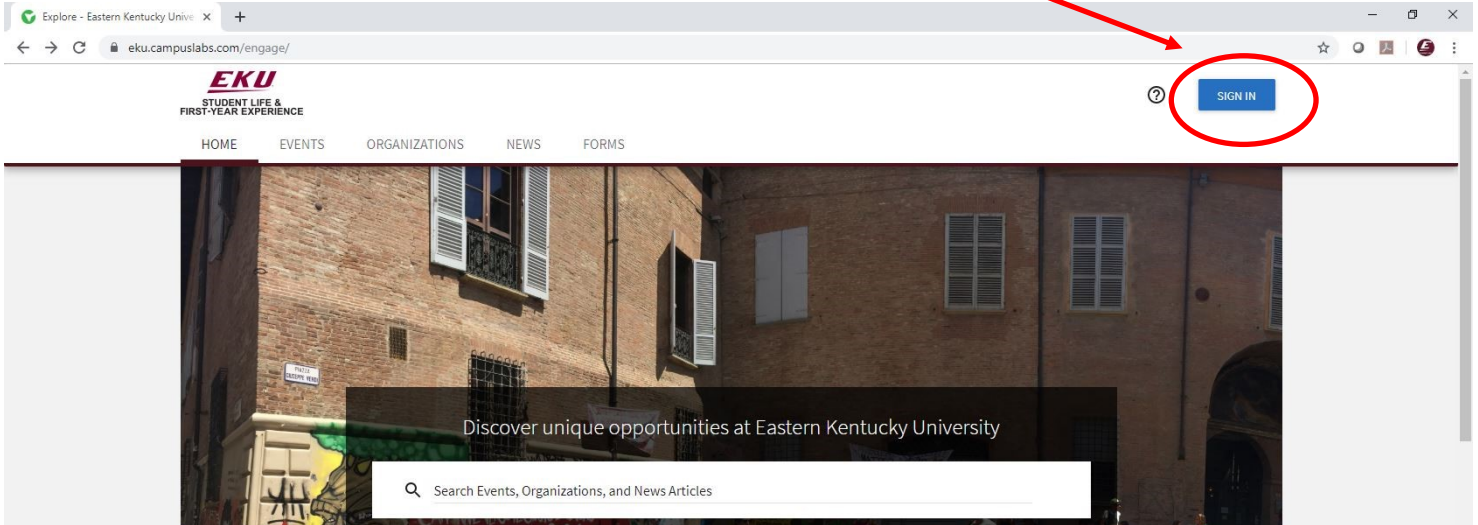


Roster Management

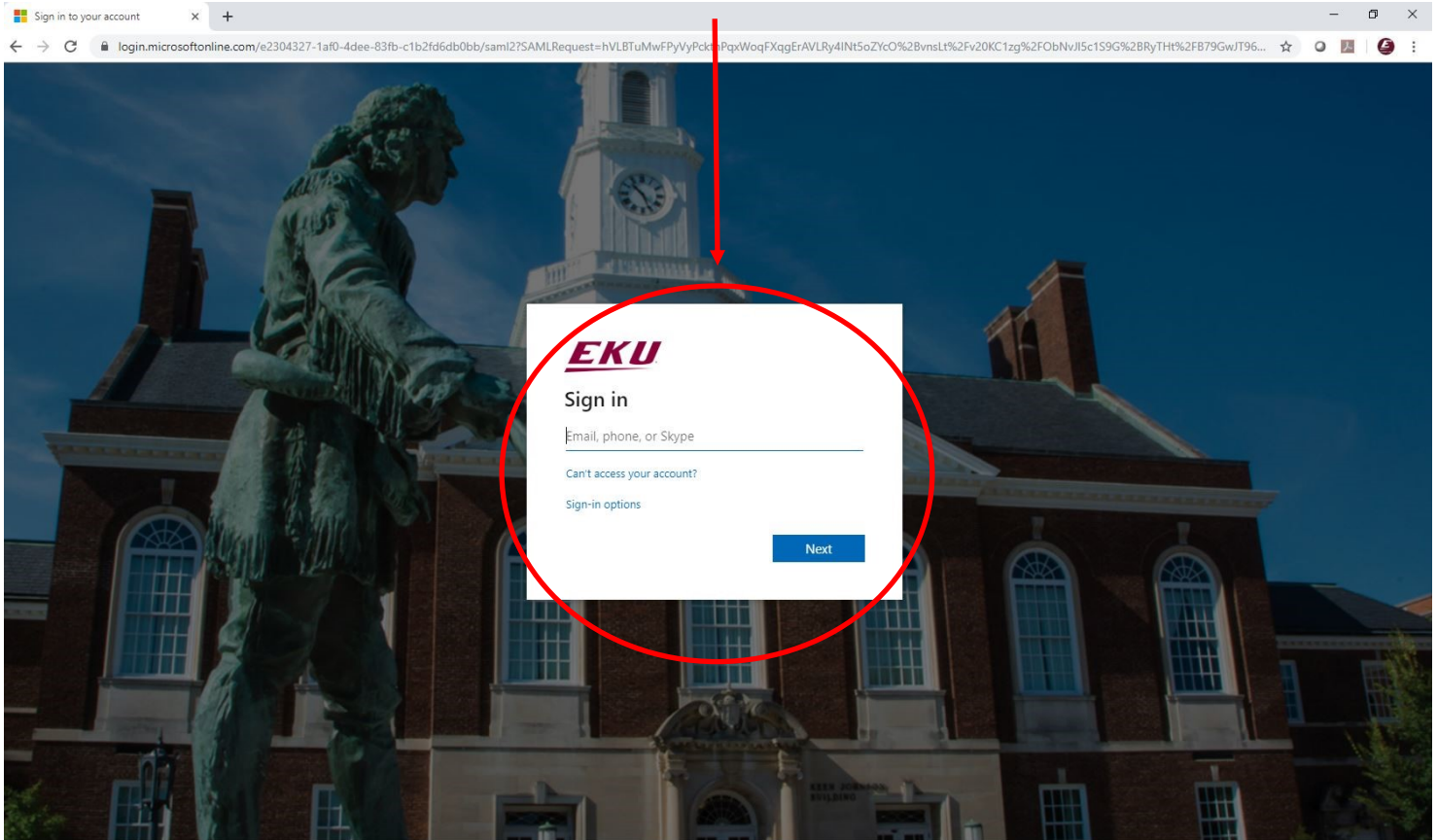
STEP 1

Visit eku.campuslabs.com/engage/, and click "Sign