



# SuperEval

## Board President User Manual

### Evaluation of the Superintendent

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Each step of the SuperEval process can be accessed from the *Dashboard*. To open the step you wish to work on, click the title of that step on your Dashboard

The screenshot shows the SuperEval dashboard for Bonnie Forster, Board President of Forest Garden CSD, 2023-2024. The dashboard is for the School Year 2023-2024 and is currently displaying the 'Board Self-Evaluation' section. A red box highlights the 'Dashboard' tab in the top navigation bar. Below the navigation bar, there is a dropdown menu set to 'Board Self-Evaluation'. The main content area features a table with four steps:

Step	Task	Due	Status
1	<b>Board Self-Evaluation</b> ■ Each Board Member completes a School Board evaluation.	7/29/23	Completed 11/8/23, 11:17 AM
2	<b>Board Evaluation Data</b> ■ The School Board self-evaluation data is collated for analysis.	8/1/23	In Process
3	<b>Identify Annual School Board Objectives</b> ■ Based on the self-evaluation data, the school board develops annual objectives.	9/1/23	Pending
4	<b>Monitor Progress on Objectives &amp; Determine Results</b> ■ Document progress toward meeting the annual objectives and determine if the objectives are met.	6/1/24	Pending

At the bottom of the dashboard, there is a 'Chat' button and a footer with the contact information: 'Call 1-844-312-EVAL (1-844-312-3825) for help, 9 AM to 5 PM, EST.'

(For more information, see the *Dashboard* section within the *'Getting Started'* manual for further instructions on using this tool).

### Step 1: Define Annual Goals and Select Competencies

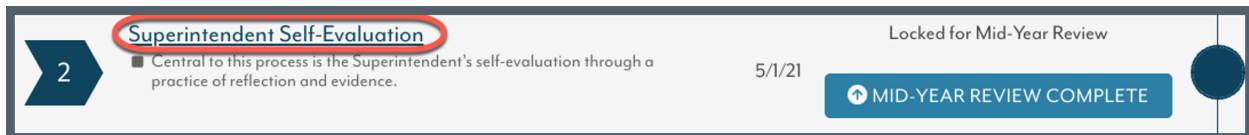
Work with your Superintendent to co-create annual superintendent goals to align with performance goals as well as identify the competencies that you and the board will use to evaluate the Superintendent. The Superintendent will enter these goals and select the competencies within **Step 1** through their own account. If you click on Step 1, and do not see any Annual Goals listed, this means that the superintendent has not yet defined goals and advanced their evaluation to step 2.

## Step 2: Superintendent Self-Evaluation

The Superintendent will complete his/her own self-evaluation during this step, using the tool provided in **Step 2** on their own dashboard. This will include completing a rubric, as well as adding reflections and comments, and supporting documentation.

The Superintendent may select from two options once they have completed their self-evaluation **Mid-Year Review** and **End of Year Review**. The mid-year evaluation can be skipped altogether, if desired .

However, if the **MID-YEAR REVIEW** is chosen, this will allow the board to examine the self-evaluation but prevent anyone from beginning their evaluations of the Superintendent. During the **MID-YEAR REVIEW** board members will be able to view the superintendent's evaluation of themselves and will engage in conversation regarding the evaluation up to this point. No comments and evidence will be added by board members at this time.



During the Mid-Year Evaluation in SuperEval, there is no editable module available for selection. However, once the Board has discussed the Superintendent's Self-Evaluation, they have the option to upload a PDF document to the shared Documents section. This is not required, but more of a workaround that some Districts like to use, as a way to document what was discussed at the Mid-Year meeting. This is found in **Step 2**, on the **Overall Evaluation** tab. The **Shared Documents** can be uploaded at the bottom of this screen. Again, this is an optional workaround if the Board or District would like to capture notes from the Mid-Year Discussion.



**Shared Documents**

A shared space available to share documents such as a mid-year review. Access to this space will always be available, even if access to your evaluation is restricted. Documents uploaded here are accessible by anyone that participates in the evaluation process.

To upload a new document, drag a file here or click this area.

Add a URL:

**SUBMIT**

Type	Title	Uploaded	Uploaded By	Options
None				

**SEND ATTACHMENT(S) VIA EMAIL**

After the Board has the opportunity to review and discuss the self-evaluation, the Board President may mark the review as *complete* by clicking on the blue **MID-YEAR REVIEW COMPLETE** button to the right of **Step 2**.

**2** Superintendent Self-Evaluation 5/1/21 Locked for Mid-Year Review

■ Central to this process is the Superintendent's self-evaluation through a practice of reflection and evidence.

**MID-YEAR REVIEW COMPLETE**

Once the time comes and the necessary changes have been made, the Superintendent will select **YEAR-END EVALUATION**. This will allow the Board to begin their own evaluations of the Superintendent in **Step 3**. *Again, the mid-year evaluation can be skipped altogether, if desired.*

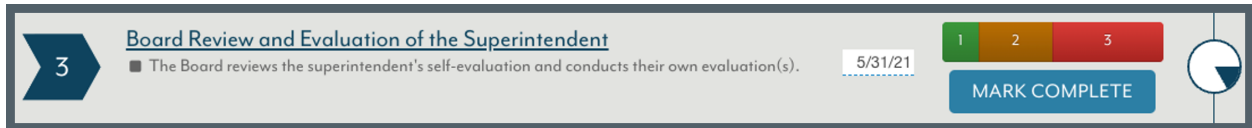
**2** Superintendent Self-Evaluation 5/1/21 Locked for Mid-Year Review

■ Central to this process is the Superintendent's self-evaluation through a practice of reflection and evidence.

**MID-YEAR REVIEW COMPLETE**

### Step 3: Board Review and Evaluation of the Superintendent

**Step 3** of the Dashboard displays how many Board Members have completed their evaluation, how many are in progress, and how many have yet to begin. The number shown in **green** indicates the number of board members who have **completed** the evaluation of the Superintendent, the number shown in **orange** indicates the number of board members who are **in progress** of their evaluation, and the number in **red** indicates the number of board members who have **not yet started** the evaluation.



