Training for Student Organization Leaders:
How to Manage Events + Organization Pages

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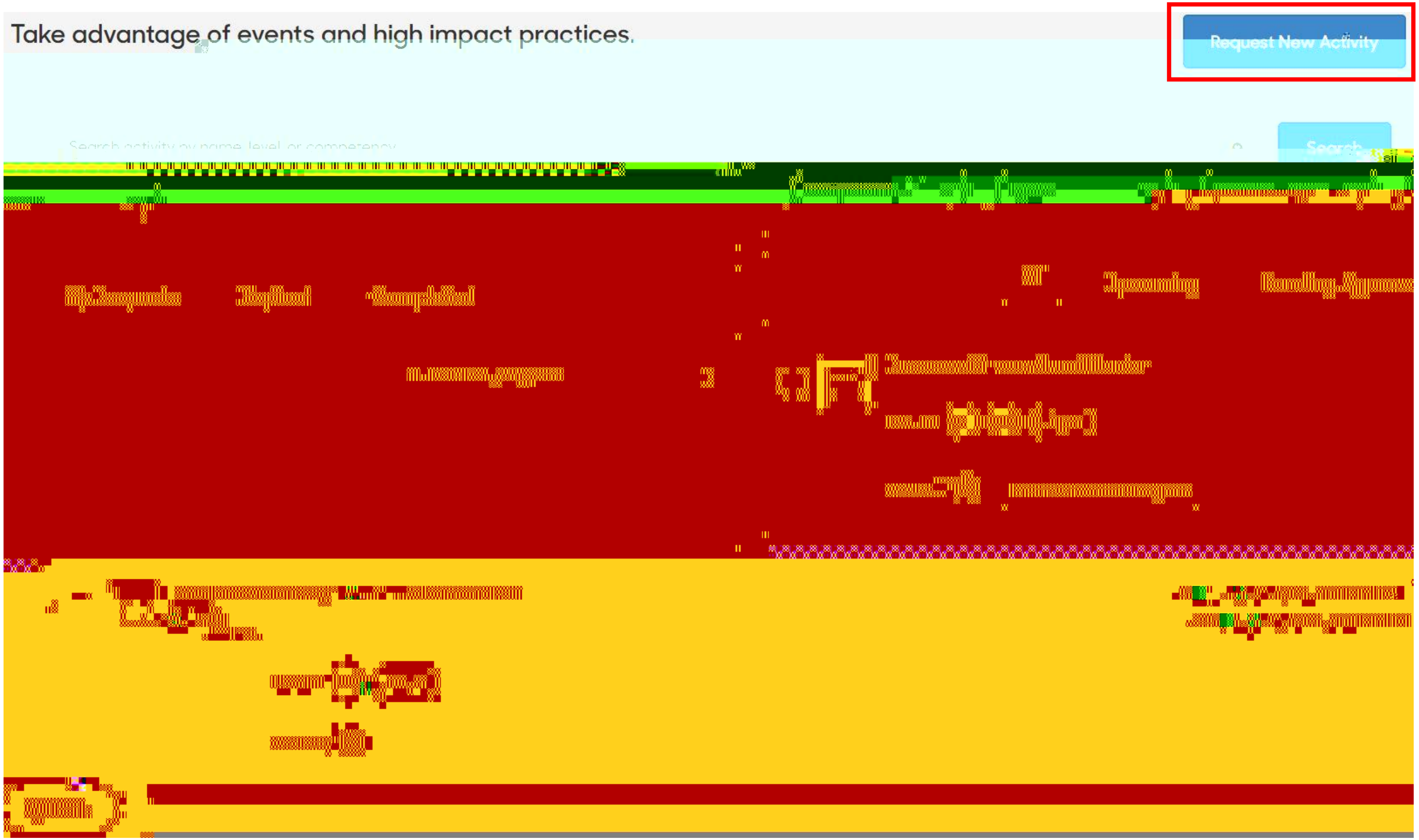
1. Navigate to your Activities tab (on the web app) to Request New Activity



