

**LET'S TALK ABOUT**

# **SBENGAGED MANAGEMENT**

**SBENGAGED OVERVIEW  
ORGANIZATION TOOLS  
OFFICER RESOURCE PORTALS**

# **SBENGAGED IS...**

**The online platform for all student clubs and organizations**

## **YOU CAN...**

**House all of the documents and forms your group needs and it is a great way to promote your upcoming programs**

**Important information is shared via SB Engaged, so it is important to keep your page updated.**

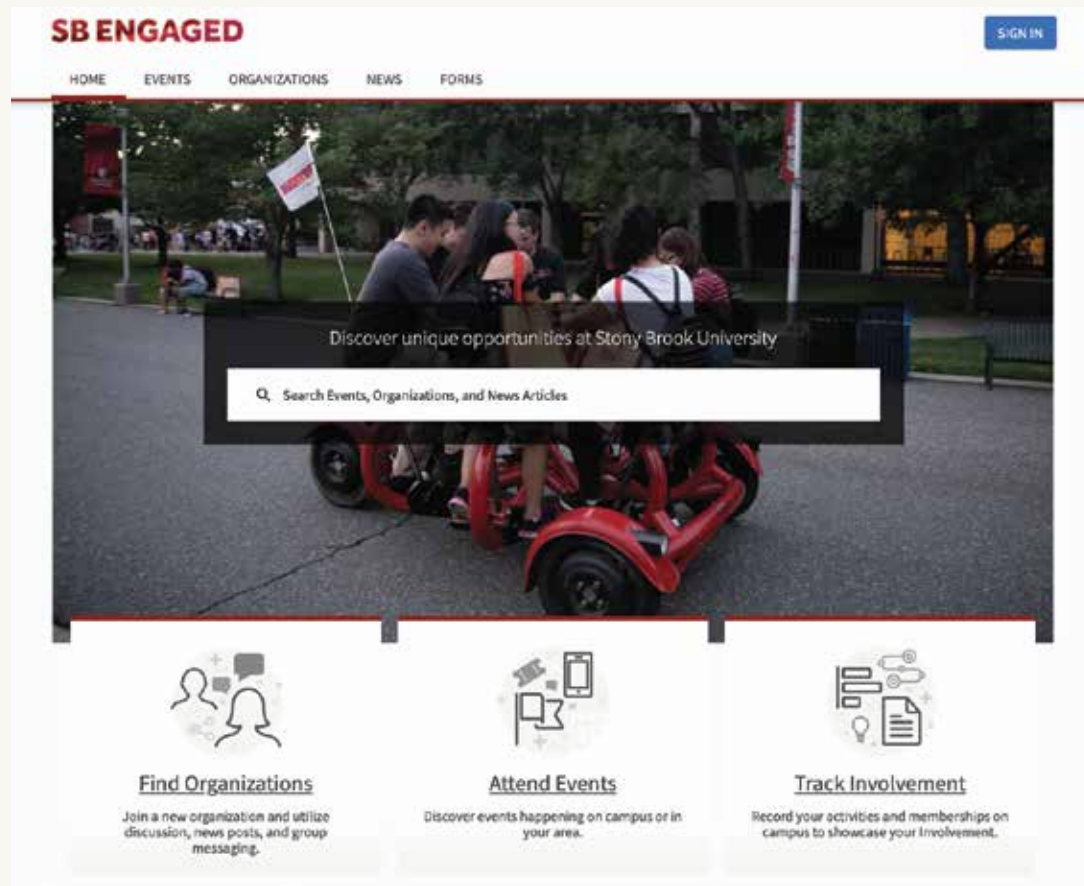
**When students want to know how they can get involved on campus, they are directed to SB Engaged to learn about our clubs and organizations**