Clicking into **Step 3** also allows you to see the progress of each member of the Board on their evaluation progress.

	Person	Title	Last Login	Evaluation	Progress	Completion
<input type="checkbox"/>	Dr. Rob Thurn	Superintendent	12/13/23, 2:17 PM		<div style="width: 14.5%; background-color: green;"></div> 14.5	<input type="checkbox"/> <input checked="" type="checkbox"/>
<input type="checkbox"/>	Bonnie Forster	Board President			<div style="width: 11.5%; background-color: green;"></div> <div style="width: 9.5%; background-color: orange;"></div> 11.5 9.5	<input type="checkbox"/> <input checked="" type="checkbox"/>
<input type="checkbox"/>	Michelle Cerra	Board Member			not started	
<input type="checkbox"/>	Erich Forster	Board Member			not started	
<input type="checkbox"/>	Joe Forster	Board Member			<div style="width: 11.5%; background-color: green;"></div> <div style="width: 9.5%; background-color: orange;"></div> 11.5 9.5	<input checked="" type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	Mr. Theo Lazar	Board Member			<div style="width: 9.5%; background-color: green;"></div> <div style="width: 9.5%; background-color: orange;"></div> 9.5 9.5	<input checked="" type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	Stephen Olsson	Board Member			not started	

To begin your own evaluation, click the green icon next to your name in the Evaluation column.

Person	Title	Last Login	Evaluation	Progress	Completion
<input type="checkbox"/> Dr. Rob Thurn	Superintendent	12/13/23, 2:17 PM		<div style="width: 100%;"><div style="width: 14.5%;"></div></div> 14.5	<input type="checkbox"/> <input checked="" type="checkbox"/>
<input type="checkbox"/> Bonnie Forster	Board President			<div style="width: 100%;"><div style="width: 11.5%;"></div></div> 11.5	<input type="checkbox"/> <input checked="" type="checkbox"/>
<input type="checkbox"/> Michelle Cerra	Board Member			not started	
<input type="checkbox"/> Erich Forster	Board Member			not started	
<input type="checkbox"/> Joe Forster	Board Member			<div style="width: 100%;"><div style="width: 11.5%;"></div></div> 11.5	<input checked="" type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/> Mr. Theo Lazar	Board Member			<div style="width: 100%;"><div style="width: 9.5%;"></div></div> 9.5	<input checked="" type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/> Stephen Olsson	Board Member			not started	

A pop-up will appear allowing you to decide whether you would like to start with a blank evaluation or whether you would like to start with the responses the Superintendent provided in his or her evaluation. Choosing to create the evaluation with the Superintendent’s answers will provide you with an editable version of the Superintendent’s self-evaluation, and you will be able to change the rating of any competency that you do not agree with.

**Evaluation Creation**


You have not yet started an evaluation. There are two ways to create a new one:

CREATE AN EVALUATION, PRE-POPULATED WITH SUPERINTENDENT RESPONSES

CREATE AN EVALUATION, FROM SCRATCH

CANCEL


Start the evaluation by clicking the slider to change the rating of each category, or simply click the desired square on the rubric to make the change.


**A.2** Materials and Background ✓ Effective 


Not Selected	Ineffective	Developing	Effective	Highly Effective
No selection has been made on this rubric.	Meeting materials aren't available. Members arrive at meetings without any prior information regarding agenda.	Meeting materials are incomplete, and don't include supporting information.	<b>Materials are provided. Some supporting information is included.</b>	Meeting materials are provided with supporting information in order to make informed decisions.

To view the comments left by the Superintendent for each category, click **Superintendent Feedback and Comments** below each rubric.


**A.** Relationship with the Board



 My Feedback and Comments for the Relationship with the Board Domain (required for 100% completion)


 Dr. Rob Thurn - Reflections and Comments

**A.2** Materials and Background ✓ Effective 

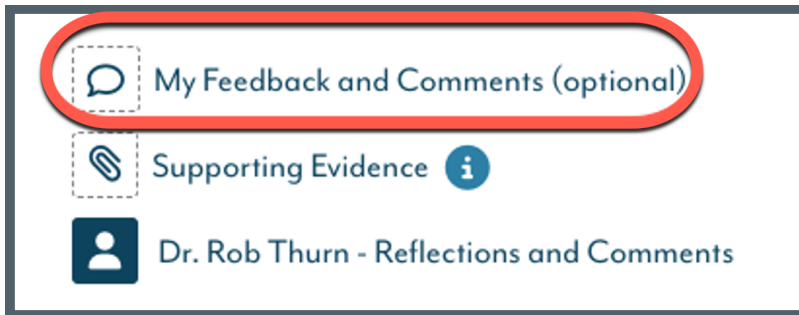
Not Selected	Ineffective	Developing	Effective	Highly Effective
No selection has been made on this rubric.	Meeting materials aren't available. Members arrive at meetings without any prior information regarding agenda.	Meeting materials are incomplete, and don't include supporting information.	<b>Materials are provided. Some supporting information is included.</b>	Meeting materials are provided with supporting information in order to make informed decisions.

 My Feedback and Comments (optional)

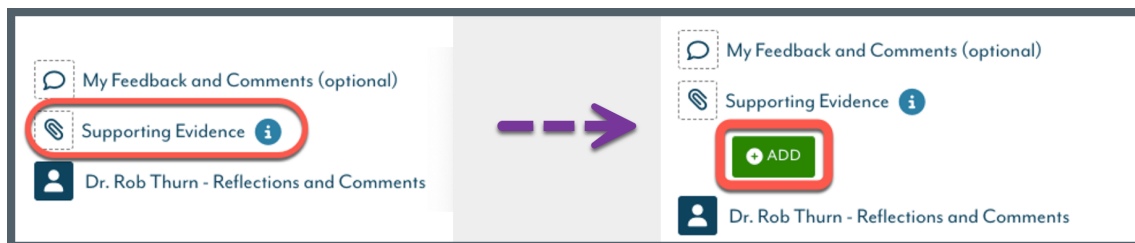
 Supporting Evidence 

 **Dr. Rob Thurn - Reflections and Comments**

Click the **My Reflections and Comments** link next to the thought bubble beneath the rubric to add your own comments. Type your comments directly into the text editor that appears. After you add comments, the thought bubble will display as solid blue.