In" in the upper right corner (as seen below).



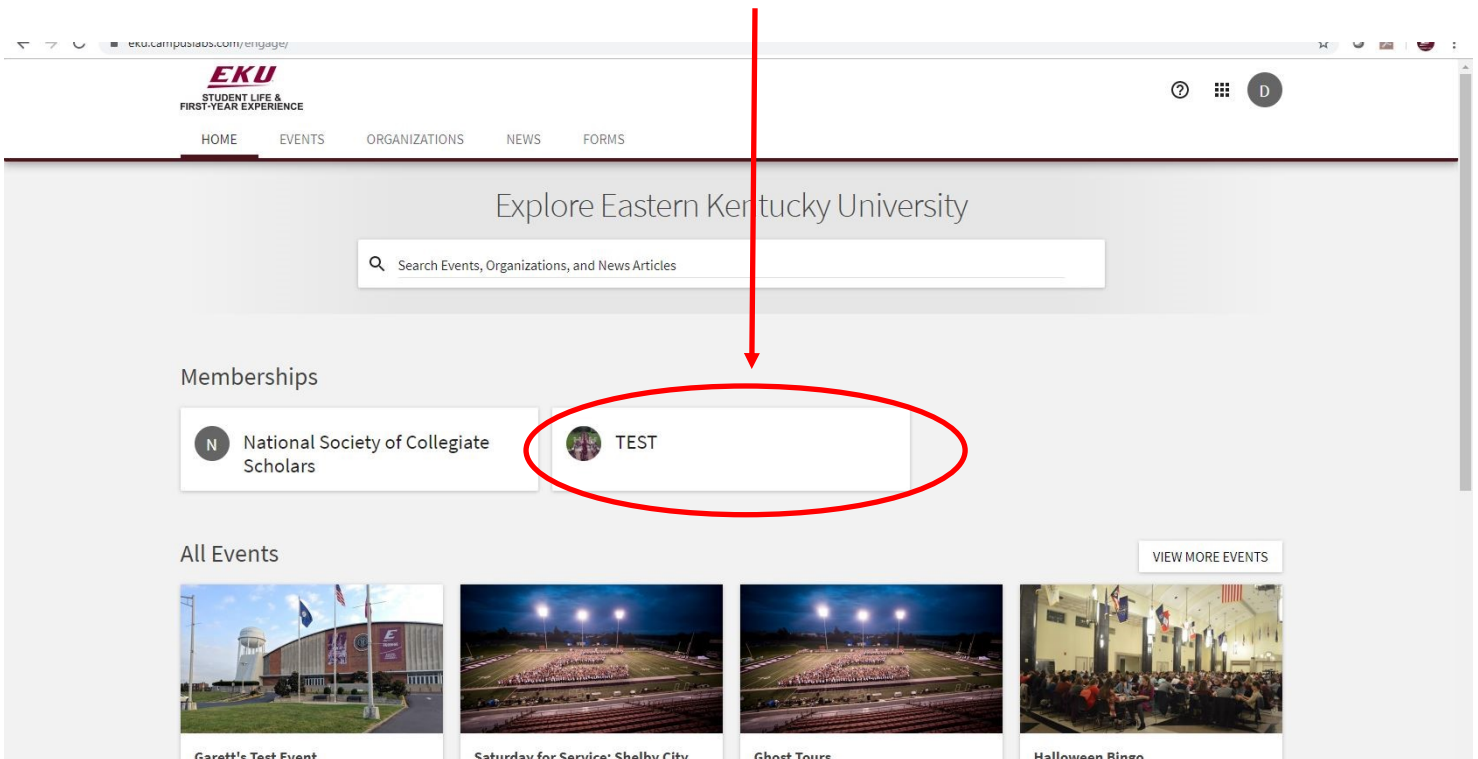
STEP 2

Enter your EKU Email credentials to log into the system.



