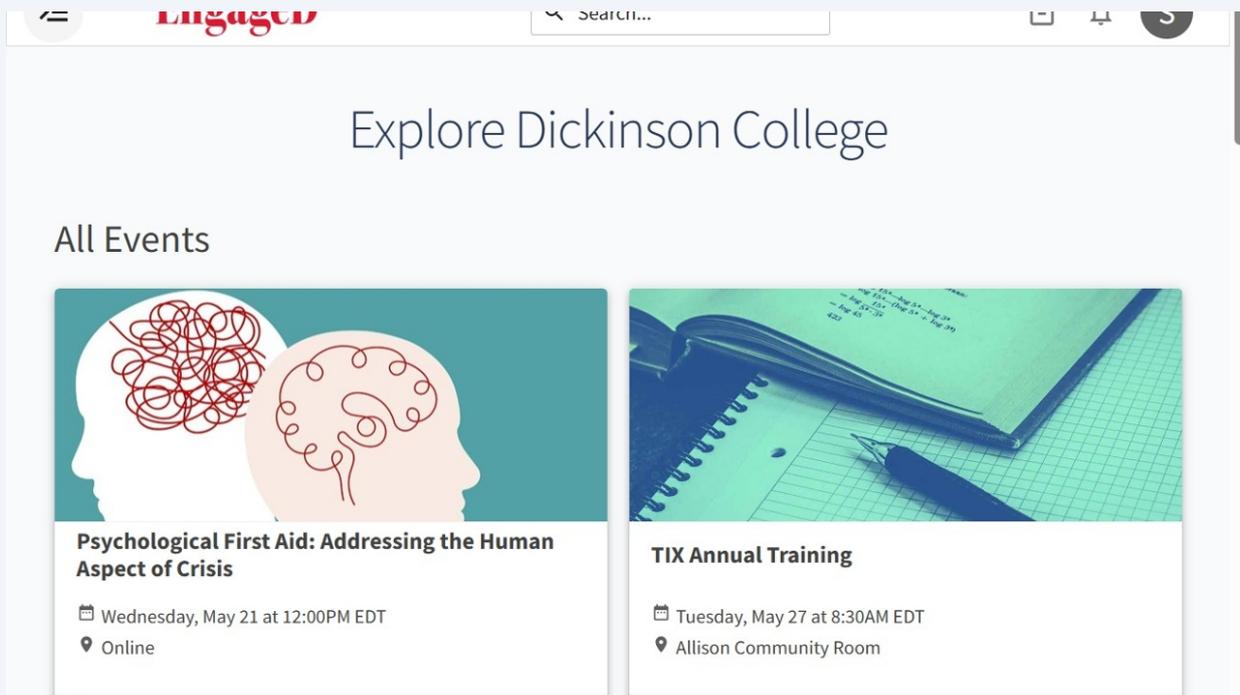


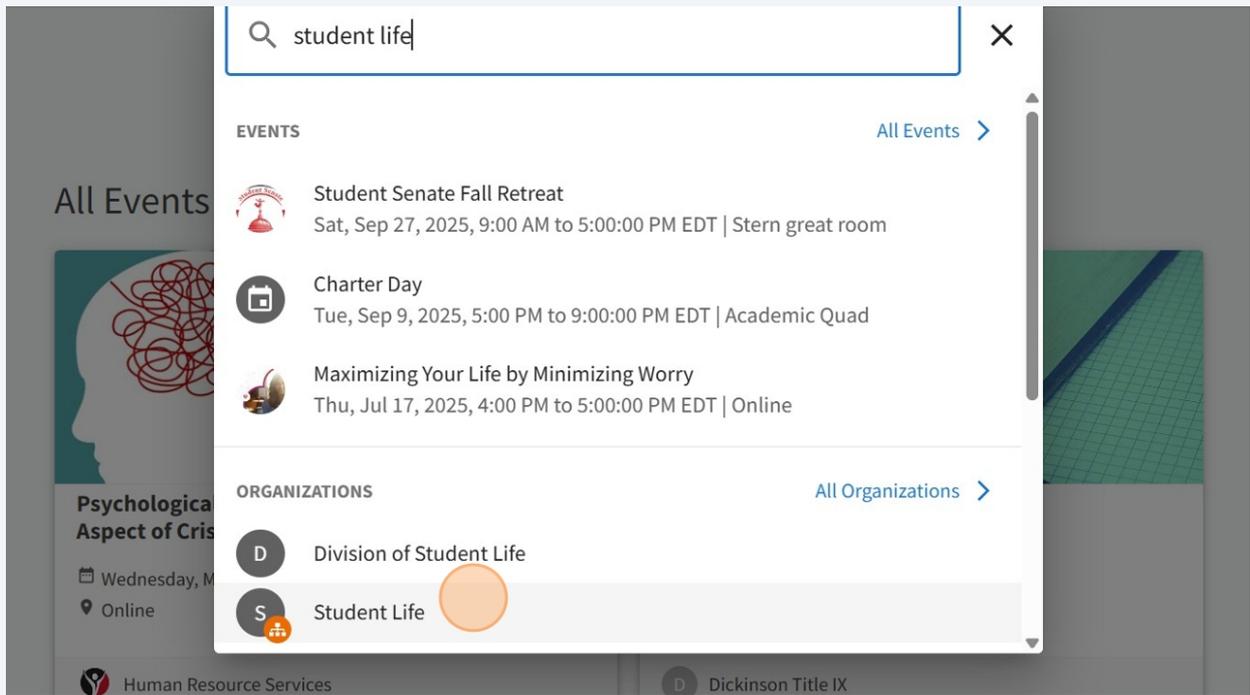
How to Update Rosters in EngageD

It is vital that you keep rosters and positions up to date so