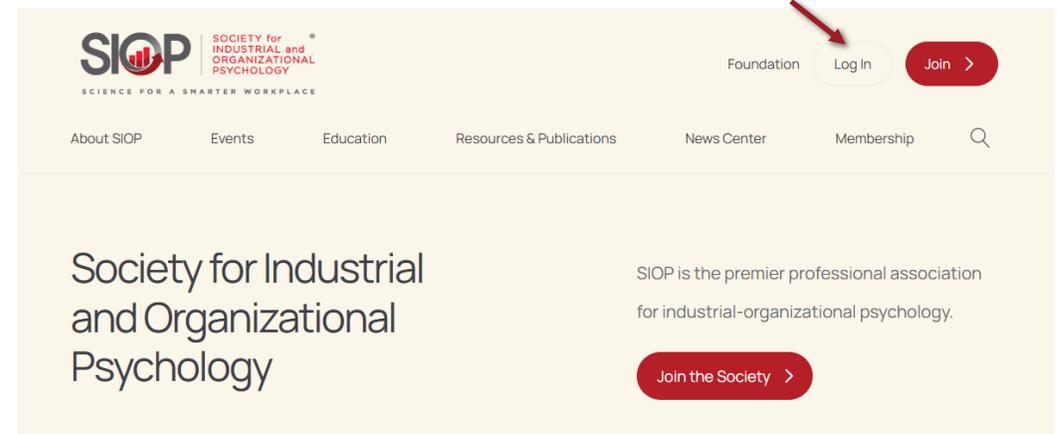




How to Use the SVS for Committee Chairs

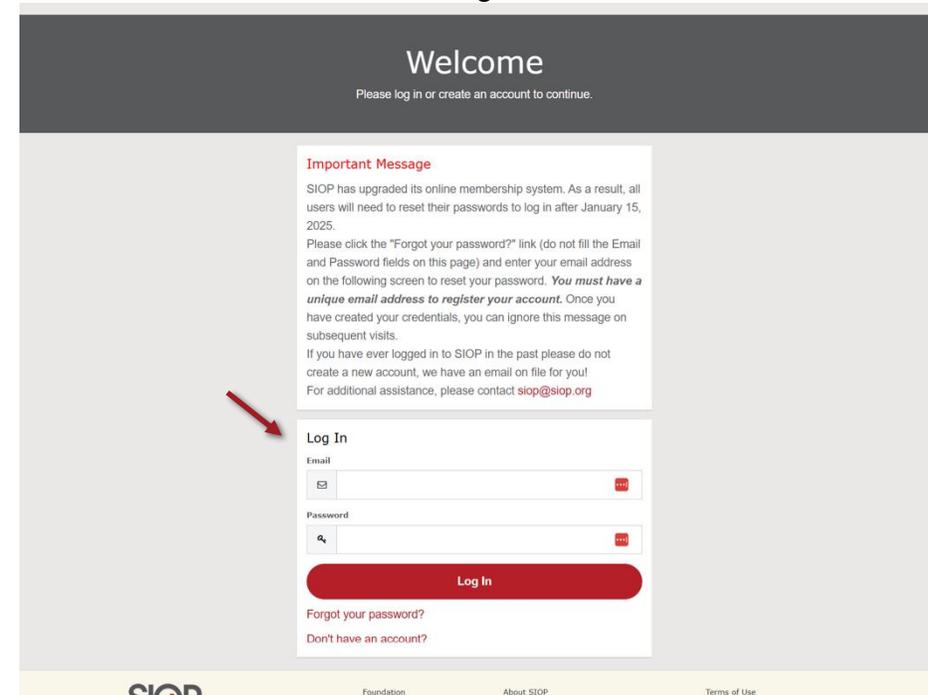
1. Go to <https://www.siop.org/>
2. Click the **Log In** button in the upper right-hand corner (see Image 1)

