

OURHOUSE[®]

EXECUTIVE COUNCIL INSTRUCTIONS



Master Account Credentials (examples)

Email: axpchapter@oh.us

Password: axppw3

Chapter Code: CHCODE

Please download the OurHouse App from the App Store or Google Play and click “SIGN UP” at the top to create your personal account (with a .edu, gmail, or other personal email) using the Chapter Code listed above. All of your members will register their personal accounts using this Chapter Code as well.

To access the admin panel from the web visit www.ourhouse.us, click the green “Officer Login” button on the right, and on the Login screen with a green bar at the top that says Chapter Admin Access you will initially enter the Master Account Credentials listed above.

To give your personal account Executive Permissions (**which will allow you to login to the admin panel through “Officer Login” using your personal account Email/Password from now on**) click the “Members” tab and then click the “Executive Council” subtab. Type your Executive Position in the box on the left and then select your name from the User drop-down menu on the right. Click the “Permissions” button in the middle and select all the features you want to have access to in the admin panel, then click the “Save Changes” button.

Here are a few key features that will help your chapter run much more efficiently:

Event Calendar:

You can access the Events List from the admin panel on the web or the “Create Event (Admin)” button on the homescreen of the app by entering your personal account credentials if you have Executive Permissions for Events. Remember to click the “Remember Me” box so you only have to Login the first time.

- Keep all your members informed of the events going on during the semester. After creating an event on the admin panel, it will always be displayed in the middle of the OurHouse App homescreen (if it is one of the next two Upcoming Events) and in the full calendar view.
- You can customize and add any details to the event; chapter agenda, points, fine (\$) amount, attire, links to a phone number, email address, website, etc.

- To get a head count for an event (social, philanthropy, volunteer, etc.) choose the “Sign-Up” functionality when creating an event in the admin panel.
- If it’s a mandatory event where you’d like excuses to be submitted through the app, choose the “Submit Excuse” functionality when creating the event in the admin panel.
- You can also set a reminder for events to help members with attendance and points. OurHouse will send out a push notification to all members who have not checked-in or attended the event. Set the reminder anywhere from five minutes after the event has started to five minutes before the event ends.

Attendance:

Keeping track of your members and taking attendance are some of the most important aspects of chapter management. We give you the option of taking attendance automatically using geolocation or manually using a check-list. Both are connected to our customizable points system and will track member points throughout the semester.

- When creating an event in which attendance/ points are required, please set the address and a 200ft radius will appear on the map. When members enter the designated radius, they can “Check-in” to the event to receive attendance and points.
- To override any automatic attendance and view excuses **within the app**, click “Show More” for the event, then click the “Attendance” button in the top right-hand corner of the Event Details screen. Executive Council Officers must have the “Events” permission selected on the Executive Council tab of the admin panel to see the Attendance button on the app.
- To override any automatic attendance and view excuses/ pictures **within the admin panel**, click the “Events” tab, then the “Events List” subtab, then the teal “Attendance” button for the specific event. After selecting the members who are present at the event or have an approved excuse, click the “Save Changes & Update Points” button at the bottom.
 - On the Attendance page Exec Officers can also Export Attendance into a CSV file or Excel spreadsheet by scrolling to the bottom of the Attendance list and clicking the “Export Attendance” button. This is especially helpful when reporting rosters and member lists to HQ.
 - In addition, Exec Officers can view the “Total Attended” and “Signed Up” member counts at the top of this page for each event.

News Feed/ Notifications:

You can access the News push notification feature from the admin panel on the web or the “Create Notification (Admin)” button on the homescreen of the app by entering your personal account credentials if you have Executive Permissions for News. Remember to click the “Remember Me” box so you only have to Login the first time if you haven’t already for Events.

- The “News Feed” at the bottom third of the app home screen is for disseminating all news to the entire chapter, instantly or scheduled for whenever you want notifications sent out in the future.

- Along with our direct/group messaging feature, you can easily use this to replace LISTSERV, mass emails/texts, cluttered Facebook messages, and personal GroupMe chats.
- Send out notifications regarding chapter news, reminders, emergencies, forms, links, documents, recruitment, Greek Week, meetings, formals, date parties, volunteer events, philanthropy functions, and so much more!

Direct/Group Messaging:

The message bubble icon in the top right-hand corner of the app homescreen is where officers and members can send direct and group messages.

- ALL the messaging is private and secure, and nothing is public or on any social media outlets. It's great to access all of your chapter's communication by creating an Exec Council group chat, new recruitment class group chats, live-ins, IM Sports, Greek Week, etc.
- By moving your messaging and communication over to OurHouse, you'll be able to centralize all chapter information into one app. Members can send pictures within the app, and can "mute" direct and group chats so they are not inundated with 100s of live message notifications.

Member List/ Chapter Roster:

The two-person icon in the top left-hand corner of the app homescreen is where you and your members will be able to access the entire chapter roster. It's a much more convenient place to store your chapter contacts rather than having to sift through the long list of contacts on your phone that includes many people who aren't in your chapter.

- Every member has their own profile with contact info, and each profile provides click-to-call and click-to-email capabilities. Members can save contacts directly to their phones too. Shortened lists of Exec Officers and New Members are displayed as well to make it easier to find the right person to contact.
- As an Exec Officer you can view the entire Member List in the admin panel and can help to reset points, emails, passwords, and other member info. You can also view each member's event attendance and edit points for any event throughout the semester.

Our House Tab:

- Input chapter history and songs under the "Our House" tab in the admin panel. Chapter history is an open tab where you can provide any pertinent chapter information to your members, and having a songs list available anytime on their phones helps them memorize the songs and participate more when they are sung.

Documents:

- You and the other Exec Officers can upload all documents for the chapter by accessing the "Documents" subtab in the Our House tab of the admin panel. This

includes: forms, chapter/ organizational bylaws, weekly minutes, recruit information/ trivia, excel spreadsheets, pictures, PDF, PNG, JPEG, etc files. Members can view all documents on the app or download them and print them out by using "Member Login" on the web.

Tasks & Chores:

- If you have weekly tasks and chores that members need to complete, you can input them every week into the admin panel and they will display in the app for the members to see.

Meals:

- If you are a housed chapter and do have a weekly meal plan, we will work directly with your chef to input the meals for the week.
- The chef/ kitchen staff will also receive your Late Plate requests, ratings, and suggestions directly from the app. This helps to eliminate paper sign-ups, whiteboards, group texts, and food waste.
- If you do not have a chef or weekly meal plan and would possibly like to implement one in the future (even if it's just a daily drop-off), please let us know and we can connect you with a Kitchen Management/ Catering partner.

Deals:

- Within the app there are some awesome businesses that will provide your members with deals and discounts on things you already purchase throughout the year. Please give us a list of local businesses you frequent and we'll reach out to them.

****If you have any feedback or suggestions on existing or future features, please let us know so we can create the best chapter management platform for you and your members!**

THANK YOU FOR WORKING WITH OURHOUSE!