



MCRReflections

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A NOTE FROM CLIENT SERVICES

By Lexi Swinimer

While the start of the school year is often associated with the fresh start of a new school year, it isn't until October when most of our chapters have gone through recruitment and expanded their Membership that the school year feels as though it truly kicks off. Make sure to get your New Members added into MCR on Bid Day so that your New Members are included in chapter activities and communication right away.

The fall is an incredibly busy time on college campuses, as a chapter leader we want to make sure you are aware of the many built in features of MCR that will make both you and your Members' lives simpler. If you ever need assistance, please reach out to our Client Services team via email or chat to help you! Take some time to review the tips, tricks, and resources that are all a part of your MCR subscription that will make the rest of your term not only successful but enjoyable! Our [Leader Learning Lab](#) is the best place to get quick and simple training on your own schedule!

P.S. - Check out this [Fall Bucket List](#) to get you feeling the season! Some great Membership development ideas to build sisterhood & brotherhood.



How To Add New Members to MCR

Getting your New Members added into MCR is critical to keeping Members engaged and being able to easily connect and communicate with New Members as you build relationships and help them to learn the ins and outs of Membership!



Alpha Sigma Tau Chapters

[Click Here for Detailed Directions](#)

As an enterprise client, Alpha Sigma Tau chapters only have to add New Members to MCR and they will then be added to Officer Portal and Billhighway automatically.

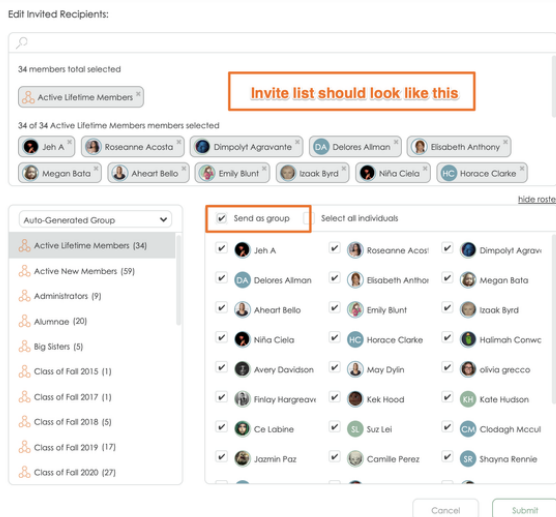
All other Chapters

All other clients should add New Members as soon as possible; immediately following bid day. You can download a list of New Members from your recruitment software for an upload that takes less than 5 minutes!

[Click Here for Detailed Directions](#)

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

IMPORTANT: Make sure to go back and ADD the "New Member" group to all events after recruitment

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

ALL ABOUT ACHIEVEMENTS

[Click Here for Full Article](#)

Achievements are a great way to track Member participation for non-date specific activities. Some examples of activities that are ideal for achievements are: paying dues by the 1st due date, holding a leadership position, community service, study hours etc.

Over the past year we have added two, often asked for, features to achievements:

- 1. Location Based Achievements:** Allows you to create an achievement that requires a self check-in/out from the mobile app. This is perfect for activities such as study hours or recurring community service opportunities and allows for chapter leaders to precisely track the time a Member is at a specific location.
- 2. Inactive Achievements:** Achievements roll over from one term to the next, as often chapters use the same achievements each term, for example, paying dues on time. This feature allows Admin leaders to make achievements inactive removing stand alone achievements from the queue that Members can see.

Some key highlights of the achievements feature:

- Achievements are always calculated as bonus points for Members
 - Remember that each Member's participation percentage is calculated uniquely to their individual expectations; achievement points get added to their total points earned as a bonus but don't 'count against' Members who don't earn them.
- Achievements are visible for all active Members (New & Lifetime)
- You can set a maximum number of submissions (such as for paying dues in full on time) 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](#)
- [Members can attach a picture for verification](#)

