

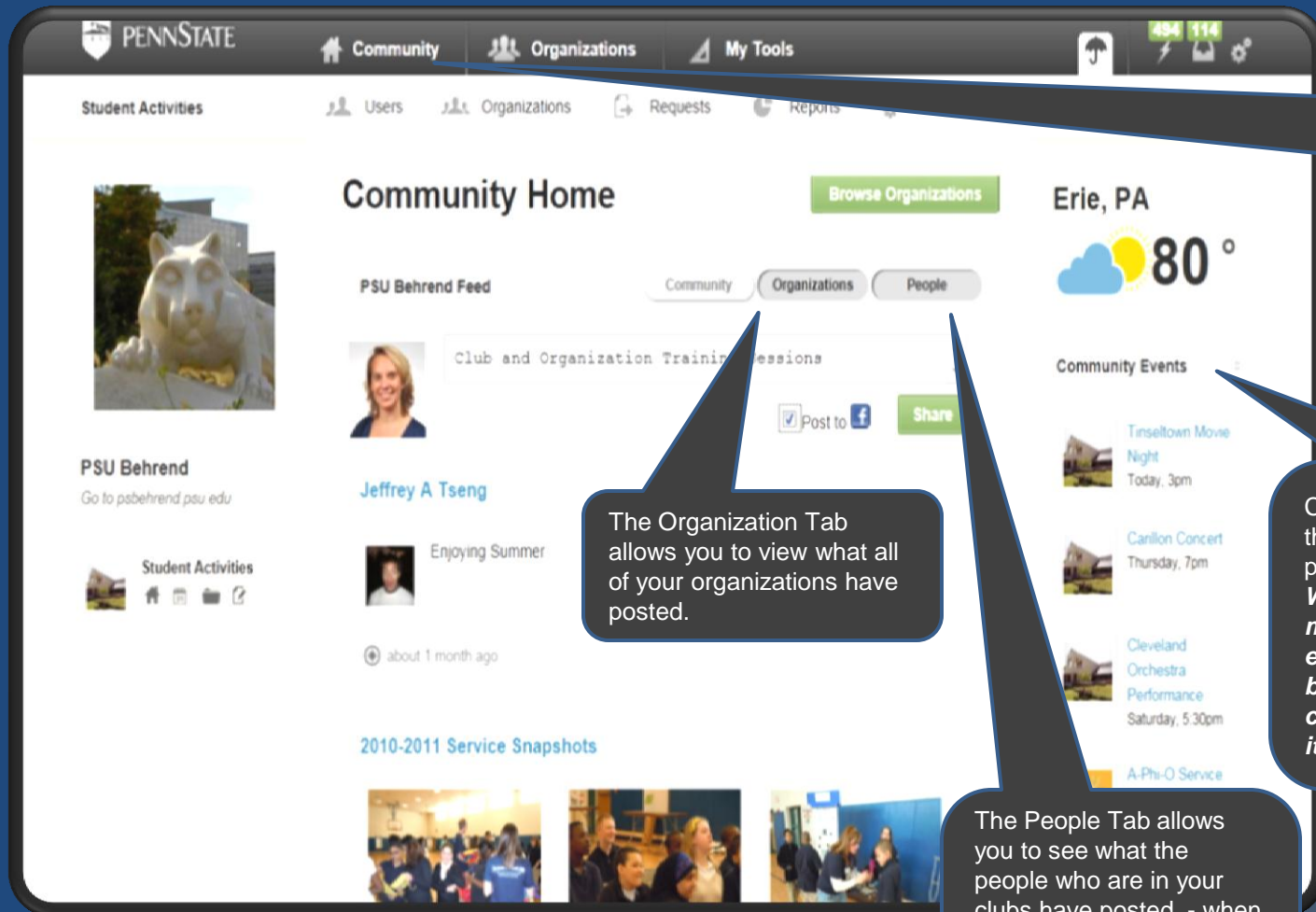
OrgSync Training



The Basics : A Review

- ◎ Each club has its own portal – this is your space that allows potential new members to view basic information about your club; contact information, club meeting times, who is welcome
 - Keep this information up to date as this is first impression of the club to new students and potential members

The Basics: Community Home



Your Community Page is similar to a home page; you can post what you are working on and can see what other people who are in the same clubs have posted.

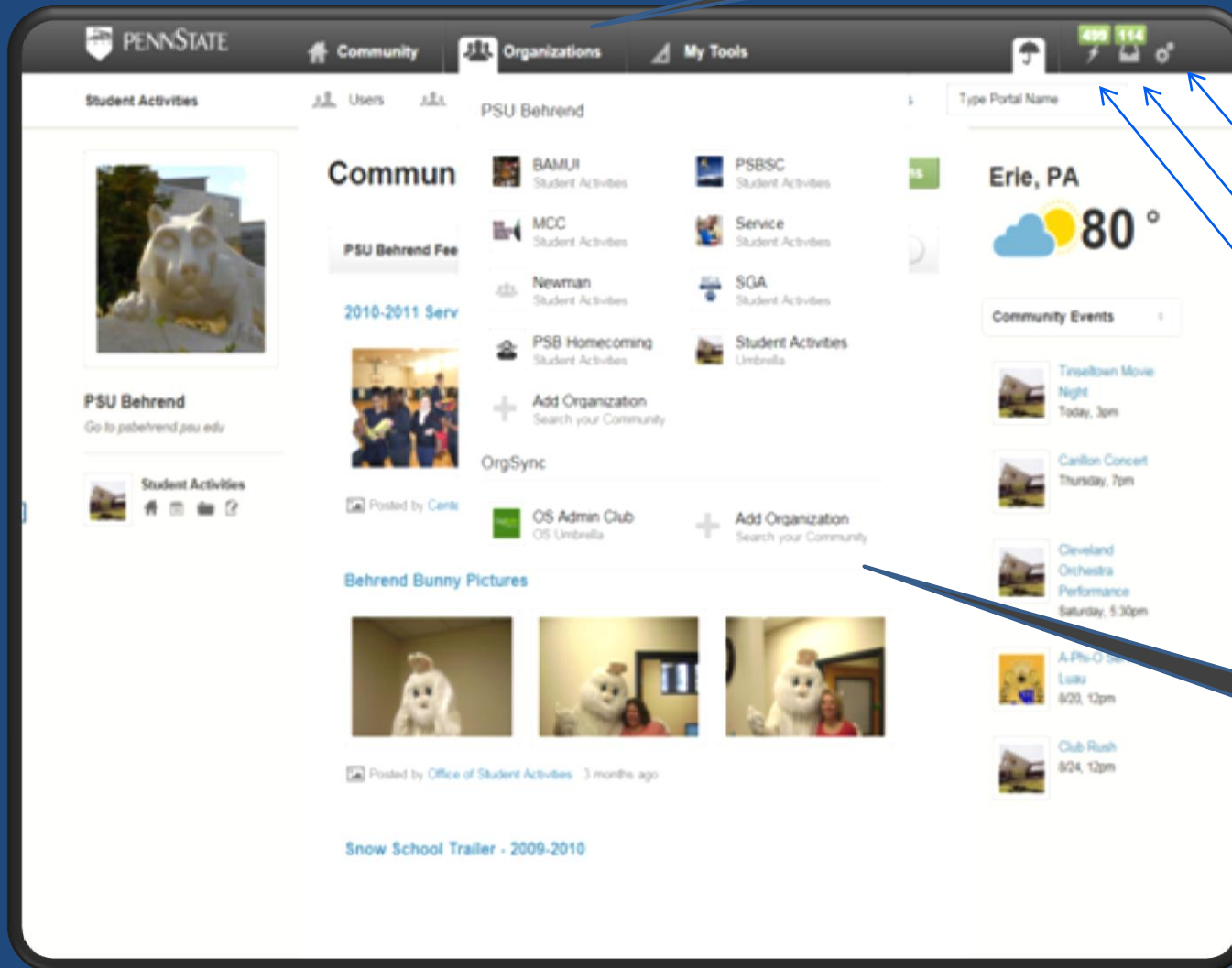
The Organization Tab allows you to view what all of your organizations have posted.