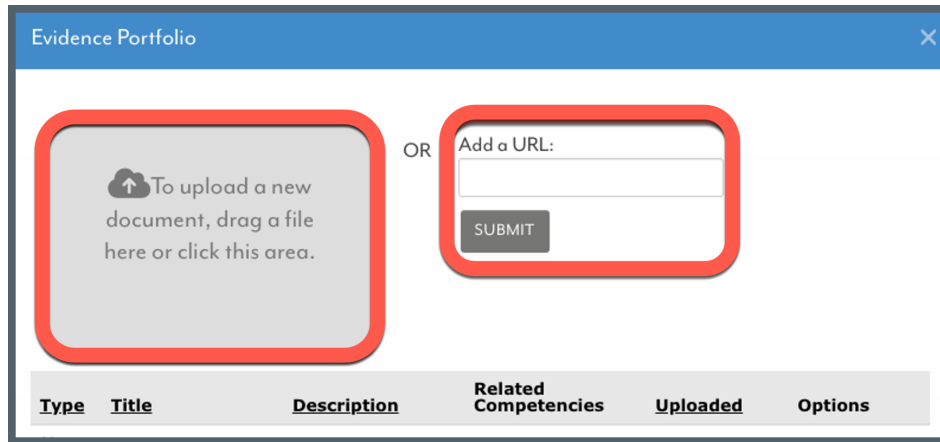


To add supporting documentation, click **Supporting Evidence** and then click on the green **+Add** button.



Drag any files to the upload area that appears or click the box to browse for files. If you wish to attach a web resource, you may type/paste a URL into the designated box and then click the **SUBMIT** button.



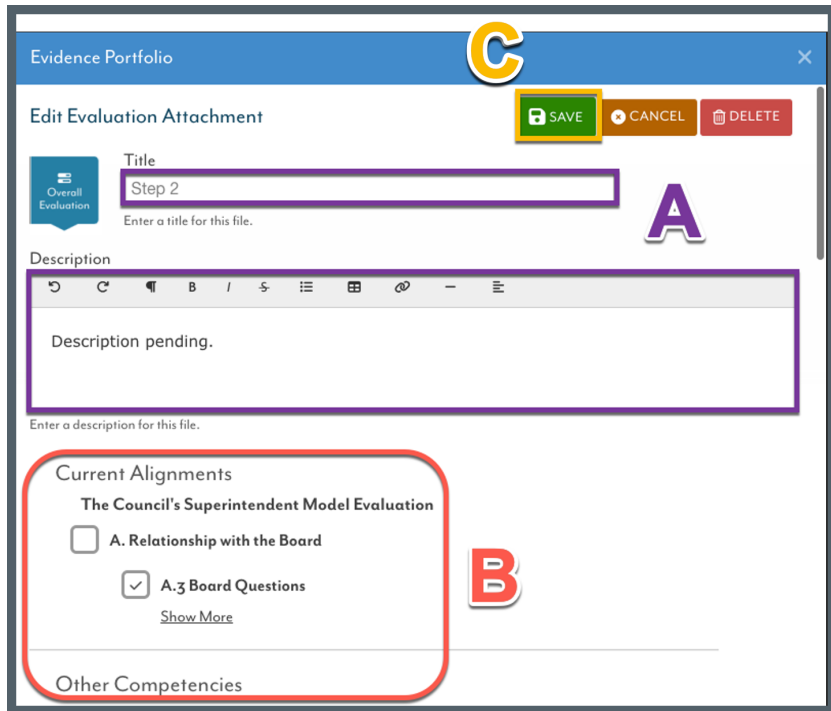


The file will appear within the **Evidence Portfolio** section you attached it to.

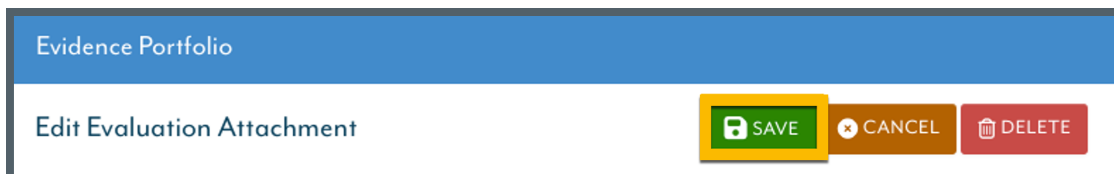
A.) If desired, you can type a title and/or description in the respective boxes.

B.) Also, you have the option to align a resource to multiple sections of the evaluation (in addition to the Current Alignments). To do so, click the appropriate checkboxes in the **Other Competencies** section.

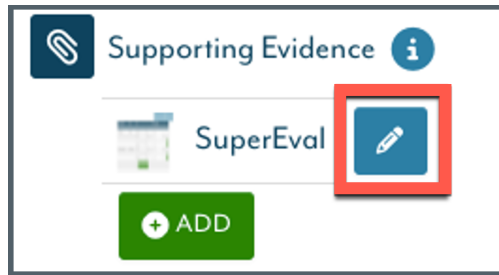
C.) Finally, click the **SAVE** button at the top when you are done.



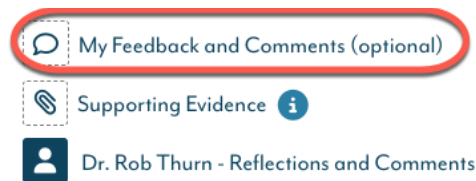
\*It is vitally important to press the **Save** button when uploading files. Most of SuperEval automatically saves every few moments, however, uploading files requires the save button to be pressed manually.



