Session Setup

Registration · https://glaarg.org/docs/guidance/registration/session-setup/

Invite Your VEs

Invite VEs to the your session. For small sessions, this can be just a blind-copy (bcc) email message. Please do not expose email addresses to everyone. For larger sessions, you might need to use a mailing list program. Avoid getting tagged as a spammer. Also, note that bulk emails can be tagged as spam. Posting your session on the GLAARG Groups.io for VEs to RSVP and obtain the zoom links is common. If you do not have a GIO channel and Discord and need to have it setup, please reach out to webmaster@GLAARG.org.

Track VE RSVPs & Examinees

Some teams create spreadsheets to keep track of VEs and Examinees who are committed to attending their sessions. You can export the Applicant List from ExamTools which includes PINs, email addresses, license classes, call signs, and more. You can use that to create a mailing list to send out the Zoom invitations and to send invoices for the exam fees.

Send out Examinee emails

Invite examinees to the your session. For remote or hybrid session, for security, we usually do this only a day or two before the exam, so the zoom links don’t get into the hands of anyone except the examinee. There are other security precautions to take with Zoom, like generating a unique password each time. Please observe all the security precautions for using Zoom.

Prepare your session

Add the VEs that RSVP’d to the Session Manifest. You can do that in advance of activating the session, but you can’t do anything without having VEs added to the session. You can assign roles after the VEs are added to the session.

For paper sessions fill out Examiner Roster (Form 207)

Please fill out and include the Examiner Roster Form 207

Start your session

Activate the Session (generally during VE arrival or before applicants arrive)