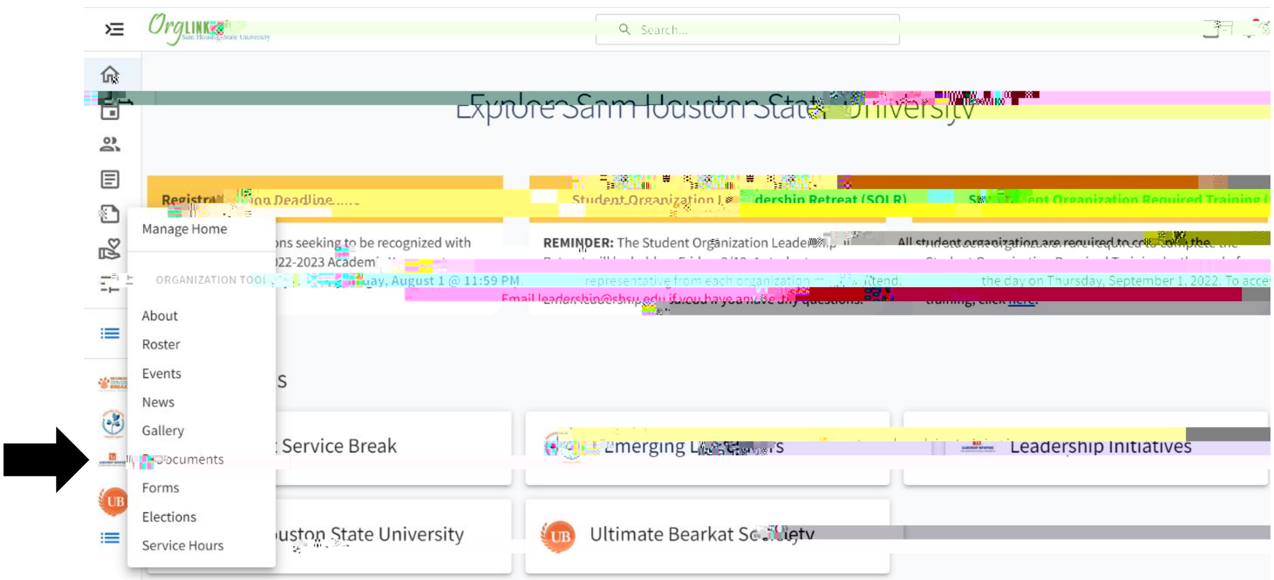
The allows you to create and manage content for your organization. Access the Organization Tool Menu by following the steps below:

1. Log into [OrgLINK]
2. Click your organization's icon on the left to open the Organization Tool Menu. You may only see certain tools in the Organization Tool Menu for a particular organization. The tools you have access to will be based on your position within the organization.



You may see any one of the following tools. Click the linked name of the tool to explore a more detailed walkthrough.

_____________ Your current page provides a summary of your organization. On this page, you will see your organization profile photo, the name of the organization the number of members, and the name of the Primary Contact.

_____ In the About tool, you can update some of your organization's basic details, such as the profile photo, description, summary for the organization directory, contact information, and social media links.

______ The Roster tool includes your ability to manage positions for the organization, send organization messages, invite members, remove members, and approve pending memberships.

______ The Events tool allows you to create and manage your organization's events.

About

To make changes to an organization page, you must be either the primary contact, or hold an officer position within the group that has been assigned access to administrative features.

When updating the organization’s information, you will be able to update your organization summary, contact information, social media information and profile picture. If you are adding links to social media pages, make sure they set to public. You can also update any additional fields requested by your campus's administrators .

When you're done making changes, clickUpdateto save.