Community Events are listed; these are all the events that are public and open to everyone – ***When you are having a club meeting or sponsoring an event for the entire student body, post your event on the calendar and everyone will see it here!***

The People Tab allows you to see what the people who are in your clubs have posted - when you post you can also post to Facebook – ***This will give you additional advertising for your club events***

Organizations

Organization button will take you to all of the groups you have joined.



Account Manager

E-mail

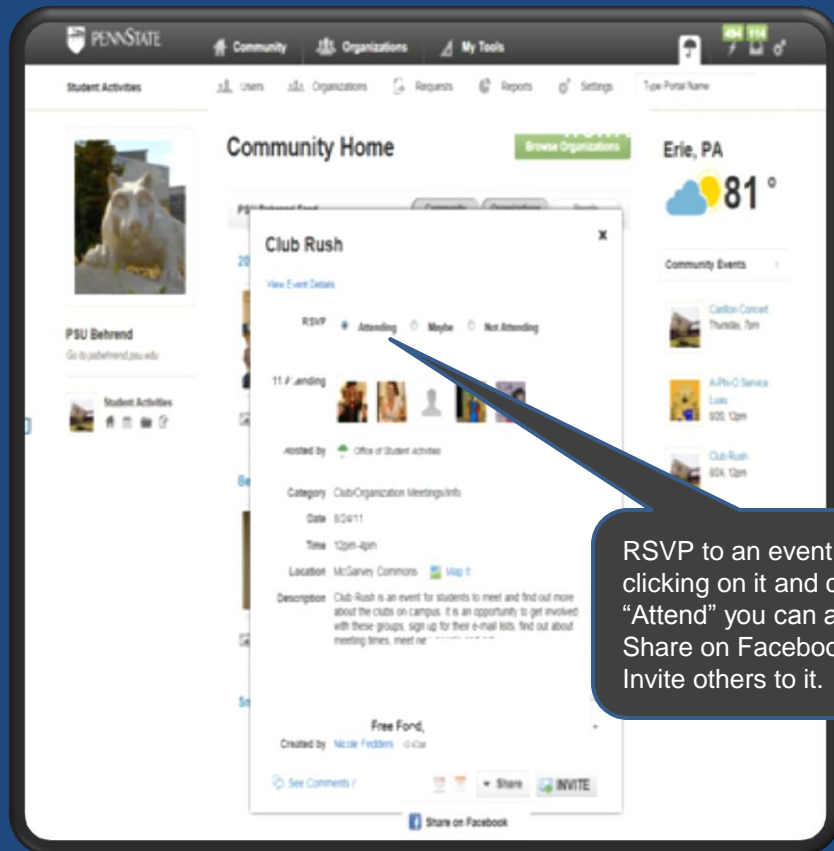
Notifications are now at the lightning bolt

You can join an Organization by clicking on "+ Add Organization"

The Basics: Community Home Page

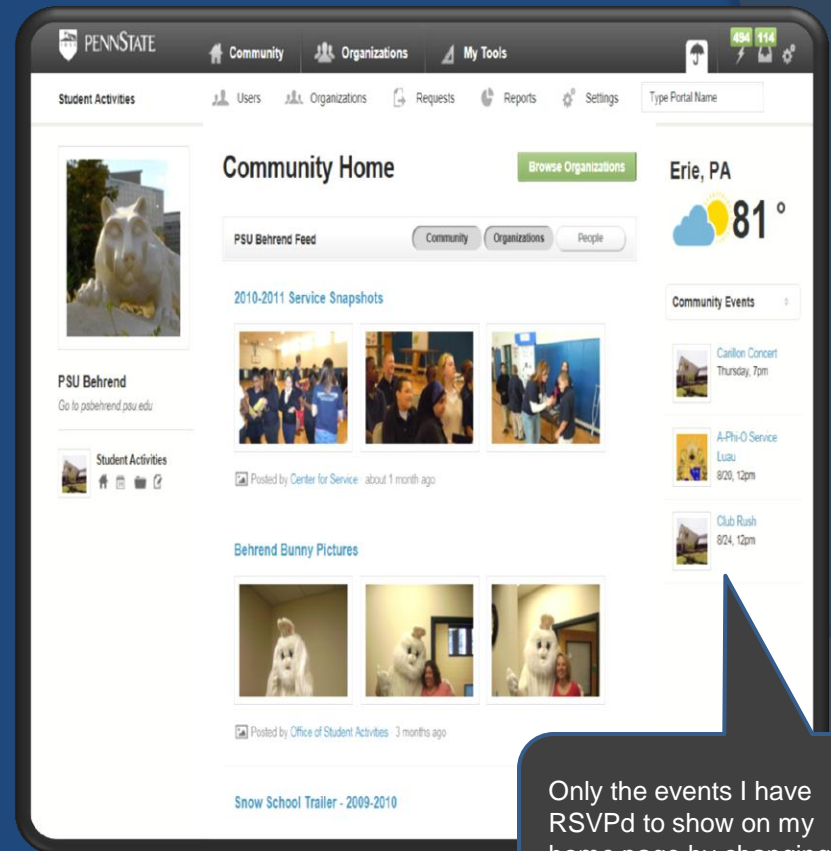
This feature can help with **recruitment** and **attendance** at meetings a programs if used effectively from the beginning of the year.

1



RSVP to an event by clicking on it and clicking "Attend" you can also Share on Facebook and Invite others to it.

2



Only the events I have RSVPd to show on my home page by changing the drop down box

Organization Level

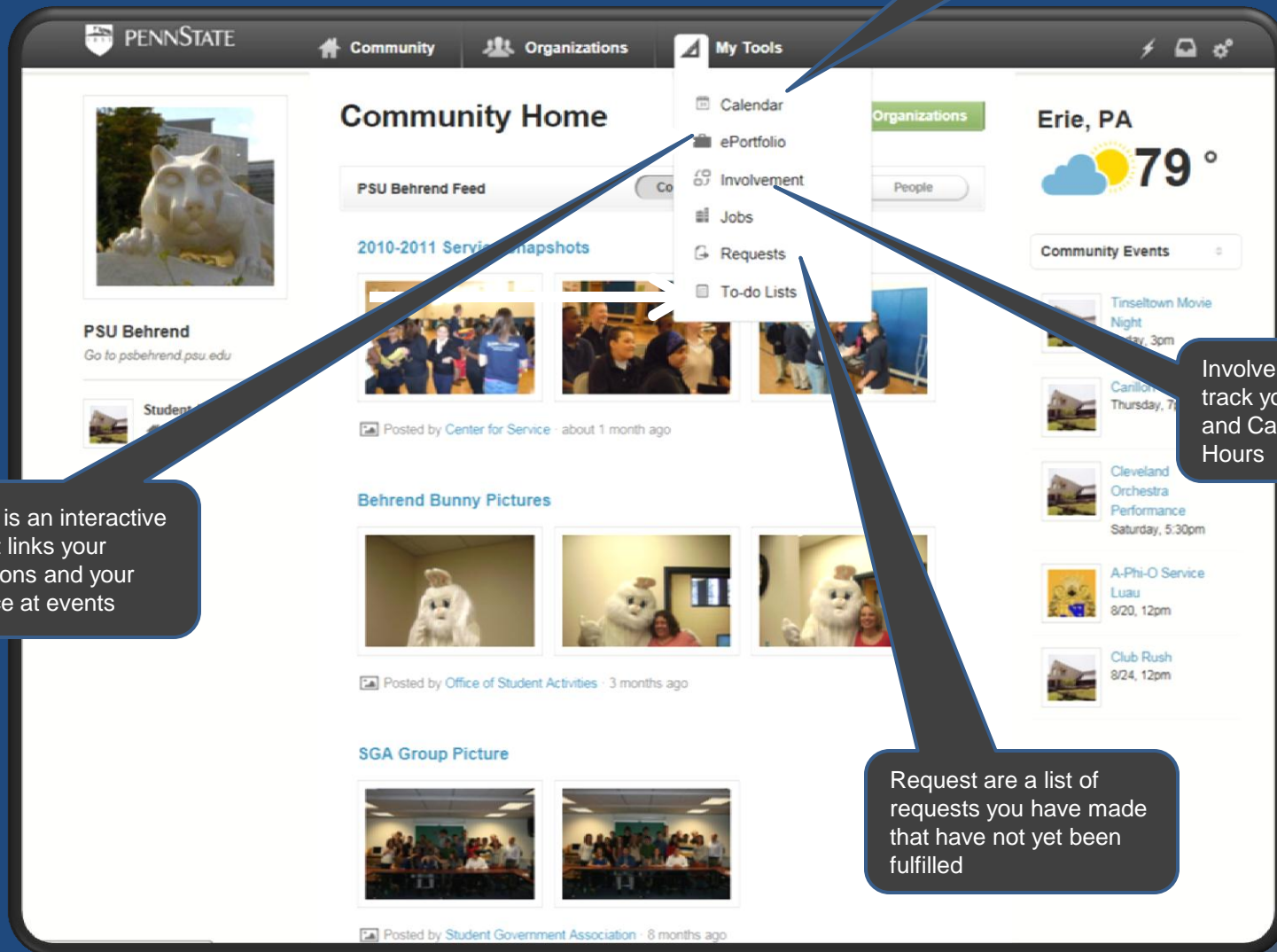
Click on “Organizations” to view clubs you are a member and to search for other groups.

