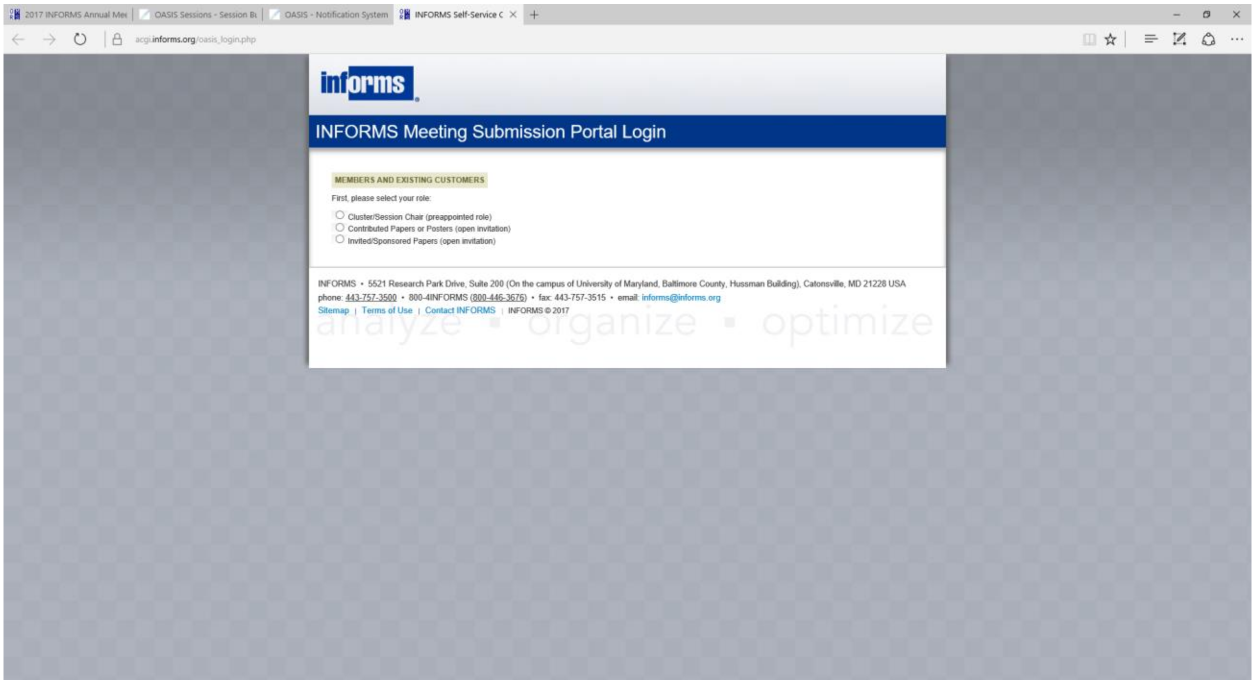
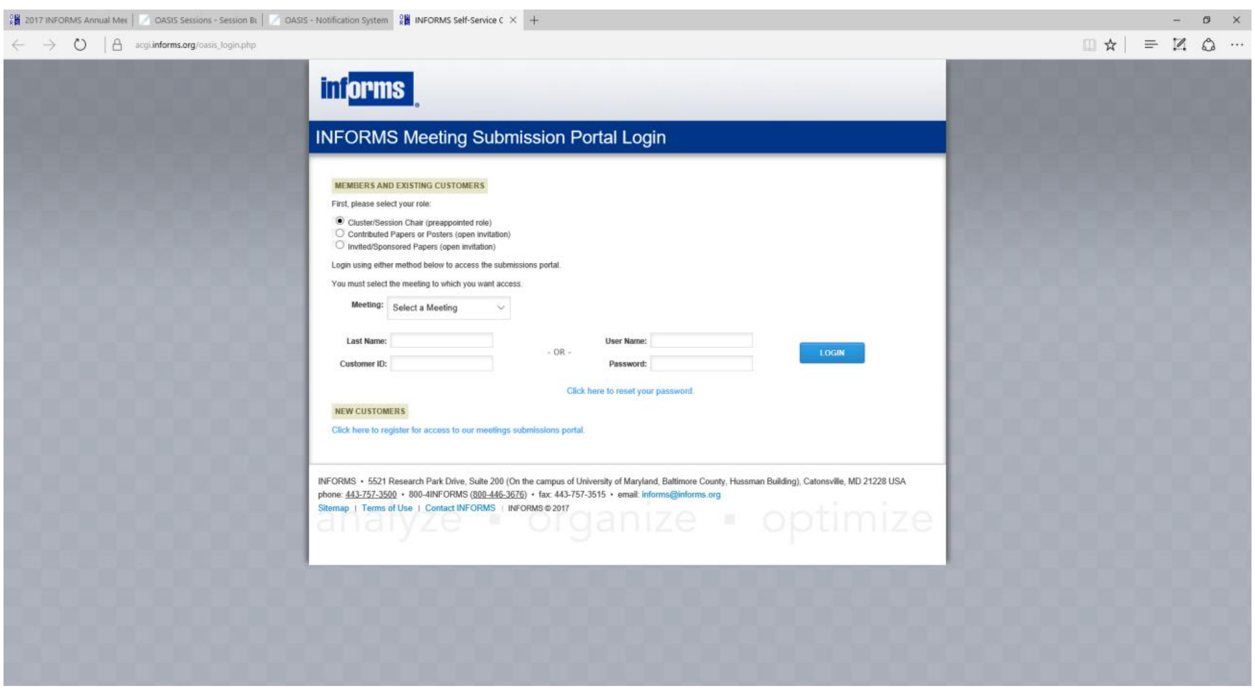
Cluster Chair Instructions