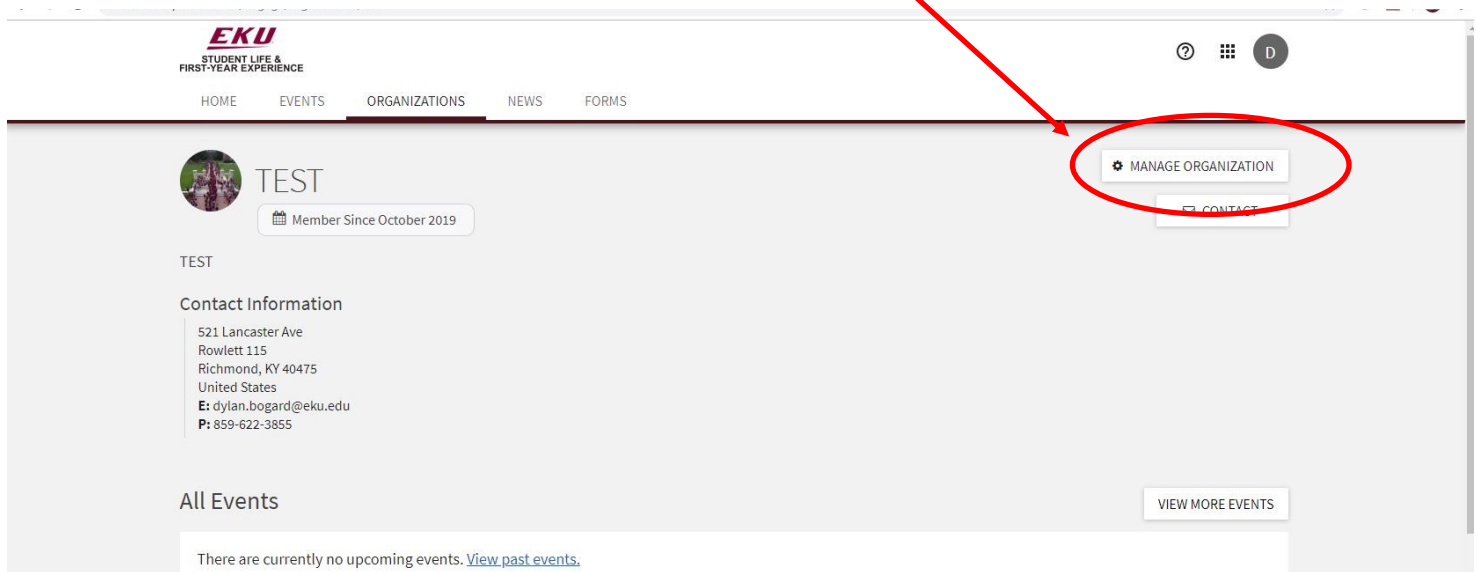
STEP 3

Locate the student organization you serve as an officer in, and click into the organization.



