



ManageUN

Chair Guide

Before following all these steps, make sure that you are logged into your ManageUN account.

Taking attendance:

1. Click on the **“My Council”** tab.
2. Click on **“Attendance”**.
3. Tick the checkbox for present delegates.
4. Click **“Save”**.

Clipping a delegate/runner:

1. Scan the QR Code that is on the delegate/runner badge. For this step make sure to have QR Code scanner application on your phone. Here is a suggested application to download:

IOS:

<https://itunes.apple.com/us/app/kaspersky-qr-scanner/id948297363?mt=8>

Android:

<https://play.google.com/store/apps/details?id=com.kaspersky.qrscanner&hl=en>

2. In the **“Misconduct”** section write a report of the incident and click **“Report”**.

Please note:

Once a clip has been issued, the MUN directors will be notified with your written report and necessary action will be taken. Therefore, please take careful consideration when issuing clips.

Assigning awards:

1. Click on the **“My Council”** tab.
2. Click on **“Awards”**.
3. Select a delegate from the dropdown for each award in your council.