2. Select Event

3. Enter a Title and Description. Resource links and incentives are optional. Tag your organization in the Experience Tag field (if applicable)

Required

Required

Optional

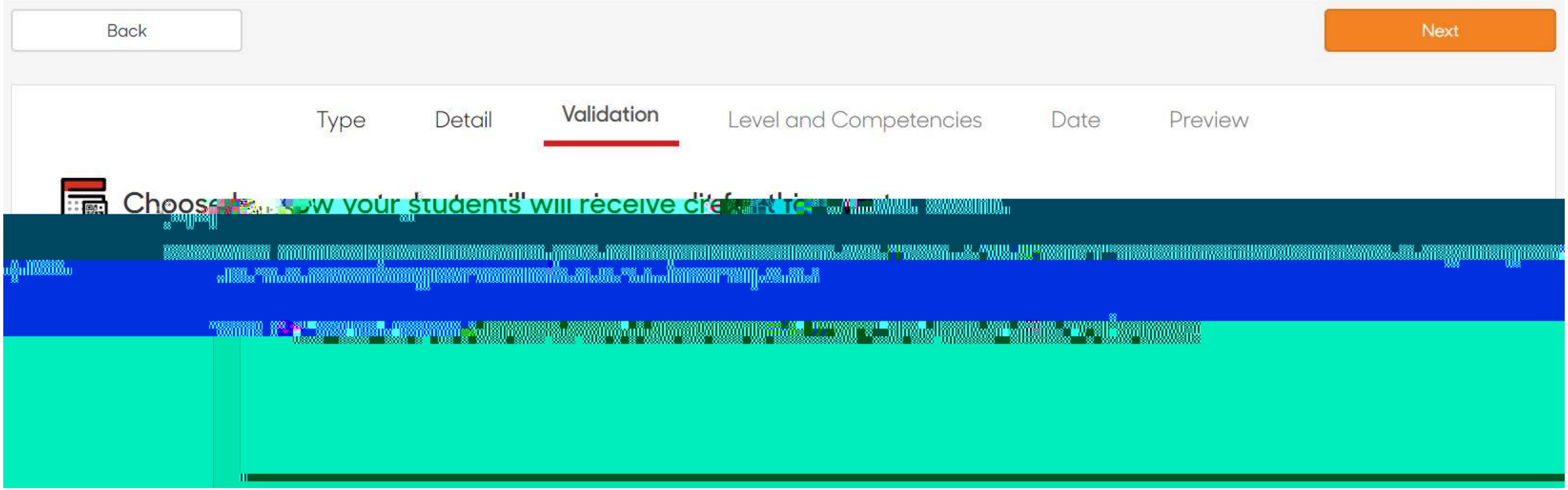
Must add a Link Title if a link is included