that Campus Life can get in touch with the right people when the time is needed.

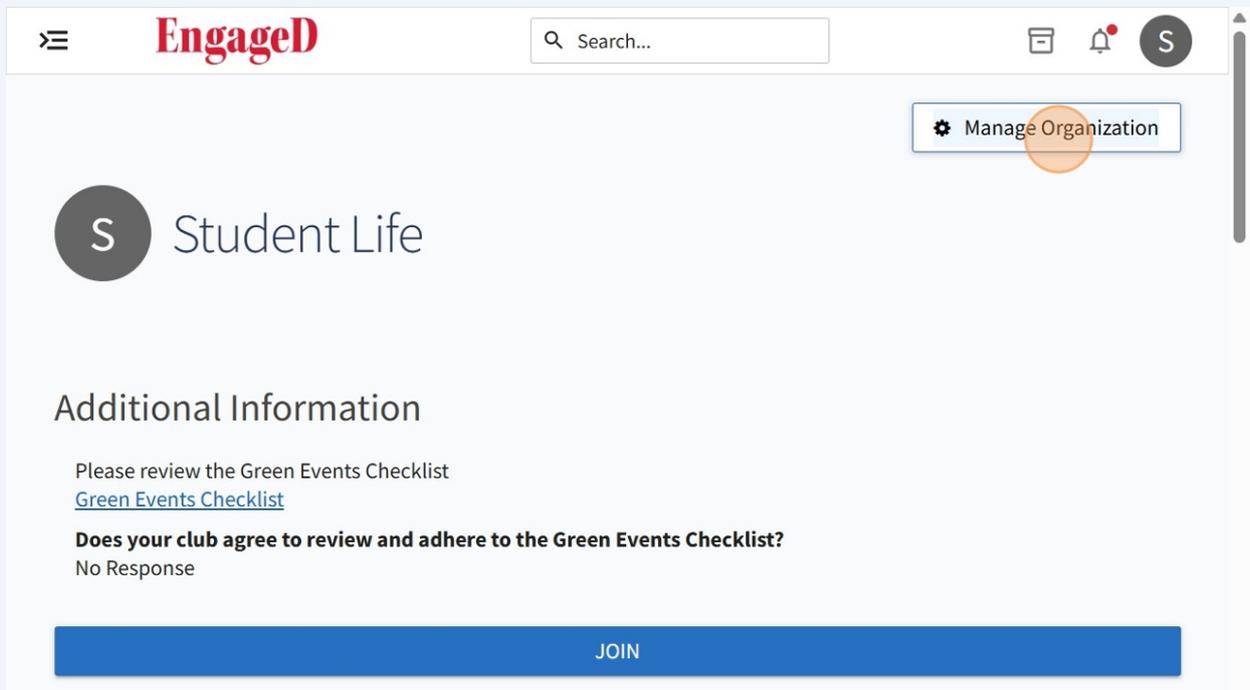
1 Navigate to <https://dickinson.campuslabs.com/engage/>



