



# Tiger[Link]

## Student Leader User Guide

tigerlink.fhsu.edu • Center for Student Involvement  
*updated August 2012*

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## Getting Started

Each organization has its own site where members can collaborate in discussion posts, events, photos, and other online features. As a student leader, you control the majority of these features. To get started you will first need to create your own profile – you will only need to do this the first time you log in.

### Creating your individual profile

1. Log on to Tiger[Link] – [tigerlink.fhsu.edu](http://tigerlink.fhsu.edu)
2. Log in using your FHSU email account ([john.doe@mail.fhsu.edu](mailto:john.doe@mail.fhsu.edu))
3. Input your vital information – name, interests, and profile picture.

### Access your organization's site

1. Log on to Tiger[Link] – [tigerlink.fhsu.edu](http://tigerlink.fhsu.edu)
2. In the top bar, click on My Organizations to view all current organizations you are a member of.
3. Click on the name of your organization and you will be taken directly to your organization's site.

OR

4. Go to My Involvement at the top of the page. Your current Organization Memberships are listed by default.
5. Click on the name of your organization to expand the options.
6. Click on "Organization Site" to the far right.

# Registering Your Student Organization

Beginning in Fall 2012, all student organization registrations and renewals will take place through Tiger[Link]. During this transition you will be asked to register your student organization on this page. There is a chance that you may be a first time registration on Tiger[Link], but be considered a renewal (CSI maintains a list of previously registered groups and will inform the necessary parties that they are a renewed organization). If you are the primary contact of your organization, you may have the opportunity to re-register your organization prior to anyone else. **The user that completes the registration process will automatically become the primary contact.**

1. Log on to Tiger[Link] – tigerlink.fhsu.edu
2. Go to your organization’s site.

*\*\* If you previously created a page and your organization must register, a Register button will display during the appropriate time period in the top right corner of the Home page for your organization. If you have not yet created a page, click “Register a New Organization” on the left hand side of the Organizations page\*\**

3. Click “Register”.
4. Follow the steps outlined by your campus, updating any information as needed.
5. Click “Next” at the bottom of each page to continue to the next step.
6. You will have the opportunity to review each step prior to submitting the completed registration.
7. Click the link associated with each step to review and update the information.
8. Click “Submit for Approval” when all information has been included.

*\*\* All registration submissions must be reviewed and approved by the Center for Student Involvement. You can view the status of your submissions and/or update any submissions still in “In Progress” status. \*\**

## View/Update Submissions

1. Log in to your campus site.
2. Go to the My Involvement tab at the top of the page.
3. Go to the My Submissions option on the left side of the page.
4. Select the Organization Registrations tab.
5. Locate the submission you’d like to view/update in the list.
6. The current status is listed in the second column.
7. Click “View” to the far right of the submission to review your submission and/or any comments a campus administrator made regarding your submission.

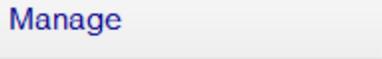
OR

*If still “In Progress”:*

8. Click “View” to the far right of the submission.
9. You will be taken to the final review screen where you can return to any step to make the appropriate updates.
10. Once all steps have been updated, click “Submit for Approval”.

## Managing your Organization's Site

As a student leader, you can manage the appearance of your organization's site, including color scheme and organization logo.



Manage

*From your organization's site:*

1. Go to Manage on the left side of the page.
2. Click on "Organization Styles".

*To update the font type:*

3. Select the radio button next to the style you'd like to update the text to.

*To update the colors:*

4. Enter the hexadecimal number for the color you'd like to update to. (An index of Hexadecimal colors can be found at <http://colour.pro/> or <http://0to255.com>.)

OR

5. Click the colored box and select a color from the 16 color options.
6. Click "Submit" at the bottom of the page to save your updates.

