The following features will give the leader the OPTION to send a message to Members.
- Creating, editing or deleting an event
- Creating a new survey or form
- Adding a collaborator to a project
- Assigning a task in a project
- Sharing a file or folder in Documents

As you are working with these features in MCR we recommend your e-board create a standardized practice for how/when to send alerts. One way to increase Member engagement is to make sure you are sending messages appropriately. If you will have an opportunity to talk to Members, at a chapter meeting or through a weekly summary email, we recommend waiting for that rather than sending.

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