Step 1: Once your receive an email with cluster chair information please follow these steps



Step 2: Choose cluster/session chair

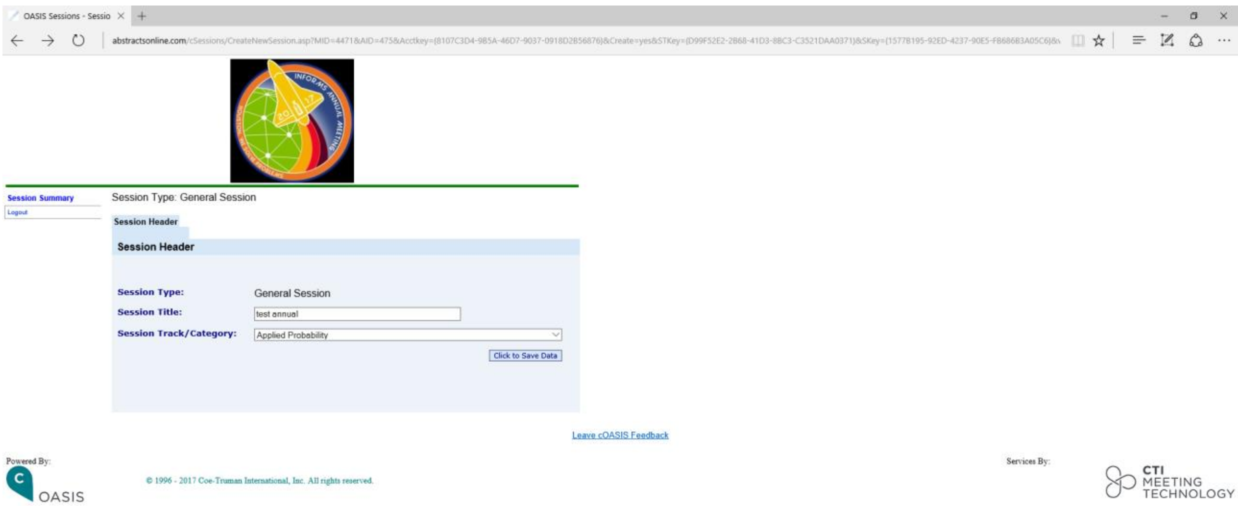


Step 3: Select Annual 2017 please use last name and Customer ID to login (please send an email to ellen.tralongo@informs.org, if you need your ID number.