The screenshot displays the Penn State Behrend Community website interface. At the top, the navigation bar includes 'PENNSYLVANIA STATE UNIVERSITY', 'Community', 'Organizations' (highlighted), and 'My Tools'. On the right, there are notification icons for 499 messages and 114 alerts. Below the navigation bar, the main content area is divided into several sections:

- Student Activities**: A section on the left featuring a large image of a white lion statue and a link to 'PSU Behrend' with the text 'Go to psu-behrend.psu.edu'.
- Communities**: A central section titled 'PSU Behrend Fee' and '2010-2011 Serv' with a photo of students. Below this is a 'Behrend Bunny Pictures' section showing three photos of the Behrend Bunny mascot, posted by the 'Office of Student Activities' 3 months ago.
- Organizations**: A grid of student organizations including BAMUI, MCC, Newman, PSB Homecoming, Add Organization, OS Admin Club, PSBSC, Service, SGA, and Student Activities Umbrella. Each organization has a small icon and a brief description.
- Weather**: A section on the right showing 'Erie, PA' with a weather icon and a temperature of 80°.
- Community Events**: A list of upcoming events on the right side, including 'Tinseltown Movie Night', 'Carillon Concert', 'Cleveland Orchestra Performance', 'A-Eth-O Service', and 'Club Rush'.

My Tools

Calendar of public events



ePortfolio is an interactive resume; it links your organizations and your attendance at events

Involvement lets you track your Community and Campus Service Hours

Request are a list of requests you have made that have not yet been fulfilled

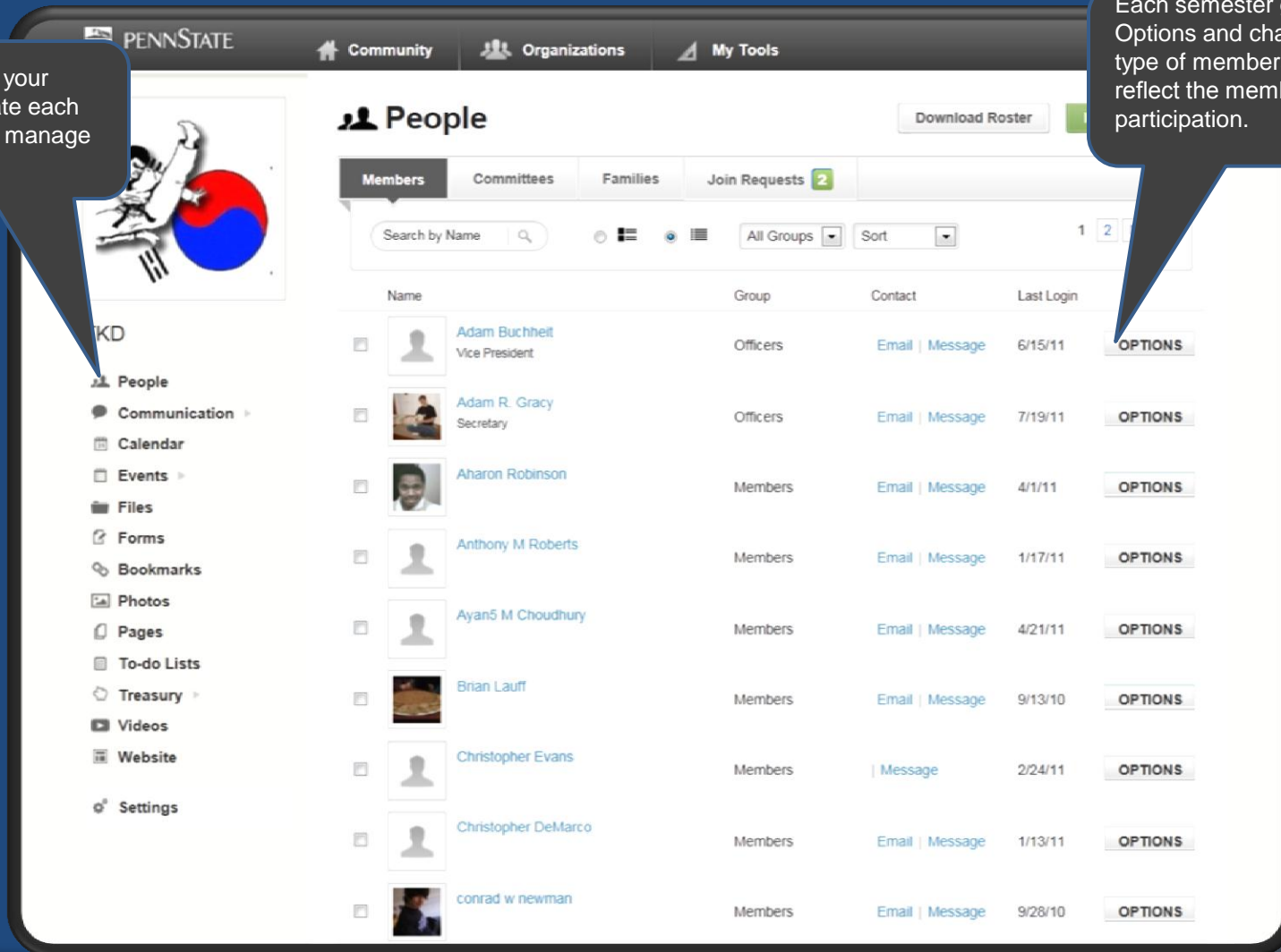
Managing your Organization

- ⦿ The President can decide who will have Administrative Rights
- ⦿ If you are the President and you DON'T have administrative rights, please stop in to Student Activities
- ⦿ Administrative Rights give member 100% access to the OrgSync Portal, to edit, and to determine other member's administrative rights
- ⦿ Only Administrators can see the "Settings" button on the left hand side
- ⦿ OrgSync suggests having minimal Administrators

Managing Members

In order to keep your members accurate each year, you should manage members

Each semester go to Options and change the type of membership to reflect the member's participation.



