



OMEGAFI®

September 6, 2022



## OmegaRecruit

**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.*

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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.*

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## 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.*

 **Support**



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Email [recruitment\\_support@omegafi.com](mailto: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.*

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### **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)
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