



MyVote Presentation Facilitators Guide

Prior to presenting, be sure to add your members to MyVote. You can learn more about how to add users by going to pnmvote.com and clicking Settings>Users.

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| <p>Slide 1</p> <div style="text-align: center;">  <p>Delta Gamma Recruitment: MyVote</p> </div> <div style="text-align: center; background-color: #002060; color: white; padding: 10px; margin-top: 20px;"> <p>MyVote Presentation</p> </div> | <p>This material can be used as an interactive training with chapter members to practice using MyVote prior to recruitment. Choose whether you are presenting during a chapter meeting or Prep Week.</p> |
| <p>Slide 2</p> <div style="text-align: center; background-color: #002060; color: white; padding: 10px; margin-bottom: 10px;"> <p>OUTLINE</p> </div> <ol style="list-style-type: none"> 1. Getting started: Steps prior to Primary Recruitment 2. Reviewing PNMs 3. Best practices and FAQ | <p>Review agenda with chapter.</p> |
| <p>Slide 3</p> <div style="text-align: center; background-color: #002060; color: white; padding: 10px; margin-top: 20px;"> <p>GETTING STARTED</p> <p>Steps prior to Primary Recruitment</p> </div> | <p>Take time as a chapter as part of RPW to do these steps together. In addition to ensuring everyone is set up correctly, it also allows you to test Wi-Fi capabilities as everyone updates their comments at the same time. If you encounter internet issues, notify your RCRS/CRC/NCRC well in advance of recruitment, so she can assist in resolving the problem.</p> |

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STEP 1: LOGIN

1. Go to pnmvote.com, or open the MyVote app
2. Use the log in information you created upon receiving email.
3. Forgot your password? MyVote's reset function



For quicker access for voting during recruitment, bookmark the MyVote login page.

Note that the URL is www.pnmvote.com.

Remember to use a secure password that cannot be easily guessed.

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STEP 2: YOUR ACCOUNT



1. Go **settings** (far right)
2. Click **account settings**
3. Update your account settings with your email, phone number, and photo.
4. Click **save**

This is also the page where you can change your password.

Allow chapter members to set up their account.

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REVIEWING PNMS

Now that we are set up as users, let's look at how we will use the software to review PNMs.

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PNM PROFILES



On the PNM profile tabs, you can see information about the PNM, your votes and notes, and if she's been suggested as a possible match to you. Under her name, you can see actions to vote, write a note & tag, suggest a match, and see tags she has been given. Let's dig into the details for each of these starting with voting and comments.

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VOTES & COMMENTS TAGS & NOTES

| MEMBER TYPE | ACTIONS | DESCRIPTION |
|----------------------------|-----------------------|---|
| Voting Members | Votes, Comments, Tags | Voting members should vote, comment and tag on all PNMs they meet. Comments are tied to a vote. Comments are what FVC want to see and use when analyzing votes from members in good standing during primary recruitment. Members who are ineligible to vote are welcome to use the notes feature to make notes to themselves. Some examples of these notes may be making note of what she was wearing or taking notes on chapter members to refer to later to help make educated decisions come preference. |
| MEMBERS INELIGIBLE TO VOTE | Tags, Notes | Members who are ineligible to vote should share their thoughts using the notes feature. Members who are ineligible to vote should also be using the tag feature. |

Note: Review this slide in depth.

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VOTES & COMMENTS

- After each round
1. Open MyVote (via zip or web browser)
 2. Find the PNMs (scroll or search)
 3. Click on the **PNM profile** for whom you would like to vote
 4. Click **Vote**
 5. Depending on what round of recruitment you are in, you will vote based on the 1-5 scale in different interaction categories.



EVC: If you think that the time between rounds is too short to capture all the information, please work with your RCRS/CRC/NCRC on a strategy that would work best for the chapter. For example, she could recommend opening the rounds back up at the next break to add more comments.

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NOTES & TAGS

- All users, whether voting members or ineligible should follow the below steps:
1. Click **Write Note & Tag**
 2. Type your note (if necessary)
 3. Click any tags that correlate to this PNM.
 4. Click **Submit**.



