

September 6, 2022



## CONGRATS to all who completed recruitment so far and GOOD LUCK to those coming up!

Don't forget about next week's OmegaRecruit live webinar on **Final Reminders for a Successful Recruitment!** 

Monday, September 12 at 4:00 p.m. Eastern

Can't make it to the live webinar? That's ok! The recording will be sent to everyone who registers.

# Below are **SIX BEST PRACTICES AND REMINDERS** to ensure a **smooth recruitment process for your chapter**:

- 1. If your campus uses any software other than ICS for recruitment (such as Campus Director), **REVIEW** and correctly **FORMAT ALL FILES BEFORE UPLOAD**.
- **2.** Pay close **ATTENTION** to verbiage, formatting, and file types.



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- **3.** Read the detailed **INSTRUCTIONS** and examples on each **FILE UPLOAD SCREEN** for your reference.
- **4.** If you have NATIONAL-SPECIFIC settings, these can affect those scorings. Thoroughly **REVIEW EACH FILE**.
- **5.** Do not use Master Reset after you start live recruitment and import real data. *Master Reset deletes all data that cannot be recovered.*
- **6.** All members should **DOWNLOAD THE APP** (iPhones only) and **TEST LOGINS** at least one week before recruitment starts.

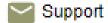
Note: It may be necessary to clear your browser history and/or cache before logging in.

### Need help during recruitment? OmegaRecruit is here for you.

The OmegaRecruit Help Center is available 24/7. Select the in-app Get Help button to get started.

Get Help!

Use the in-app **Support button to send a help request.** The support window will open. *Type in your question.* 





Email recruitment\_support@omegafi.com. Emails must include your organization, university and recruitment dates.

Text Only: **(855) 685-0855** for OmegaRecruit support. *You may be required to send files/screenshots.* 

### **OmegaRecruit Support Hours:**

- 8 a.m. to 11 p.m. EST: FULL support
- 11 p.m. to 8 a.m. EST: Emergency requests only (error messages, configuration issues, missing data)