Image 1



3. Enter in your login information (see Image 2)
4. Click the red **Log In** button

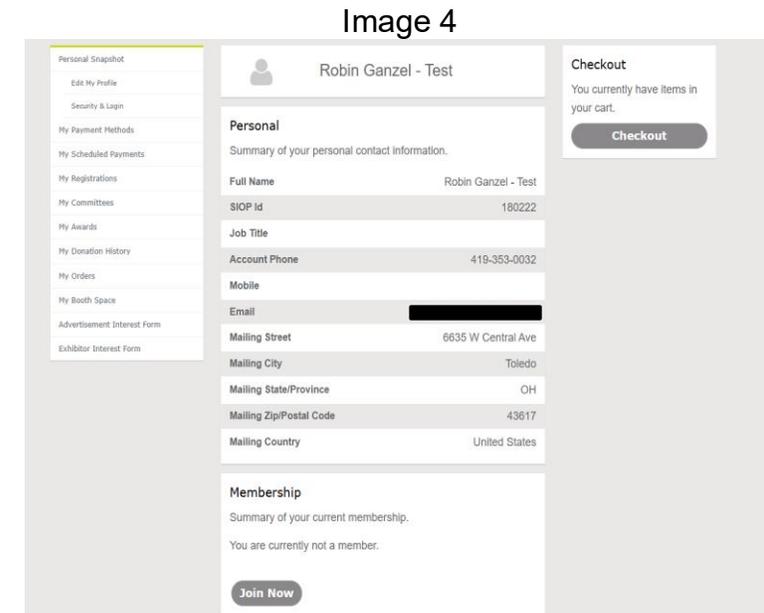
Image 2



5. Click on **My Account** in the upper right-hand corner.
(see Image 3)



6. You will be brought to your 'Personal Snapshot' page.
(see Image 4)



7. Click on **Committee Join Requests** from the lefthand menu.
(see Image 5)

Image 5

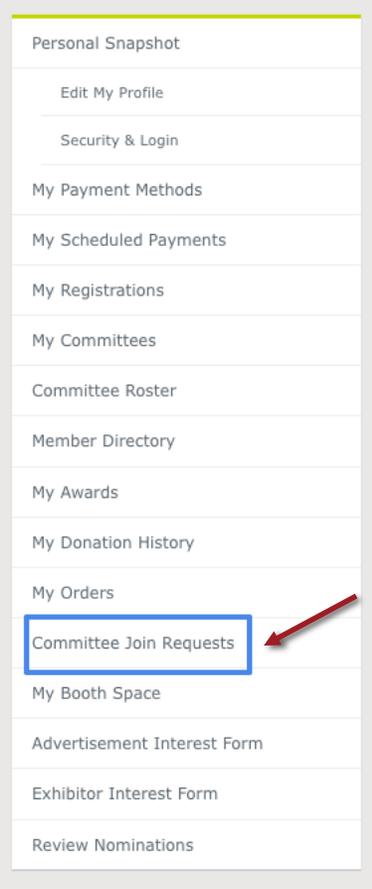


Image 6

8. You will be brought to the 'My Committee Join Requests' page. Click **View Join Requests** to proceed to the volunteer requests.
(see Image 6)

My Committee Join Requests
Click on "View Requests" to accept or deny the committee join requests.

My Current Committee Memberships
Below is the list of your current committee memberships.

Committee	Committee Role	Start Date	End Date
Your Committee	Chair	5/1/2025	4/30/2027

[View Join Requests](#)

Image 7

9. You will be brought to the 'View Join Requests' page.
(see Image 7)

On this page you can:

- a) Check the box next to the volunteer's name to view more. Click **Accept** to **VIEW** a request.
- b) Check the box next to the volunteer's name. Click **Accept** to view a request and then continue to **SUBMIT** the request for the volunteer to join your committee.
- c) Check the box next to the volunteer's name. Click **Decline** and complete the reasons for not selecting the volunteer to join your committee.