PENNSTATE Community Organizations My Tools










People

Download Roster

Members Committees Families Join Requests 2

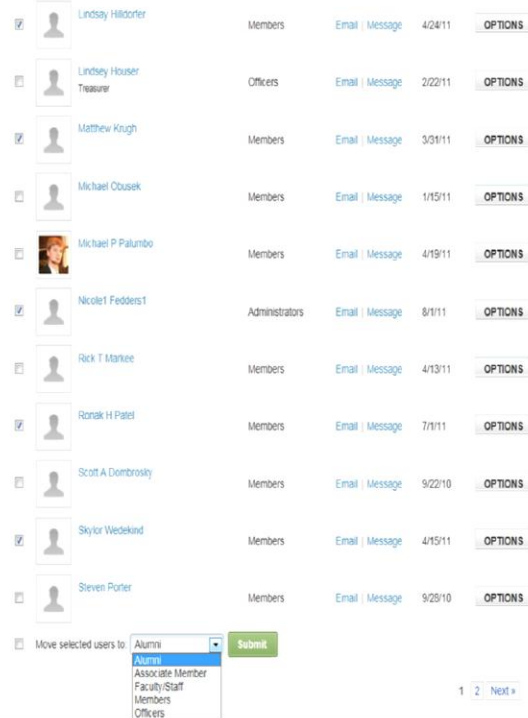
Search by Name

All Groups Sort

Name	Group	Contact	Last Login	
 Adam Buchheit Vice President	Officers	Email Message	6/15/11	OPTIONS
 Adam R. Gracy Secretary	Officers	Email Message	7/19/11	OPTIONS
 Aharon Robinson	Members	Email Message	4/1/11	OPTIONS
 Anthony M Roberts	Members	Email Message	1/17/11	OPTIONS
 Ayan5 M Choudhury	Members	Email Message	4/21/11	OPTIONS
 Brian Lauff	Members	Email Message	9/13/10	OPTIONS
 Christopher Evans	Members	Message	2/24/11	OPTIONS
 Christopher DeMarco	Members	Email Message	1/13/11	OPTIONS
 conrad w newman	Members	Email Message	9/28/10	OPTIONS

Managing Members

You can delete members of people you have never seen participate – you can do this individually.



<input checked="" type="checkbox"/>		Lindsay Hildorfer	Members	Email Message	4/24/11	OPTIONS
<input type="checkbox"/>		Lindsey Houser Treasurer	Officers	Email Message	2/22/11	OPTIONS
<input checked="" type="checkbox"/>		Matthew Krugh	Members	Email Message	3/31/11	OPTIONS
<input type="checkbox"/>		Michael Ousek	Members	Email Message	1/15/11	OPTIONS
<input type="checkbox"/>		Michael P Palumbo	Members	Email Message	4/19/11	OPTIONS
<input checked="" type="checkbox"/>		Nicole1 Fedders1	Administrators	Email Message	8/1/11	OPTIONS
<input type="checkbox"/>		Rick T Markie	Members	Email Message	4/13/11	OPTIONS
<input checked="" type="checkbox"/>		Ronak H Patel	Members	Email Message	7/1/11	OPTIONS
<input type="checkbox"/>		Scott A Dombrosky	Members	Email Message	9/22/10	OPTIONS
<input checked="" type="checkbox"/>		Skylor Wedekind	Members	Email Message	4/15/11	OPTIONS
<input type="checkbox"/>		Steven Porter	Members	Email Message	9/29/10	OPTIONS
<input type="checkbox"/> Move selected users to: <div>Alumni Associate Member Faculty/Staff Members Officers</div> <input type="button" value="Submit"/>						

Manage members at once by checking next to multiple members' names and changing them all to the same account type. i.e.: alumni at the end of each semester

Update User Account

User Details Manage Modules

Name: Nicole1 Fedders1

Title / Position:

Account Group:

Administrators
Administrators
Alumni
Associate Member
Faculty/Staff
Members
Officers

DELETE USER

Submit Query

You can put members in different types of accounts. i.e.: Associate Members, Members, Officers, Faculty Staff, OR, make up your own account types.

Managing Members

Check "join requests" and utilize this for RECRUITMENT – people requesting to join are already interested, make sure you follow up to keep their attention.

Committees organize and manage your organization's committees and their members, equip your committees with tools to collaborate and effectively operate,

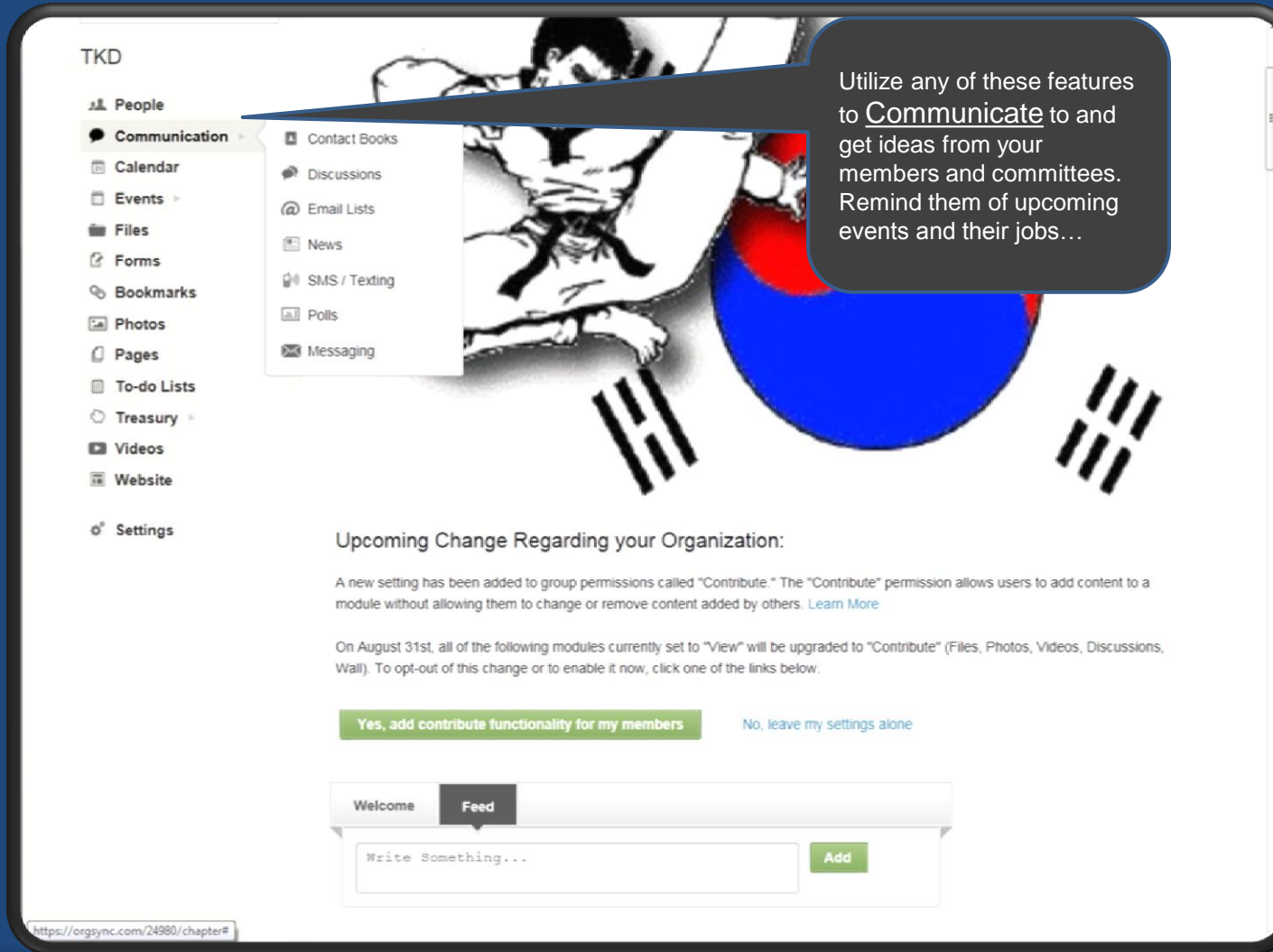
Leaders can easily message all the members of a particular Committee and you can export a list of your Committees and their members' contact information into an Excel.