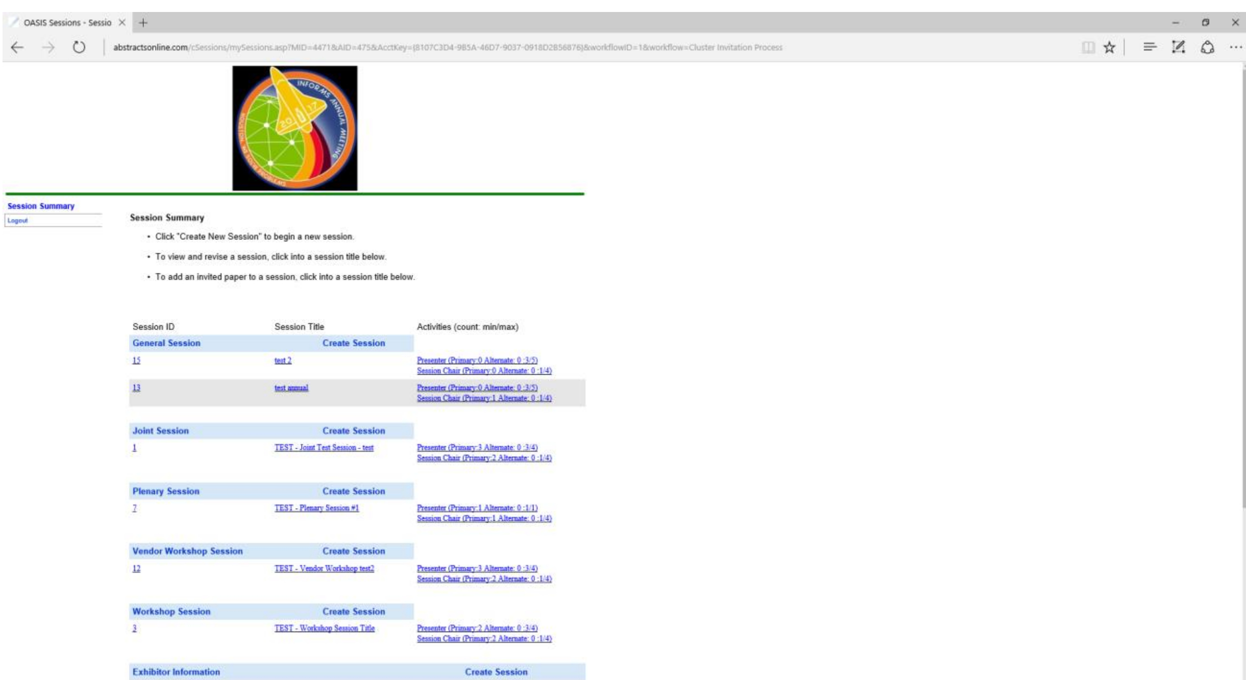
Step 4: Enter a title, it can be the session chairs name or any title, once the session chair logs in they can update the title.

Step 5: Choose your Session Track Category in the pull done (cluster name).

