Updating Roster Section

Step 1: Go to https://eku.campuslabs.com/engage/ and click "Sign In" at the top right corner (as seen below).
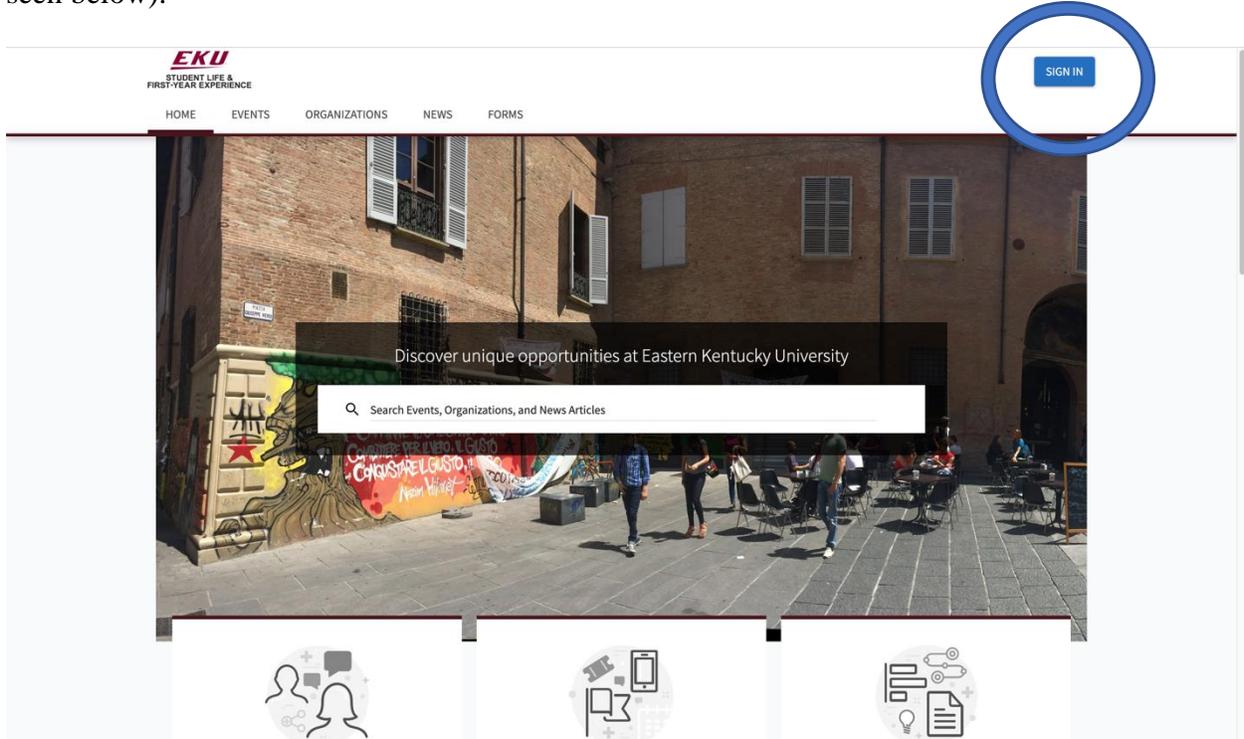
Step 2: Enter your EKU Email credentials to log into the system.
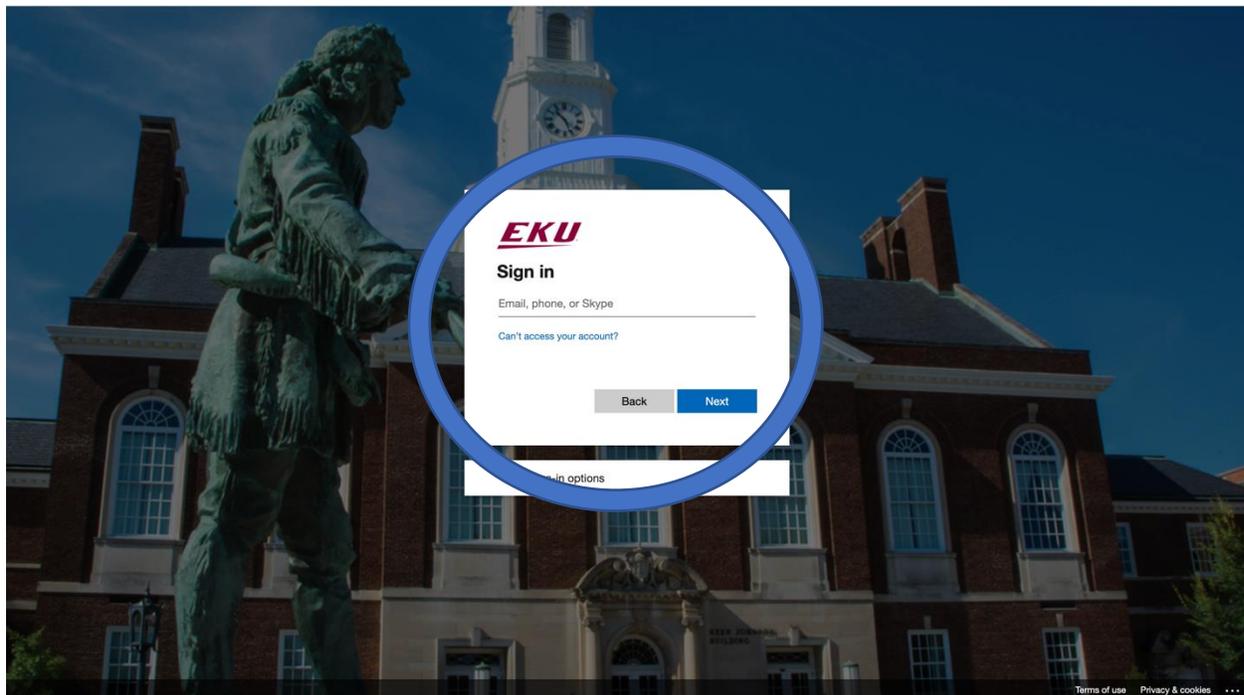
Step 3: Find the organization you would like to manage on the left menu.
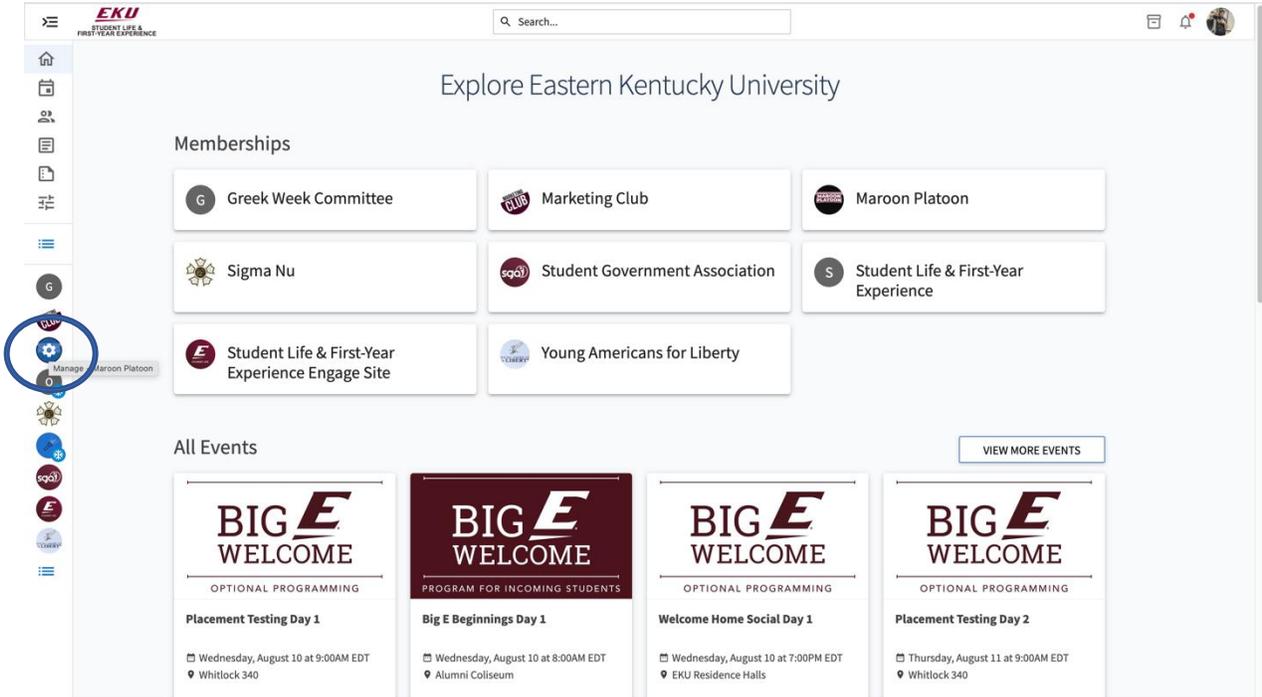
Step 4: Click the organization on the left menu and click the roster button.