The Family tool carries much of the same functionality as committees, however each member of your organization may only be a part of one family. Families are a great way to divide members into groups and ensure that all members are accounted for.

The screenshot displays the Penn State People management interface. At the top, there's a navigation bar with 'PENNSTATE', 'Community', 'Organizations', and 'My Tools'. Below this, a 'People' section features tabs for 'Members', 'Committees', 'Families', and 'Join Requests' (which has a '2' badge). A search bar and filters are present above the member list. The member list table includes columns for Name, Group, Contact, and Last Login. A sidebar on the left lists various tools like TKD, People, Communication, Calendar, Events, Files, Forms, Bookmarks, Photos, Pages, To-do Lists, Treasury, Videos, Website, and Settings. Blue arrows point from the text boxes to the 'Join Requests' tab and the 'Families' tab.

Name	Group	Contact	Last Login
Adam Buchheit Vice President	Officers	Email Message	6/15/11
Adam R. Gracy Secretary	Officers	Email Message	7/19/11
Aharon Robinson	Members	Email Message	4/1/11
Anthony M Roberts	Members	Email Message	1/17/11
Ayan5 M Choudhury	Members	Email Message	4/21/11
Brian Lauff	Members	Email Message	9/13/10
Christopher Evans	Members	Message	2/24/11
Christopher DeMarco	Members	Email Message	1/13/11
conrad w newman	Members	Email Message	9/28/10

Communicating with Members



The screenshot shows the TKD website interface. On the left is a navigation menu with items: People, Communication (selected), Calendar, Events, Files, Forms, Bookmarks, Photos, Pages, To-do Lists, Treasury, Videos, Website, and Settings. The Communication menu is open, showing sub-items: Contact Books, Discussions, Email Lists, News, SMS / Texting, Polls, and Messaging. A callout box points to the Communication menu with the text: "Utilize any of these features to **Communicate** to and get ideas from your members and committees. Remind them of upcoming events and their jobs...". Below the menu, there is a section titled "Upcoming Change Regarding your Organization:" with a paragraph about a new "Contribute" permission and a link to "Learn More". Below this is a poll with two buttons: "Yes, add contribute functionality for my members" and "No, leave my settings alone". At the bottom, there is a "Welcome" and "Feed" tab, with the "Feed" tab selected. Below the tabs is a text input field with the placeholder "Write Something..." and an "Add" button.

TKD

People

Communication

Calendar

Events

Files

Forms

Bookmarks

Photos

Pages

To-do Lists

Treasury

Videos

Website

Settings

Contact Books

Discussions

Email Lists

News

SMS / Texting

Polls

Messaging

Utilize any of these features to **Communicate** to and get ideas from your members and committees. Remind them of upcoming events and their jobs...

Upcoming Change Regarding your Organization:

A new setting has been added to group permissions called "Contribute." The "Contribute" permission allows users to add content to a module without allowing them to change or remove content added by others. [Learn More](#)

On August 31st, all of the following modules currently set to "View" will be upgraded to "Contribute" (Files, Photos, Videos, Discussions, Wall). To opt-out of this change or to enable it now, click one of the links below.

Yes, add contribute functionality for my members

No, leave my settings alone

Welcome

Feed

Write Something...

Add

<https://orgsync.com/24980/chapter#>

Contact Books serve as an online rolodex that keeps track of important contact information for future officers to access. If your group always uses the same DJ or orders food from the same restaurant, put the information here.

Create an online **Discussion** for members to discuss

Email Lists allows you to message several people at once from your account list and your contact book. This could be for off campus contacts.

News allows you to post any pieces of information your club needs to know or any new policies that affect your governance.

Text your members and remind them of meetings or events. They can opt out of this function per club.

Polls allow you to ask one question and get an answer from your members.

Messaging – you can message/e-mail all your members or different account types. i.e: all the officers + admins.

Calendars


The Calendar on the left side shows ONLY the events for the clubs you are officially a member. As an administrator, make events open to different categories of people – Only the Officers, All the members.

The Calendar under “My Tools” is the PUBLIC Calendar – these events are open to all students. If your club is having a meeting or open event, put the event here.

The screenshot displays the Penn State My Tools interface. The top navigation bar includes 'Community', 'Organizations', and 'My Tools'. The 'My Tools' dropdown menu is open, showing options like 'Calendar', 'ePortfolio', 'Involvement', 'Jobs', 'Requests', and 'To-do Lists'. The 'Calendar' option is selected, and a filter dropdown is open showing categories like 'All Categories', 'Academic', 'Cultural', 'Fundraising', 'General', 'Late Night', 'Recreation', 'School Spirit', 'Service', and 'Social'. The main calendar view shows a grid of dates from 31 to 27, with events like 'Tinseltown M...' and 'Club Rush' visible.


Filter your events by “category”

Creating an Event

 PENNSTATE

CommunityOrganizationsMy Tools

503115



BAMU!

PeopleCommunicationCalendarEventsFilesFormsPhotosPagesTo-do ListsTreasuryVideosWebsiteSettings

Create an EventBack

Event Dates

☒ Single Day ☐ All Day?
☐ Multi-Day

Starts
08/05/2011

From
01 : 00 PM

To
02 : 00 PM

Repeating Options

☒ Event Repeats?

Until
10/01/2011

Interval
Daily

Every
1 day(s)

RSVP / Registration

☐ Max #

☒ Unlimited

☐ Block RSVP

Registration Form

Event Name

Event Category
Academic

Location / Address

Description

Public – Allows every member of your club to see the event

Selected Groups – allows certain members to see the event

Make this available to

☒ Public
☐ Selected Group

Promote event on community calendar

☐ Request to share this event on the community calendar?

Create

This allows the entire campus to see the event, sent out in the BAMU Text service, and it gets put into the weekly e-mail from Student Activities

Putting events on the Calendar

- ⦿ Default allows only administrators to add to the calendar
- ⦿ Click “Calendar” on the left side
- ⦿ Under “Make Available To” will give viewing rights to certain groups
- ⦿ Click “Community Calendar” to make public to everyone
- ⦿ Fill in all the information under ALL the drop boxes
- ⦿ ALWAYS add name and contact information to “description” box – this will allow community events to pull into the ListServe through an RSS Feed properly.

Tracking Attendance

- ⦿ After putting events on the calendar
- ⦿ Have members “RSVP” to the meeting/event
- ⦿ They can Share on Facebook for additional marketing/publicity
- ⦿ Secretaries can manage attendance and keep records of people attending
- ⦿ Attendance is tracked for future reference

Events

If members need to fill out a form before attending the event. They won't be able to "RSVP" until the form is filled out.

i.e: CPR Training, Behrend's Leadership Conference -

Events; Keep track of club events and attendance by posting meetings ahead of time

The screenshot shows the Penn State Events page. The top navigation bar includes 'Community', 'Organizations', and 'My Tools'. The main header has 'Events' and a 'Create an Event' button. Below the header, there are tabs for 'Upcoming Events', 'Past Events', 'Event Forms', and 'Attendance'. A 'Sort by' dropdown is set to 'Date (ascending)' and a 'Category' dropdown is set to 'All'. The main content area displays a table of upcoming events.

