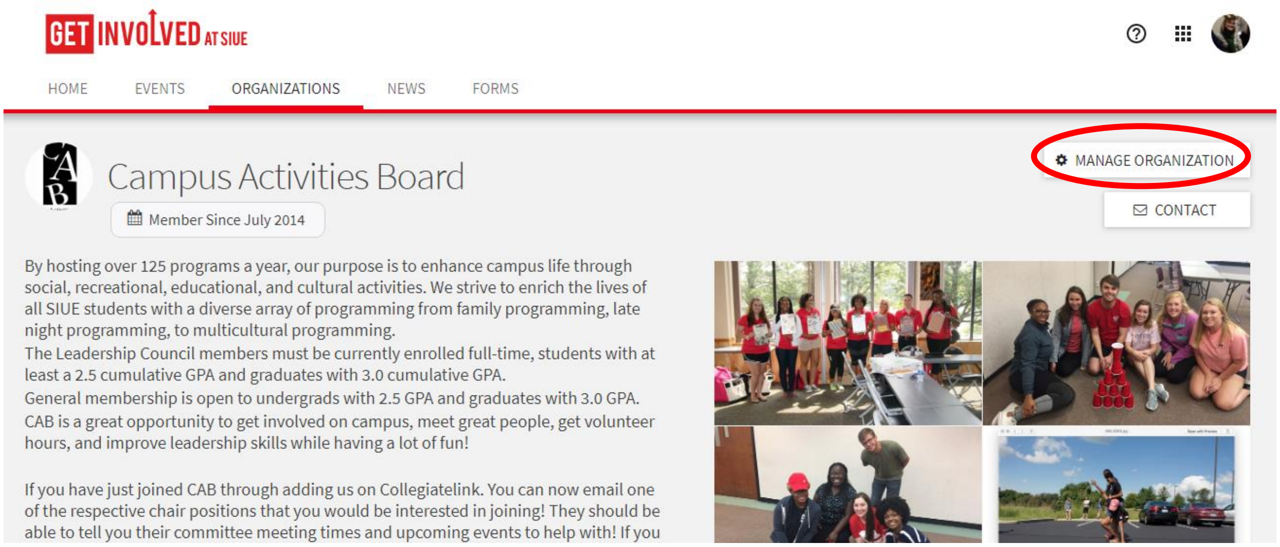
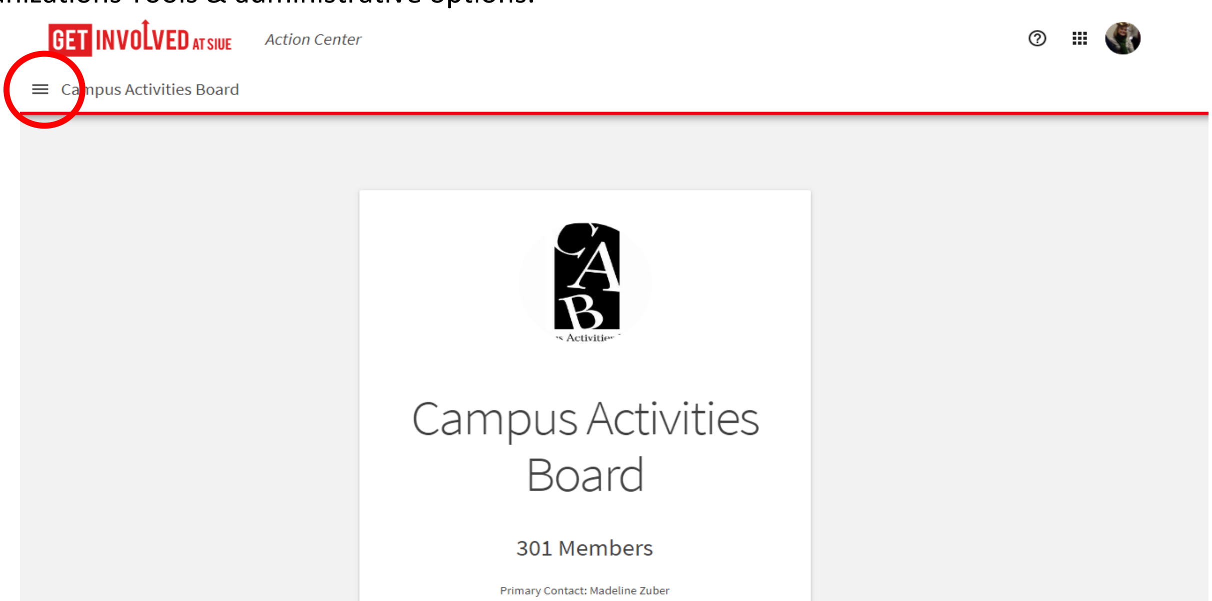
Managing an Organization Page

