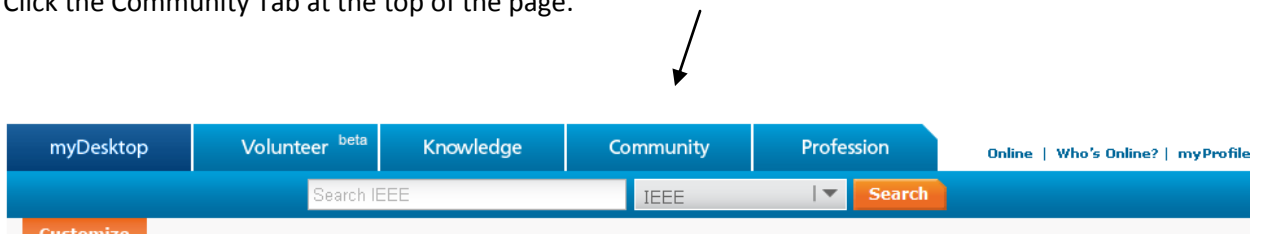


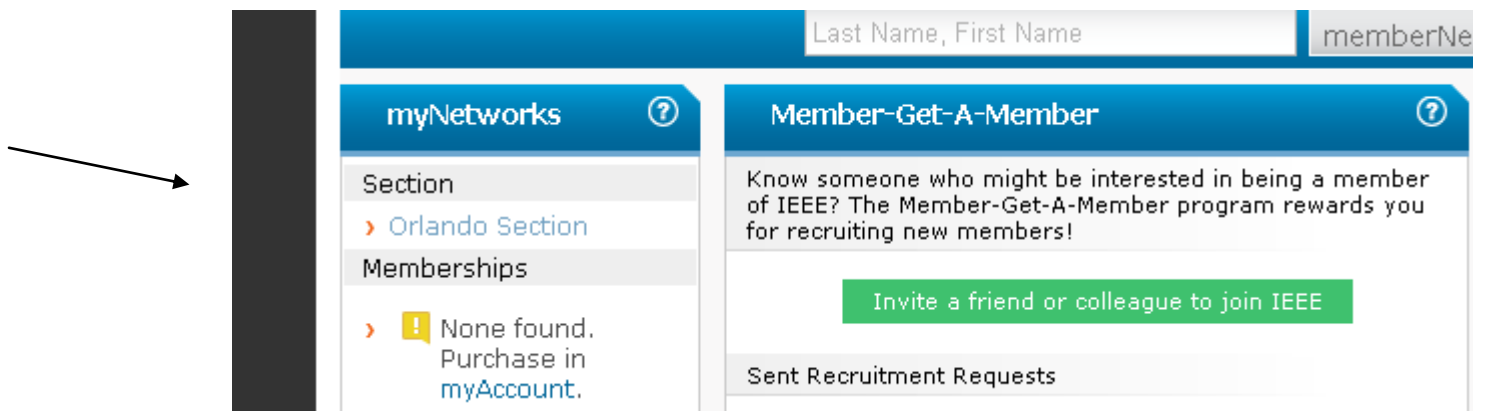
Finding an IEEEExtreme Proctor Using IEEE MemberNet

- 1) Sign in to myIEEE with your IEEE Account Username and Password
www.ieee.org/myieee





- 2) Click the Community Tab at the top of the page.



- 3) On the upper left hand side, please click the link under Section.

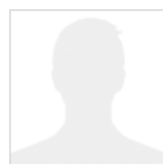


- 4) Scroll through the pages to find at least 3 Higher Grade Member who also have a Volunteer mark. Do not just pick the first three volunteers you can find. Look through each page to find familiar names.

| | | | | | |
|--|--|--|---------------------|---|----------------|
| › Arrays | | Name | Member Grade | Volunteer | Awardee |
| › Communications | |  [REDACTED] | Life Senior | | |
| › Integrated Avionics | |  [REDACTED] | Member | | |
| › Communications Switching And Routing | |  [REDACTED] | Member | | |
| › Artificial Intelligence | | [REDACTED] | Senior Member |  | |
| Employer | | | | | |

Two arrows point to the 'Senior Member' row: one from the left pointing to the member name, and one from the right pointing to the volunteer icon.

- 5) Click the member name. On the right hand side, a “Send Message” button will be there to allow communication with member. If the button is grayed out, then you must find another volunteer.





[REDACTED]

Senior Member

[REDACTED]

[Orlando Section](#)

 Biographical information not made available via member's opt-in preferences.

 [Send Message](#)

MEMBERSHIPS

IEEE Professional Communication Society Membership

- 6) In the body of the message, you can use the following copy to seek the help of volunteers to become proctors.

“Dear X,

Hello, my name is [Insert Name] and I am an IEEE Student member from [Insert School] who is interested in participating in IEEEExtreme 7.0. IEEEExtreme is a global 24-hour programming competition for teams of IEEE student members. In order for our team to participate a proctor is required. Unfortunately we are unable to secure a proctor. We are reaching out to you to see if you would be able to proctor at our university or recommend someone who could. More information on IEEEExtreme 7.0 can be found [here](#). Some of the responsibilities/requirements of the proctors are but not limited to:

- Monitor general flow of the activity (24 hour period, 26 October 2013, starting at 00:00:00 UTC)
- Inform students when event begins, middle point, and when there are 6 and 1 hours remaining
- Ensure that no one external to the team assists the student participants in solving the problems
- Proctors are responsible for the receipt and distribution of Xtreme prizes
- Proctors must be an IEEE Member of higher grade membership
- A proctor can support multiple student teams

Thank you for your time and consideration. I look forward to hearing back from you.

Sincerely,
[your name]
[university]
[branch info]

- 7) Once you have contacted at least three volunteers, have heard no response, and exhausted all other options, please email IEEEExtreme@ieee.org for further assistance