Date	Time	Title	Category	Invites	RSVPs
8/1/11	10pm-11pm	Test Event	Academic	1	1
8/2/11	3pm-5pm	Tinsetown Movie Night Every week on Tue from 5/16/11 until 8/8/11	Entertainment	2	2
8/24/11	12pm-4pm	Club Rush	Meetings/Info	0	0
8/29/11	10am-11am	Classes End and Withdrawal Deadline	General	0	0

The sidebar on the left includes a 'BAMU!' section with a photo and a list of navigation options: People, Communication, Calendar, Events, Files, Forms, Photos, Pages, To-do Lists, Treasury, Videos, Website, and Settings.

Click on the title of the Event / Meeting to manage attendance

Managing Members' Attendance

- ⦿ Click on “Events”
- ⦿ Click on the title of the event
- ⦿ Click the “Participation” tab
- ⦿ Click “Manage Participation”
- ⦿ Click on the members that attended
- ⦿ Click “Create List”
- ⦿ Click Details
- ⦿ Mark the attendee as: Attended, Partial, Excused, Absent, or leave as unmarked

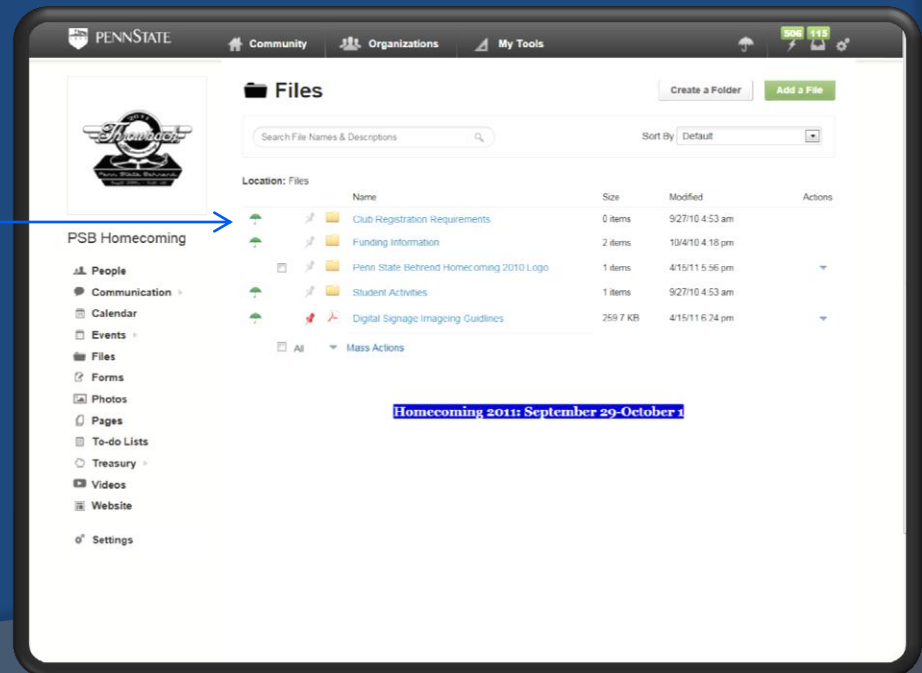
Managing Members' Attendance

- ⦿ Timesheets can be used for managing required attendance for club
- ⦿ If it is Community or Campus Service/Philanthropy, please use Involvement under “Tools” so it can be traced campus wide – this will hopefully be connected to e-Portfolio in the near future

Files

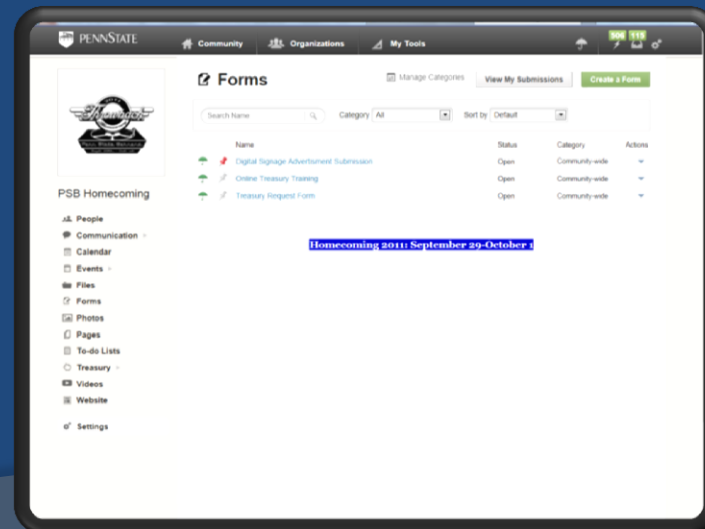
- Upload Files for your club members to see
- View Files from The Office of Student Activities Umbrella

The green umbrella lets you know the information comes from The Office of Student Activities



Forms

- Create a Survey for your members by using Forms
- Complete Treasury Request Form online: an e-mail gets sent to Dianna, Justin and myself
- Upload a Digital Signage advertisement



To Create your own Survey/Form

- ⦿ Click Forms on the left hand side
- ⦿ Click “Create a Form”
- ⦿ Create “Settings”
- ⦿ “Design” the Form
- ⦿ “Approve” the Form
- ⦿ **DOUBLE CHECK YOUR FORM FOR ACCURACY!!!**

Photos

- Upload Photos or graphics
- Create an Album for your members to share
- Tag members in the photos



Pages

- ⦿ Provide your organization, or selected groups within your organization, with information and knowledge to enhance their experience.

How to create a custom Page:

- ⦿ Go to Pages > “Create a Page”
- ⦿ Enter a **Name** and then your content and customize the look and feel of the page using the Rich Text Editor, which is similar to Microsoft Word.
- ⦿ Select **Public** to publish this page and create the custom URL, or select specific account groups and/or Committees to share the page with internally.
- ⦿ Click “Submit”
- ⦿ Click Edit to edit contents of current page and click Delete to remove entire page

Having difficulty delegating?







- ⦿ Or difficulty with people completing tasks?
- ⦿ Use “To Do Lists”
- ⦿ At the meeting discuss upcoming projects and ideas
- ⦿ Have people volunteer for task
- ⦿ Use the to-do-lists at the meeting as a visual and follow up reminders later!!!

To-Do-Lists

PENNSTATE Community Organizations My Tools 506 115

To-do Lists

Re-Order Lists Create a List

List Name	Progress	
Drag Show	5/5	
Constitution Meeting	1/1	
Brian Sims	1/2	
Erin Davies	0/2	
Drag Show FA 11	3/3	
For The Bible	1/1	

TRIGON Gay-Straight Alliance
Penn State Erie, The Behrend College

Create lists based on all your different projects; Make lists open to the Public (your club members) or to Selected Groups

Easily look to see what events have had their task completed, and what events still need work!

To-Do-Lists

- Notifications are now at the lightening bolt

The screenshot shows the Penn State Club Rush interface. The top navigation bar includes 'PENNSTATE', 'Community', 'Organizations', and 'My Tools'. The main header displays 'Club Rush' with a 'Back to List' link and 'Delete'/'Edit' options. A green banner indicates 'Successfully created to-do list'. The task list shows 'Make Posters' with columns for Task, Due Date, and Priority. A message states 'There are currently no incomplete tasks for this list.' The task details form includes fields for Due Date (08/10/2011 03:00 PM), Priority (High), and Assigned To (Selected (0)). A list of members is shown below, including Ray Smith, Aaron Huey, Aaron Morelli, Aaron White, Abby Cavalline, Abigail Kennedy, Adam Buchheit, Adam D Mobley, and Adam Gracy. Annotations point to various elements: 'Name of the event' points to 'Club Rush'; 'Name of the task' points to 'Make Posters'; 'Due Date/Time' points to the date and time fields; 'Importance of Task' points to the Priority dropdown; and 'Select who will be completing the task' points to the member selection area.