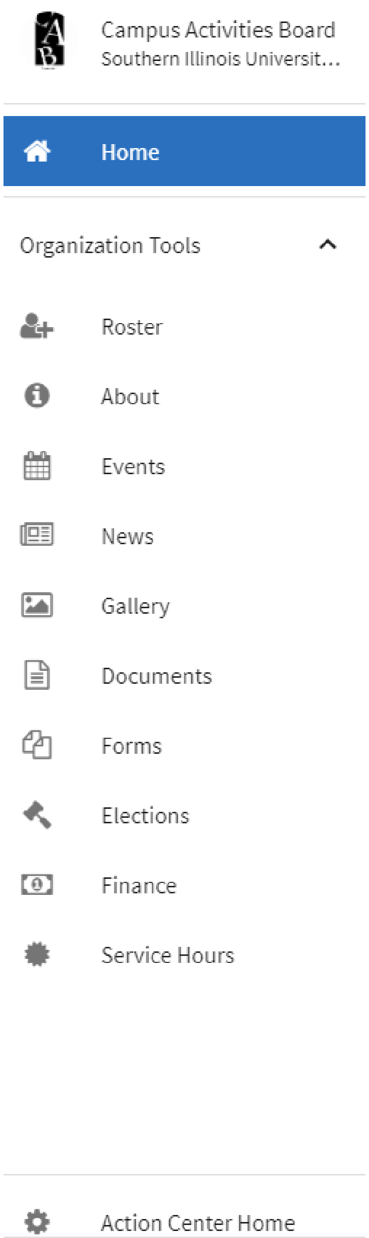
1. Login to getinvolved.siue.edu with your e-id & password.
2. If you have administrative permission for your organization, the "Manage Organization" button will be on the upper right side of the page. Click this button to edit all content, upload new files and photos, etc.



3. Click "Manage Organization" to get to your organization's Menu page. Click the three lines next to the name of the organization. This can be found near the upper left side of the page to access your Organizations Tools & administrative options.



You will now have access to Organization Tools:



Home: Takes you back to the administrative page.

Roster: Approve member requests, invite members, assign positions, and message (email or text) all members of your group.

About: Adjust your description, website, social media, profile image, etc.

Events: View upcoming events, create an event.

News: Create a news item to showcase the great things your group is doing!

Gallery: Upload photos to be seen on your page.

Documents: Create folders to store different document types or upload individual documents. Every group has a constitution in their documents section.

Forms: Create forms that your group can complete. You will also review submissions of those forms here.

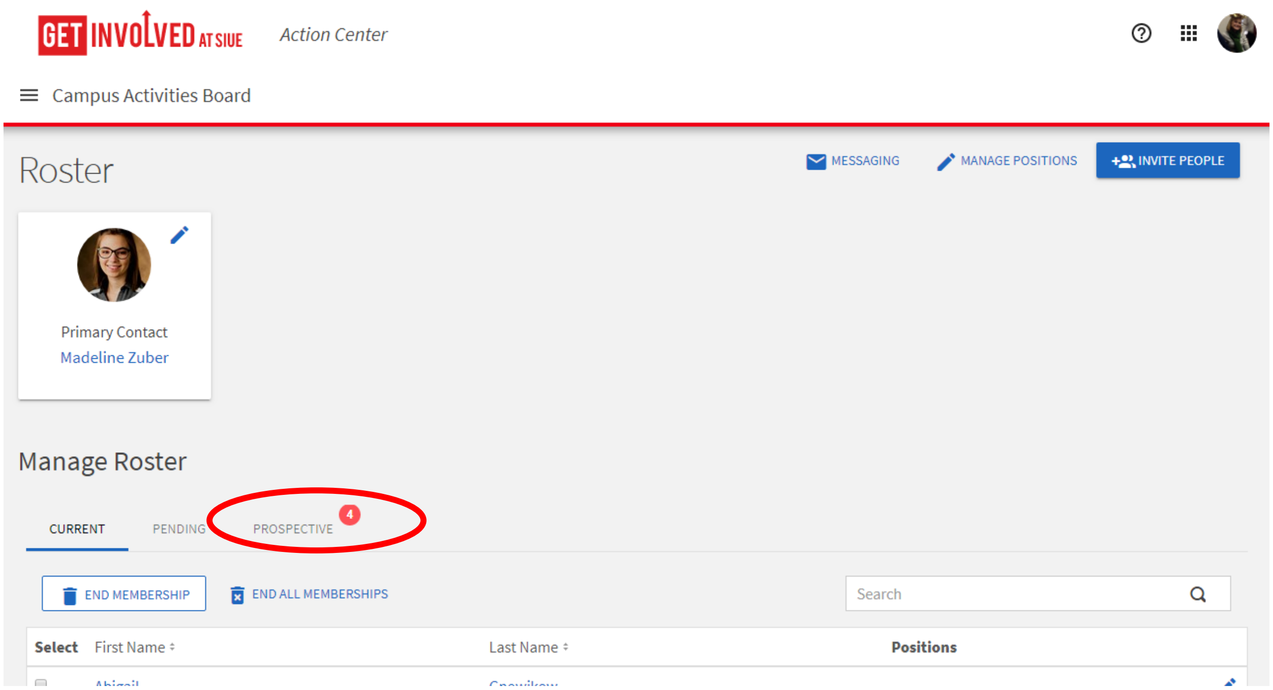
Elections: Can be used for elections or as a polling feature.