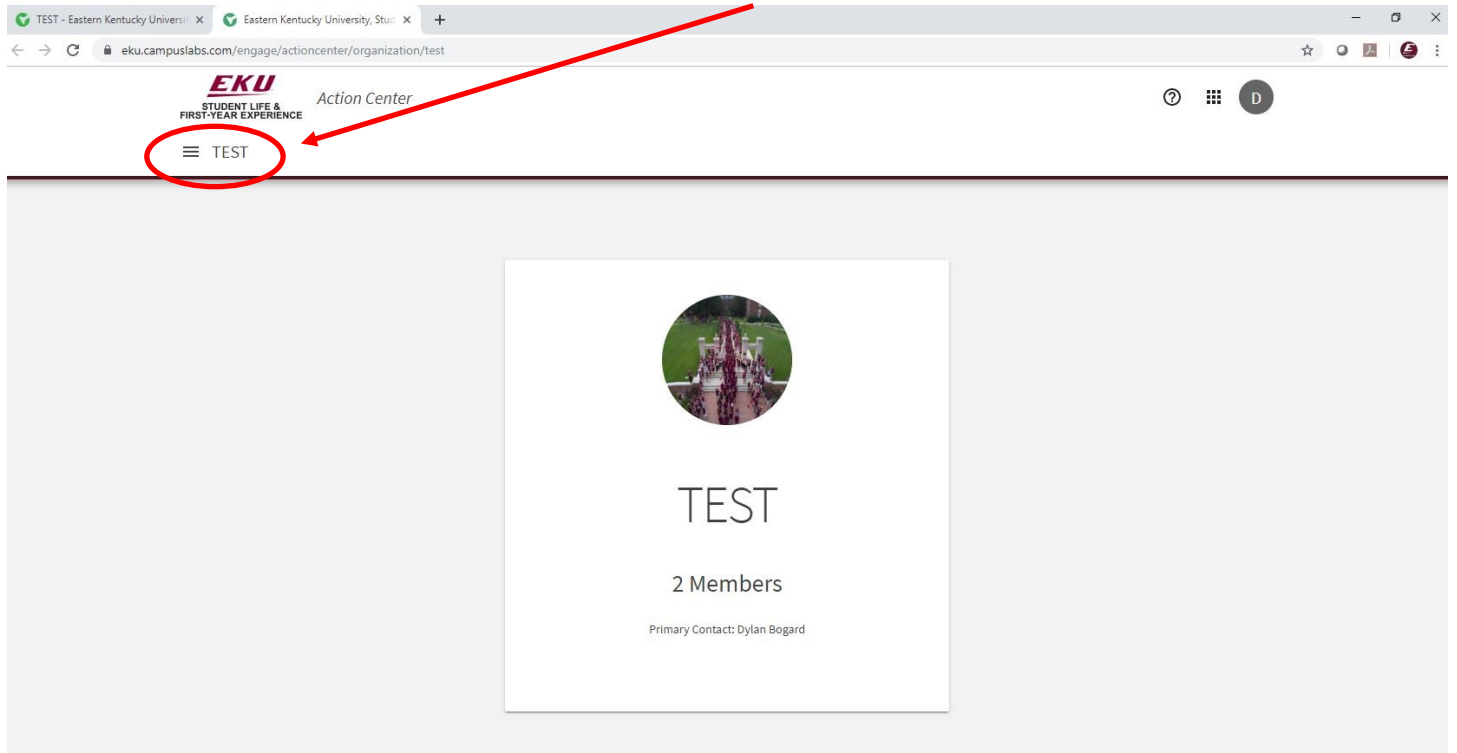
STEP 4

Once in, click on "Manage Organization" in the top right corner. If you do not see this, be sure you have accepted the invitation to be an officer.



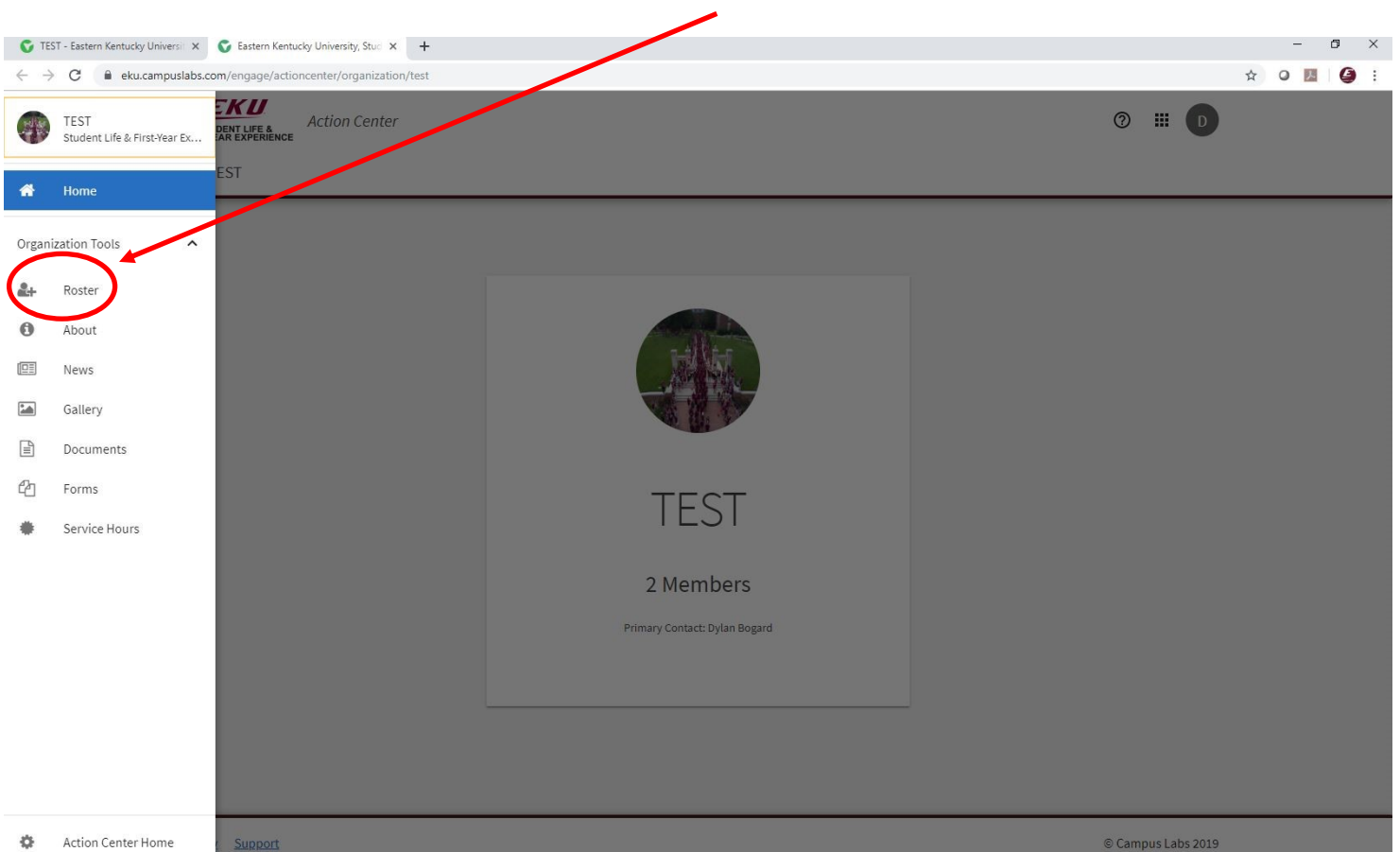
STEP 5

Select the menu icon in the top left corner.