To edit or remove an existing article of supporting evidence, click on the pencil icon button next to the file. Then, make your adjustments and click **SAVE**, or click **DELETE** to remove the file entirely.



If you wish to enter generic comments for a particular domain that does not directly relate to one of the listed competencies, click on the **My Feedback and Comments (Domain Name)** section below the progress bar then enter your comments.



To view generic comments for a particular domain left by the Superintendent, click on the **Superintendent-Feedback and Comments** section also located below the progress bar.



There are three ways to navigate through the domains.

- 1.) You can click the tab you wish to jump to in the progress bar at the top of the page.

### Evaluation Progress

Use the progress bar below to access a specific domain.

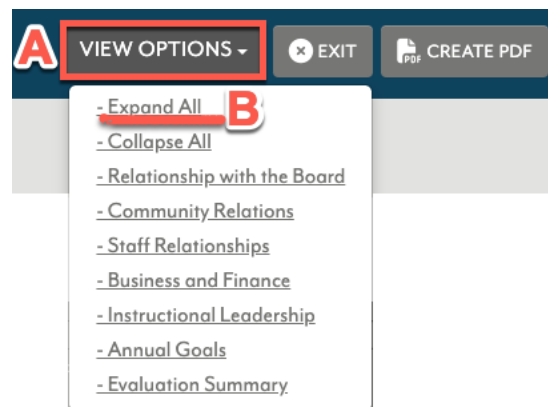


2.) You can also select the **NEXT DOMAIN** button at the bottom of each section. As you progress through the sections, you can also click **PREVIOUS DOMAIN** to move backward through the sections.

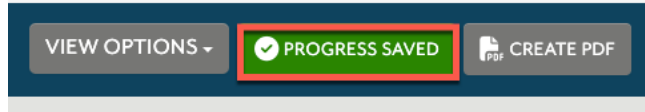


3.a) Finally, you may jump to a desired domain by selecting it from the **VIEW OPTIONS** drop-down list, in the upper-right-hand corner.

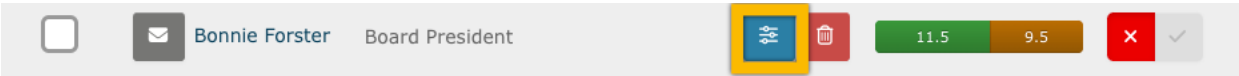
3.b) You can also view all domains/competencies on one page by selecting **Expand All** from the drop-down list.



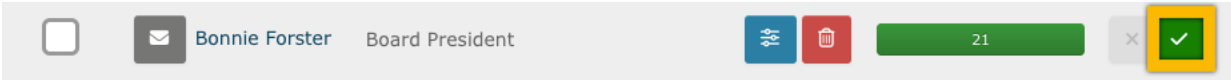
As you are making changes to your evaluation the progress will be saved automatically, this is indicated in the upper right-hand corner.



If you return to the evaluation at a later time and wish to make changes, click the **view evaluation** button under the **Evaluation** column. The button resembles controls or slider buttons:



Once you have taken the time to complete the entire evaluation, click on the words “Step 3: Board Review” (upper left-hand corner), then click the checkmark under the **Completion** column.



You can view individual board members’ current evaluations by clicking the blue **view evaluation** icon in the **Evaluation** column next to their name.

<input type="checkbox"/>	Person	Title	Last Login	Evaluation	Progress	Completion
<input type="checkbox"/>	Dr. Rob Thurn	Superintendent	12/13/23, 2:17 PM		<div style="width: 100%; background-color: green;">14.5</div>	<input type="checkbox"/> <input checked="" type="checkbox"/>
<input type="checkbox"/>	Bonnie Forster	Board President			<div style="width: 100%; background-color: green;">21</div>	<input type="checkbox"/> <input checked="" type="checkbox"/>
<input type="checkbox"/>	Michelle Cerra	Board Member			not started	
<input type="checkbox"/>	Erich Forster	Board Member			not started	
<input type="checkbox"/>	Joe Forster	Board Member			<div style="width: 100%; background-color: green;">11.5</div> <div style="width: 100%; background-color: orange;">9.5</div>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>

You can also access the detailed view of the status of the evaluations by clicking the **VIEW DETAILS** button in the top right corner of the page.

[Dashboard](#) / [Step 3: Board Review](#)

VIEW DETAILS

<input type="checkbox"/>	Person	Title	Last Login	Evaluation	Progress	Completion
<input type="checkbox"/>	Dr. Rob Thurn	Superintendent	12/13/23, 2:17 PM		<div style="width: 100%; background-color: green;">14.5</div>	<input type="checkbox"/> <input checked="" type="checkbox"/>
<input type="checkbox"/>	Bonnie Forster	Board President			<div style="width: 100%; background-color: green;">21</div>	<input type="checkbox"/> <input checked="" type="checkbox"/>
<input type="checkbox"/>	Michelle Cerra	Board Member			not started	

This will allow you to see ratings from each individual as they work on their evaluations. Hovering over an icon will show you the name(s) associated with that rating.

[VIEW SUMMARY](#)

Superintendent Comparison With the Board

Competency		Not Selected	Ineffective	Developing	Effective	Highly Effective
<b>A. Relationship with the Board</b>						
A.2 Materials and Background	▲		👤		Dr. Rob Thurn, Bonnie Forster	
A.3 Board Questions	★			👥	👥	
<b>B. Community Relations</b>						
B.2 Communication with Community	★			👤	👥	👤

You will find a legend detailing the icons on this screen at the bottom of the page.

Legend: Disparity Rank	
▲	Significant disparity between ratings
★	Moderate or slight disparity between ratings
☆	Insignificant or no disparity between ratings

Legend: People	
👤	Single board member position.
👤	Superintendent position.
👥	Position shared by more than one board member.
👥	Position shared by one or more board members and superintendent.
👥	Position shared by superintendent and all of board.