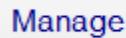
*To update the header image:*

7. Click on the "Organization Header Images" link in the Manage navigation on the left side of the page.
8. Click the "Add Header Image" button to select the image file.

**\*\* You may upload a 960px wide by no more than 150px high "jpg", "png", or "gif" file. The image can be smaller than these specifications, but it cannot be any larger. It is important to stay within the height boundary, keeping the width at 960, and making sure it is RGB and not CMYK graphic (if using a JPG format). The file size limit is 100KB. \*\***

## Managing Your Organization's Interests

Each organization has the ability to associate itself with interests. Each user can also associate themselves with interests and have organizations/events with the same interests recommended to them. It is highly encouraged that you associate interests with your organization to increase participation.



*From your organization's page:*

1. Go to Manage on the left side of the page. Organization Interests are displayed by default
2. Available interests are displayed in the left module. Interests currently associated with your organization are displayed in the right module.
3. Click on an available interest for your organization to add it to the right module.  
*\*\* Once interests have been associated with your organization, you can rank those that are the most pertinent to your organization. \*\**
4. Use the arrows (which will appear when you hover over the interest) on each interest to arrange them in the ranked order most appropriate for your organization.



*\*\* The site updates automatically with every action. \*\**

## Managing Your Organization's Roster

To be a recognized student organization, you must have at least 5 students on your roster. It is absolutely important that you keep your roster up-to-date with your members. This is not a Facebook Fan Page – only accept members that are actually in your organization. You can update the status of current members, whether removing them or identifying their role in specific positions. You can also invite other people on campus to become members of your organization.

A rectangular button with a light gray background and a thin black border. The word "Roster" is written in a blue, sans-serif font, centered on the button.

### Access your Organization's Roster

*From your organization's page:*

1. Go to Roster on the left side of the page.
2. The complete Roster for your organization is now displayed. The Officers are listed at the top with their position identified.

### Invite New Members to Join

*From the Roster option on your organization's page:*

1. Click "Manage Roster" at the top of the page.

A rectangular button with a light gray background and a thin black border. On the left is a small icon of a document with a pencil. To the right, the text "Manage Roster" is written in a blue, sans-serif font.

2. Click on "Invite People" at the top of the page.

A rectangular button with a light gray background and a thin black border. On the left is a small icon of a group of people. To the right, the text "Invite People" is written in a blue, sans-serif font.

3. Up to 2 tabs may display to invite people from.
  - **Users:** This tab lists out all users within the campus community for you to invite to join your organization.
  - **Email:** This tab allows you to enter individual e-mail addresses for invitations to be sent to.
4. As you select people and add e-mail addresses, they will be moved below the tabbed module to the complete list of people to be sent invitations.
5. Select a position for specific users to join the organization as, including Member.
6. Click "Send Invitations" when all people have been added to this list.

### Approve New Members

New members can join by locating your organization on the campus site. You must Approve these new members before they are added to the organization's roster.

1. Go to Roster on the left side of your organization's page.
2. Click "Manage Roster" at the top of the page.
3. Go to the Prospective tab.

*\*\* Pending members are those you invited and must accept your invitation. Prospective members are those who found the organization and indicated they wanted to join. \*\**

4. Review the users who are awaiting membership approval.
5. Click "Approve" or "Deny" next to each user.
6. Confirm each action.

## Create New Positions Specific to your Organization

*From the Roster option on your organization's page:*

1. Click the "Manage Positions" link.
2. A list of all the current positions available for your organization will be listed. Some of these may be organization created, while others may system-wide positions.
3. Click the "Create New Position" button at the top of the page.



4. Identify the name of the new position.
5. Select the type of position most appropriate for the new position.
6. Set the following options as appropriate:
  - **Show holders of this position on the organization's roster:** The user holding the position is visible on the organization's roster.
  - **Active:** The position is available for a user to hold. If this is not checked, the position will only be available to be added as held in the past.
7. Grant the position *No, All, or Limited* access to the organization's site. Limited access allows you to select each aspect of the organization's site that the position should not access, have Full access to, or only be able to View.
8. Click "Create".

