Managing Your Organization’s Roster

You can update the status of current members, whether removing them or promoting them into positions. You can also invite other people on campus to become members of your organization.

Accessing Organization Roster

1. From the organization’s home page, select the “Roster” tab on the left
2. The complete roster for your organization is now displayed.

Invite New Members

1. From the roster page seen here, select “Manage Roster” near the top of the page. **This option is only available to the leaders with the privilege assigned to them.**
2. Click on “Invite People” in the top right corner.
3. Enter the email addresses of the individuals you wish to send invitations for membership.
4. Click “Send Invitations” when all people have been added to the list.

Approve New Members

New members can join by locating your organization on the campus site or through an invitation. You must approve these new members before they are added to the organization’s roster.

1. From the organization’s home page, select the “Roster” tab on the left
2. Click “Manage Roster” near the top corner of the page
3. Go to the tab with a number in the parentheses: Pending or Prospective. **Pending members are those you invited. Prospective members are those who have found the organization and indicated they wanted to join.**
4. Review the users who are awaiting membership approval
5. Click “Approve” or “Deny” next to each user
6. Confirm each action
Promote Members to Positions

1. From the “Roster” option on your organization’s page, click on “Manage Roster” near the top of the page.
2. Locate the member you would like to assign an officer position on the “Current” tab.
3. Click “Edit Position” to the right of the member’s name.
4. Select the position from the menu that appears that the member should have.
5. Click the save button.
6. The roster page will reload with the position now assigned to the member displayed.

Create New Positions Specific to your Organization

1. From the Roster option on your organization’s page, click the “Manage Positions” link on the left.
2. A list of all the current positions available for your organization will be listed. Some of these can be organization created, while others may be system-wide positions.
3. Click the “Create New Position” button at the top of the page.
4. Identify the name of the position.
5. Select the type of position most appropriate for the new position.
6. Set the following options as appropriate:
   a. Visible on Roster: The user holding the position is visible on the organization’s roster.
   b. Is Active: The position is available for a user to hold. If this is not checked, the position will only be available as a past position.
7. Grant the position no, all, or limited access to the organization’s site. Limited access allows you to select each aspect of the organization’s site that the position should not have access, have full access to, or only be able to view. All access allows the user to have access to all of the aspects of the organization’s site and no access allows the user absolutely no access.
8. Click “Create.”

Removing Members from the Organization Roster

1. From the Roster option on your organization’s page, click the “Manage Roster” near the top of the page.
2. Locate the member you’d like to remove.
3. Check the box on the far left of the member’s name.
4. Click “Delete Selected” at the top of the screen.
5. Confirm deletion.