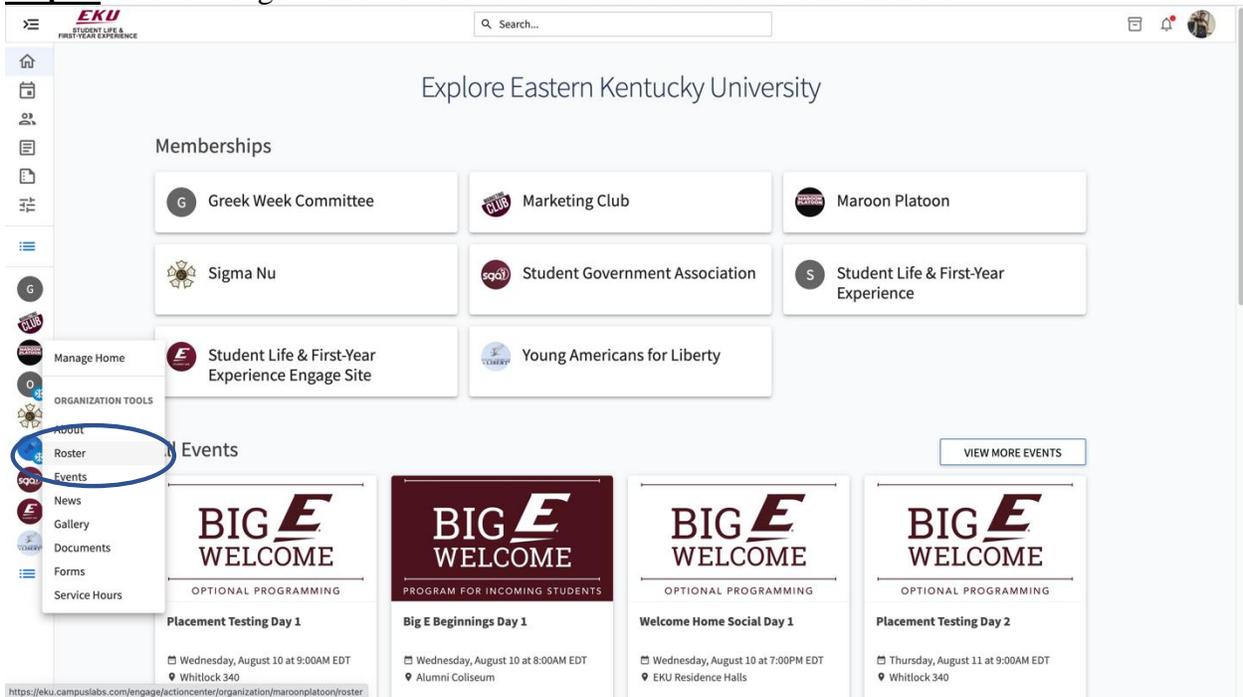
Step 5: From here you will be able to see all of your organization's active members and the positions they hold if any. You can end memberships for people that are no longer active or add positions to members by using the pencil icon next to their name.
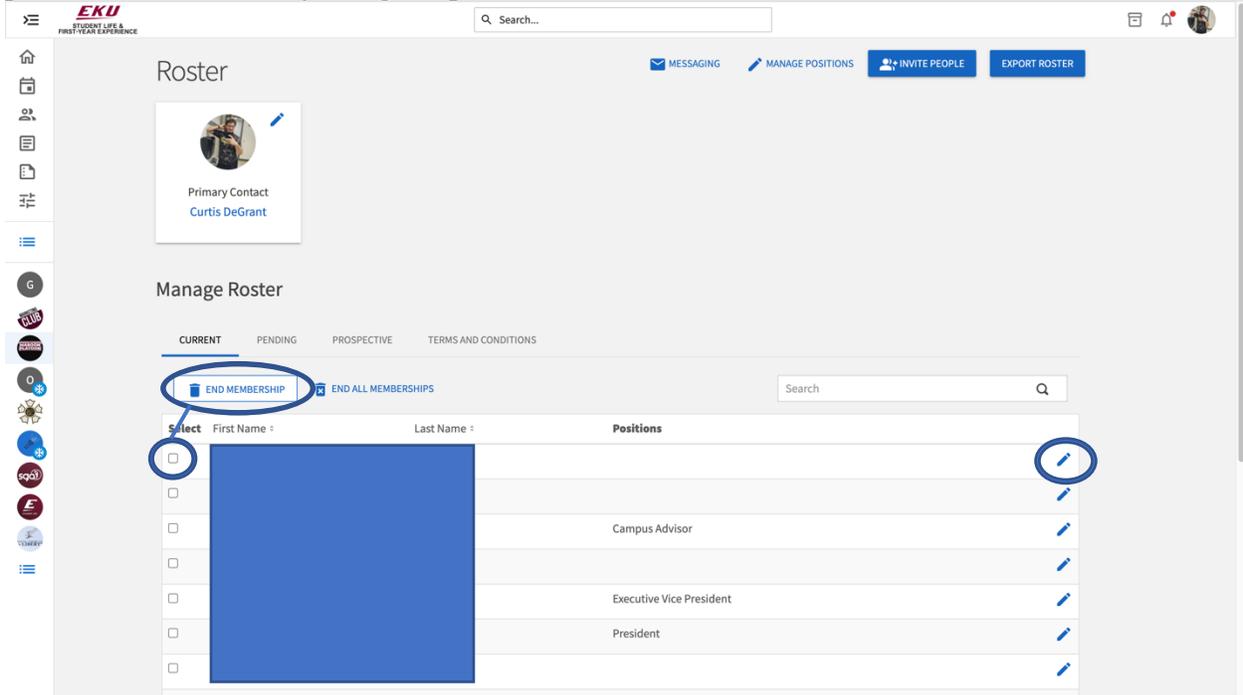
Step 6: To edit the positions for your organization select "Manage Positions."
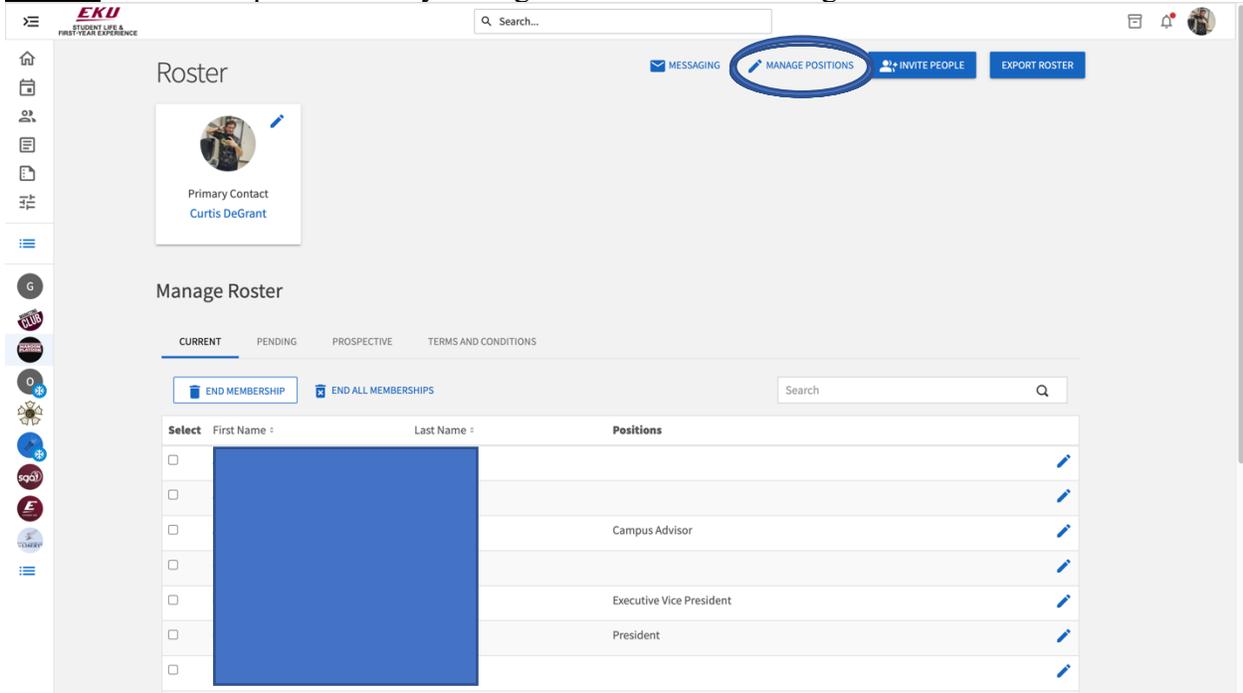
Step 7: From here you will be able to edit position titles and create new officer positions and give each position powers to edit your engage page.

Step 8: To invite people to your organization select "Invite People."

Step 9: From here you will be able to put in students' emails to send an invite to join your organization. You can view pending invites from the main screen under the "Pending" button. You can also view people that requested to join under "Prospective"

← BACK TO ROSTER

Invite People

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.

E-mail addresses

ADD E-MAIL ADDRESSES

Search...

Roster

✉ MESSAGING   ✏ MANAGE POSITIONS   👤+ INVITE PEOPLE   EXPORT ROSTER

Primary Contact
Curtis DeGrant

Manage Roster

CURRENT   PENDING   PROSPECTIVE   TERMS AND CONDITIONS

🗑 END MEMBERSHIP   ⊠ END ALL MEMBERSHIPS   Search 🔍

Select	First Name ⇕	Last Name ⇕	Positions	
☐				✏
☐				✏
☐			Campus Advisor	✏
☐				✏
☐			Executive Vice President	✏
☐			President	✏
☐				✏