STEP 6

Select "Roster."



STEP 7

Edit your current roster by selecting members to remove, or editing existing members for new roles by clicking the pencil icon.

The screenshot shows the 'Manage Roster' interface with the 'CURRENT' tab selected. A red circle highlights the 'END MEMBERSHIP' button. Another red circle highlights the search bar. A third red circle highlights the pencil edit icons in the 'Positions' column of the roster table. Red arrows point from the text above to these elements.

Select	First Name	Last Name	Positions
<input type="checkbox"/>	Dylan	Bogard	Campus Advisor
<input type="checkbox"/>	Dylan	Bogard	President

STEP 8

If editing an existing member's role, select from the menu and hit save.

The screenshot shows the 'Manage Roster' interface with a 'Manage Positions' modal open. A red arrow points from the text above to the modal. A red circle highlights the list of roles in the modal, including 'Campus Advisor', 'Member', and several 'Optional Officer' roles. The modal also includes a 'Positions that are disabled may only be added or removed by an administrator.' warning and 'SAVE' and 'CANCEL' buttons.

Manage Positions

Dylan Bogard

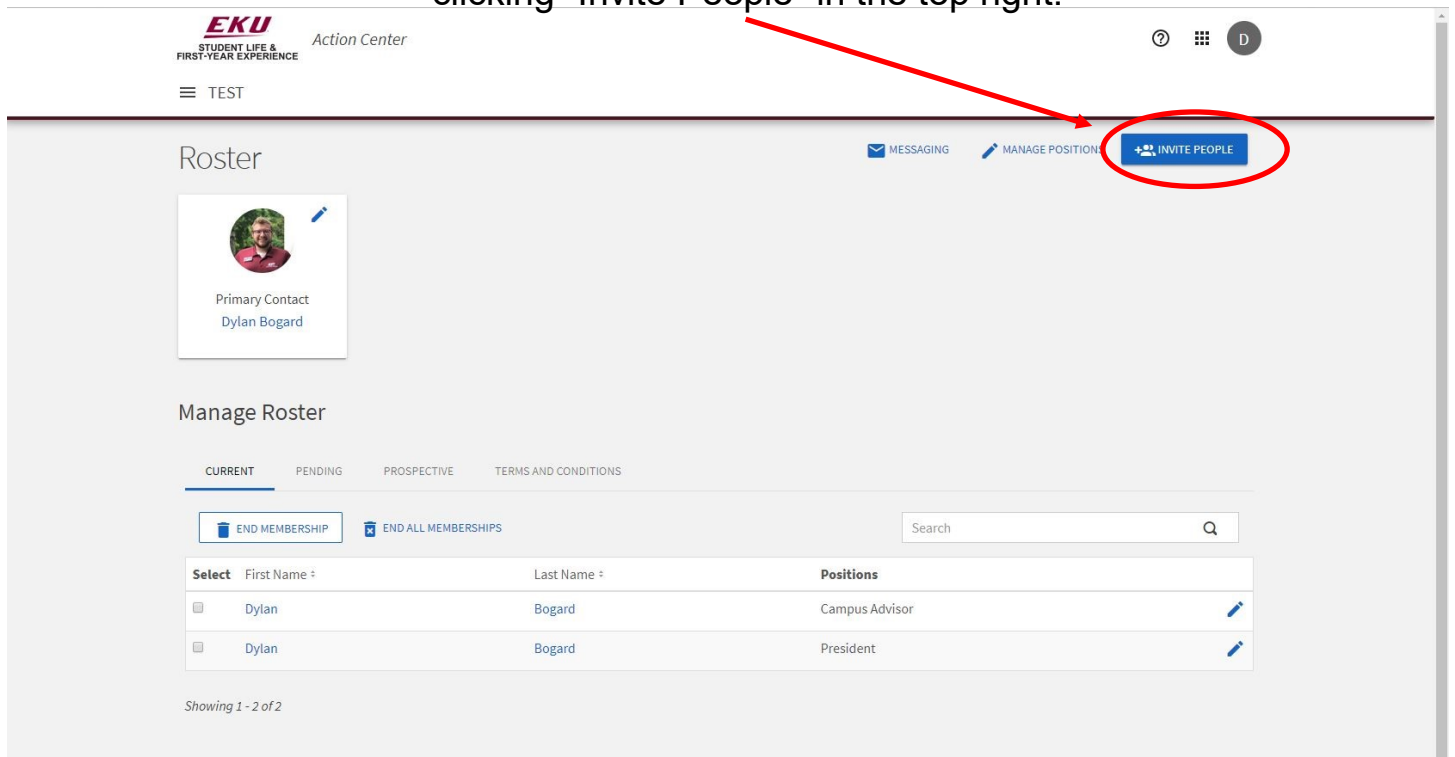
- Campus Advisor
- Member
- Optional Officer 1
- Optional Officer 10
- Optional Officer 2
- Optional Officer 3
- Optional Officer 4
- Optional Officer 5

Positions that are disabled may only be added or removed by an administrator.