Optional

Optional

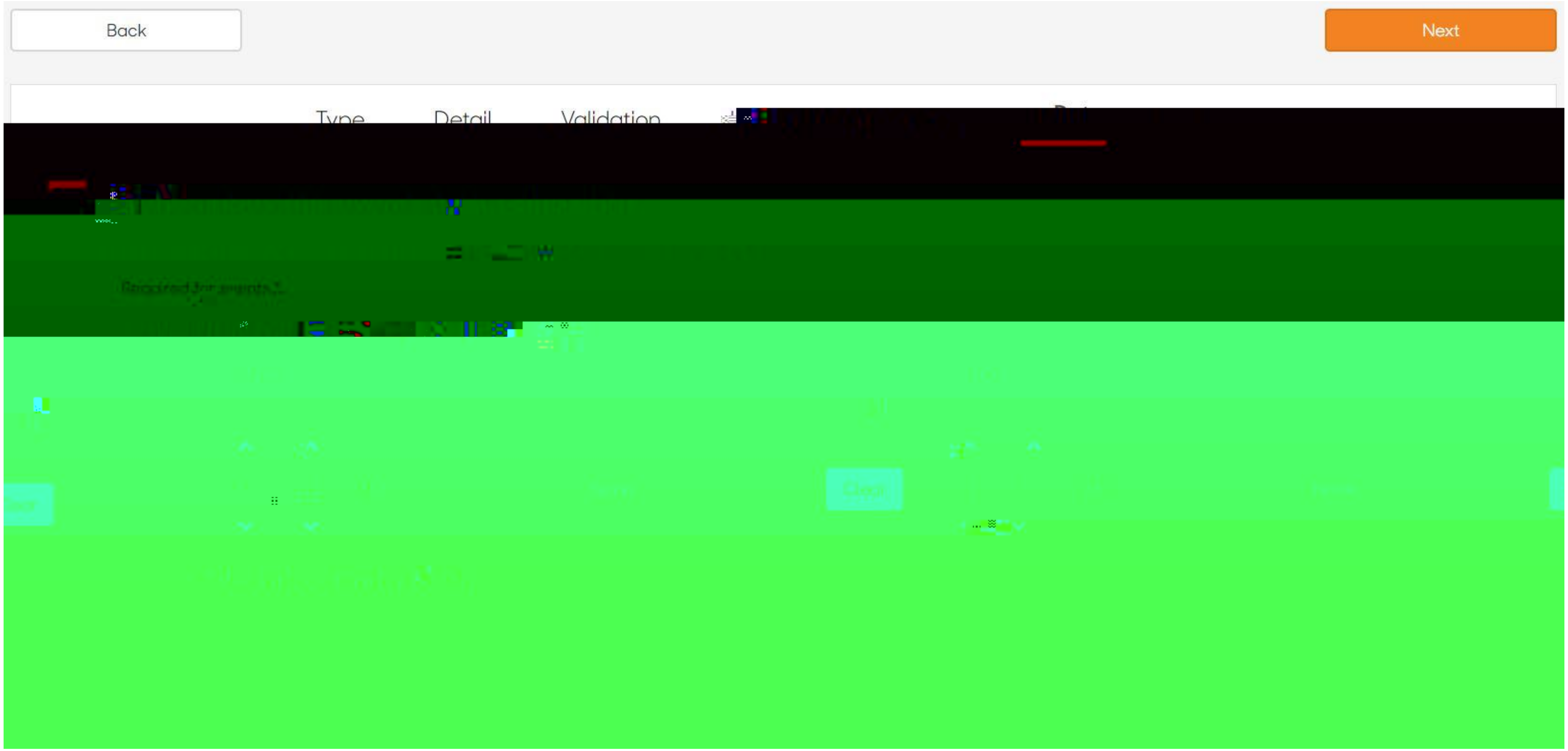
For Student Orgs: Tagging the event will allow you to easily filter for your org's events in the Activities tab and give your org more points!