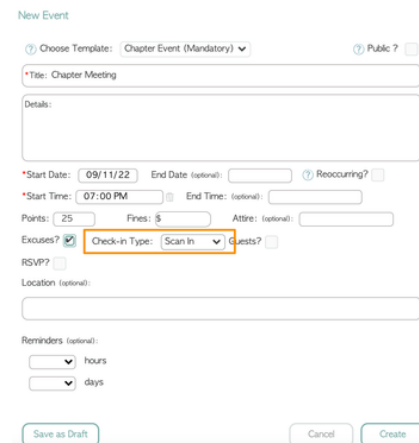
Check-In Types

[Click Here for Full Article](#)

MyChapterRoom allows leaders two attendance options when creating an event:

Scan-In:

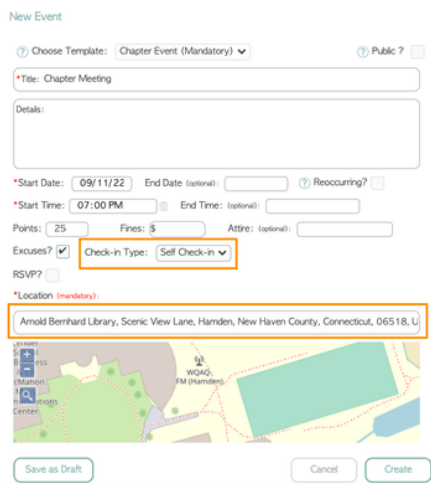
For these events, each Member will have a unique QR code that leaders can scan as Members enter the event to take attendance. This is the default option for all events, if “Self Check-In” or “Virtual” isn’t selected for the event, the QR code will be the attendance option selected.



The screenshot shows the 'New Event' form with the following details: Title: Chapter Meeting; Start Date: 09/11/22; Start Time: 07:00 PM; Points: 25; Fines: \$; Attire: (optional); Excludes? (checked); Check-in Type: Scan In; RSVP? (unchecked); Location: (optional); Reminders: (optional) hours and days; Buttons: Save as Draft, Cancel, Create.

Self Check In:

This should only be used for events with smaller groups of Members where a leader will not be available to scan Members in. An event with Self Check-In has a specific geo-location attached to it and Members open the event through the MCR app when they arrive and click “check in” and before they depart they click “check out” Members distance from geo-location is recorded along with timestamp.



The screenshot shows the 'New Event' form with the following details: Title: Chapter Meeting; Start Date: 09/11/22; Start Time: 07:00 PM; Points: 25; Fines: \$; Attire: (optional); Excludes? (checked); Check-in Type: Self Check-in; RSVP? (unchecked); Location (mandatory): Arnold Bernhard Library, Scenic View Lane, Hamden, New Haven County, Connecticut, 06518, U.S.A.; Buttons: Save as Draft, Cancel, Create.

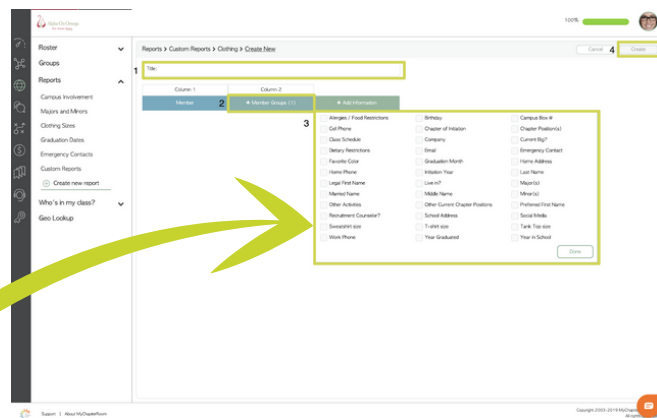
How to Pull Membership Reports

The Membership Reports feature allows for leaders to easily access information contained within MCR. When the campus Fraternity & Sorority Advisor asks you for an updated roster, using the reports feature allows you to create an accurate and up to date roster in less than 2 minutes. (No more going through excel spreadsheets with a fine tooth comb!)

Common Report Uses:

- Dietary restrictions list for a venue
- Clothing Sizes for Panhellenic
- Contact list for Philanthropy

You can include anything collected in the profile screen, so the options are endless!



[Click Here for Full Tutorial](#)