To view one domain at a time, click the **SHOW SINGLE DOMAIN VIEW** button below the table.

F. Annual Goals					
F.1 Foster a community of sharing and compassion - guided by the current standards	★			👤	👥
F.2 Goal 2	★				👥 👤
F.3 Goal 3	★			👥	👥
<a href="#" style="border: 2px solid red; border-radius: 15px; padding: 5px;">SHOW SINGLE DOMAIN VIEW</a>					

Legend: Disparity Rank

⚠️ Significant disparity between ratings

Legend: People

👤 Single board member position.

👥 Superintendent position.

Click on the arrows to navigate the other domains.

Competency	Not Selected	Ineffective	Developing	Effective	Highly Effective
<span>⏪</span> <b>A. Relationship with the Board</b> <span>⏩</span>					

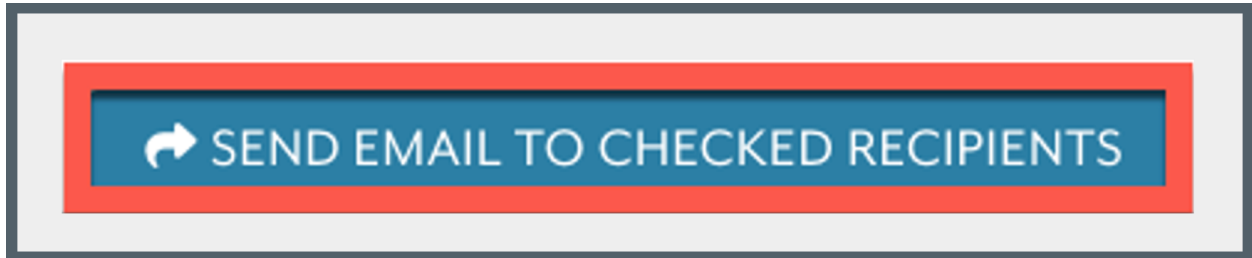
To toggle back to the summary, click the **VIEW SUMMARY** button.

🏠 VIEW SUMMARY

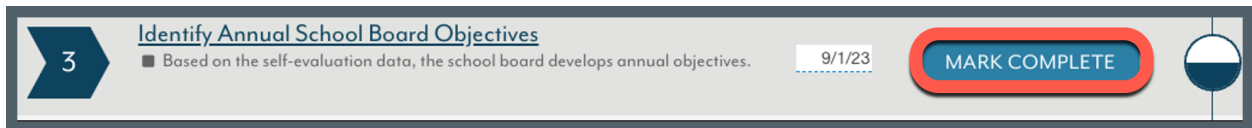
Effective	Highly Effective
👥	<span>⏩</span>



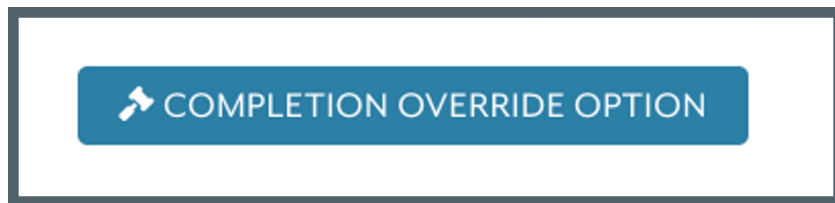
You may also send an email to Board Members through the system. To do so, click the checkboxes next to the desired individuals and then click the **SEND EMAIL TO CHECK RECIPIENTS** button in the the bottom left part of the page, underneath the list of board members.



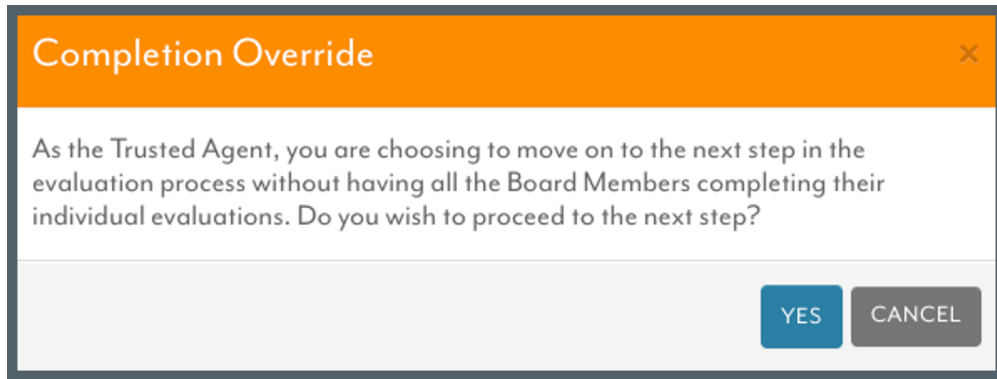
When all board members have marked their evaluations as complete, from the Dashboard in the Step 3 column, click the **MARK COMPLETE** button.



If you determine that you need to create the Consolidated Evaluation before all Board Member evaluations are complete, click the **COMPLETION OVERRIDE OPTION** button. This is found within **Step 3** in the bottom right-hand corner of the page.












Read the pop-up that appears and click **YES** if you are ready to create the Consolidated Evaluation and advance to **Step 4**.









#### Step 4: Consolidated Evaluation Data from the Board

The Consolidated Evaluation provides a view of the evaluation containing the Board's average ranking and table showing the comparison between the Board's Average and the Superintendent's Self-Evaluation. All Board Members may view the Consolidated Evaluation, however the Board President is the only user who has the ability to edit it.

Clicking on Step 4 will allow you to view the comparison table. Use the corresponding legend located at the bottom of the table to assist with interpreting the table.