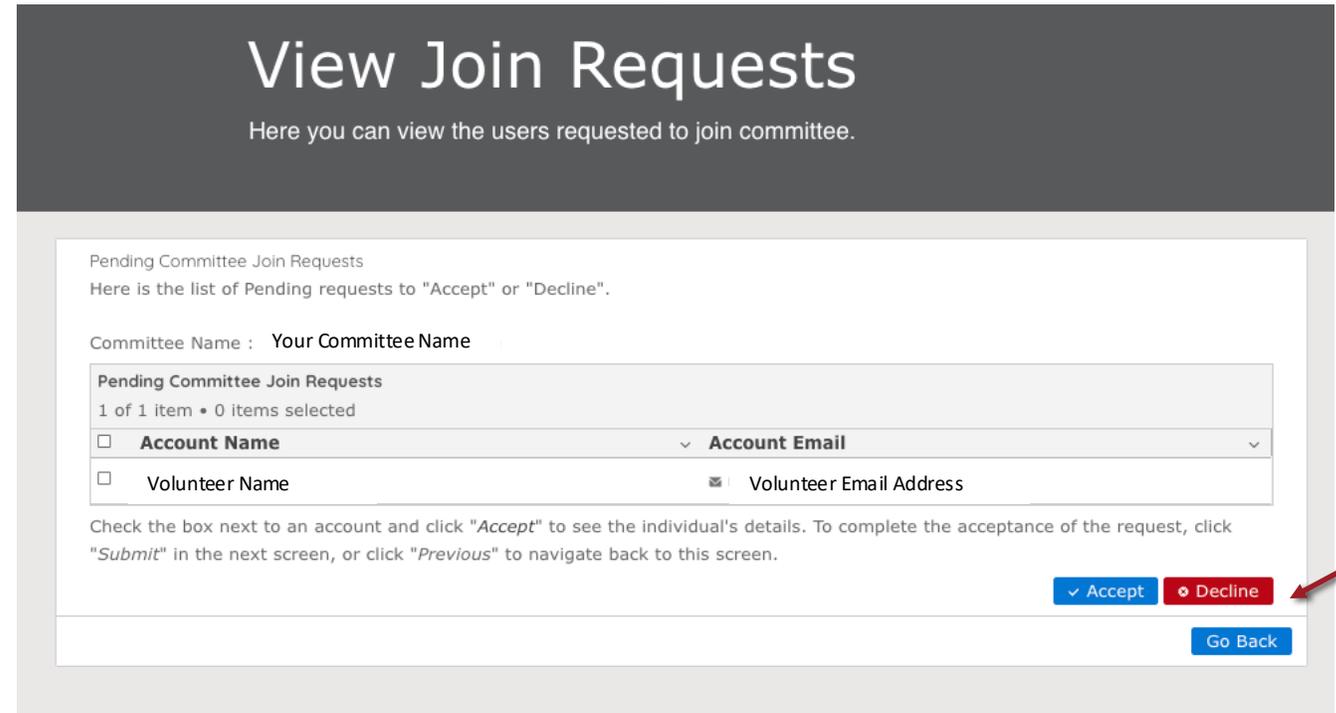


Image 8

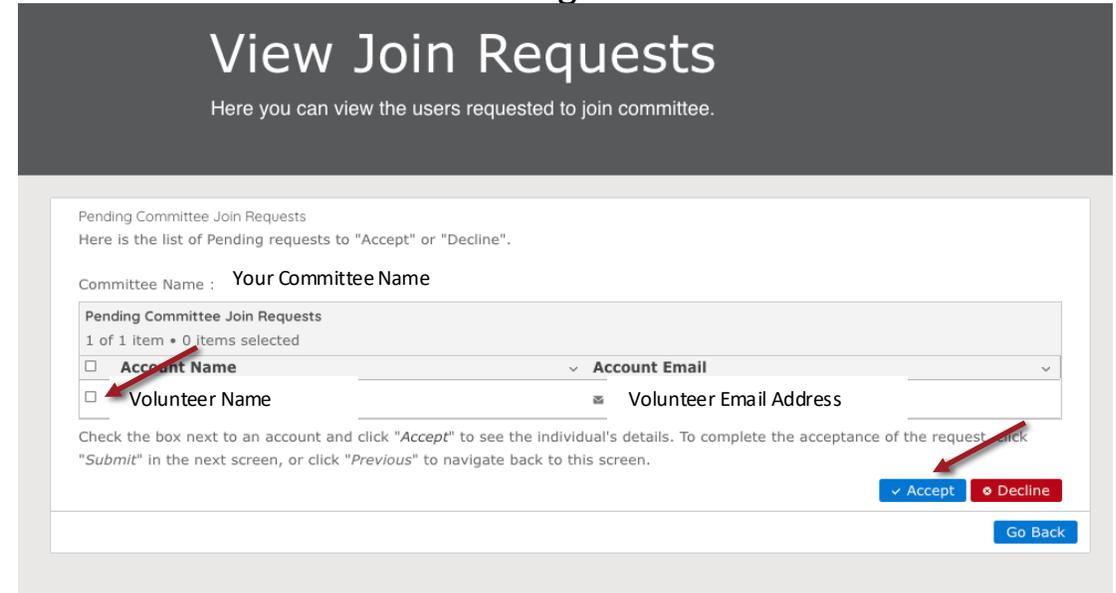
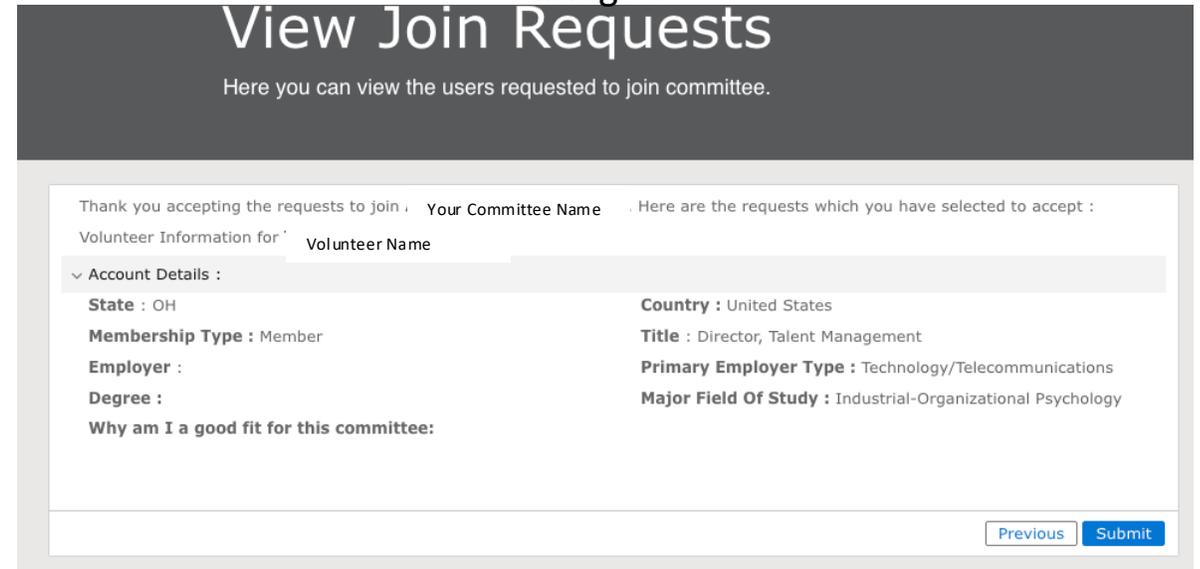


Image 9



9a. View a Join Request:

Check the box next to the volunteer's name to view more.

Click **Accept** to **VIEW** a request.
(see Image 8)

View the volunteer's completed profile information and reason for why they are a good fit for your committee. *Note: this field is optional.*

(see Image 9)

Image 10

9b. Submit a Join Request:

Click **Submit** to **ACCEPT** a request.

(see Image 10)

The volunteer will receive a standard email from the system notifying them of their acceptance to your committee.

Please consider following-up with a personalized note, welcoming the volunteer to your committee, sharing any known details about their role at that time. Providing information on the timing of the first meeting or communications to the committee will help set clear expectations.