SAVE **CANCEL**

STEP 9

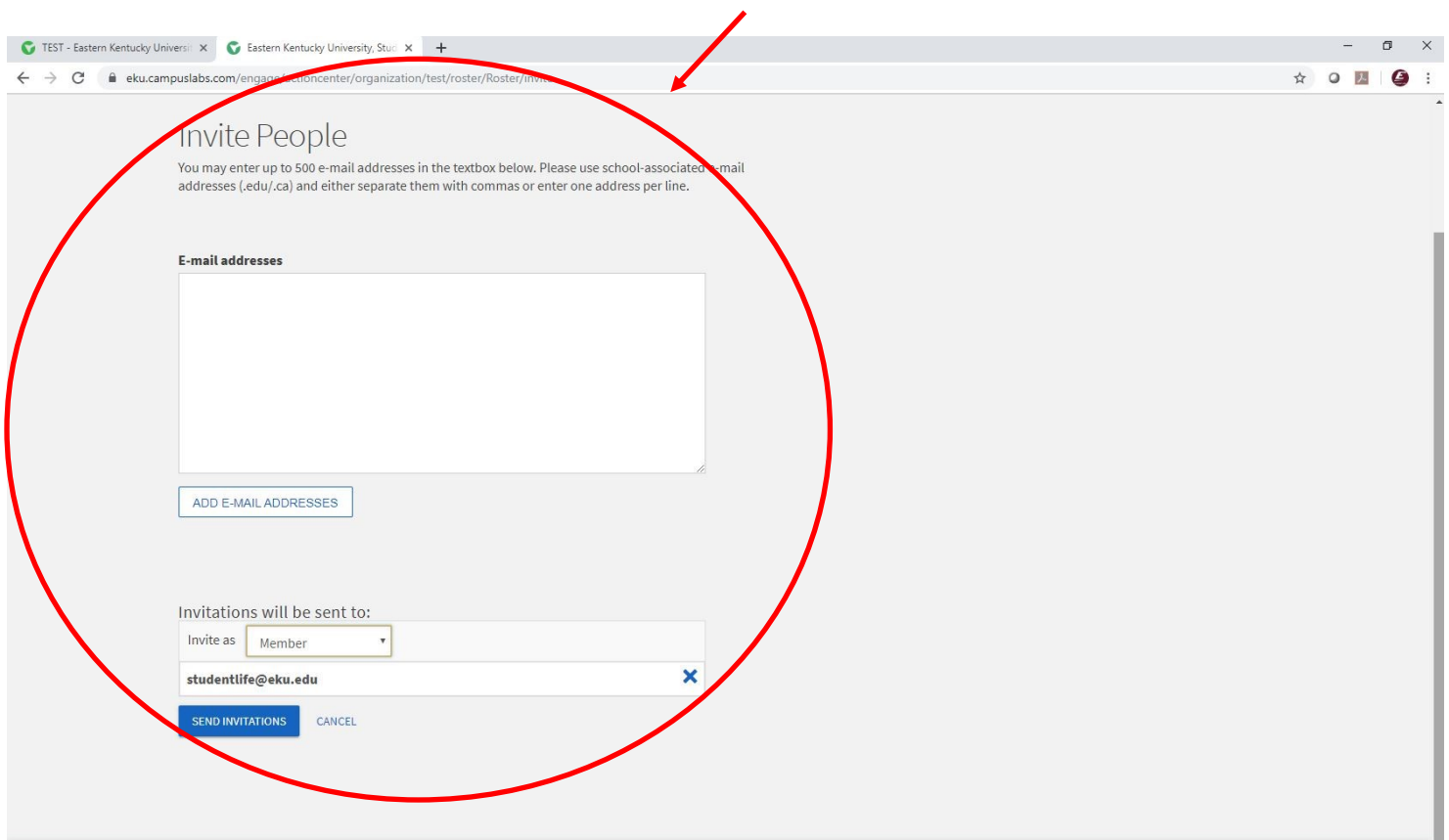
Add new members, officers, and/or advisors to your organization by clicking "Invite People" in the top right.



The screenshot shows the 'Roster' page in the Action Center. At the top right, there are three buttons: 'MESSAGING', 'MANAGE POSITIONS', and 'INVITE PEOPLE'. The 'INVITE PEOPLE' button is circled in red, and a red arrow points to it from the text above. Below the buttons, there is a profile card for 'Primary Contact Dylan Bogard'. Underneath, there is a 'Manage Roster' section with tabs for 'CURRENT', 'PENDING', 'PROSPECTIVE', and 'TERMS AND CONDITIONS'. Below the tabs, there are two buttons: 'END MEMBERSHIP' and 'END ALL MEMBERSHIPS', followed by a search bar. A table lists members with columns for 'Select', 'First Name', 'Last Name', and 'Positions'. The table contains two rows for 'Dylan Bogard' with positions 'Campus Advisor' and 'President'. At the bottom left, it says 'Showing 1 - 2 of 2'.