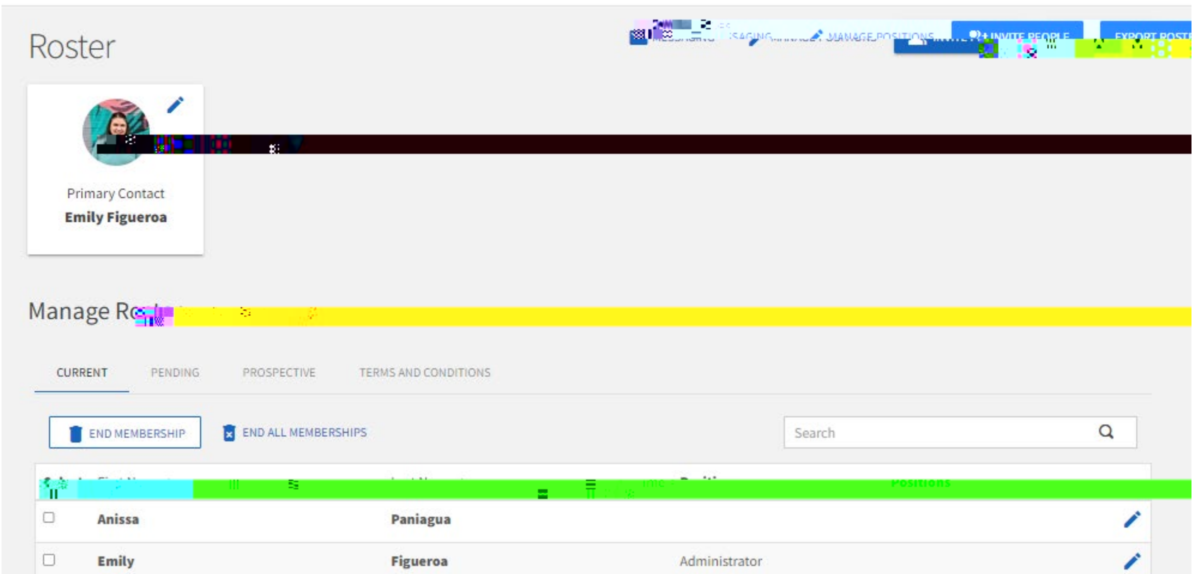
Note: Information listed in the External Page Links section will be made available on your organization home page, and will be shown on the public side of the site. Users that are not logged into the systemwill be able to see this information, so do not include anything that shouldn't be public.

<u>Reminder:</u> According to SHSU’s Student Organization Policy, student organizations must update their OrgLINK About page as soon as changes occur. It is your student organization’s responsibility to maintain this page to receive communications and updates from the Department of Student Involvement: Leadership & Service.

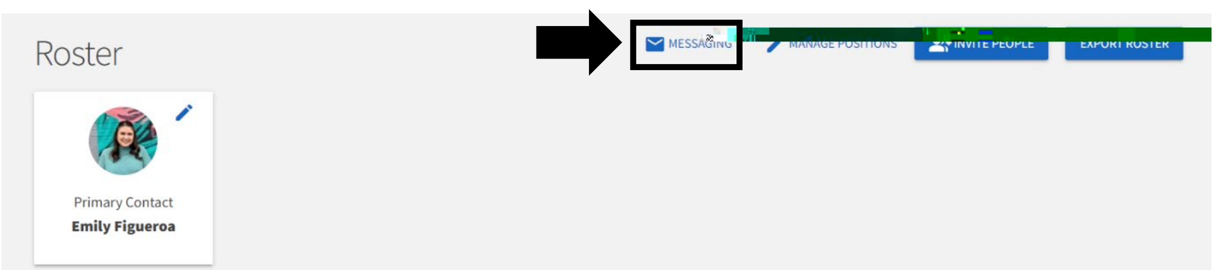
Roster

This tool allows you to manage your roster and keep your information up to date.

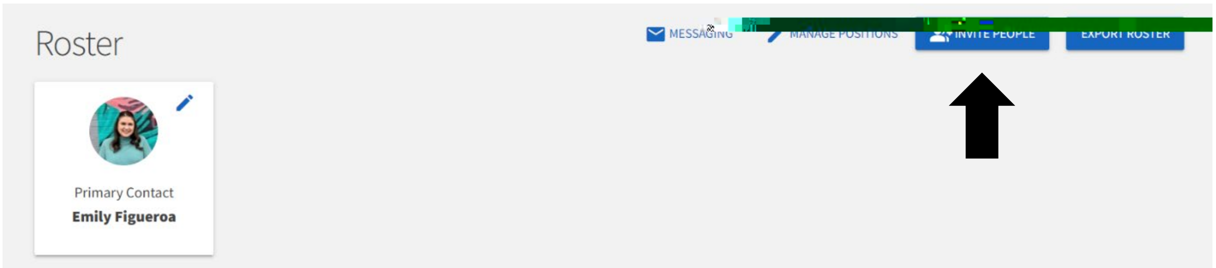
The roster will show you a list of all your organization's members and information about your organization's primary contact. The primary contact is person designated to be the main point of contact for your organization.



