

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

Take advantage of events and high impact practices.

Search activity by name, level, or competency

Request New Activity

Search

The screenshot displays a web application interface for requesting new activities. At the top, there is a light blue header with the text "Take advantage of events and high impact practices." Below this is a search bar with the placeholder text "Search activity by name, level, or competency" and a "Search" button. A prominent blue button labeled "Request New Activity" is highlighted with a red rectangular box, and a red arrow points down to it from the top right. Below the search bar, there is a grid of activity cards. Each card features a circular icon, a title, a description, and a "Request" button. The cards are arranged in a grid, and the interface has a clean, modern design with a light blue and white color scheme.

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

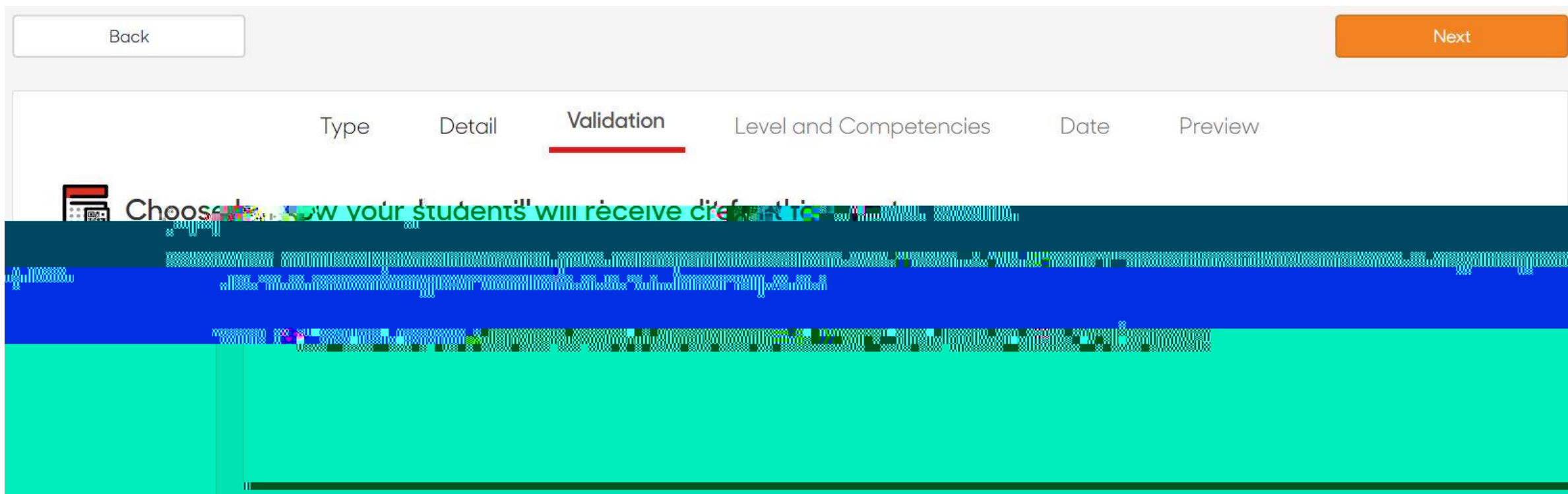
The screenshot shows a form for creating an event. The form is divided into several sections, each with a red arrow pointing to it from the left. The sections are:

- Required** (red arrow): A text input field for the event title.
- Required** (red arrow): A text input field for the event description.
- Optional** (black arrow): A section for adding resource links. It includes a label "Must add a Link Title if a link is included" and a table with columns for "Link Title" and "Link".
- Optional** (black arrow): A section for adding incentives. It includes a label "Must add a Link Title if a link is included" and a table with columns for "Incentive Title" and "Incentive".
- Optional** (black arrow): A section for tagging the event. It includes a label "Must add a Link Title if a link is included" and a table with columns for "Tag Name" and "Tag".

A red arrow points from the text "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!" to the "Tag" column of the tagging table.