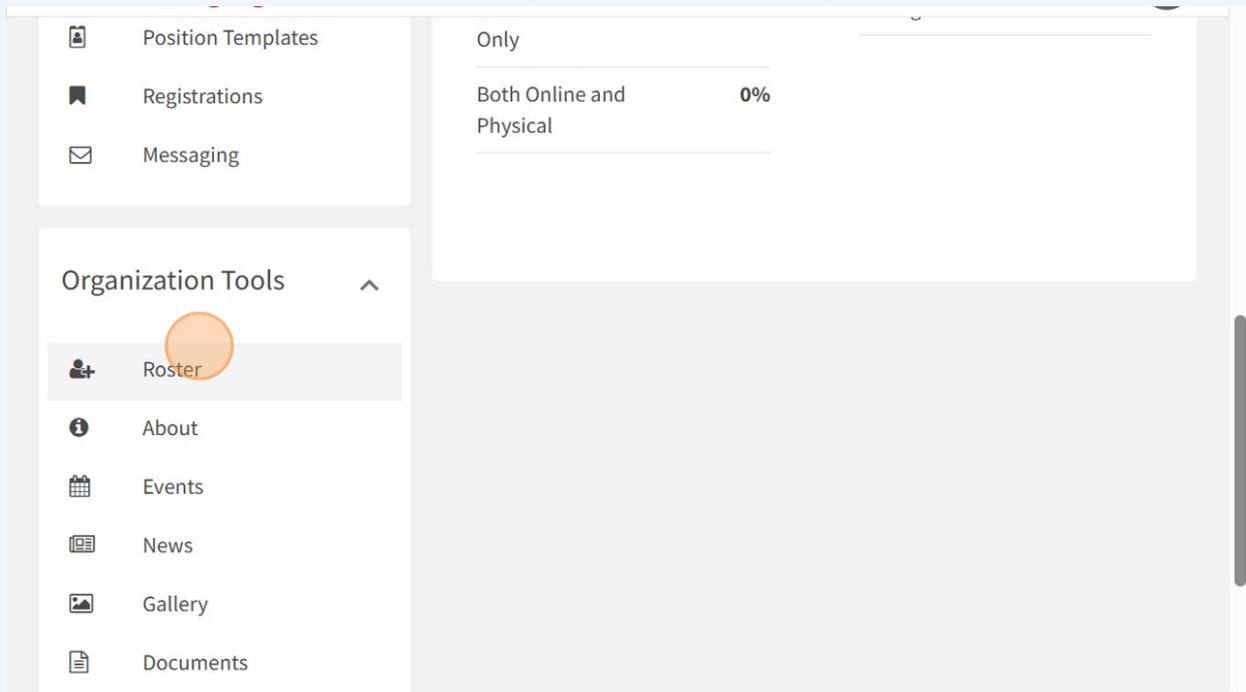
2 Search for the club whose roster you would like to update.



