Log into ICS using the User Name and Password.
**Panhellenic – Recruit Counselor Training**

To Change a recruit's status, click the **EDIT** button beside their name.

<table>
<thead>
<tr>
<th>Status</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Recruit</td>
<td>An Active PNM</td>
</tr>
<tr>
<td>Withdrawn</td>
<td>A PNM who formally tells someone that she can no longer participate in recruitment</td>
</tr>
<tr>
<td>Dropout</td>
<td>A PNM that shows up for recruitment/parties and then does not come back the next day and does not tell anyone that she is not returning</td>
</tr>
<tr>
<td>Released</td>
<td>A PNM who did not receive an invitation to the next round by any chapter</td>
</tr>
<tr>
<td>No Show</td>
<td>Does not show up for recruitment</td>
</tr>
</tbody>
</table>

Then click change status. You will only see the women in your recruit counselor group.

Click on Pre-Recruitment Tab

![Pre-Recruitment Tab](image-url)
Next Click on the Recruitment tap at the top and open the PNM Management folder. Click the DAILY SELECT tab on the left of the page. The list of PNMs in your color group will appear. Then click VIEW beside the PNM’s name whose information you are entering in.

The rounds will appear at the top of the screen and you will then select the round that you are making selections for.

You will see 3 columns. All chapters will be in the middle column.

The PNM will put the Maximum number of Chapters that they can go back to in the “Accepted” column. But will not be allowed to exceed the Maximum number at the top of the “Accepted Column”. The PNM will then place the remaining chapters in the Interest/Rank column in Rank Order on the right.

If you need to make a rank order change, highlight the name of the chapter and move it up or down with the black up/down arrows.

CLICK SAVE

Only women who are still listed as recruits will appear on this page.
Entering Selections After Preference

Click the PNM Management down arrow and then FINAL DAY SELECT.

Click VIEW beside the PNM’s name.

The sororities that this PNM has available to choose from will appear in the Available column to the left. She will then move the chapters to the right column in rank order.

IF SHE JUST PICKS ONE, do not move the second one over.

CLICK ACCEPT

PRESS SAVE
CLICK THE REPORTING drop down arrow, then the VIEW CHAPTER SELECT tab. A list of all the PNMs still participating in recruitment will appear here.

Click VIEW.

A List of recruits will appear here. Choose “view” next to the recruit’s name if you would like to view the chapters that she selected.

You may print the list of chapters that the recruit has chosen for that round by clicking on the “print” button.
Click VIEW SCHEDULE. A list of all the PNMs still participating in recruitment will appear here.

Click VIEW. A List of PNMs will appear here. Choose the ROUND to view the recruits’ schedule.

You may print the schedule for any recruit from this screen by clicking the “print” button.
Click VIEW FINAL BID. A list of all the PNMs still participating in recruitment will appear here.

Click VIEW.

This will give the Recruit Counselor a final opportunity to print the Binding Agreement for the recruit to sign.

MEMBERSHIP RECRUITMENT ACCEPTANCE BINDING AGREEMENT

[Print]