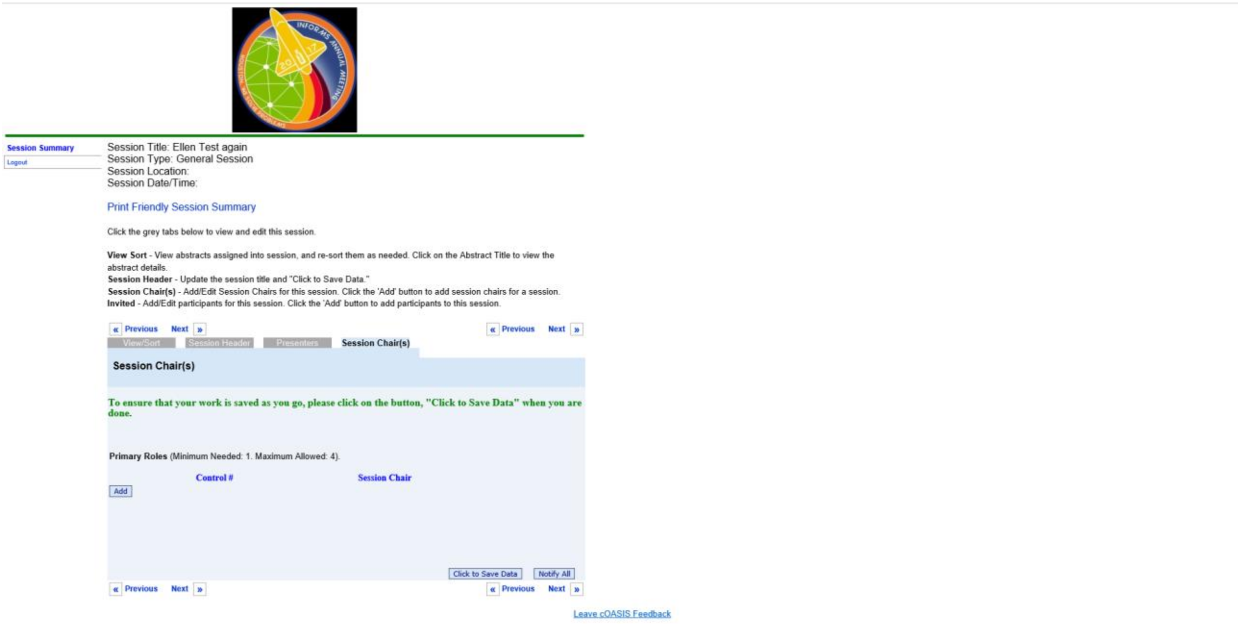
Step 6: Click to Save Data



Next screen page that will appear :