Competency		Not Selected	Ineffective	Developing	Effective	Highly Effective
<b>A. Relationship with the Board</b>						
<b>A.2 Materials and Background</b>	★				 	
<b>A.3 Board Questions</b>	★				 	
<b>B. Community Relations</b>						
<b>B.2 Communication with Community</b>	★					
<b>B.4 Approachability</b>	☆					
<b>C. Staff Relationships</b>						
<b>C.1 Internal Communications</b>	★			 		

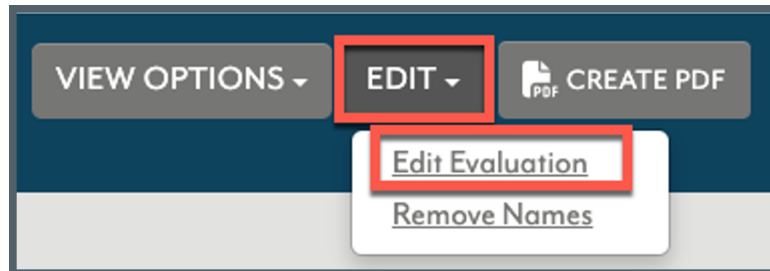
Keep in mind, that you have a Key at the bottom of the page:

Legend: Disparity Rank		Legend: People	
	Significant disparity between ratings		Superintendent position.
	Moderate or slight disparity between ratings		Position of the board.
	Insignificant or no disparity between ratings		Position shared by superintendent and all of board.

Next, click the orange **VIEW CONSOLIDATED EVALUATION** button at the top of the page. This allows you to view the Consolidated (averaged) Evaluation with Board Member and Superintendent comments. The Consolidated Evaluation provides an average of all of the Board Members' evaluations but does not include the Superintendent's self-evaluation scores.



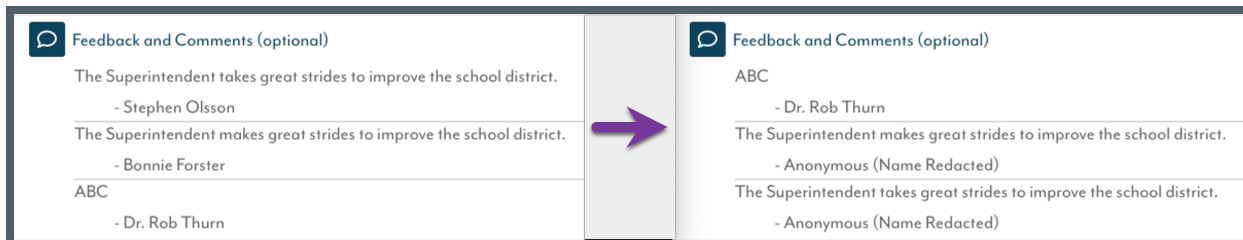
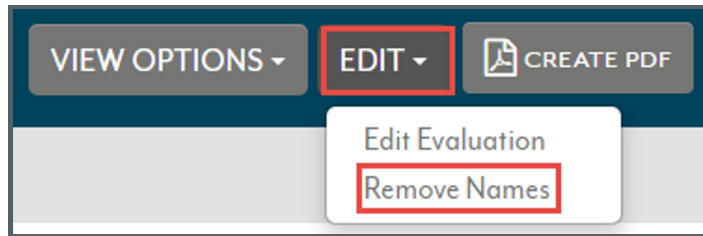
To edit the Consolidated Evaluation, click the **EDIT** button on the navy header and select **Edit Evaluation**. From here you can make changes to the Feedback and Comments, as well as the Category Ratings.



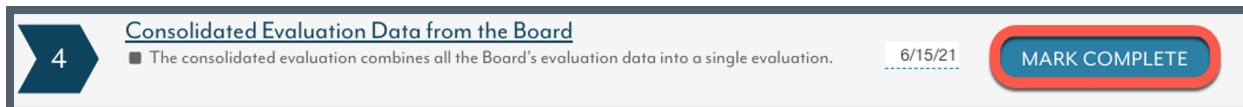
After making any desired changes to the rubric(s) and/or comments sections, these changes will save automatically as designated by the **Progress Saved** button in the upper right-hand corner.



To remove the Board Members names from their comments, start again at **Step 4** and click the orange **VIEW CONSOLIDATED EVALUATION** button. Then after clicking the **EDIT** button then select **Remove Names**.



Once the Board has reviewed and discussed the Consolidated Evaluation and you are ready to move on to the Final Review and Signoff, you are ready to mark the evaluation complete. To do this go to Step 4 from the Dashboard and then click the **MARK COMPLETE** button to the right of the row.



## Step 5: Proposed Board Evaluation: Final Review and Sign Off

5

### Proposed Board Evaluation: Final Review and Sign Off

- The Superintendent and Board review and discuss the proposed evaluation before finalizing the document by adding electronic signatures.

The final step in the SuperEval process is a Final Review and Signoff in which the Superintendent and the Board president approve and electronically sign the evaluation.

In **Part A** of **Step 5**, the Board and the Superintendent should review the final proposed evaluation. Click **Superintendent Comparison with the Board’s Consolidated Evaluation Data** to view the comparison table and corresponding legend.

a

### Board Review with Superintendent:

[▶ Superintendent Comparison with the Board Consolidated Evaluation Data](#)

VIEW BOARD EVALUATION FEEDBACK FOR DR. ROB THURN
✓

### Board Review with Superintendent:

▼ [Superintendent Comparison with the Board Consolidated Evaluation Data](#)

Show Average Reviewer Values  
  Highest Rated Competencies  
  Lowest Rated Competencies

Competency	Not Selected	Ineffective	Developing	Effective	Highly Effective
<b>A. Relationship with the Board</b>					
<a href="#" style="color: #004a7c; text-decoration: none;">A.2 Materials and Background</a> ★				👥 👤	
<a href="#" style="color: #004a7c; text-decoration: none;">A.3 Board Questions</a> ★				👥 👤	
<b>B. Community Relations</b>					
<a href="#" style="color: #004a7c; text-decoration: none;">B.2 Communication with Community</a> ★				👍	
<a href="#" style="color: #004a7c; text-decoration: none;">B.4 Approachability</a> ☆		👤	👥		
<b>C. Staff Relationships</b>					

And you have several options on how to view the Consolidated Data:

## Board Review with Superintendent:


### ▼ [Superintendent Comparison with the Board Consolidated Evaluation Data](#)

Show Average Reviewer Values  Highest Rated Competencies  Lowest Rated Competencies

Click the orange button to view the final proposed evaluation, including Board comments.