## Promote Members to Positions

*From the Roster option on your organization's page:*

1. Click on "Manage Roster" at the top of the page.
2. Locate the member you'd like to promote to an officer position on the Current tab.
3. Click "Edit Positions" to the right of the member's name.
4. Select each Position that the member should now have.
5. Click "Save".

## Update Primary Contact

*From the Roster option on your organization's page:*

1. Click on "Manage Roster" at the top of the page.
2. Click "Change" to the right of the current Primary Contact.
3. Select the new primary contact from the drop-down menu.
4. Click "Save".

## Remove Members from your Organization

*From the Roster option on your organization's page:*

1. Click on "Manage Roster" near the top right corner of the page.
2. Locate the member you'd like to remove.
3. Check the box on the far right of the member's name.
4. Click "Delete" at the top of that tab.
5. Confirm deletion.

**\*\* This will remove the user completely from your organization. To remove Positions" for that user and uncheck the appropriate positions. \*\***

## Adding Content to your Site

Specific content can be added to round out your organization's site. These include wall posts, news articles, photos, and documents.

### ***Wall posts***

1. Log in to your campus site.
2. Go to your organization's page.
3. Type in the text field below "Wall".
4. Click "Post".

*\*\* Your post will automatically be added to your organization's wall. Anyone in your organization can post/comment on your organization's wall. However, only primary contacts and other officers can remove any post or comment that is inappropriate or unwanted. \*\**

### ***News articles***

1. Log in to your campus site.
2. Go to your organization's page.
3. Go to "News" in the left navigation
4. Click on "Create Article".

A rectangular button with a light gray background and rounded corners. It features a green plus sign icon on the left and the text "Create Article" in a blue, sans-serif font.

5. Enter the Title, Summary, and the full Story (text) of the article. You can use the text editing features to customize the style of the Story of your article.
6. Upload an image to be displayed with the Summary in the News ticker.
7. Specify who can view the article.
8. Click "Save Article".

*\*\* Only officers of your organization can post News Articles. Your article will automatically post to your organization's wall and will appear in the news ticker on the Home page for members of your organization only. \*\**

### ***Photos***

1. Log in to your campus site.
2. Go to your organization's page.
3. Go to Photo Gallery on the left side of the page.

A rectangular button with a light gray background and rounded corners. It features the text "Photo Gallery" in a blue, sans-serif font.

4. Click "Create Album".

A rectangular button with a light gray background and rounded corners. It features a green plus sign icon on the left and the text "Create Album" in a blue, sans-serif font.

5. Enter a name for the album and a brief description.
6. Indicate who can view the photo album.
7. Click "Create Album".
8. Click on the title of the album
9. Click "Add Photo".

A rectangular button with a light gray background and rounded corners. It features a green plus sign icon on the left and the text "Add Photo" in a blue, sans-serif font.

10. Select the file from a saved location and include a caption.
11. Click "Save Photo."
12. Repeat steps 9-11 for each photo to be added.
13. Click "Back to Photo Gallery" once all photos have been uploaded to the album.

**Photos can also be removed at any time.**

*From the Photo Gallery option on your organization's page:*

1. Locate the photo to be removed within an album.
2. Click the red X in the corner of the photo.
3. Confirm deletion.

## ***Documents, such as your meeting minutes***

1. Log in to your campus site.
2. Go to your organization's page.
3. Go to Documents on the left side of the page.

Documents

**\*\* Constitutions can only be updated during the registration process. \*\***

*To upload a new document:*

4. Click "Upload" in the upper right corner.



5. Click on "Choose File" to select a file to upload. Files must be less than 4 MB in size.
6. Provide a title and brief description of the document.
7. Indicate the type of document from the drop-down menu.
8. Update the Security options for who can view the document if applicable to the type of document.
9. Click "Submit Request".

