

OURHOUSE[®]

EXECUTIVE COUNCIL INSTRUCTIONS



OurHouse new feature addition:

Polls:

You can access the Polls feature from the admin panel on the web or the “Create Poll” button on the top right of the Polls List screen of the app (click the floating “MENU” button bottom right on the app homescreen, then click the Polls button with the check-mark icon) by entering your personal account credentials if you have Executive Permissions for Polls. Remember to click the “Remember Me” box so you only have to Login the first time.

- Conduct polls/ votes in real-time that are perfect for t-shirt orders, recruitment, Executive Council elections, picking event themes/ venues, philanthropy choices, Greek Week events and partners, etc. If you’d like a reminder to be sent out to your members when a poll opens, please click the “Poll Reminder Notification” box before saving.
- Every poll must have a poll name, start and end date/ time, topic/ question, and at least two options. You can add as many options as you’d like by clicking the “+ Add Option” button. In order to view the results, please click the “view/edit” button for the poll you’d like to see. The “total members voted” is the total number of members that have actually voted out of the total number of members in the chapter.
- Polls cannot be edited or altered after they open (start date/ time passes), so please remember to double check the information before saving.