Messaging: As a Roster manager, you have the ability to send messages to your organization members. Click Messaging at the top of the Roster page to create a message relay.



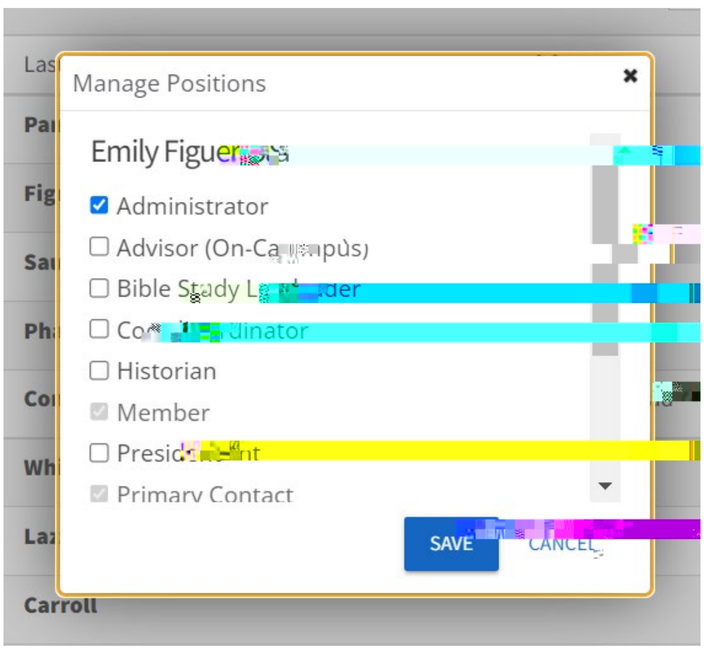
Inviting members: Invite members to join your organization by clicking Invite People at the top of the Roster page.



Type in one or more than one email addresses (one per line) then select Add E-Mail Addresses.

Assigning people to Positions: In the "Manage Roster" section, you can also edit the positions your different members hold. Click Edit Positions to the right of a user name to take this action. A list of all available positions will appear. Assign a user to a position by clicking the appropriate checkbox and clicking Save.

Update the position type then select Save.



Events

The Events tool allows you to manage your organization's events from one central location. This walkthrough will provide you with the information you need to know to successfully manage your organizations events.

Create an Event: Look for the Create Event button at the top of the page. Remember, you will only see this option if you have full management access over events.

Event Information: The first page allows you to enter your event's basic information such as event title, theme, description, start and end time, and location into their respective boxes. You can also identify if the event will be co-hosted with other organizations. Required fields are marked by the red asterisk at their start.

Multiple dates: Click Add Another Date to create a recurring event.

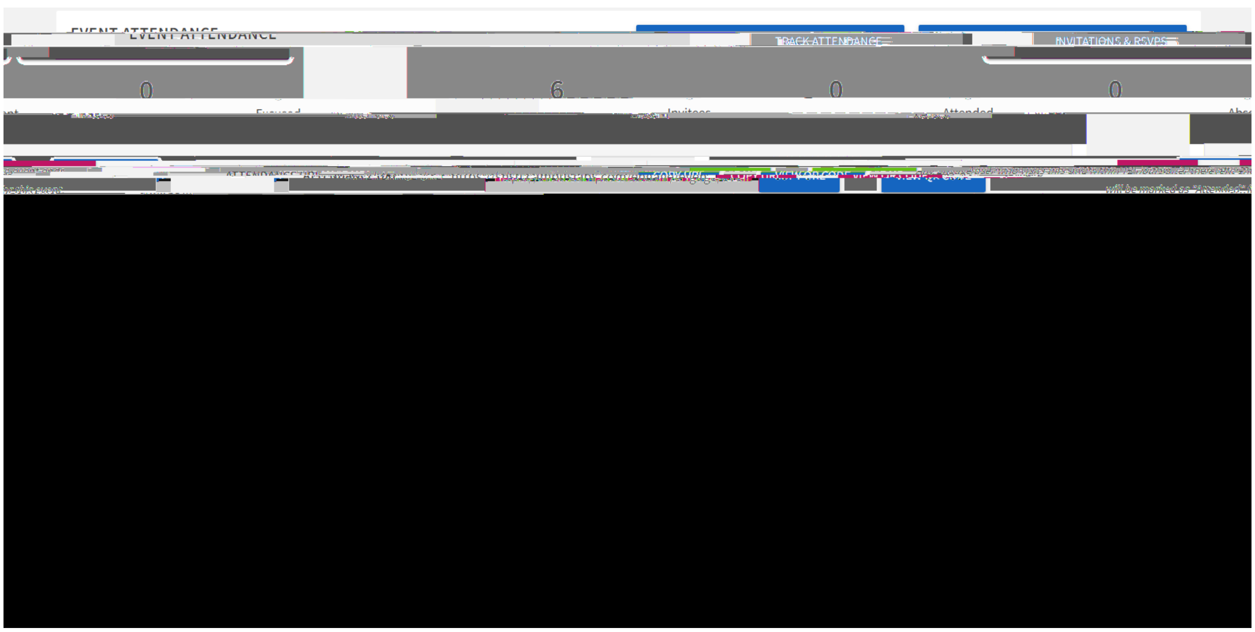
Location: You can also choose whether to include a helpful map, courtesy of Google Maps, to your event details page. When submitting the details of an event, you can also add an online location as well as instructions for how to access it. Events can be exclusively online or combined with a physical location for both online and in-person attendance.

