

## GETTING STARTED

### **Manuals:**

The Centre Region Model Investment Club (CRMIC) has two self-teaching manuals which are The Welcome Packet and The Monitor's Manual. The Welcome Packet is found on the club's secured website at [www.myiclub.com](http://www.myiclub.com) and on CRMIC's unsecured website at [www.crmic.org](http://www.crmic.org). The Monitor's Manual is found on the club's secured website at [myiclub.com](http://myiclub.com). Refer to these manuals to help you learn how CRMIC operates.

### **The Welcome Packet:**

1. Begin by reading the information in this packet.
2. Fill in the requested information on the Fact Sheet.
3. Set up a notebook or file to organize the club's paperwork.
4. Familiarize yourself with some of the Financial Websites listed in this packet.

### **The Monitor's Manual:**

1. Read through the manual to learn what is expected from a CRMIC monitor.
2. This manual will be invaluable when you begin following a company in CRMIC's portfolio. Currently, the manual is designed to use with the Stock Selection Guide software program called Toolkit 6 which is being phased out. Today CRMIC's partners are using BetterInvesting's web-based Stock Selection Guide program called the SSGPlus. However, the current Monitor's Manual is still a valuable teaching tool.

### **CRMIC Group e-mail:**

Since CRMIC requires partners to have or be able to access a computer, the club does as much online as possible.

The club has a googlegroup email for sending information to our partners. The address is [crmik@googlegroups.com](mailto:crmik@googlegroups.com). Please use it when sending reports and information to partners.

### **Before a meeting:**

1. The agenda will be e-mailed and posted online at [www.myiclub.com](http://www.myiclub.com) under the tab File Storage. Print and bring it to the meeting.
2. The minutes from the previous meeting will be e-mailed and posted online at [www.myiclub.com](http://www.myiclub.com) under the tab File Storage. You may print and bring it to the meeting.
3. The Valuation Statement and the Members Status report are posted on the [www.myiclub.com](http://www.myiclub.com) website under the tab Reports. You may print and bring reports to the meeting.
4. CRMIC's Portfolio Spreadsheet will be e-mailed before each meeting.
5. Company news will be sent online most of the time. Read this before the meeting.
6. Announcements about upcoming events will be posted online at [www.myiclub.com](http://www.myiclub.com) under the tab File Storage. A list of classes and webinars is also posted on the unsecured website at [crmik.org](http://crmik.org). Refer to the list from month to month for educational opportunities.

**Websites:**

Familiarize yourself with CRMIC's two websites.

**Unsecured website** is located at [www.crmic.org](http://www.crmic.org).

**Home page:** Contains general information about the club.

**Mission Statement:** Mission Statement and the Club's Purpose are listed here.

**Welcome Packet:** A packet of information designed to help assimilate a new partner into the club.

**Partner Packet:** This packet provides information to help a partner learn how to do a Stock Selection Study using financial tools and materials to evaluate, select, and monitor stocks.

**Secured website** is located at [www.myiclub.com](http://www.myiclub.com).

**Reports:** The Treasurer's Valuation Statement and Member Status reports are located under this tab. There are other reports and graphs posted here for your use.

**File Storage:** Other reports generated by club officers and partners are filed under this tab. Agendas, educational presentations, announcements of upcoming classes and conventions, the club's Partnership Agreement and Operating Procedures, the club's manuals, the meeting schedule, Stock Selection Guides, and more are located in this folder.