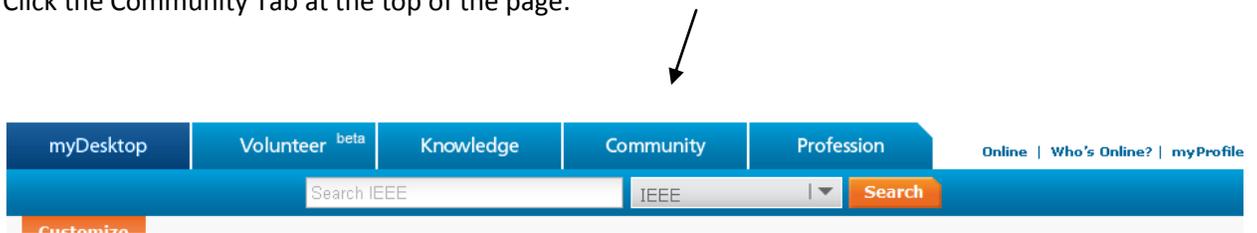


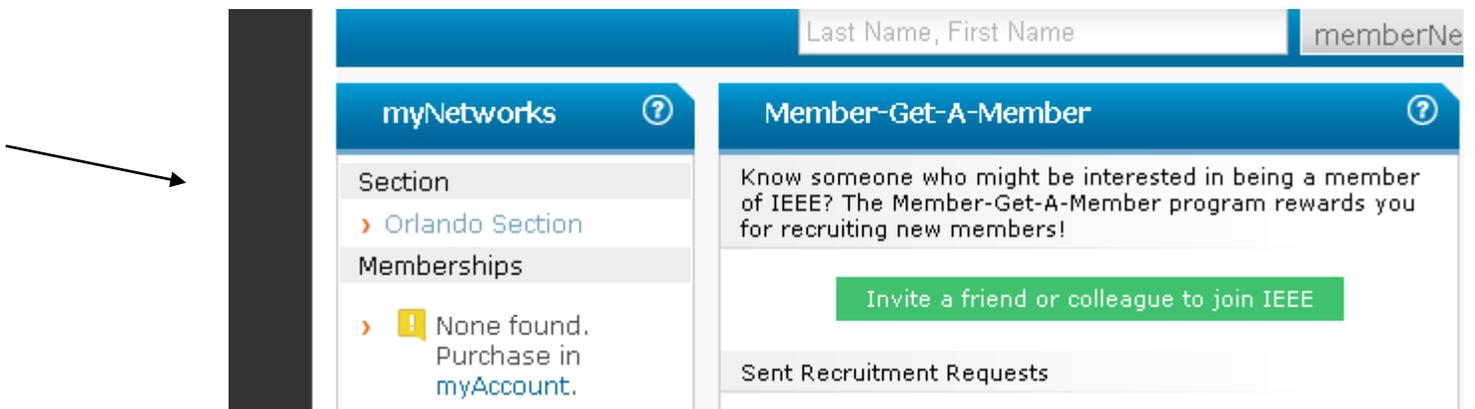
Finding an IEEEExtreme Proctor Using IEEE MemberNet

- 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.

	Name	Member Grade	Volunteer	Awardee
> Arrays	[REDACTED]	Life Senior		
> Communications	[REDACTED]	Member		
> 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 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](#)

 Send Message

MEMBERSHIPS

IEEE Professional Communication Society Membership

An arrow points to the 'Send Message' button.

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

- 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