[SHOW SINGLE DOMAIN VIEW](#)

Legend: Disparity Rank		Legend: People	
▲	Significant disparity between ratings	👤	Superintendent position.
★	Moderate or slight disparity between ratings	👥	Position of the board.
★	Insignificant or no disparity between ratings	👤👥	Position shared by superintendent and all of board.

 [VIEW BOARD EVALUATION FEEDBACK FOR DR. ROB THURN ✓](#)

**b** Post-Evaluation Reflection and Comments (Optional):

▶ [Post-Evaluation Reflection and Comments](#)

In **Part B** of **Step 5**, the Superintendent and Board President have the option to add a post-evaluation reflection. To do so, drag a file to the upload box or click on it to add one. If you wish to attach a web resource, you may type/paste a URL in the designated box and click **SUBMIT**.

**b** Post-Evaluation Reflection and Comments (Optional):

▶ [Post-Evaluation Reflection and Comments](#)

Post-Evaluation Reflection and Comments (Optional):

▼ [Post-Evaluation Reflection and Comments](#)

To upload a new document, drag a file here or click this area.

0.2 MB  
Public\_School\_Flyer.pdf

Type	Title	Uploaded By	Options
	<a href="#">Public_School_Flyer</a>	Bonnie Forster	

[SEND ATTACHMENT\(S\) VIA EMAIL](#)

Add a URL:

[SUBMIT](#)

**Part C of Step 5** displays the Overall Evaluation results that will be incorporated into the FOIL (public) Document.

Overall Evaluation for Dr. Rob Thurn

Ratings on Individual Domains :

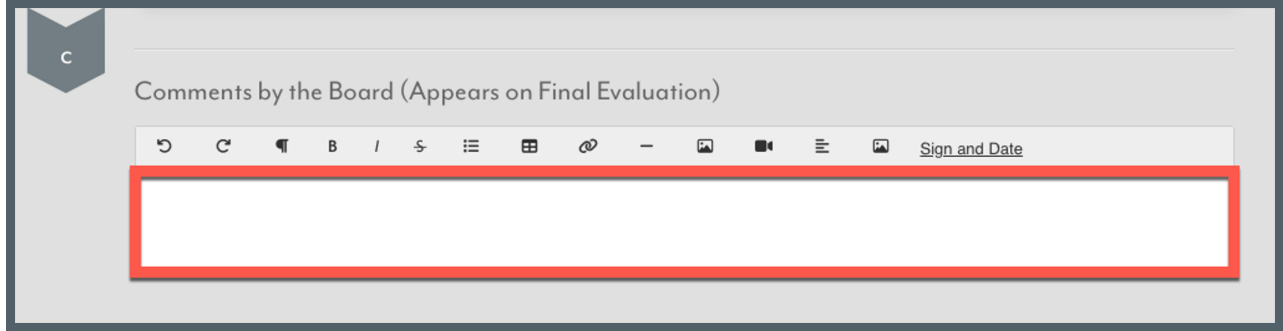
A. Relationship with the Board	Ineffective	Developing	<b>Effective</b>	Highly Effective
B. Community Relations	Ineffective	Developing	<b>Effective</b>	Highly Effective
C. Staff Relationships	Ineffective	<b>Developing</b>	Effective	Highly Effective
D. Business and Finance	Ineffective	Developing	Effective	<b>Highly Effective</b>
E. Instructional Leadership	Ineffective	Developing	<b>Effective</b>	Highly Effective
F. Annual Goals	Ineffective	Developing	<b>Effective</b>	Highly Effective
Overall Rating	Ineffective	Developing	<b>Effective</b>	Highly Effective

Comments by the Board (Appears on Final Evaluation)

The Superintendent and the Board President (speaking for the Board) may each add final comments that will appear on the Final Evaluation/FOIL Document. Type or paste text into the



**Comments by the Board** box. Please note; once the evaluation is signed by the Superintendent the Board President is no longer able to add Comments by the Board for the Final Evaluation/FOIL Document.



**Part C of Step 5** also contains the official signature section, which indicates acceptance that the evaluation process has been completed.

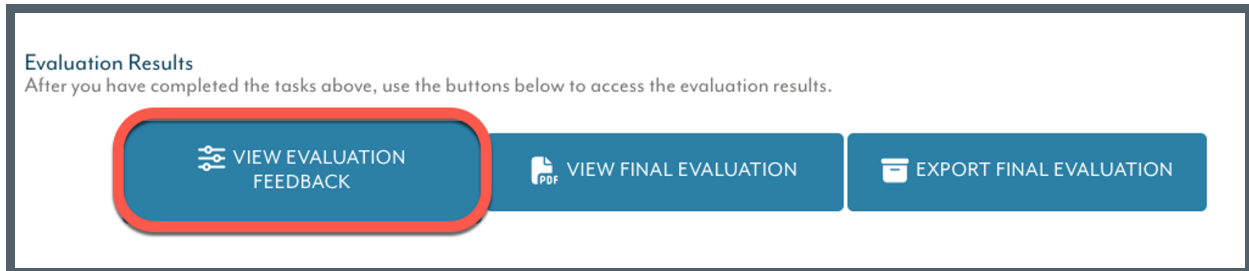
Please note; a signature does not necessarily denote agreement with the evaluation.

Click **SIGN** to the right of your name to electronically sign the evaluation. The Board President will not be able to sign the evaluation until *after* the Superintendent has done so. An indicator on Step Five of the Dashboard will display once the Superintendent has electronically signed the evaluation indicating that the Board President can now electronically sign the evaluation.

