Roster Walkthrough

The *Roster* tool allows you to manage your organization with ease and efficiency! This article highlights all the important aspects of managing your roster, keeping your information up-to-date, and making sure the right people have the right levels of permission they need in your organization.

Basic Navigation

When you land on your organization's site, scroll down to see the organization's Roster. This will show you a list of your organization's members and information about your organization's primary contact. The primary contact is the main point of contact for your organization. If students/staff/faculty are interested in contacting your organization, their inquiries will be directed to the primary contact.

When you click "View Full Roster," you will see members of the organization along with their photo and position, and then a list of general members who do not hold positions. Clicking on a user's name will open their Community Directory information, including basic contact information or any other additional information the user has chosen to publicly show.

Office of Student Engagement 's Roster

Jesus Noriega
Primary Contact

Officers

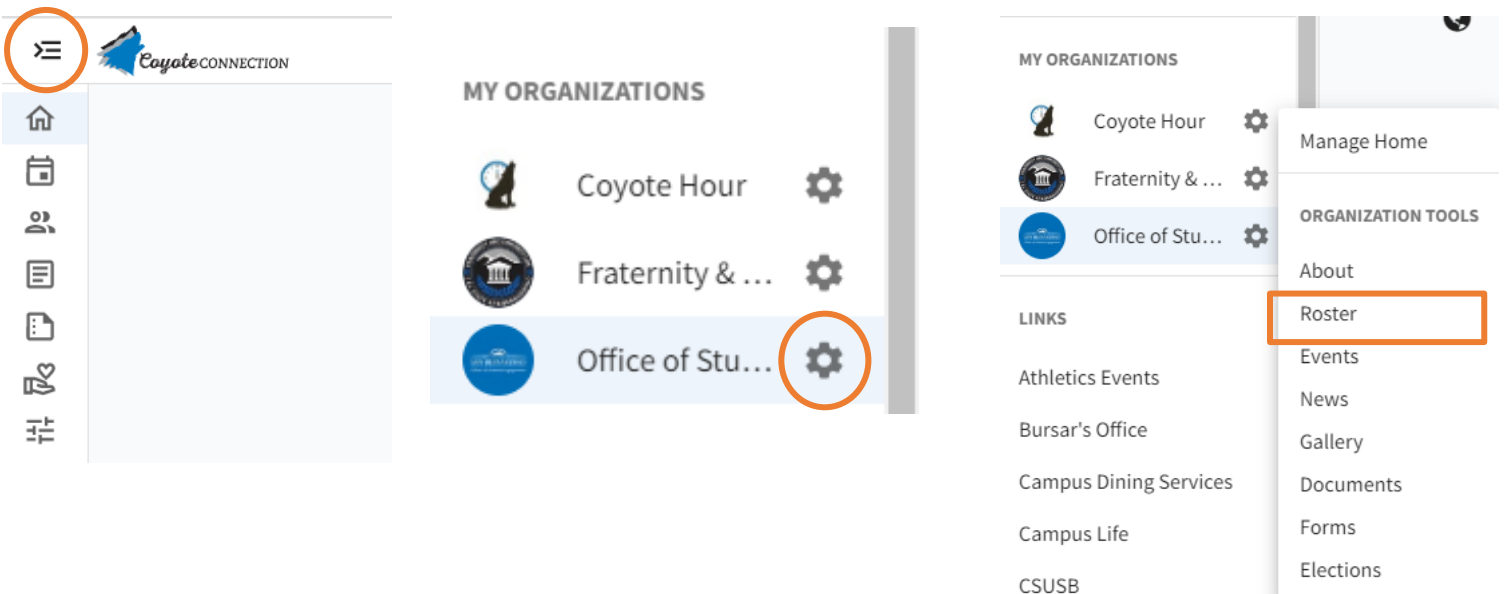**ADMINISTRATIVE SUPPORT ASSISTANT**
Jesus Noriega

STUDENT ENGAGEMENT COORDINATOR CLUBS AND ORGANIZATIONS
Amber Moreno

Please note that each user decides if their information is public through their privacy settings. If the individual chooses to hide their information, they won't appear on the organization roster.

Managing the Roster

As an officer of your organization, or a person with access to manage the Roster tool, you also can manage who is on the organization roster and the different roles they hold.

To access your roster tool, navigate to your organization in the dropdown menu and select the gear icon next to your organization's page photo

Managing Positions

As an officer of your organization, or a person with access to manage the Roster tool, you can create positions specific to your organization. Click on *Manage Positions* in the top right corner of your organizations roster page to manage positions.
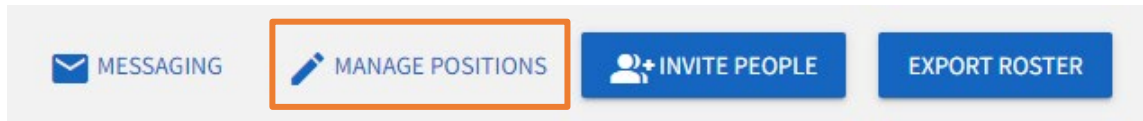
On this page, you can see a full list of the positions available to your organization. Some of these will have been created by your campus's site administrators, while others might be created specifically by your organization. Click *+Position* to create a new org-specific position.

Additional Features

Inviting People: Invite people to join your organization by clicking *+Invite People* at the top of the *Roster* page. Please note that a student will only receive an invite notification if you enter their campus email. A students campus email can be found in their Student Center Contact Information box.

Ending Membership: Locate the member(s) you would like to remove and check the box on the

far left of the members' names. Click *End Membership* at the top of the user list. A confirmation box will appear to let you know that ending this user's membership will also remove all their positions and permissions. You can also end all memberships at once.

Approving Memberships: As a manager, you also have control over who joins your organization. When you land on the "Manage Roster" page, you will see tabs for Current, Pending, and Prospective members. *Pending* members are those you have invited who have not yet accepted your request. *Prospective* members are those who have requested to join and are waiting on a decision.

Assigning People to Position: In the "Manage Roster" section, you can also edit the positions your different members hold. Click *Edit Positions* to the right of a user's 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*.