Name of the event

Name of the task

Due Date/Time

Importance of Task

Select who will be completing the task

To-do list available to: Everyone

To-Do-Lists

Once the task has been completed the member can check it off of the “to-do-list”

The screenshot displays the Penn State Club Rush interface. At the top, there's a navigation bar with 'PENN STATE', 'Community', 'Organizations', and 'My Tools'. Below this, the main header shows 'Club Rush' with a 'Back to List' link and 'Delete'/'Edit' options. The central area features a table with columns for 'Task', 'Due Date', 'Priority', and 'Assigned To'. A task 'Make Posters' is listed with a due date of 'August 10' at '3:00pm', a 'High' priority, and assigned to 'Aaron Morelli'. Below the task, there's a 'New Comment' input field. To the right of the task, there's a 'CLAIM' button. At the bottom right, there's an 'Add a Task' button. On the left side, there's a sidebar with a 'BAMU!' header and a list of navigation items: People, Communication, Calendar, Events, Files, Forms, Photos, Pages, To-do Lists, Treasury, Videos, Website, and Settings.

If the assigned student did not complete the assignment another member can “claim” and complete the task – this could be useful at meetings for those members who always volunteer, but never follow through.

There can be as many tasks as necessary under each Event.

Treasury: Checkbook

Treasurers can EASILY keep track of all their payments and expenses by using the Checkbooks

The screenshot displays the Facebook page for the Penn State Behrend Homecoming Committee. The page header includes the Penn State logo, navigation links for Community, Organizations, and My Tools, and notification counts (506 and 115). The main content area features a 'Welcome' tab and a 'Feed' tab. The 'Feed' tab shows a post titled 'Online Treasury Training' with a 'Fill Out Form' button and a 'Download PDF' link. Below this is a post titled 'Club Rush' with a description of the event and a 'Checkbooks' button. The left sidebar contains a 'PSB Homecoming' section with various links: People, Communication, Calendar, Events, Files, Forms, Photos, Pages, To-do Lists, Treasury, Videos, Website, and Settings. The 'Treasury' link is highlighted, and a sub-menu is visible with 'Checkbooks' and 'Invoices' options. The 'Checkbooks' option is selected, and a confirmation message from Ashton Beers is shown at the bottom of the page.

PENNSTATE

Community Organizations My Tools

506 115

Penn State Behrend Homecoming Committee

Invite Members

Welcome Feed

Write Something... Add

Upcoming Events See All

Club Rush
8/24, 11:15am

Birthdays

laura gg ruppel
8/08

PSB Homecoming

- People
- Communication
- Calendar
- Events
- Files
- Forms
- Photos
- Pages
- To-do Lists
- Treasury**
- Videos
- Website
- Settings

Checkbooks

Invoices

Online Treasury Training

If you are taking Treasury Training for club officer renewal, please answer the following questions to complete your training.

Fill Out Form Download PDF

Posted by Office of Student Activities · 4 days ago

Club Rush

We need members to volunteer to run the Homecoming Committee table at Club Rush. Those who sign up to be there before 12 and after 4 will be in charge of setting/cleaning up which should only take a few minutes. Those who volunteer for the table between 12 and 4 will be in charge of setting/cleaning up which should only take a few minutes. Those who volunteer for the table between 12 and 4 will be in charge of setting/cleaning up which should only take a few minutes. Those who volunteer for the table between 12 and 4 will be in charge of setting/cleaning up which should only take a few minutes.

Wednesday, Aug 24, 11:15am

Reed/McGarvey Commons

Attending Maybe Not Attending

Posted by Ashton Beers · 5 days ago

Ashton Beers

I'm available for the entire event, so don't be worried

Treasury: Checkbook

Your 3 accounts are listed for you and are up to date as of July 1, 2011

The screenshot shows the Penn State PSB Homecoming Treasury Checkbook interface. The top navigation bar includes the Penn State logo, 'Community', 'Organizations', and 'My Tools'. The left sidebar lists various Homecoming categories: People, Communication, Calendar, Events, Files, Forms, Photos, Pages, To-do Lists, Treasury (highlighted), Videos, Website, and Settings. The main content area is titled 'Checkbooks' and features a 'Download Export' button and a green 'Create a Checkbook' button. Below this, three checkbook accounts are listed:


Checkbook Name	Current Balance	Actions
Administrative (A-HMC)	\$35.00	Entries / Edit
Non-Allocated (N-HMC)	\$199.65	Entries / Edit / Delete
Recruitment (R-HMC)	\$50.00	Entries / Edit / Delete

At the bottom of the interface, a blue banner reads: **Homecoming 2011: September 29-October 1**

Treasurers will be responsible for keeping track of what is spent or earned throughout the year.


See Justin Wheeler for up to date information and Treasury Training for details on tracking!

Treasury: Invoice

 PENNSTATE

CommunityOrganizationsMy Tools

506115



PSB Homecoming

People

Communication

Calendar

Events

Files

Forms

Photos

Pages

To-do Lists

Treasury

Videos

Website

Settings

New Invoice

[Back](#)

Invoice Recipients

Use the form below to add recipients to this invoice.

Member:

Invoice Options

Date:

Description:

Amount:

This invoice is for Dues: ☐


Homecoming 2011: September 29-October 1

If your group collects dues, this is a way to manage who owes how much

Videos

SAE


- People
- Communication
- Calendar
- Events
- Files
- Forms
- Bookmarks
- Photos
- Pages
- To-do Lists
- Treasury
- Videos
- Website
- Settings



0:00 / 0:32

Supermileage 2011 Race Video 2

Last updated at: Jul 13, 2011, 03:05PM EDT by Taylor Pearson.



0:00 / 0:00

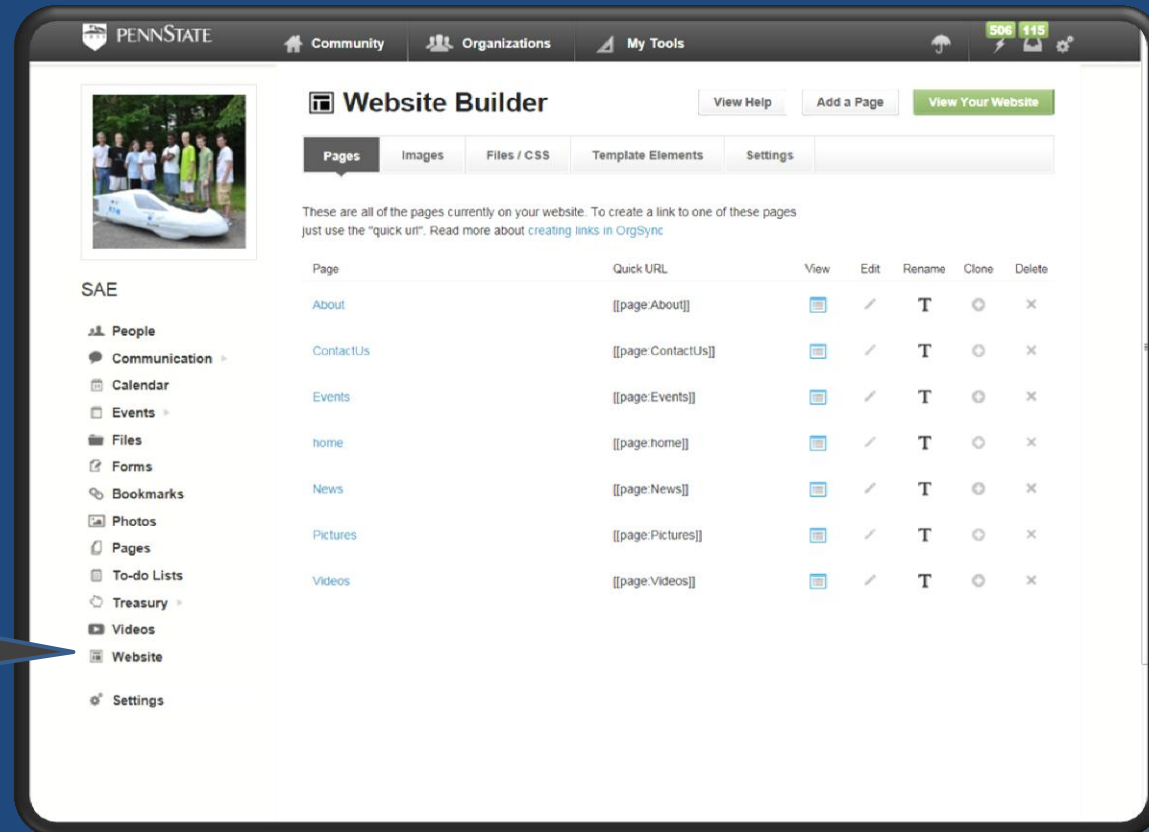
Edit Delete

Upload videos of competitions or events. Make videos open to the public or to certain groups in your portal.