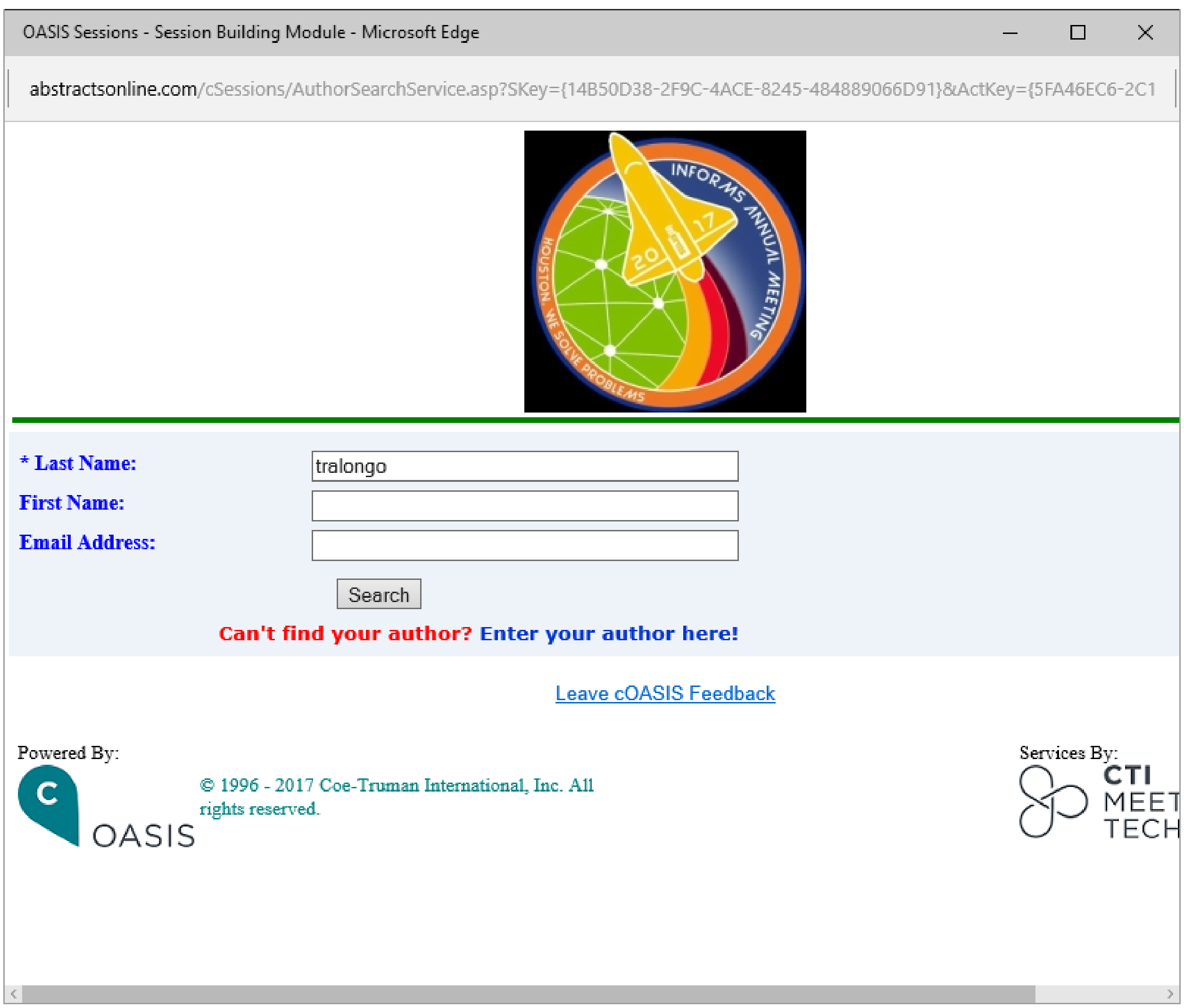


Step 7: Click on Session Chairs(s)