Event Visibility – Listed below are some features regarding how your event is show to the public.

- Will alcohol be present at this event?
    - Has law enforcement been scheduled?
- Types of transportation
- Will the student organization be serving food at this event?
- Will the student organization be charging admission or accepting cash at this event?
- Student organization Point of Contact
- Point of Contact Phone Number

	request process and allow you to make any changes as necessary.
Cancel Event	If you no longer plan to host this event, "Cancel Event" allows you to send a message to all users who are involved in the event, including invitees. The event will remain on your page but will be listed as cancelled.
View Event	Select this icon to switch to see what your student organization's event looks like to the public.
Submissions	You can view the event request submission(s) for this particular event.

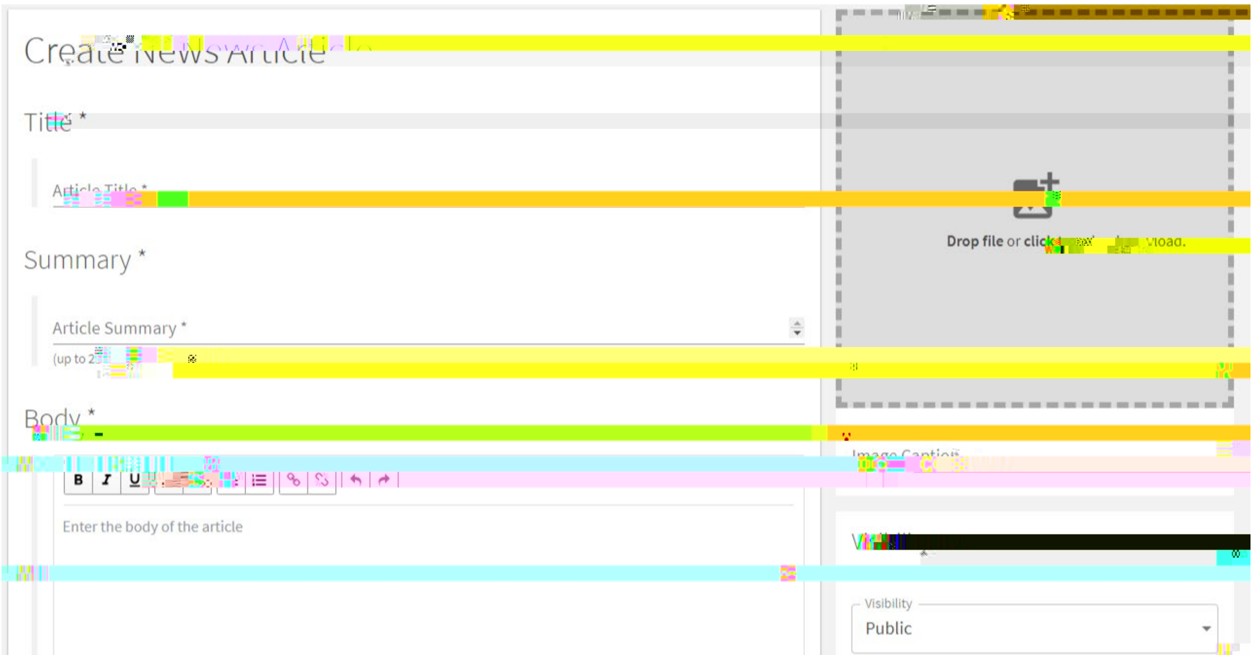
You also have the ability to invite users to the event, review RSVPs and track attendance from this page. You will also find a link and a QR code that you can share with individuals who wish to RSVP to your event.