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)

The screenshot shows a software interface with a top navigation bar containing a 'Back' button on the left and a 'Next' button on the right. Below the navigation bar is a table with columns: 'Type', 'Details', 'Validation on', 'Level and Competencies', 'Date', and 'Preview'. The 'Level and Competencies' column is highlighted in red. Below the table is a large blue area with a search bar and a 'Select' button. Below this is a large red area containing a tree view of levels and competencies. The tree view has a root node 'Level and Competencies' which branches into 'Level' and 'Competencies'. Under 'Level', there are nodes for 'Level 1', 'Level 2', and 'Level 3'. Under 'Competencies', there are nodes for 'Competency 1', 'Competency 2', and 'Competency 3'. Each node has a checkbox next to it. The 'Level 1' node is checked. The 'Competency 1' node is also checked. At the bottom left of the interface is a 'Help' button. At the bottom center is the copyright notice '© 2021 Suitable. Confidential and Proprietary.' At the bottom right is a small logo.



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

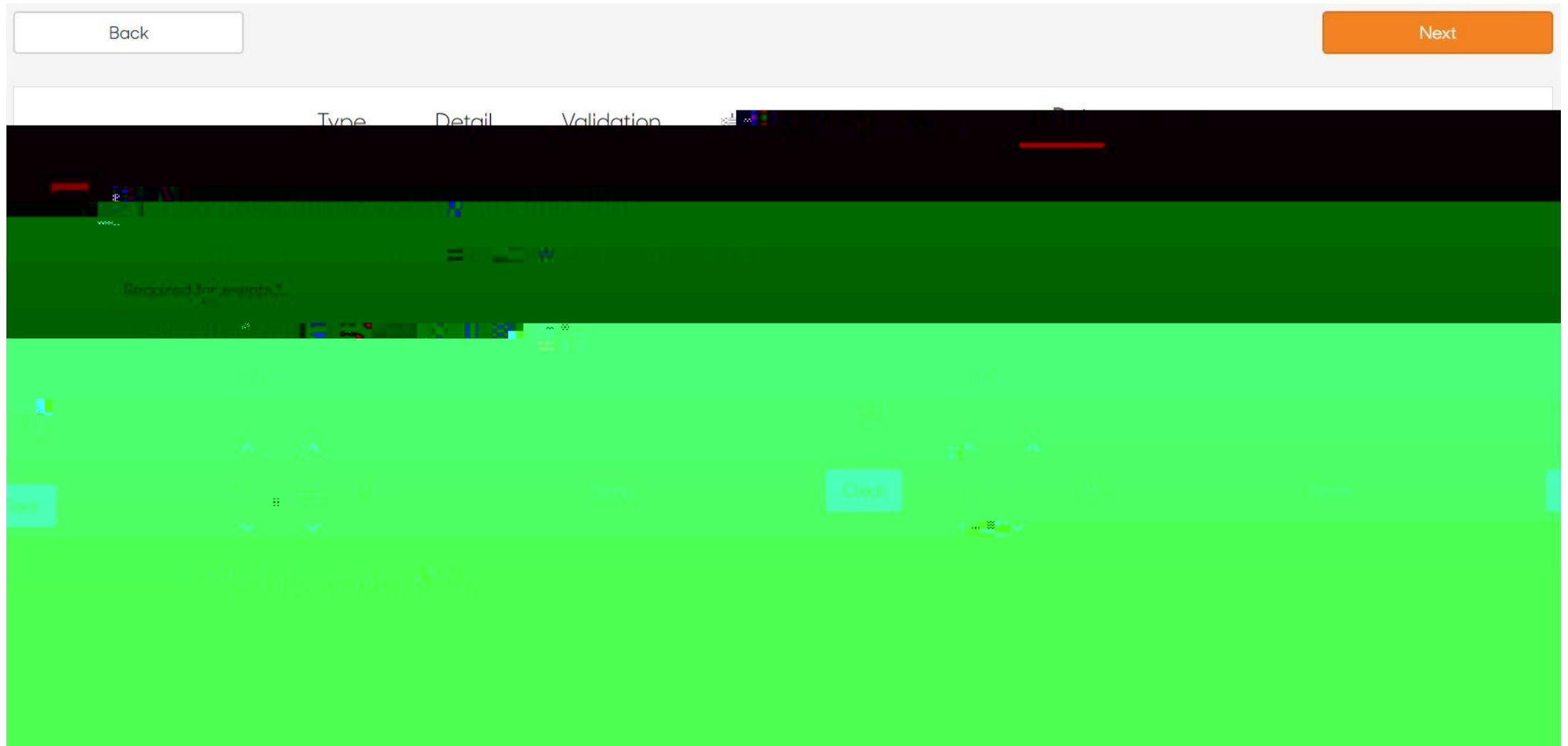
Back Next

Type Detail Validation

Required for events

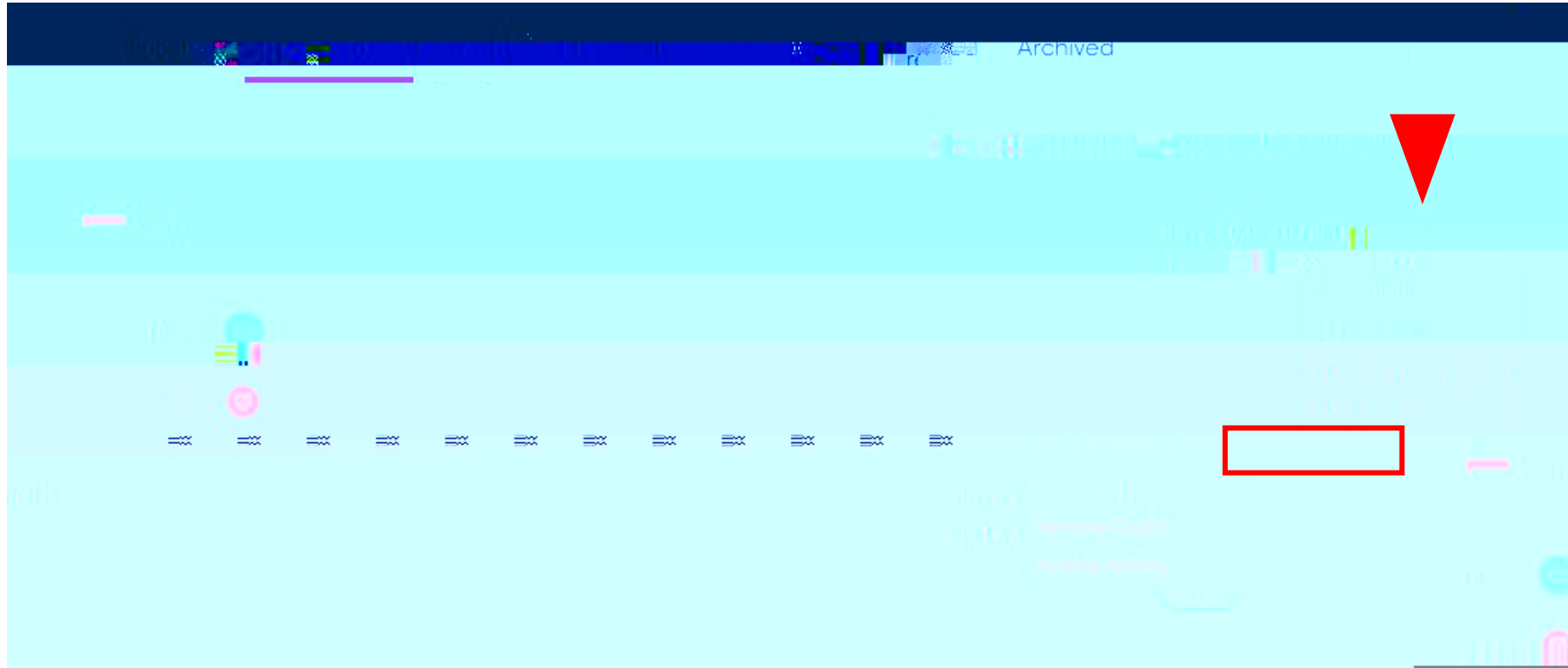
Clear

Required for events

A screenshot of a web form for event details. The form is partially obscured by a large black and green redaction overlay. At the top, there are 'Back' and 'Next' buttons. Below them are tabs for 'Type', 'Detail', and 'Validation'. The main content area contains several input fields, some with dropdown menus, and a 'Clear' button. The text 'Required for events' is visible in two locations. The bottom of the form is also obscured by the redaction.

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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 **GYh Sa afh CcXY**



- 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 Student Organizations

To manage student organizations:

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

Tc aXX a bYk gYWh]cb hc a gh iXYbh cf [ab]nah]cb:

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:

AXX]h]cba` S i ddcfh Afh]W`Yg Zcf RYZYfYbWY

- [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](#)