



MCRReflections

IN THIS ISSUE

A Note from Client Services

Instagram Surprise! 2wk Countdown

Adding Important References/Advisors

Email Not Forwarding

Resources

Learning Lab & Leader Pro Tips



A NOTE FROM CLIENT SERVICES

By Lexi Swinimer

The new school year and encroaching fall weather always makes me think of "You've Got Mail" with Meg Ryan and Tom Hanks where she says, "I would send you a bouquet of freshly sharpened pencils if I knew your name and address." Just thinking of fresh school supplies and the newness of the year gets me smiling.

Our current new school year is bursting with fresh ideas and new ways of doing things, we've never experienced before. And purchasing new masks that represent who you are and highlight your personality is a fun new school supply to add to the list. We hope that within the new processes and requirements of this school year, you are still able to celebrate the unique traditions that make your chapter feel like home for your Members.

In the spirit of new school supplies, we introduced many new features for MCR over the past 3 months. We are excited to share we have now also released our new Mobile App which adds a lot of robust features behind the scenes for users while also adding some key requested features such as searching the roster by phone number and location based achievement check-ins. Be sure to download the new app to take advantage of one more new school supply for the year ahead!

P.S. - If you haven't seen "You've Got Mail" you need to remedy this immediately and plan a chapter movie night! It's a classic!

2 WEEK COUNTDOWN!

Announcing our
2 week
countdown to
our biggest
surprise yet! Stay
tuned MCR
users!



BIG SURPRISE coming to our
instagram @mcrcsisters on
September 14! We have a super
special reward in the making for
everyone and can't wait to let you in
on the details! Make sure your
following us so you don't miss out!



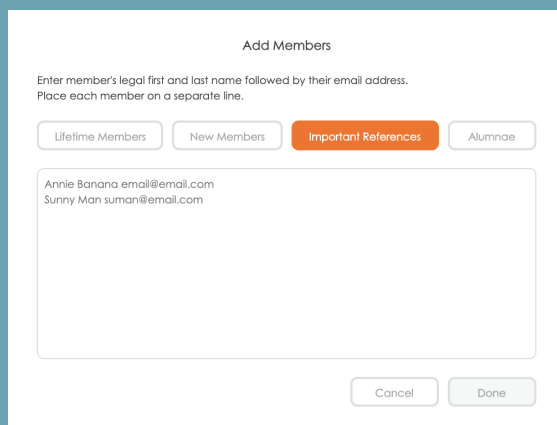
NEW MOBILE APP WITH LOCATION BASED ACHIEVEMENTS AVAILABLE NOW

Adding Important References & Advisors





[ΑΣΤ leaders click here to add advisors through Officer Portal](#)

In order to add an advisor to MCR you will first need to add them as an important reference.

You add an important reference the same way you add any New Member in the MyAccess, Manage Users section and select Important References. [If your advisor already has a MCR account, please contact our support team to merge accounts for them.](#)



Once they have been added as a user, you simply assign them to the advisor position they will fill. If it is a new position, you can add the position and then assign them.

| Position | Member |
|--------------------|---|
| Chapter Advisor |  Penny Zamkov |
| Co-Chapter Advisor | <input type="text" value="le"/>  Angelee Chua |
| Finance Advisor |  Leila Meyers |
| Legal Consultant |  Angelee Chua |

EMAIL NOT FORWARDING

There are some easy fixes!

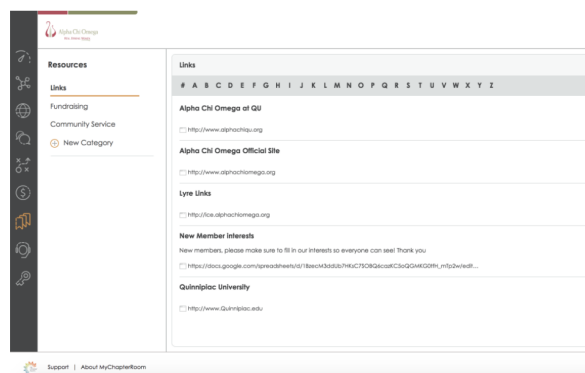
1. There is a setting that allows for forwarded emails per member. Members can find this easiest in the app under your settings on the dashboard.
2. Have members check their spam as many times, settings get changed and the emails may end up there. You can always create a rule that allows mail coming from MCR to come to the inbox.
3. If your university implemented new settings for their firewall, that could also be a factor. We have created a KB article for that if you want to send a message to your IT department. [Click Here](#)
4. Emails will not be forwarded to yahoo accounts..this has been a standard since 2015. Yahoo will not received forwarded mail from a server other than the originator.

Resources Section

The resources section is a place where E-Board Members can share links to resources for the chapter.

Default Resource Sections:

- **Links** (All links from MCR 1 will auto-populate to this section)
- **Fundraising**
- **Community Service**

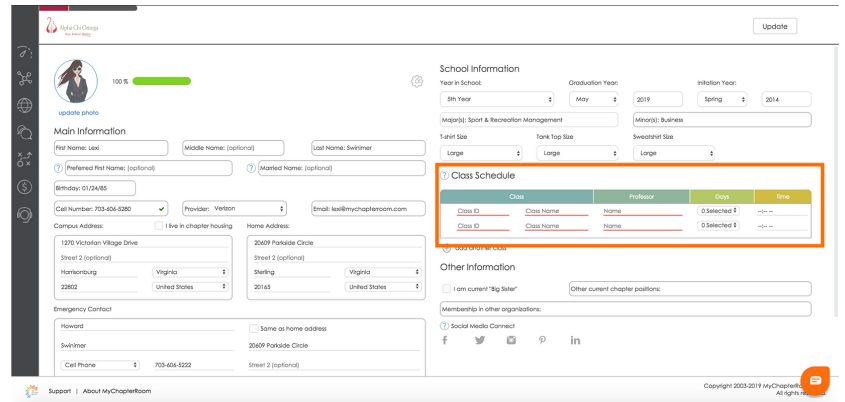


To access a resource, click the link below the title and a new window will open to your resource.

MCR Profile Updates

As of August 15, 2020 all Members were forced to update their profile with their new class class schedule along with any additional updates upon logging into MCR.

All information outlined in red must be filled out in order for the update button to work.



Check out the MCR Learning Lab



Leadership, Empowered!

MyChapterRoom serves as a central hub for relationship, communication and chapter community management for young leaders and their teams.

MCR Learning Lab

We are excited to offer our clients an easy way to learn about the MCR platform. There are so many benefits when leaders embrace one tool for connecting, collaborating and communicating with their members.

Best Practices to Adding New Members

You should take a few minutes to explain MCR to your New Members on Bid Day, and let them know that they will receive an email from MCR with instructions on setting up their account.

Have New Members bring their laptop and phone to your first New Member meeting, and make sure they have:

- Set Up Account and Updated Profile
- Downloaded the Mobile App
- Troubleshoot any issues they are having

If a Member is having issues that you can't help them solve, it is best to have them logged into their account and use the chat icon in the lower right corner to chat with a Client Services Representative so we can best locate the issue within their profile

Visit the Link Below for Detailed Instructions on How to Add New Members from Recruitment Software



Setting Up MCR Budgets For the New Year

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

As you enter information in your financial/checking management program (such as BillHighway, GreekBill, OmegaFi) you should also enter that information into MCR so that the budgets that each leader sees is up to date and accurate at all times.

These budgets should be cleared down at the beginning of each 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.

Visit the Link Below for Detailed Instructions on Updating your MCR Budgets