STEP 10

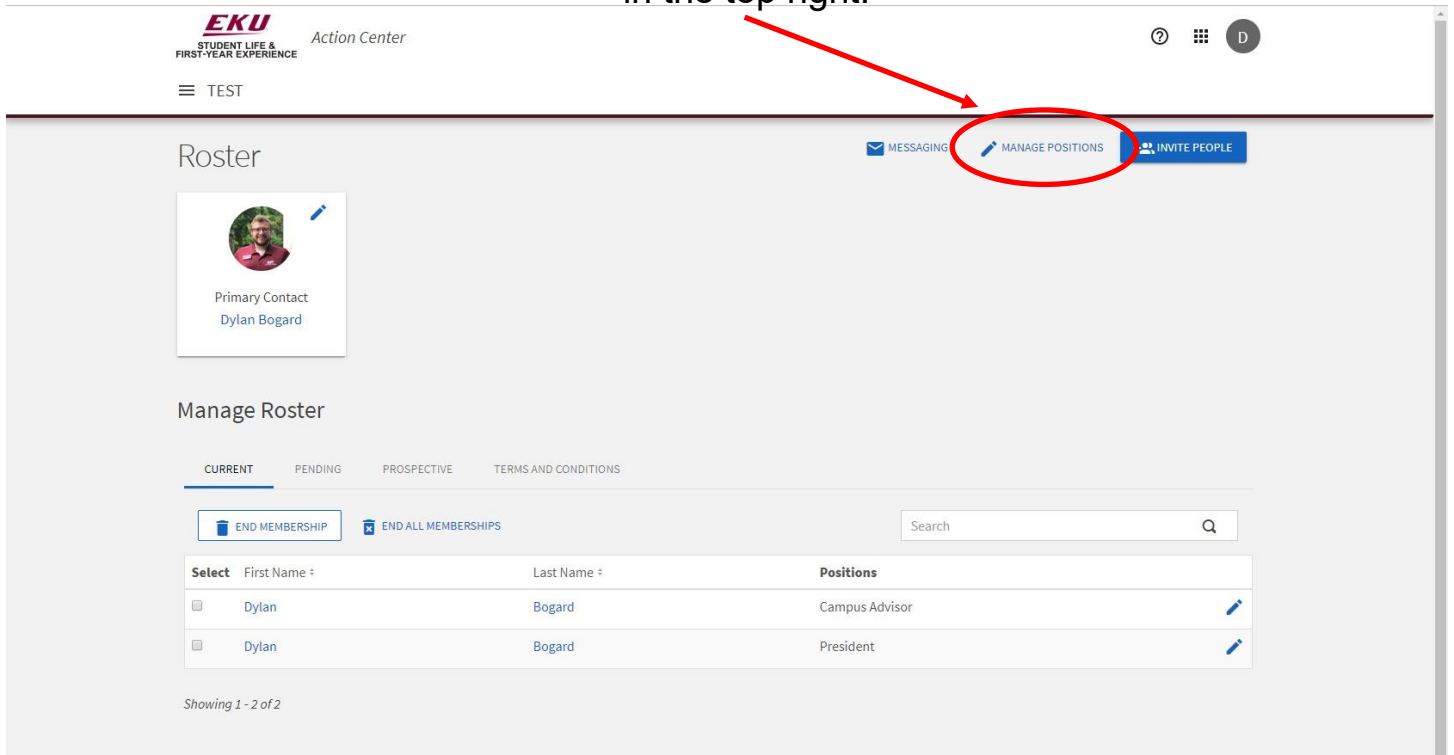
Add email addresses of the members you would like to add, and assign them a role within the organization from the menu.



The screenshot shows the 'Invite People' form. The form is circled in red, and a red arrow points to it from the text above. The form has a title 'Invite People' and a sub-header 'You may enter up to 500 e-mail addresses in the textbox below. Please use school-associated e-mail addresses (.edu/.ca) and either separate them with commas or enter one address per line.' Below this is a large text input field for 'E-mail addresses'. Underneath the input field is a button labeled 'ADD E-MAIL ADDRESSES'. Below that, there is a section 'Invitations will be sent to:' with a dropdown menu for 'Invite as' set to 'Member'. Below the dropdown is a text input field containing 'studentlife@eku.edu'. At the bottom of the form are two buttons: 'SEND INVITATIONS' and 'CANCEL'.