Reminder: Please read through the Student Organization Policy to see when events should be uploaded.

News

The News tool allows you to keep your members up to date

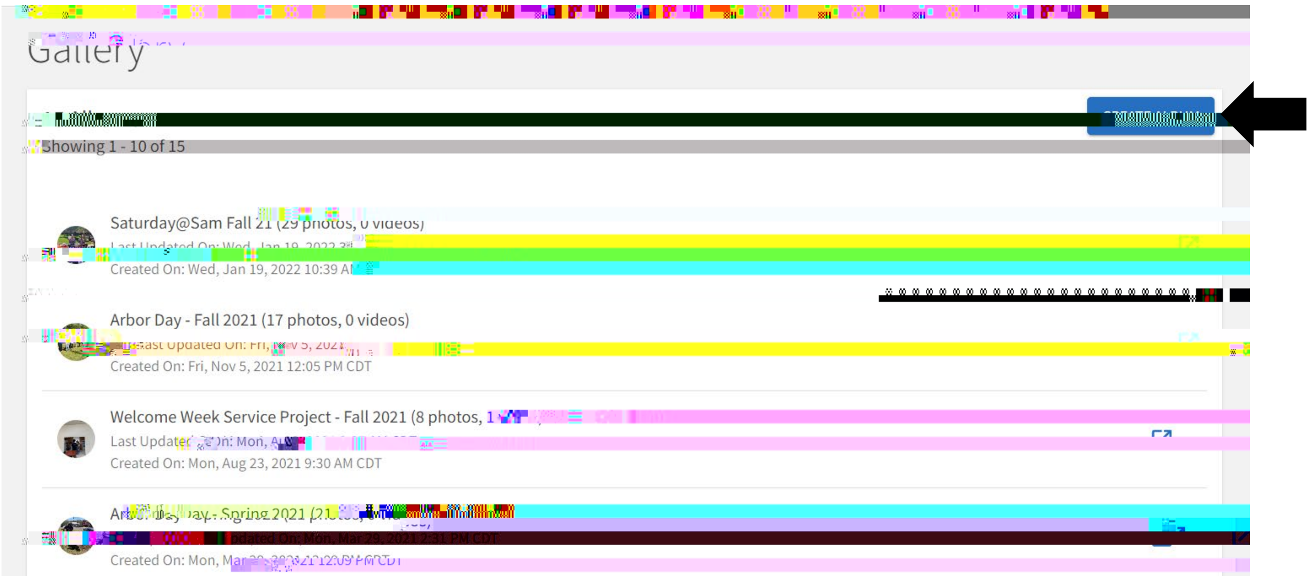


Edit/delete an article: If you would like to edit or delete a news article from your site, you will first click on the article and the select to either edit or delete the article.

Gallery & Documents

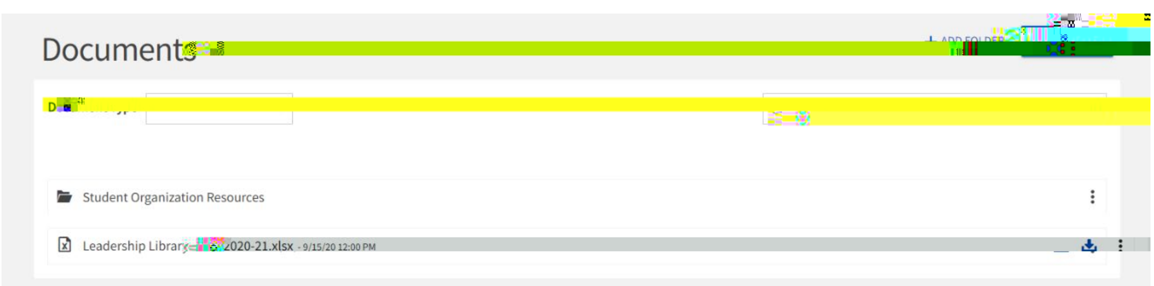
Photos: Photos are a great way to show off the exciting things your organization has done! Your gallery photos will be showcased at the top of your organization's public-facing page.

