

## Manual Chapter Selection List

**Your selection times must be open, and your maximum number must be set before you can make manual selections.**

**The PNM selection list cannot exceed your maximum number. If you have flex add and/or flex minus lists, they cannot exceed the Max numbers shown on this screen.**

- Unselected/Available PNMs are in the box on the left.
- You will use the blue and red arrows to move PNMs into the “selected” box in **no particular order**, but cannot exceed the max number at the top of the screen. **The Selected box are PNMs that you would like to invite to the round that is selected in the drop down.**
- You might have a flex add and/or flex minus number showing on this screen, but not all chapters will see a flex add or flex remove number. All chapters will however see a maximum selection number.
- Any PNMs in the “selected” box can be added to the Flex - list, if needed. Once moved into the Flex – box, you see the PNMs highlighted in yellow in the selected box. Use the red and blue arrows to move PNMs in and out of the Flex minus box. Once you add a PNM to the Flex minus box, **you will also need to Rank the PNMs in the Flex minus box.** You can rank or re-rank any PNM in this box by selecting the PNMs name and typing in the rank order and clicking “update”.
- Any PNMs in the Unselected box can be added to the Flex + list, if needed. Once moved into the Flex + box, you will see the PNM highlighted in green in the unselected box. Use the red and blue arrows to move PNMs in and out of the Flex add box. Once you add a PNM to the Flex add box, **you will need to Rank the PNMs in the Flex add box.** You can rank or re-rank any PNM in this box by selecting the PNMs name and typing in the rank order and clicking “update”.
  
- **The flex + list should be in Rank order. #1 being the PNM you would like to add first if PNMs are needed/added. Flex + list is PNMs that are on your unselected list, but could potentially be added.**
- **The flex – list should be in Rank order. #1 being the first PNM that will be removed if PNMs are removed from your list. Flex - list is PNMs that are on your selected list. These are PNMs that could potentially be removed from your selection list.**

**If you are making manual selections, once you have completed your selection list and/or your flex +/flex – lists, you should click “save” and “final save” to submit your list for that round.**