Thank you accepting the requests to join . Your Committee Name Here are the requests which you have selected to accept :

Volunteer Information for ' Volunteer Name

Account Details :

State : OH	Country : United States
Membership Type : Member	Title : Director, Talent Management
Employer :	Primary Employer Type : Technology/Telecommunications
Degree :	Major Field Of Study : Industrial-Organizational Psychology

Why am I a good fit for this committee:

Previous Submit

Image 11

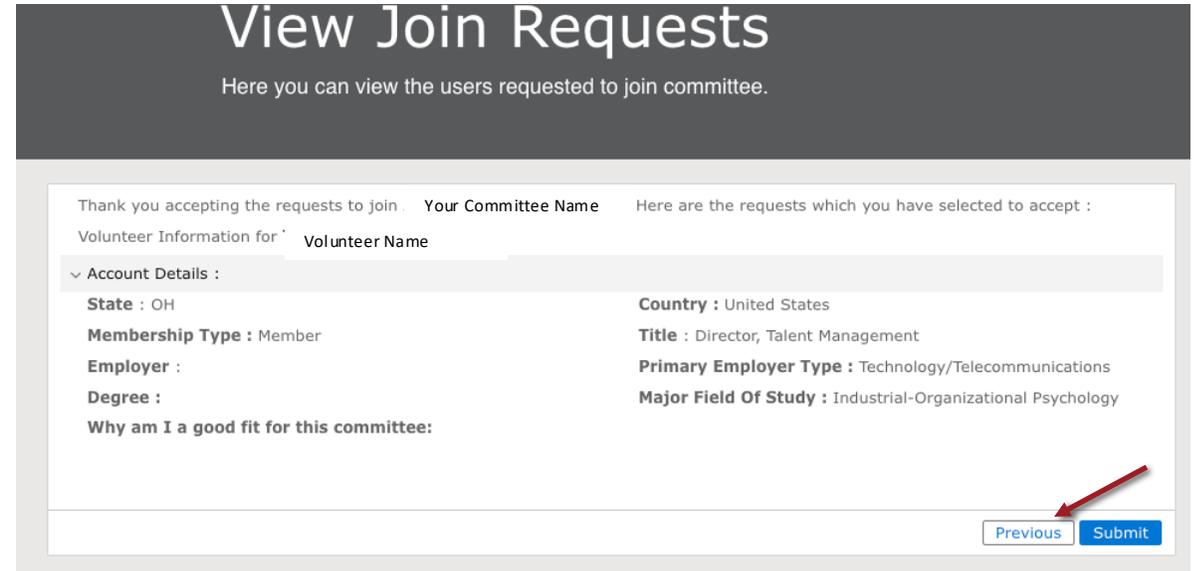
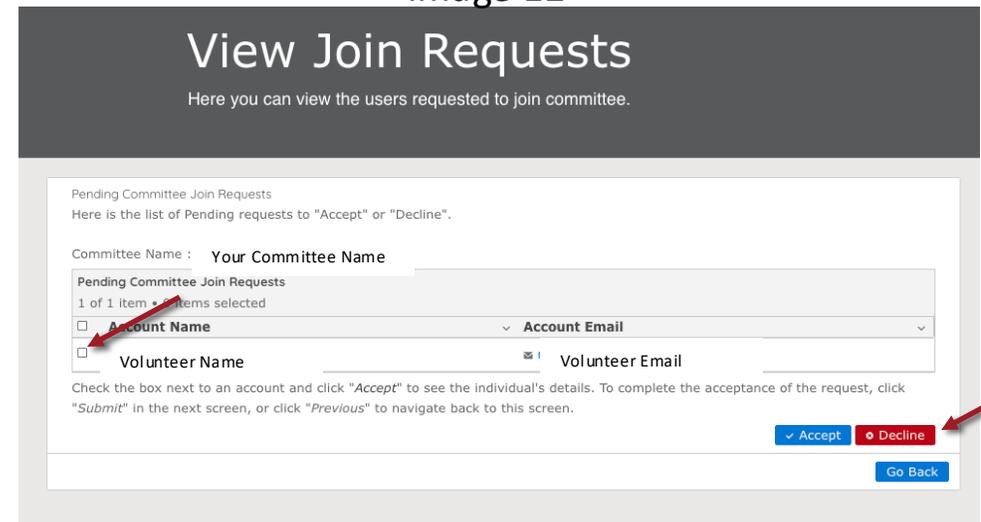


Image 12



9c. Decline a Join Request:

Click **Previous** to return to the first screen.
(see Image 11)

Check the box next to the volunteer's name.