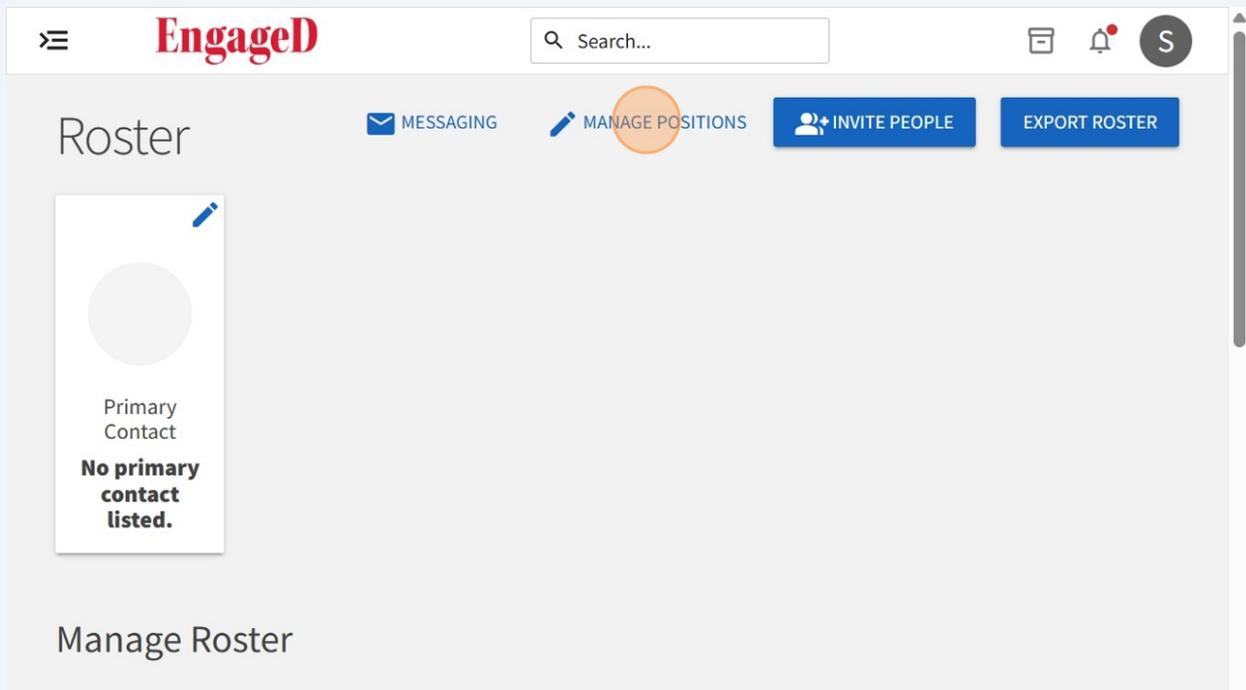
3 Click "Manage Organization"



4 Click "Roster"



5 You can update and manage positions by clicking on "Manage Positions."



6 You can even add positions.

← BACK TO ROSTER

Manage Positions

+ POSITION

Name ^	Template †	Type †	Status †
Branch Administrator	Branch Administrator	Member	Active
Member	Member	Member	Active
Primary Contact	Primary Contact	Member	Active

Showing 1 - 3 of 3

7 To manually invite people, click "Invite People."

MESSAGING MANAGE POSITIONS INVITE PEOPLE EXPORT ROSTER

Roster

Primary Contact
No primary contact listed.

Manage Roster

8

You can enter up to 500 e-mail addresses. This would be ideal after collecting information at an event such as the Activities Fair.

The screenshot shows the EngageD web interface. At the top, there is a navigation bar with the EngageD logo, a search bar, and user profile icons. Below the navigation bar, a message states: "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 message is a large text input area labeled "E-mail addresses" which contains a single orange circle. At the bottom of the input area is a button labeled "ADD E-MAIL ADDRESSES".

9

You can see people that are requesting to join your organization by clicking on "Prospective." Invites that you have sent by email can be found in the "Pending" tab.

The screenshot shows the EngageD "Manage Roster" interface. The navigation bar at the top is identical to the previous screenshot. Below the navigation bar, the "Manage Roster" title is displayed. There are four tabs: "CURRENT", "PENDING", "PROSPECTIVE", and "TERMS AND CONDITIONS". The "PROSPECTIVE" tab is selected and highlighted with an orange circle. Below the tabs are two buttons: "END MEMBERSHIP" and "END ALL MEMBERSHIPS", followed by a search bar. Below these elements is a table with the following columns: "Select", "First Name", "Last Name", and "Positions".

Select	First Name	Last Name	Positions
<input type="checkbox"/>	Bella	Caballero	
<input type="checkbox"/>	Chris	Mabry	
<input type="checkbox"/>	Dean	Marker	Branch Administrator
<input type="checkbox"/>	Derek	Spanellis	Branch Administrator
<input type="checkbox"/>	Kevin	Foster	Branch Administrator



Positions and rosters should be updated immediately after any changes, or at the very least, the beginning of each semester.