Website Builder

- If your club wants a personal website OrgSync is an easy way to do it
- If you have a webmaster or anyone who has coding/html background, it should be fairly easy
- Make sure all material on the website follow Penn State Policy and is appropriate to the public
- It is “fair” it is the WORLD WIDE WEB

Website



The website builder allows you to create pages, contact page, event list and more!

Website

- ⦿ Your club wants a website and doesn't have anyone who knows how to create it???!!!
- ⦿ Don't worry – Student Activities is here to help –
- ⦿ Stop by “The Drawing Board” and set up an appt. with Ben Strunk
- ⦿ It is Ben's job to help clubs create websites!

Settings: Account Groups

- Only Administrators have the authority to change settings
- Allows privileges to varying Account Groups
- Allows viewable rights to varying Account Groups
- This is why OrgSync creators suggest minimal number of Administrators

Settings: Account Groups

https://orgsync.com/21097/administration/group_permissions

PENNSTATE

Community Organizations My Tools

Student Activities Users Organizations Requests 1 Reports Settings Type Portal Name

Organization Settings

Profile Account Groups Welcome Message Custom Footer

Name	Members
Administrators (admins)	16
Alumni (make default)	0
Associate Members Default Account Group	0
Members (make default)	5
Officers (officers)	1

Create Account Group

Permissions

These are the permission settings for your organization that can be setup to allow for different levels of access with your organization.

Hide: Users can not see or interact with a module that is hidden.
View Only: Users can view content posted in the organization but can't edit or create content.
Contribute: Users can post their own content as well as edit and delete their content, but they can't edit or delete other's content.
Manage: Users have full edit capabilities over other users and are administrators of a particular content.

Jump to a Module:

- Bookmarks
- Calendar
- Contact Books
- Discussion
- Email Lists
- Events
- Families
- Files
- Forms

Go to Settings to adjust rights / privileges to Account Groups

Use the Account Group names set by OrgSync OR Create your own!

Just don't delete/change Administrator!

Choose the Setting you would like to adjust, turn on or turn off.

Settings: Account Groups

“Files” is turned ON – that means your club can upload, view and read files

Files ☒ ON

Administrators:

Alumni:

Associate Members:

Members:

Officers:

☐ Make this module visible to the public

Administrators have editing privileges for all Settings – this is the default and can't be changed.

“Forms” is turned OFF – this means no one can upload, view, or contribute to form, including the Administrator of the group.

Forms ☐ OFF

Administrators:

Alumni:

Associate Members:

Members:

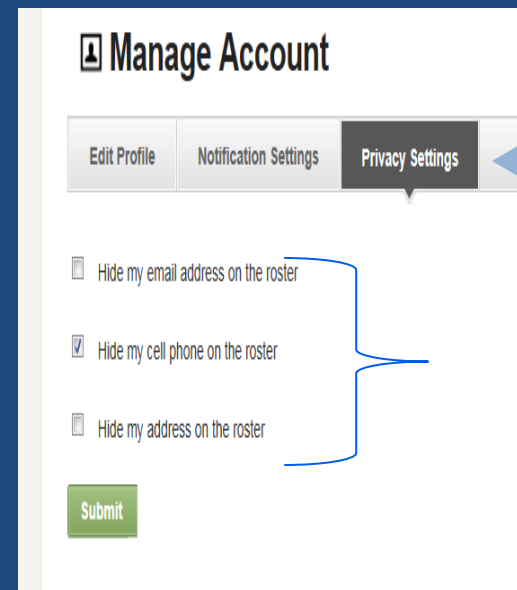
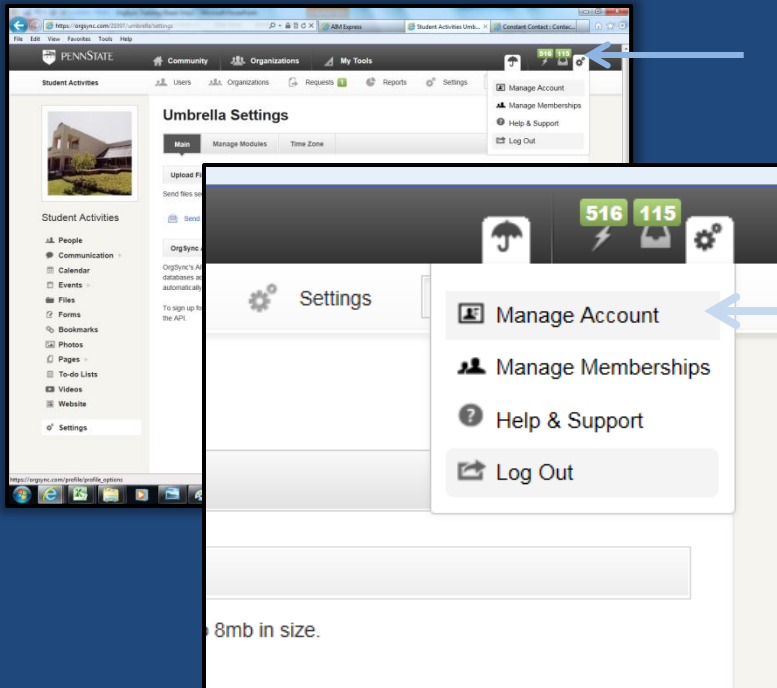
Officers:

☐ Make this module visible to the public

Manage members by giving them access to Manage, Contribute, View Only, or Hide the information from them all together

Privacy!!!!

Help protect your members by passing along this information!



You can display or hide your e-mail, cell phone or address – you choose!

Highlights

- ◎ e-Portfolio
 - Track your Involvement
 - Track your Academics
- ◎ **Utilize: Academic and Career Planning Center**
Reed Union Building, Room 125, (Second Floor)

Phone: 814-898-6164

<http://psbehrend.psu.edu/Academics/academic-services/acpc/acpc-services-1>

- ◎ Internship Coordinator: Courtney Steding cns14@psu.edu

By tracking your leadership now, when you are ready to interview, there will be compilation of skills you have acquired, but more importantly you will be able to explain them at an interview!

Highlights

- ⦿ Involvement

- Track your Community Service as an individual
- Track your Community Service as part of a club
- Track Donations to Philanthropic Agencies
- Track your Campus Service

- ⦿ **Utilize: Center for Service**
Smith Chapel

Phone: 814-898-6609

<http://psbehrend.psu.edu/student-life/student-activities-1/service-learning>

- ⦿ Coordinator of the Center for Service and Smith Chapel; Ian McGinnity ism108@psu.edu.
- ⦿ By tracking your service now, when you are ready to interview, there will be compilation of skills you have acquired, but more importantly you will be able to explain them at an interview!

Things to do

- ❑ Each semester, manage member types and move recently graduated students to “alumni status”
- ❑ Put all meeting dates on the Public Calendar (single day, repeating)
- ❑ Put all open Programs on the Public Calendar
- ❑ Update Club Settings
- ❑ Make sure your members know how to set privacy settings!
- ❑ Get other members involved: Service Chair, Webmaster... keeping members engaged, keeps members!