All members of EVC can see notes submitted. If you are ineligible to vote, EVC still wants to see your notes, so please include your thoughts in the notes section.

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BUT, WHAT ARE TAGS?

Tags are used by EVC to make quick looks of where PNMs fall, without having to read every single comment and note being submitted.



The chapter should share and any additional tags the chapter is using here.

Tags are used by EVC to make quick looks of where PNMs fall, without having to read every single comment and note being submitted.

Here you should talk about any chapter specific tags you'll be using.

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SUGGESTING MATCHES



We encourage everyone to suggest matches. Don't worry about needing to type someone's full name. Use the search line to start searching for chapter members. As you start typing a name on the line, the software will filter and show you all the names of users that match. Don't forget to tell us more about why you think she might be a good match to help us when we do the matching.

Remember this is a suggestion, and we can't guarantee that she will be matched with the PNM. We will be looking at the suggestions and the match details prior to matching.

Insert details for how your chapter will share matching information.

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VIEWING MATCH SUGGESTIONS



Once you submit your suggestion, that member can see which PNMs have been suggested for her to speak with. There are 2 ways to see this information.

- 1) By going to the list of PNMs on the left and using the “Matched PNMs” filter to filter the PNM list to only those PNMs that have been suggested as a match.
- 2) Going to the PNM profile and then to the matches tab. There you can see who made the suggestion along with why she thought you two should meet.

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PREFERENCE VOTING



To cast votes after preference events:

1. Open MyVote (via app or web browser)
2. Find the PNMs (scroll or search)
3. You will vote in two different categories for the PNM you spoke with:
 1. How much she wants to be a Delta Gamma?
 2. How much do we want her to be a Delta Gamma?

After preference events, the members who have talked to a PNM will cast votes based on two sets of criteria:

How much she wants to be a Delta Gamma

How much we want her to be a Delta Gamma

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VOTING: REMINDERS

- Be **kind and respectful**
- No talking/texting
- You must press **“submit”** for your votes, tags, notes, and comments to be counted!

We realize that there will be PNMs who you do not see as a Delta Gamma. That is okay. We do expect members to be kind and respectful in your notes and comments. Comment on the membership selection criteria without being mean.

We have a lot to capture between parties in a short amount of time. Focus on your thoughts and don't talk to others about PNMs.

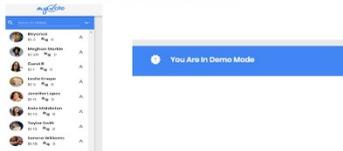
After entering your notes and answering yes/no to the questions, remember to press submit.

Remember to comment on women you have met or known previously.

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LET'S PRACTICE

If your chapter is in demo mode, you will see this across the top and a subset of 8 PNMs:



With the chapter in DEMO mode, practice voting during RPW or prep week.

Test out your Wi-Fi and make sure everyone in your chapter can access the software and vote at the same time. If you encounter issues, contact your RCRS/NCRC/CRC early so that we can work together to solve this. MyVote does not take up a lot of bandwidth, so it may be as simple as having members vote in different spots of the house, so they are using different internet access points.

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Remember to use a secure password that is not easily guessed.

EVC can use the member activity and interest information, home town, etc when matching PNMs with members. See Member Match Report.

Best Practices

1. Use hard to guess passwords for all electronic data
2. Members bookmark MyVote login page if using web browser
3. Fully charge your smartphone
4. Connect to your campus/house WiFi (if your campus limits this number, then you will be using your data - MyVote does not use a lot of data)
5. Log out of MyVote app after you are finished voting
6. Phone etiquette
 - Phones are to be **COMPLETELY SILENT**.
 - Including any various alarms
 - Vibrate is not ok - must be silent
 - Have a sandwich bag for bump boxes for your phone
 - Phones are only to be used for MyVote

Have members save the MyVote login page as a bookmark for quicker access for voting during recruitment.