Click **Decline** to proceed to finalizing the decline process.
(see Image 12)

Image 13

9c. Decline a Join Request (continued):

From the dropdown menu, select the reason for declining the volunteer.

(see Image 13)

There are 3 choices:

1. We feel your qualifications do not meet our current needs.
2. We have reached the maximum number of volunteers for our committee.
3. Other – please enter a reason in the textbox.

Click **Submit** to complete the decline of the volunteer.

Thank You for taking your time to review the requests send to Join **Your Committee Name** Here are the requests that you wish to decline.

Please click on "Submit" to decline the requests.

1 of 1 item

Account Name	Account Email
Volunteer Name	Volunteer Email

*Reason for Decline
--None--

Previous Submit

10. All viewing, accepting, and declining options can only be done with 1 volunteer at a time.

Note: Only those volunteers which you check the box next to their name will have the action applied to them. You may return to the page later to finalize the decisions of the remaining volunteers.

11. Volunteers will receive a standard system email after they are accepted or declined.

12. All volunteer applications are expected to be reviewed within 5 business days of their submission. After the 5th day, the Join Request is no longer available for your committee and the volunteer may select another committee.

Continuing volunteers can select your committee again if you happen to miss their original Join Request.

13. Keep track of the Student Ratio within your committee.
25% is the maximum for committees which permit Student roles.

14. Check your roster to make sure all volunteers are being added as expected.

Select **Committee Roster** from the 'Personal Snapshot' menu. (see Image 14)

Image 14

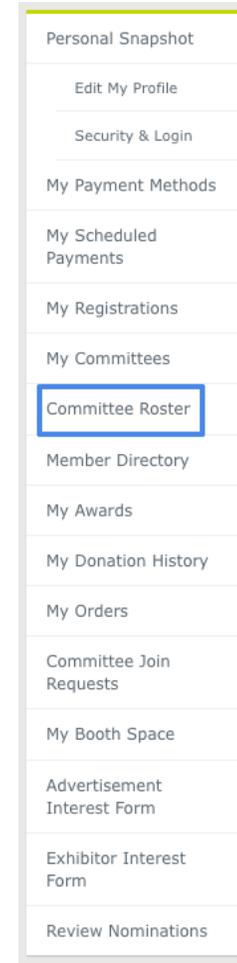


Image 15

15. Select 'Standing' from the Committee Type menu.

Enter one distinct word from your committee name in the 'Committee Name' textbox.

Click **Search** to execute the search for your committee members. (see Image 15)

You can further refine your committee to confirm volunteer by using the 'Committee Start Date' and 'Committee End Date' fields.

The screenshot shows a web interface titled "Committee Roster" with the subtitle "Search and view current committee members". Below the title is a search form titled "Search Committee Roster Information" with a "Collapse" link. The form includes fields for "Committee Start Date", "Committee End Date" (pre-filled with "4/30/2026"), "Committee Type" (a dropdown menu set to "Standing"), and "Committee Name" (pre-filled with "Workshop"). A red "Search" button is located at the bottom right of the form. Below the search form is a table titled "Committee Roster Information" with the following data:

Profile Photo	First Name	Last Name	Committee Name	Committee Position	Committee Term
	Joseph	Mroz	Workshops and Learning Programs (WLP)	Member	5/01/2023 - 4/30/2026
	Jean	Stetz-Puchalski	Workshops and Learning Programs (WLP)	Member	5/01/2023 - 4/30/2026
	Donna	Kingry	Workshops and Learning Programs (WLP)	Member	5/01/2023 - 4/30/2026

At the bottom of the page, there is a pagination bar showing "Page 3 of 3." and navigation buttons: "First", "Previous", "1", "2", "3" (highlighted), "Next", and "Last".

16. If you complete your staffing prior to the announced closing date, please let your Staff Liaison know and we will remove it from the system.

17. As a Professional SIOP member, you may now also submit a Join Request for an Awards Subcommittee, following steps 9-12 in the [Volunteer User Guide](#).

Reviewing for an Awards Subcommittee provides valuable feedback to nominees. Please consider submitting your interest during this process.

If at anytime during this process you encounter any issues or have questions, please reach out to us at siop@siop.org.