



MCRReflections

IN THIS ISSUE

- A Note from Client Services
- Auditing Important References
- Updated Project Features
- Running a Safety Check-In Drill
- MCR Mobile App Features

SCHEDULED

DOWNTIME

BEGINNING FRIDAY, OCTOBER 7 @ 12:00 AM EST

Please see email from 9/20/22 for additional details

A NOTE FROM CLIENT SERVICES

By Lexi Swinimer

It is officially 'Spooky Season' and with the debut of Hocus Pocus 2, we are looking forward to all that October has to offer. As Anne of Green Gables so famously said, "I'm glad I live in a world where there are Octobers." For many of our chapters, October is the halfway point in the semester and a critical time to make sure your chapter is ready for the stretch of key milestones that must take place in November for the healthy operation of your chapter.

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! [An important feature is the ability to easily utilize MCR for elections.](#)

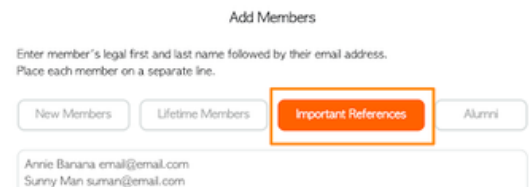
As a reminder, we have a scheduled downtime beginning October 7 at 12:00 AM EST. This behind the scenes update will make MCR work better for you, we anticipate being down for 12-24 hours, but will do everything possible to get up and running as soon as possible!

P.S. - We have some new features coming out for our website on mobile app on Monday, October 3. Don't forget to update your mobile app, and remind chapter Members to do the same!



Auditing Important References

'Important Reference' is the Membership classification for those people who serve as an advisor or a reference for your chapter such as headquarter staff, regional volunteers, and faculty advisors. Your Important Reference roster can be found under: My Access > Manage Users



- How to add Important reference:
- Select "Important References" from the drop down menu
 - Click the pencil icon for editing mode
 - Click the "+" icon in the upper left corner of the column headers, making sure that "Important Reference" is highlighted in the pop-up box as Membership type

You will want to make sure that all those on your Important Reference Roster are still affiliated with your chapter.

[Click Here for Full Tutorial](#)

UPDATED PROJECT FEATURES

PROJECTS NOW ON MOBILE APP!

- Tasks can be added, checked off, and commented on
- Files can be viewed
- Notes can be viewed and added

Example: Committee Members can access the project from their phone, where they likely access MCR most frequently. Instead of sending emails, assign a committee Member to add tasks decided on during the meeting right from the app with due dates so that everyone knows what they are responsible for following the meeting.

Tip: Create a practice project for your E-Board and practice using the Project tool during your weekly meeting so leaders have a model to follow for committee meetings.

ASSIGN TASKS TO MULTIPLE COLLABORATORS!

- Individual Collaborators will check off the task as they complete the task and the task will show who has and has not completed the task
- The person who created the task can mark the entire task as 'complete' even if some individuals are still outstanding

Example: Any task that applies to a group of collaborators within a project, can be assigned with just one task, and still keep track of the individuals who have completed the task.

Tip: During election transition time, tasks that are the same for all officers can be assigned within a 'transition' project allowing advisors and leaders to stay on the same page and follow up with those officers who need assistance.

ARCHIVE PROJECTS

- Projects can now be archived and kept out of the main view of Members
- Any collaborator can still view the project from the MCR website

Example: For projects that happen year over year, being able to look back at the timeline, tasks, and communication for the project (such as recruitment or social events) serves as knowledge for future leaders and Members to look back on and guide future projects.

Tip: Make sure an advisor and/or incoming officers are added to a project before you archive the project. This way they can still see the project and are able to provide feedback for future years.

RUNNING A SAFETY CHECK-IN DRILL



Our hope is that your chapter never needs to use the Safety Check-In Feature of MCR- but it is CRITICAL Chapter admins know how and when to send a Safety Check-in and that Members know the importance of responding in a timely manner to the Safety Check-in alert.

The Safety Check-in feature is a communication tool in the event of an emergency where you need to quickly determine the safety of all your Members.