Finance: Currently not in use.

Service Hours: Track the service hours your organization members have completed.

Action Center Home: Takes you to your personal action center. If you have any items that need to be reviewed for any of your groups, they will be seen here.

Managing your Organization's Roster:



1. On the Manage Roster page, you will review prospective member requests (circled above). Click on "Prospective" to approve or deny membership requests.

2. Click the blue "Invite People" button (upper right side of the page) to email invitations to individuals to join your page (once sent, those requests are located under "Pending").

3. Click "Messaging" to send messages (email or texts) to your members (see "Messaging" How To Guide for more information on this).

4. Click the "Manage Positions" button, to create positions for your organization. You can assign administrative abilities to individual positions (for example, your Vice President for Membership might need access to the roster page, messaging, and documents, but not other items).

5. To assign an individual person a position, click the pencil icon ( ) next to their name on the Roster page and then select the position they should have.

Creating & Managing your Organization's Forms:

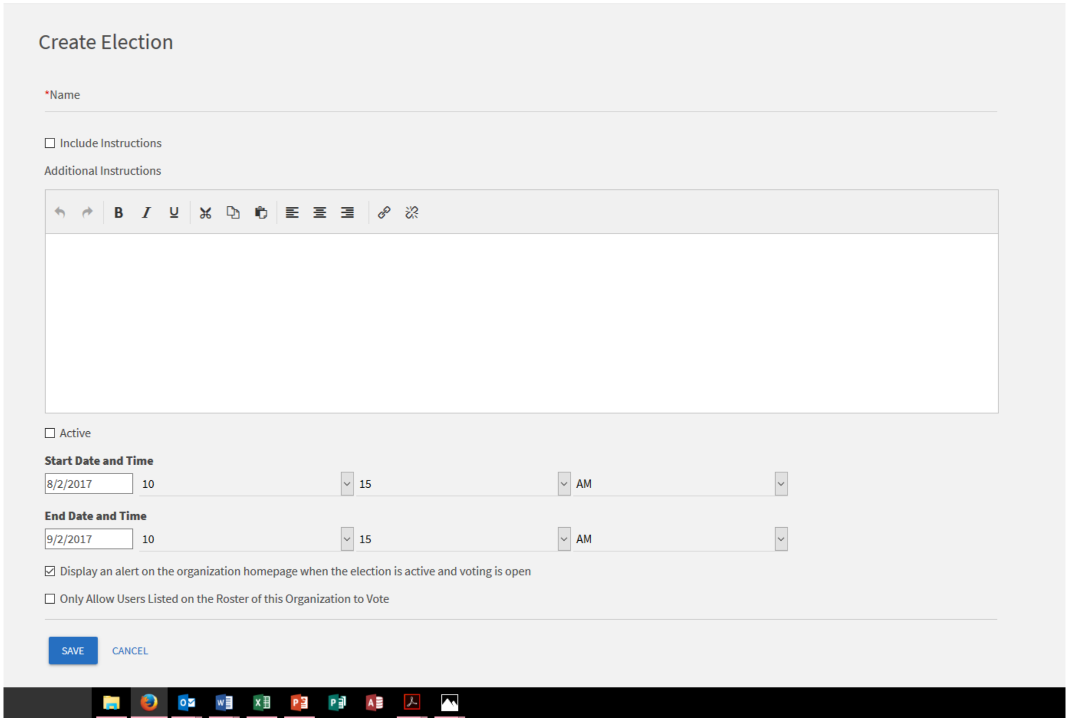
See the "Create & Manage Forms for Organizations" How To Guide.

Creating & Managing your Organization's Events:

See the "Creating & Managing Events" How To Guide.

Managing your Organization's Elections:

To host an election (or create a poll) for your organization:



1. Name your election/poll.
2. Input any important instructions (click the Include Instructions check box).
3. Click the Active check box.
4. Input a start date/time and an end date/time.
5. Click the "Display an alert" check box to place an alert feature on your organization's homepage.
6. Click the "Only Allow Users…" check box to allow EVERYONE on your roster to vote.
7. Click Save.
8. Click "Create Ballot".
9. Name the ballot & click "Enable" under Access Restrictions for General Access (each ballot is a page on your election/survey).
10. Add your first question (just like a Form).
11. Once you have finished adding questions, click "Back to Ballots" (upper left of page).
12. Click Publishing Options. Copy the election link to send in a message to your organization's members.