4. The QR code will automatically be generated for an event



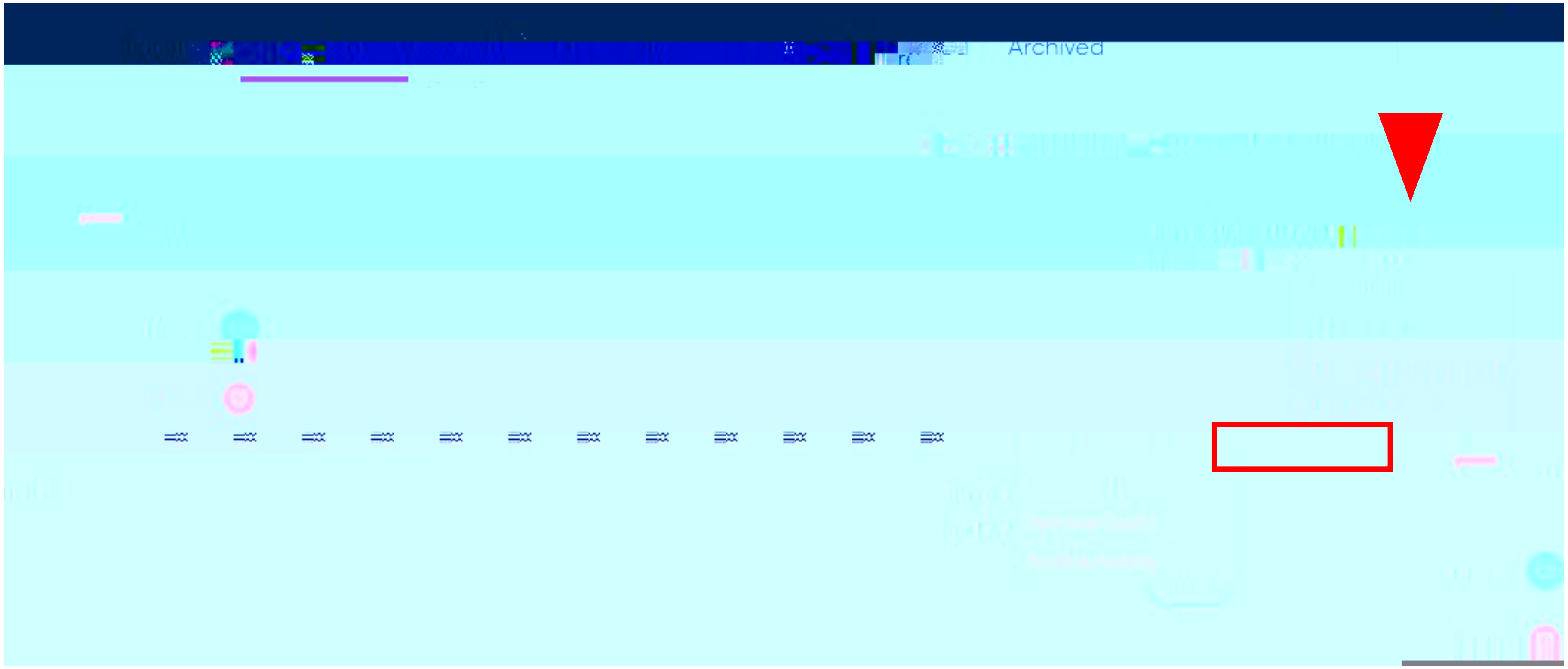
5. Select the level and competencies that should be attached to your event (you can select more than one competency)

6. Set the date, time, and location of your event



Managing your Event

Once your event has been approved, you will receive two emails: one informing you of its approval and another with the event's QR code. You can also retrieve the QR code from the Activities tab. To do so, find the activity and select the 3 dots to the right of its date and time to expand it. Select **Get Smart Code**



- Two days after the event ends, you will receive a Completion Report via email, which specifies all students who attended and scanned the QR code.
- You can also retrieve this report on the web app. After expanding the activity menu on the right hand side, select Pull Completion Report to receive the attendance list via email.

How to Manage your Student Organizationôs Page

To edit a student organization page:

1. Click on the 'Organizations' tab in the left-hand side bar.

2. Search for the student organization you would like to edit and click on that organization's card.

3. In the organization, choose ‘Manage student org’.

- If you do not see this button, that means you have not been assigned as a leader of the organization.
- Contact your system administrator so you can be given edit privileges

4. From here, you will be taken to the organization wizard, where you can make any necessary changes to the sections within the organization, including *adding and removing sections*.

- Once an edit has been made to a section, you can choose the ‘Save Edit’ option for that specific section, or the overall ‘Save Organization’ option at the bottom of the wizard.
- To delete the organization, choose ‘Delete Organization’ at

To add a new section to a student organization:

1. Click on the 'Organizations' tab in the left-hand side bar.

2. Search for the student organization you would like to edit and

4. From here, you will be taken to the organization wizard, where you can add a new section to a student organization by choosing ‘Add New Content Section.’

5. In this section, you can add resource links or use markdown functions to completely customize the information you provide to students. You can also make the section private or delete a section by clicking on the three dots option in the bottom left. Choose between *three different privacy options* or ‘*Remove Section*.’ The privacy options are:

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Additional Support Articles for Reference

- Filtering for Activities on the Web App – Suitable
- Editing Student Organizations – Suitable
- Adding and Removing a New Section to a Student Organization – Suitable
- Requesting Activities – Suitable
- Student Organizations – Suitable