Examples include:

- An extreme weather event
- Chapter/Campus Natural Disaster
- A violent intruder in the vicinity of campus

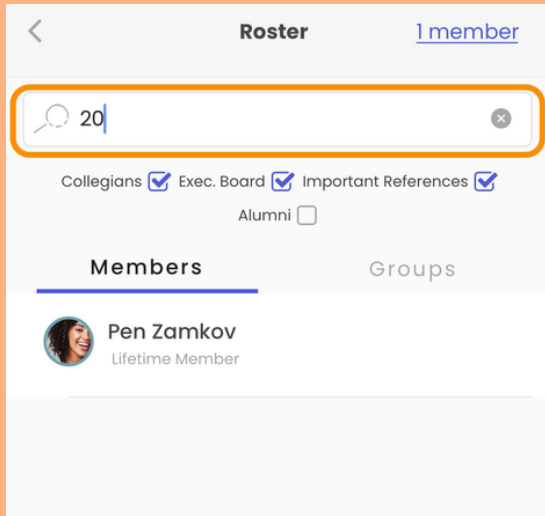
We recommend running a drill with your chapter so that you are familiar with how this feature works and don't have to second guess yourself in the event of an emergency.

How to run a Safety Check-In Drill:

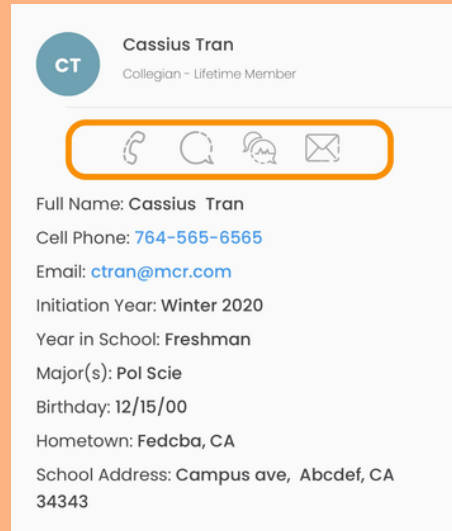
1. At your weekly chapter meeting, make sure all Members have the MCR Mobile App downloaded.
2. Announce that you will be doing a drill the next day at a designated time and ask all Members to respond to the Safety Check-In
3. At the designated time, launch a Safety Check-In and make sure to note that it is a drill in the description.
4. After most Members have responded to the Check-In, you can archive the Check-In and identify any Members who did not respond. You should follow up with those Members to find out why they did not respond to the initial check-in.
 - a. If your Members need to troubleshoot notifications, you can always chat in with our client services team to assist you.

A Safety Check-In must be initiated from the Mobile App, and can be found in the upper right corner of the hamburger menu. Only some admin Members can initiate a Safety Check-In, and that is designated under My Access > Chapter Info.

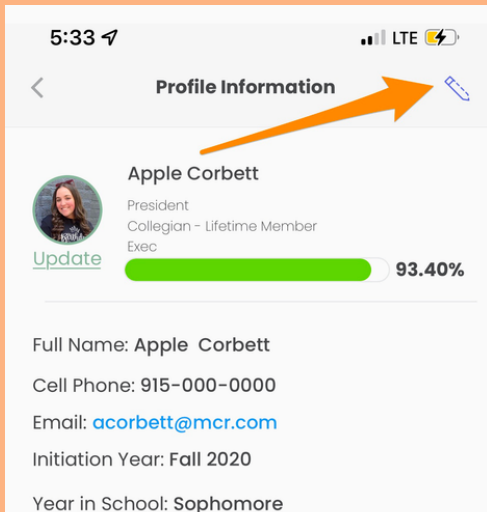
MCR Mobile App Features



Search by Name or Number



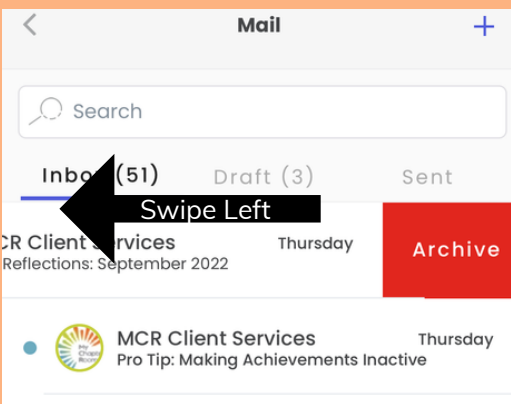
Call or Text Directly from App



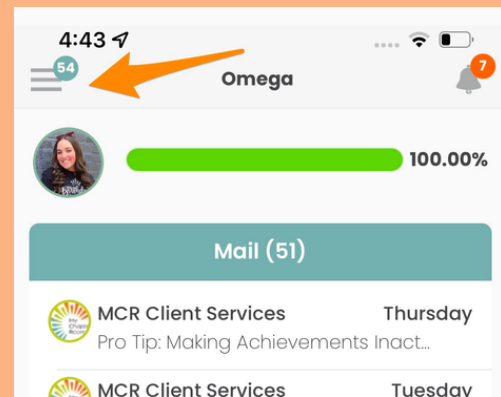
Updating Profile on Mobile App



Buzz Chapter Communications



Archiving Mail



Mobile App Notifications