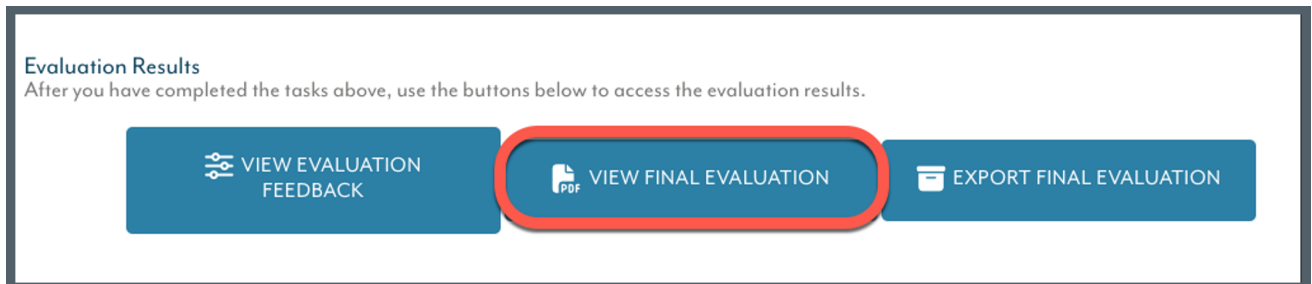


## Evaluation Results: Accessing the Final Evaluation Document

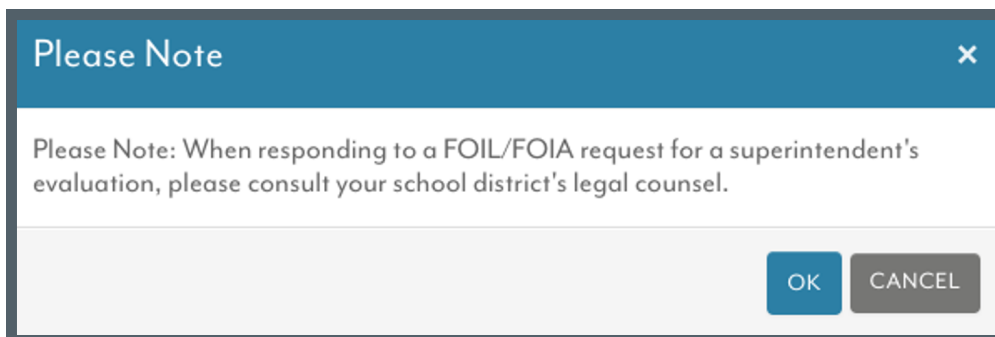
After completing the evaluation, three buttons below the ***Dashboard*** steps will become active for ***all*** Board Members ***and*** the Superintendent. To view the full final evaluation online, scroll to the bottom of the ***Dashboard***, and click the **VIEW EVALUATION FEEDBACK** button.



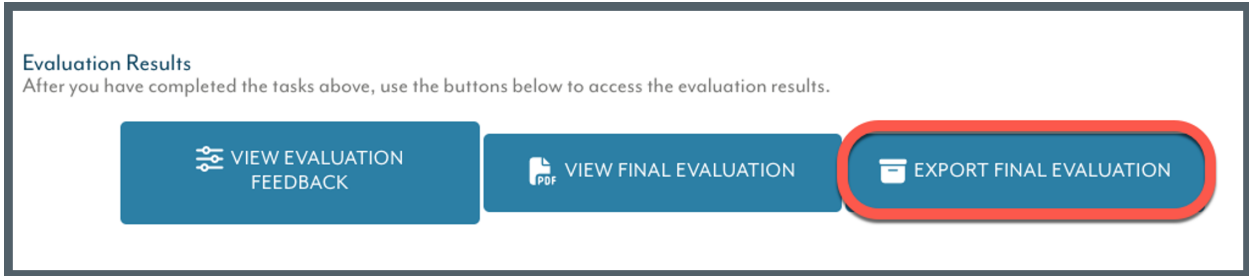
To view the FOIL document in PDF form, click the **VIEW FINAL EVALUATION/FOIL DOCUMENT** button.



You will then be prompted with the following message:

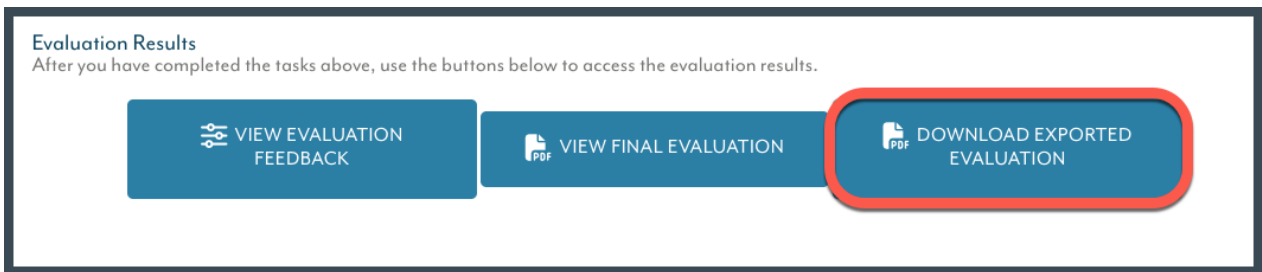


To download a ZIP file containing the FOIL Document, Final Evaluation, and all the attachments, the Board president of Superintendent must click the **EXPORT FINAL EVALUATION** button.




It will process for a few seconds...


Then you can click the **DOWNLOAD EXPORTED EVALUATION** button once the file has been generated.




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If you require further assistance, please contact the Helpdesk

 Searchable Help Center: [Help.SuperEval.com](https://help.supereval.com)

 Submit a Ticket: [Support@SuperEval.com](mailto:Support@SuperEval.com)

 Chat session: [How to start a Chat](#)

 Support line: 1-844-312-3825