STEP 11

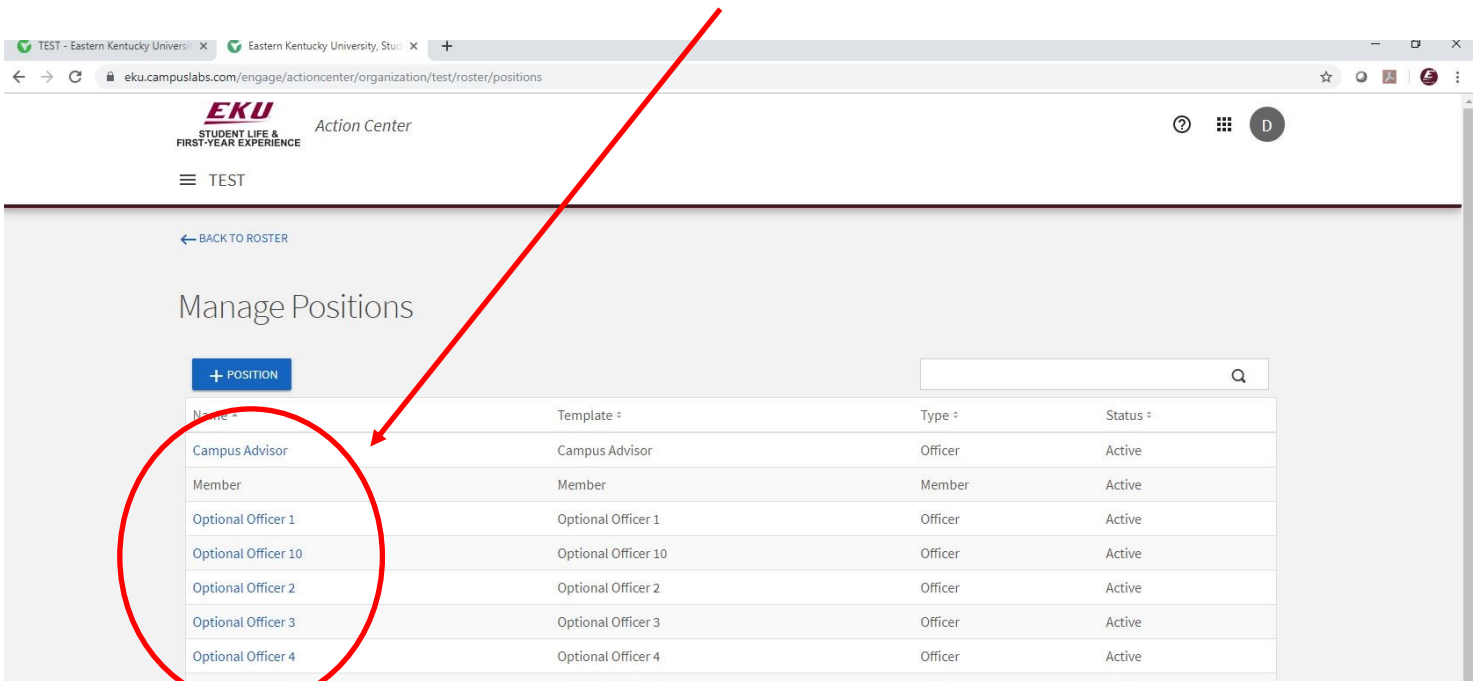
Manage your position titles and access by clicking “Manage Positions” in the top right.



The screenshot shows the ECU Action Center interface. At the top left is the ECU logo and 'Action Center'. Below it is a menu icon and 'TEST'. The main heading is 'Roster'. On the right, there are three buttons: 'MESSAGING', 'MANAGE POSITIONS' (circled in red), and 'INVITE PEOPLE'. Below the heading is a profile card for 'Primary Contact Dylan Bogard'. Underneath is the 'Manage Roster' section with tabs for 'CURRENT', 'PENDING', 'PROSPECTIVE', and 'TERMS AND CONDITIONS'. There are buttons for 'END MEMBERSHIP' and 'END ALL MEMBERSHIPS', and a search bar. A table lists members with columns for 'Select', 'First Name', 'Last Name', and 'Positions'. The table shows two entries for 'Dylan Bogard' with positions 'Campus Advisor' and 'President'. At the bottom, it says 'Showing 1 - 2 of 2'.

STEP 12

Select the position you would like to edit. You can change the title and permissions of each position template to match your organization’s by-laws (except Campus Advisor). Please note that you should work within the templates created. You can add a new position if needed, but it may not have the correct permissions in your organization.



The screenshot shows the 'Manage Positions' page in the ECU Action Center. At the top left is the ECU logo and 'Action Center'. Below it is a menu icon and 'TEST'. There is a '← BACK TO ROSTER' link. The main heading is 'Manage Positions'. On the left, there is a '+ POSITION' button. On the right, there is a search bar. Below is a table with columns for 'Name', 'Template', 'Type', and 'Status'. The table lists several position templates, with 'Campus Advisor' circled in red. A red arrow points from the text above to this row.

Name	Template	Type	Status
Campus Advisor	Campus Advisor	Officer	Active
Member	Member	Member	Active
Optional Officer 1	Optional Officer 1	Officer	Active
Optional Officer 10	Optional Officer 10	Officer	Active
Optional Officer 2	Optional Officer 2	Officer	Active
Optional Officer 3	Optional Officer 3	Officer	Active
Optional Officer 4	Optional Officer 4	Officer	Active

STEP 13

Edit the position templates with the provided options and hit save.