*To edit the information associated with a document:*

1. Locate the document you'd like to update information for.
2. Click the "Edit" icon on the far right side of the document listing.
3. Update the title, description, and/or type of the document.
4. Update the Security options for which positions can view the document.
5. Click "Update Document".

*To replace existing documents:*

1. Locate the document you'd like to replace.
  2. Click "Delete" on the far right side of the document listing.
- \*\* Once a document is deleted, it cannot be recovered. \*\****
3. Confirm deletion.
  4. Upload the new version of the document you were replacing.

## Events

Events can only be created by student leaders and must be associated with an organization. Events that have an image or flyer uploaded along with it will appear on the Event Flyerboard on the Home page. You can set who can see and RSVP to the event during the creation process.

### Events

1. Log in to your campus site and go to your organization's page.
2. Go to Events on the left side.
3. Click on "Create Event".



4. Enter the Name, Location, Start Time, and End Time. These fields are required.
5. Enter a brief description of the event.
6. Attach a flyer to associate with your event. Supported files include image files (jpg, jpeg, tif, tiff, gif, png, bmp), office files (xls, xlsx, ppt, pptx, doc, docx, pub, rtf) and html, htm, mht and pdf.  
*\*\* If a flyer is not uploaded, the event will not display on the Event Flyerboard on the Home page. \*\**
7. Specify the type of event:
  - **Public:** Anyone who accesses the site will be able to view this event.
  - **Campus Only:** Any logged-in user can view this event.
  - **Organization Only:** Only members of your organization can view this event.
  - **Invitation Only:** Only those invited to this event can view it.

8. Identify any Categories that the event falls under. You can add as many Categories as appropriate by continually selecting them from the drop-down menu.
9. Specify the RSVP Option for the event: None, Open, or Invite.
10. Indicate if anyone is able to self-report their attendance to the event.
11. Add any additional information that your campus requires.
12. Click "Create".

*\*\* Based on your campus settings and the type of event, you may need to provide additional information about your event. Your event may also need to be Approved by a campus administrator prior to sending invitations. You will be notified when your event has been approved or of any changes that you'll need make to the event. \*\**

13. Identify who you'd like to invite to the event: by username, or e-mail address.
14. Click "Add" to include those you selected/identified in the invitee list.
15. Click "Send Invitations".

**As people RSVP for your event, you can view and manage the attendance.**

*From the Events option on your organization's page:*

1. Click on the name of the event you'd like to manage.
2. Click on the "Track Attendance" button on the right side of the page.



3. The top module displays who is attending your event. Click on the Excel icon  to export a file of those who RSVPd to your event.

4. The bottom module allows you to add attendees who had not previously RSVPd, by e-mail or by uploading a CSV (comma delimited) file containing just e-mail addresses.
5. Select the appropriate Status.
6. Click "Add".
7. Click "Back To Event".

THEN:

1. Click on "View RSVPs".



2. Indicate which attendees will be hidden from public view as attending the event.

### **Edit Existing Events**

*From the Events option on your organization's page:*

1. Click on the name of the event you'd like to edit.
2. Click "Change" below the name of the event.
3. Update any of the details of the event, include date, time, or location.
4. Click "Next" at the bottom of the page.

*\*\* If your campus has implemented an Event Form, you will have to update any of the information originally submitted on this form. Click "Next" to continue through the form. \*\**

5. Click "Submit".

*\*\* Your changes may need final approval before it is posted. \*\**

### **Cancel Existing Events**

*From the Events option on your organization's page:*

1. Click on the name of the event you'd like to edit.
2. Click "Cancel" below the name of the event.
3. Include any comments that you'd like sent to any individual who RSVPd to the event.
4. Confirm cancellation.

# Tracking Service Hours

Every organization is required to perform community service hours, and submit the necessary information to Tigers In Service. You can not only record your individual community service hours, but you can also record and approve the community service hours of members of your organization.

