

## TigerLink Roster Guide

As a student organization leader, you can edit the roster for your organization and set what permissions each member has to the organization page.

*To begin, visit your student organizations main page. There will be a row of tabs, click the “Roster” tab in the middle of your student organization page. The first thing you will see is a list of all of the officer positions within your organization at the top. Under that you will see a list of all of the members in your organization. To edit your roster, click the Manage Roster button above the officer positions.*

MANAGE ROSTER

### To Invite People to join your organization:

1. From the Manage Roster page, click on the Invite People button at the top of the roster page.

INVITE PEOPLE

2. In the text box, you can enter up to 500 email addresses. Make sure to use FHSU associated email addresses. You can separate the email addresses with either commas in between each one or one email per line.
3. After you have inputted all of the email addresses you want to invite, click on the Add E-mail Addresses button.

+ ADD E-MAIL ADDRESSES

4. Before you send the invitations, you can select how you want them to join the organization. The drop down menu that pops up above the list of email addresses gives you the option to invite them as a member or an officer position. To delete email addresses off of the list, click on the trashcan icon next to their email address.
5. Once you have all of the email addresses you want to invite, click on the blue Send Invitations button to send the invitations for your organization.

SEND INVITATIONS



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For additional tips visit [www.fhsu.edu/tigerlink](http://www.fhsu.edu/tigerlink) or contact the Center for Student Involvement at 785-628-4664 or at [csi@fhsu.edu](mailto:csi@fhsu.edu)

### To change the Primary Contact for your organization:

1. From the Manage Roster page, click the edit icon next to the Primary Contact info.



2. From the pop up menu, choose a member to be the primary contact.

### To Approve or Deny prospective members to your Roster:

1. From the Manage Roster page, click on the Prospective tab above the roster.

Prospective

2. In this tab you will see everyone who wants to join your organization. You can either approve their request, making them a member of your organization, or you can deny their request. To approve their request, click the approve button next to their name. To deny their request, click the deny button next to their name.

APPROVE

DENY

### To Delete someone from your organization:

1. From the Manage Roster page, select the check box by each member's name that you want to delete.
2. Click the End Membership button above the roster list to remove them from the organization.

END MEMBERSHIP

### To send a Message to your organization members:

1. From the Manage Roster page, click the check box beside each name you want to message and click the Send Message button. You can also click the Message All Members button to select all of your members.

MESSAGE ALL MEMBERS

SEND MESSAGE

2. If you clicked the Send Message button to send a message to only certain members, follow these steps below. If you clicked the Message All Members button, move on to step 3.

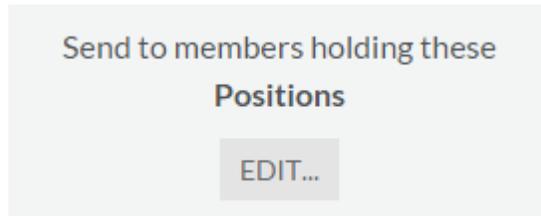


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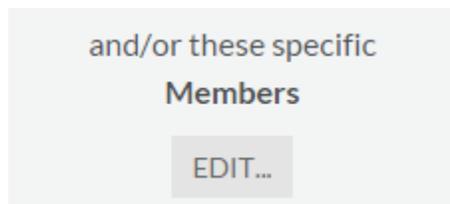
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- a. If you selected the check boxes next to each member's name then you should see a number under the Members column. If not, you can select who you want to send a message to by member name or position. To edit and select who is on your list, click the edit button beside either the position or member list.



3. If you clicked Message All Members, you will send a message to all of the members in you organization.
  - a. You have the option to exclude members from your message by clicking the edit button next to the member list.



4. After you have set who will receive the message, type the subject of the message in the Subject text box.
5. When you are ready to send the message, click the "Generate" button. This will create a temporary link to click that will send your message out to the selected recipients.



6. Click the link that was generated and you will be taken to your preferred mailing client. Type your message and click send to complete the message all members.



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### To Edit and Manage the Positions of your organization:

1. From the Roster page, click on the Manage Positions link on the left-hand column under the Roster tab.

MANAGE POSITIONS

2. To create a new position in your organization, click on the Create New Position button.

+ POSITION

3. First put in the name of the position in the Position Name box.
4. In the drop down menu underneath that, choose the position type. Depending on your organization, you will choose either Member, Officer, or Staff.
5. The checkbox underneath the position type is for whether or not you want the position to show up on the roster of your organization. If this is checked, it will show up above the list of all of the members on your roster page.
6. If you want the position to be active, make sure the next checkbox is checked. If it isn't checked, the new position you create will only show up as a past position.
7. The last thing you need to set for the new position before you create it is the Management Access.
  - a. **No Access** - People with this position can access NO management features.
  - b. **All Access** - People with this position can access ALL management features.
  - c. **Limited Access** - People with this position can access the management features selected from the list.
8. To finish and create the new position, click the Create button.

CREATE

9. If you want to apply positions to each member, go back to the Manage Roster page and click the Edit Positions button next to each member's name to edit their positions in the organization.

EDIT POSITIONS



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