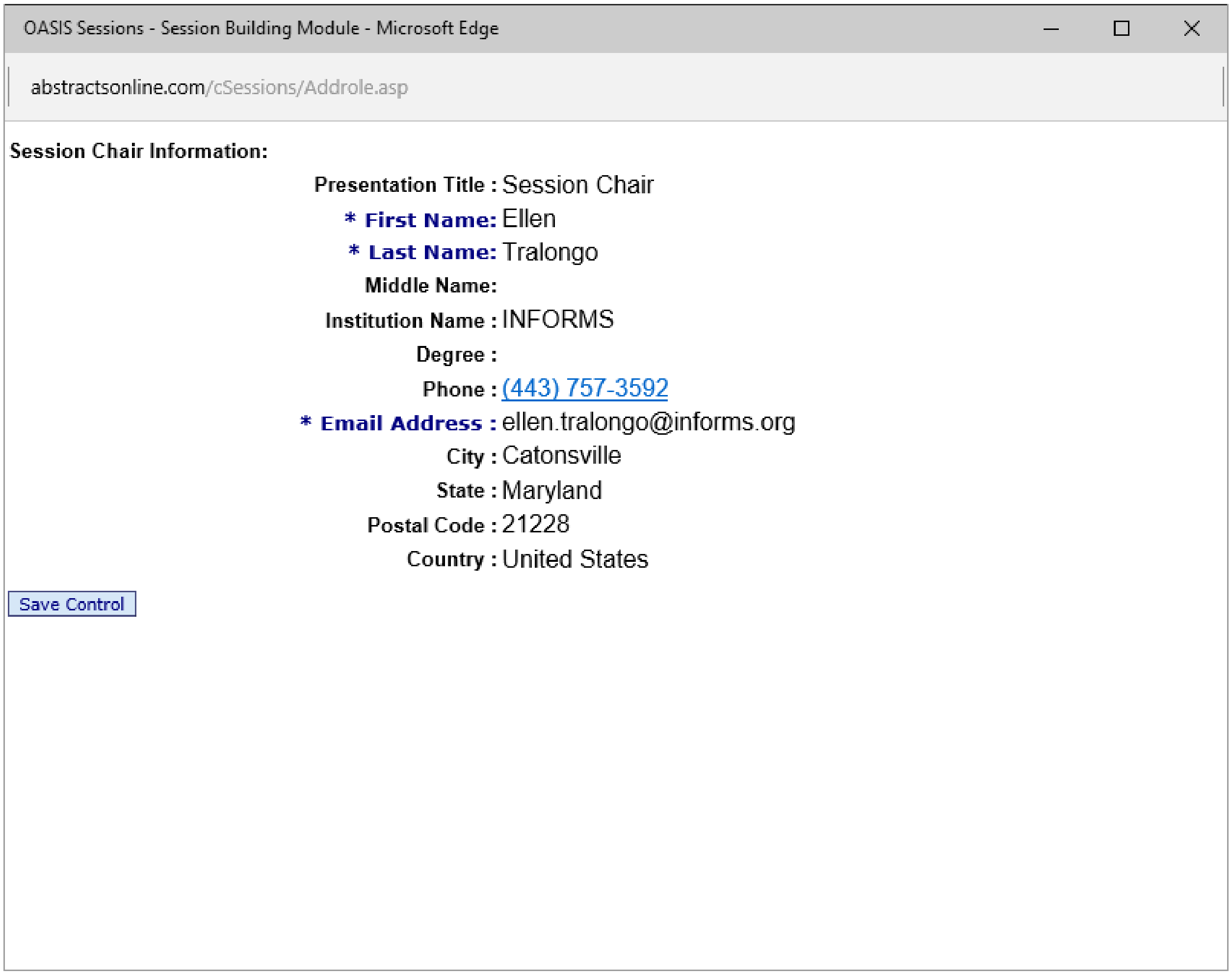


Step 8: Click "Add"

You will get a pop-up screen (be sure to allow pop-ups) type in session chair last name,

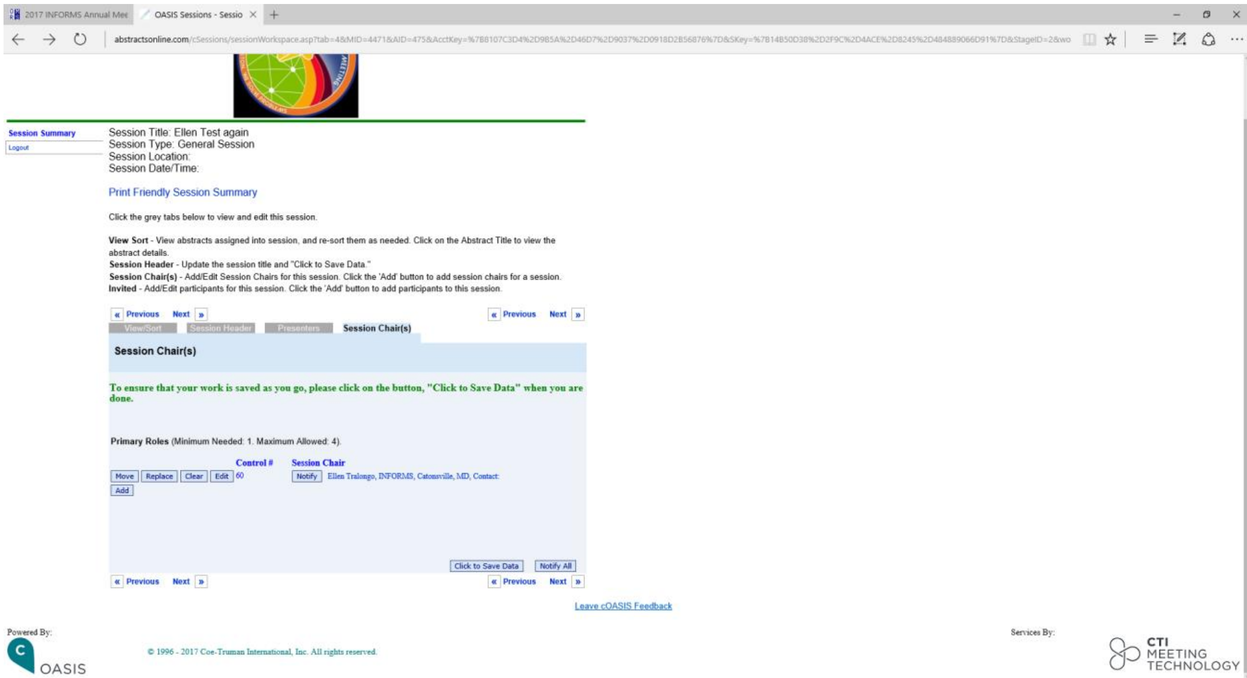


Step 9: Click "Search"
If you see the name of the person you are looking for click add, if you do not see it go back and add a first name and search, if it is still not there, click on Enter your author here!



Step 10: If the correct person shows up, click on save Control.

Next screen page that will appear:



Step 11: Click on notify, this will send an email to the session chair with instructions. You can add presenters or leave that to the session chair.

*To create another session - click on Session Summary

If you have an issue or problem, please send an email to ellen.tralongo@informs.org