## Service Hours

### Record your personal community service hours

1. Log in to your campus site.
2. Go to the My Involvement tab at the top of the page.
3. Go to the My Service Hours tab on the left side of the page.  
*\*\* Your previously submitted service hours will display in the summary information at the top of this page. \*\**
4. Select the organization from the drop-down menu you wish to associate service hours with. You have to be a member of an organization to submit service hours.
5. Enter the date the service hours took place and a brief description of the type or place of the service hours.
6. Indicate the number of hours spent performing the service hours (in the 1:30 format).
7. Type in the name of the person that can verify the service hours. A drop-down menu of all users with those characters will populate. Select the individual from the list.
8. Click "Submit".

*\*\* All service hours entries must be approved by an organization officer or Tigers In Service. \*\**

### Record organization members' community service hours

1. Log in to your campus site.
2. Go to your organization's page.
3. Go to Service Hours on the left side of the page.
4. Enter the following information in the top "Record New Entry" module:
  - **Member Name:** Name of the person to receive the service hours (a drop-down menu will appear when characters have been typed)
  - **Date** when service hours took place
  - **Description:** A brief description of the event
  - **Duration:** The number of hours (in 1:30 format)
5. Click "Submit" just below the fields.

### Approve organization members' community service hours

*From the Service Hours option on your organization's page:*

1. On the "Pending Submissions" tab in the lower module, you will see the member's name, date, description of service event, and duration of service.
2. Click "Approve" or "Deny" on the far right of the person based on the appropriate action.
3. Confirm approval action

OR

4. Add in an administrator message as to why the hours were denied, and click "

### Generate reports of your organization's community service hours

*From the Service Hours option on your organization's page:*

1. Go to the "Reporting" tab in the lower module.
2. Adjust the date range and users you'd like to see a report for in the fields.
3. Click "Show Report".

\*\* The results based on the criteria you entered will display on the page. \*\*

## Messaging Members

As a Student Leader, you have access to the messaging page for your organization. From this area messages can be composed and delivered to various combinations of organization members and officers. There are two criteria that you can use to define the message recipients:

1. Positions (Primary Contact, Member, President, etc.)
2. Specific Members

**Using these two criteria, you can construct a delivery statement that reads as follows:**

*Send this message to the following [positions] as well as any of these [specific members].*

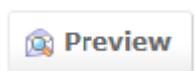
**Messages can be sent to all members of your organization, excluding specific individuals as appropriate.**

**To create a message:**

1. Log in to your campus site.
2. Go to your organization's page.
3. Go to Roster on the left side of the page.
4. Click on the "Messaging" link.
5. Click "Send Message" under the appropriate delivery method.
6. Create a delivery statement using the criteria lists by clicking "Edit" on each component.

The screenshot shows a user interface for selecting message recipients. At the top, there are two tabs: "Only Certain Members" (selected) and "All Members". Below the tabs, there are two columns. The left column is labeled "holding these Positions" and has an "Edit..." button. Below it, a list shows "Primary Contact" with a bullet point. The right column is labeled "and these specific Members" and has an "Edit..." button. Below it, a list shows "2 Selected".

7. Enter a Subject line for the message and the body of the message.
8. Click "Preview" to send yourself the message for review.



9. Click "Send" to send the message to your indicated recipients.



**\*\* Remember that messages are sent within the system and then out to an e-mail address if the user has not opted out of receiving messages via e-mail in their notification settings. \*\***

**\*\* The same process and options are available to send text messages to those users who have identified a mobile phone number in their notification settings. Access the Texts (SMS) tab on the Messaging page to send/view text messages. Text messaging is only available if your campus has purchased the appropriate software package. \*\***

**\*\* Due to the nature of SMS messaging, this method of communication is not instantaneous and should not be used as the only means of communication when you need to ensure delivery of a message. \*\***