Uploading Photos: To add photos to your organization's gallery, click Create Albumand Select the file(s) from a saved location and include a caption.



Documents: The Documents tool allows you to create a shared storage space for important organizational files. You can share these files publicly or only with certain members or Position holders within your organization.

Uploading Documents: To add documents to your organization's profile, click Add File and Select the file from a saved location.



Forms

Creating a paperless office or organization is easy in Engage - take all your forms online using the Form builder! The Forms tool can be used for a variety of purposes and the easy-to-use tools in Engage make it easy to move many of your current paper-based processes into your site.

Create a form: To create a form, click the three dots on the top right corner then select

Hide from Explore Forms	Enabling this option will hide the form from the Explore view of Engage, including the Forms Directory and the organization page that created the form. This option can be used to hide organization registration related forms from public view, or to make forms private to send via message relay to a subset of users. This option only appears to community-wide administrators who oversee forms.
Submission Approval Process	Choose whether you would like the form's submissions to go through an approval/denial process where they are pending until processed, or if you prefer the for's submissions to be automatically marked as "received" without any approval process.
Allow Submissions from Public Users	Enabling this option means anyone, including those who do not have an account in your community, is able to fill out the form. If you enable this setting, “allow multiple submissions” will be disabled because there is no method to limit respondents to one submission.

Check Box List	Multiple choice question that allows users to choose more than one option.
Radio Button List	Multiple choice question that only allows users to select one option.
Text Field	Open text response. Alter the number of rows to provide the user a larger space to write in for longer answers. You can also use the Text Field question to utilize validation, ensuring a specific format is entered.
Drop Down List	Multiple choice question where users can only choose one option. The only difference between the dropdown and radio button options is that the user has to click the dropdown to view the available choices.
Instructions	This is your method of providing additional instructions or information to the user. Instructions do not require any action on the part of the user.
Single Check Box	Think of this as a method to provide the user a set of terms and conditions that they need to agree to before they can proceed on the form. You can input the terms that need to be agreed upon and the user will be provided a single check box to confirm their agreement.
Ranking	Provide the user multiple answer choices for them to rank. You can also determine the maximum number of items they need to rank.

Include Text Area	Text Area allows you to provide additional space for users to write-in an answer. For example, you may want to include an "Other" option to a multiple choice question, but want users to write-in their additional option.
Include Tooltip	The tooltip allows you to hover over the answer choice to read additional information about it. The additional information will appear automatically next to the answer choice.
Include Additional Text	Similar to the tooltip, Additional Text allows you to put in additional information about an answer choice. The difference between the two is in how the information appears. With Additional Text, an information icon appears next to the answer

Here, you can choose if your election should be active and the date range your election should be available. When the election is set to Active and it falls within the date range, users will be allowed to access the ballot. You can also choose to display an alert on the organization homepage when the election is active and voting is open by checking the next box. The last option is whether or not to allow users outside your organization should be allowed to vote in the election-- checking the box will limit it to only users within your organization roster.

When you're finished with these settings, hit Create.

Create the ballot: You can create as many ballots as needed. A user will see each ballot they are designated to see. To start creating your ballots, click Create Ballot.

Enter the name of your ballot, then determine if the ballot should be general access by selecting Enable or Disable. If you select Disable, you'll be prompted to enter settings for each of the available eligibility lists.

Eligibility lists are set up by campus administrators and are shared to organizations. If

Allow	Users on the list can access the ballot
Deny	Users cannot access the ballot, and supersedes being on an allowed list
Ignore	List will not be used for the ballot, users cannot access the ballot

Once you're fine with your eligible users access, click Create to advance to the next page. You'll now be taken to the form builder with a limited selection of question types.

When you're finished, click Back to Ballots in the upper left corner. Repeat this for any additional ballots you need to create within the same election. Once all your ballots are ready, be sure to set your election to Active to ensure users can vote when the election starts and the prompt to vote will display on your organization homepage, if requested.

Service Hours

Depending on the type of organization you are in, you may have the ability to manually submit