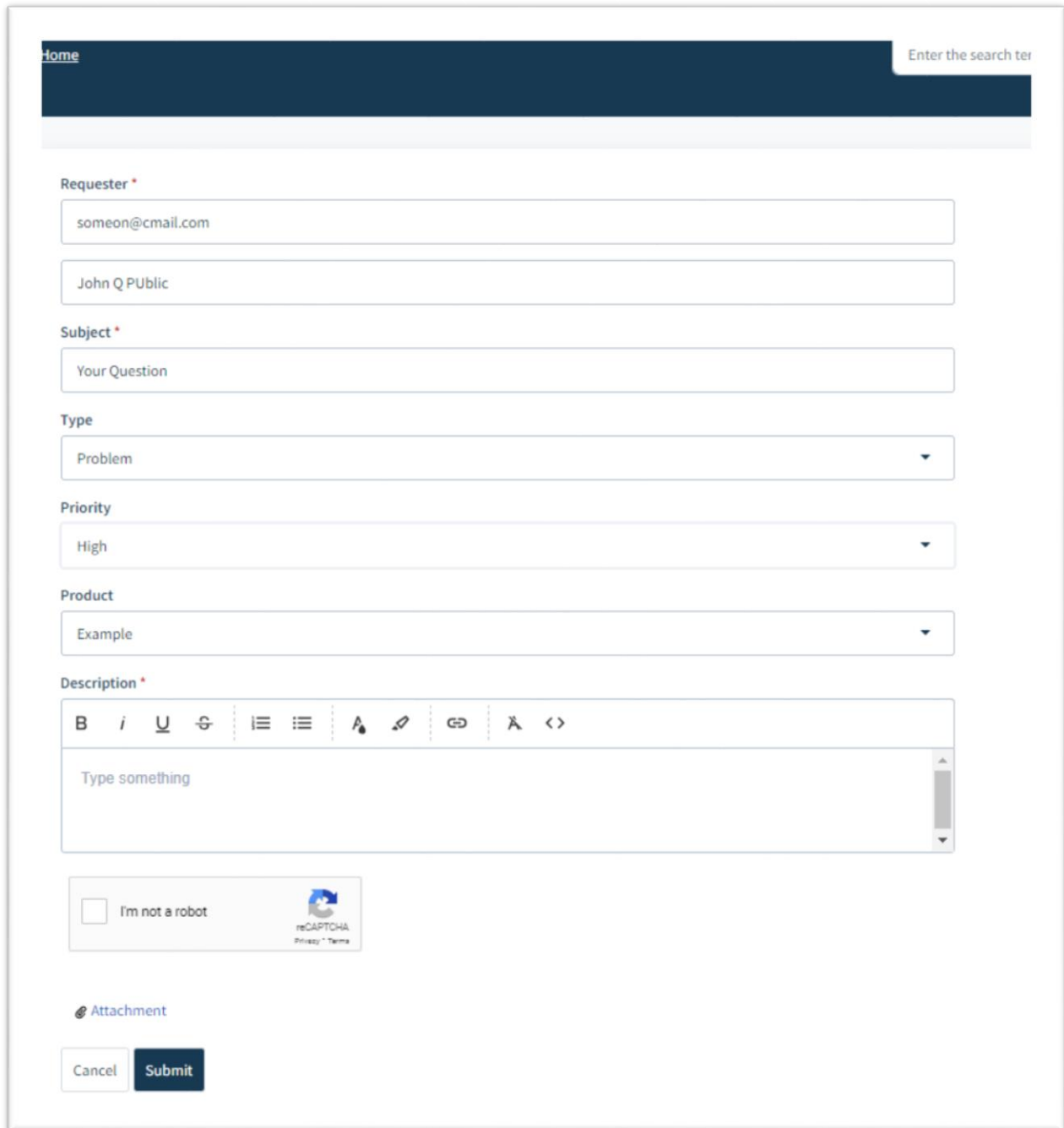


Contact Us

1. This information is covered in several other places. But this covers it in a bit more detail.
2. On several pages you will see a [Contact Us](#) button. Clicking on it will display a special page.



The screenshot shows a web form titled 'Contact Us' with a dark blue header. The header contains a 'Home' link and a search bar with the placeholder text 'Enter the search ter'. The form fields are as follows:

- Requester ***: A text input field containing 'someone@cmail.com'.
- Name**: A text input field containing 'John Q Public'.
- Subject ***: A text input field containing 'Your Question'.
- Type**: A dropdown menu with 'Problem' selected.
- Priority**: A dropdown menu with 'High' selected.
- Product**: A dropdown menu with 'Example' selected.
- Description ***: A rich text editor with a toolbar containing icons for bold, italic, underline, link, unlink, list, ordered list, link, unlink, and code. The text area contains the placeholder 'Type something'.
- reCAPTCHA**: A checkbox labeled 'I'm not a robot' and the reCAPTCHA logo.
- Attachment**: A link with a paperclip icon.
- Buttons**: 'Cancel' and 'Submit' buttons.

3. In the Requester field, enter your Email address. A box for your name will then open up. In the subject, enter the title of your question (it will appear in the alerting email and title of the question). Select the type of issue: Question, Problem or Feature, assign a priority based on how it impacts your ability to perform your tasks. Describe the problem as specifically as you can. If it involves an organization, specify which organization, including the organization's parent

(region). We have several St Francis fraternities, for instance, so we need to know which one. Include the Region and perhaps city. For a Person, include their Person ID (it's found on the organization membership list).

4. After you click **SUBMIT**. An acknowledgement page will be displayed. Click on the 'X' at the top to close this TAB
5. When you submit your report, an email will be sent to the support team. Please remember that we are volunteers so it may take a bit of time for us to respond.
6. You can also use this form to request support from the national Admin team, for example to move a person between two fraternities which are in different regions. Do not use this to ask to move between fraternities in the same region, but contact your region's Admin user.
7. Eventually we may build a FAQ that you can search, and a knowledge base.

