



OMEGAFI®

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Omega**Recruit**

Hi Heather!

Don't wait! Update your OmegaRecruit users.

FIRST, go to *Users > User List*.

- **Delete** anyone who should not have access.
- **Send Registration Emails** as applicable.

USER LIST

The list below shows all the Users in your chapter.

On this page you can modify bump group, star status, restrict/unrestrict users, and add/remove chapter admins.
Note: Rows with a missing name indicate that this user hasn't signed in yet.

Search _____

Name	Email	Group	Star	Admin	Delete	Restrict	
		0	☆	☑	✗	☐	SEND REGISTRATION EMAIL



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NEXT, go to *Users > Add Users*.

- **Add** anyone who needs OmegaRecruit access.
- You can add users individually or upload a file.

ADD USER

Enter the emails of your users, separated by commas.
Each of your users will receive an activation email with further instructions.

First Name

Last Name

Email

Or, upload an Excel spreadsheet with your user email addresses, first name and last name.
The spreadsheet should contain a three columns with a single email, first name and last name on each row.

No file chosen

FINALLY, if you haven't done so already, make certain to [download previous recruitment reports](#).

Do this **TODAY, it only takes a few minutes!
Visit the [OmegaRecruit Help Center](#) for additional resources.**