**LEARN MORE AT...**

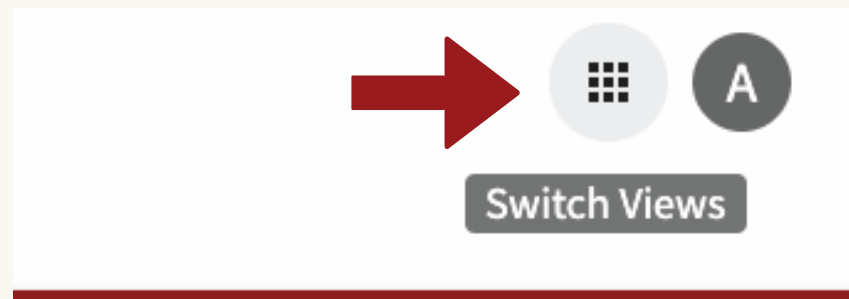
**[STONYBROOK.EDU/SBENGAGED](https://stonybrook.edu/sbengaged)**

# NAVIGATING SBENGAGED

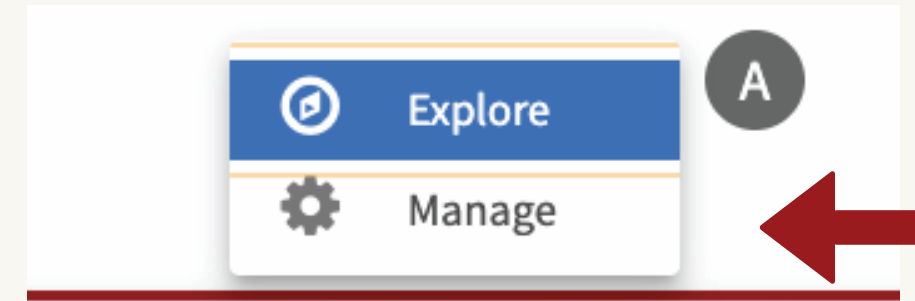
**1 LOG INTO SBENGAGED**



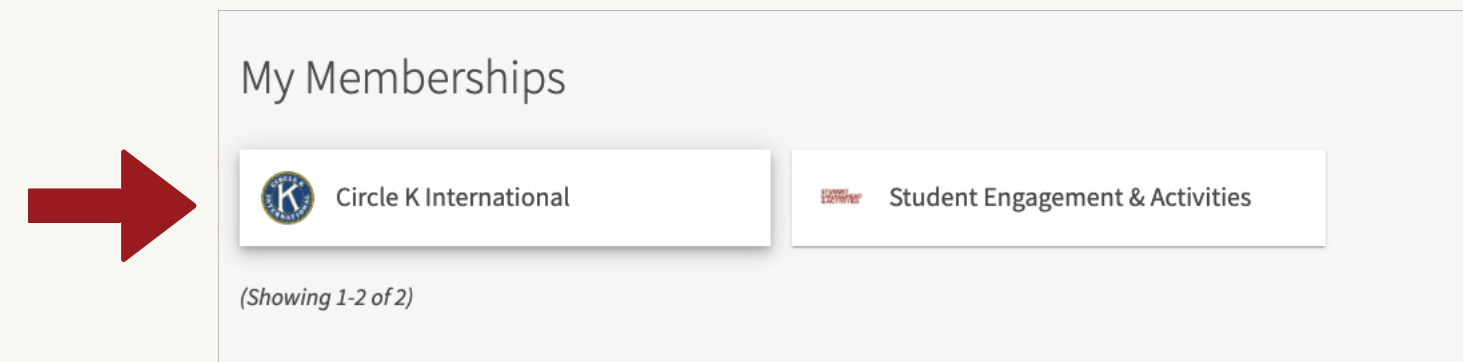
**2 CLICK ON THE SWITCHBOARD ICON**



**3 SELECT "MANAGE"**



**4 SELECT YOUR ORGANIZATION**



**5 CLICK ON THE THREE HORIZONTAL LINES TO ACCESS THE MENU**



# WHAT TOOLS DO

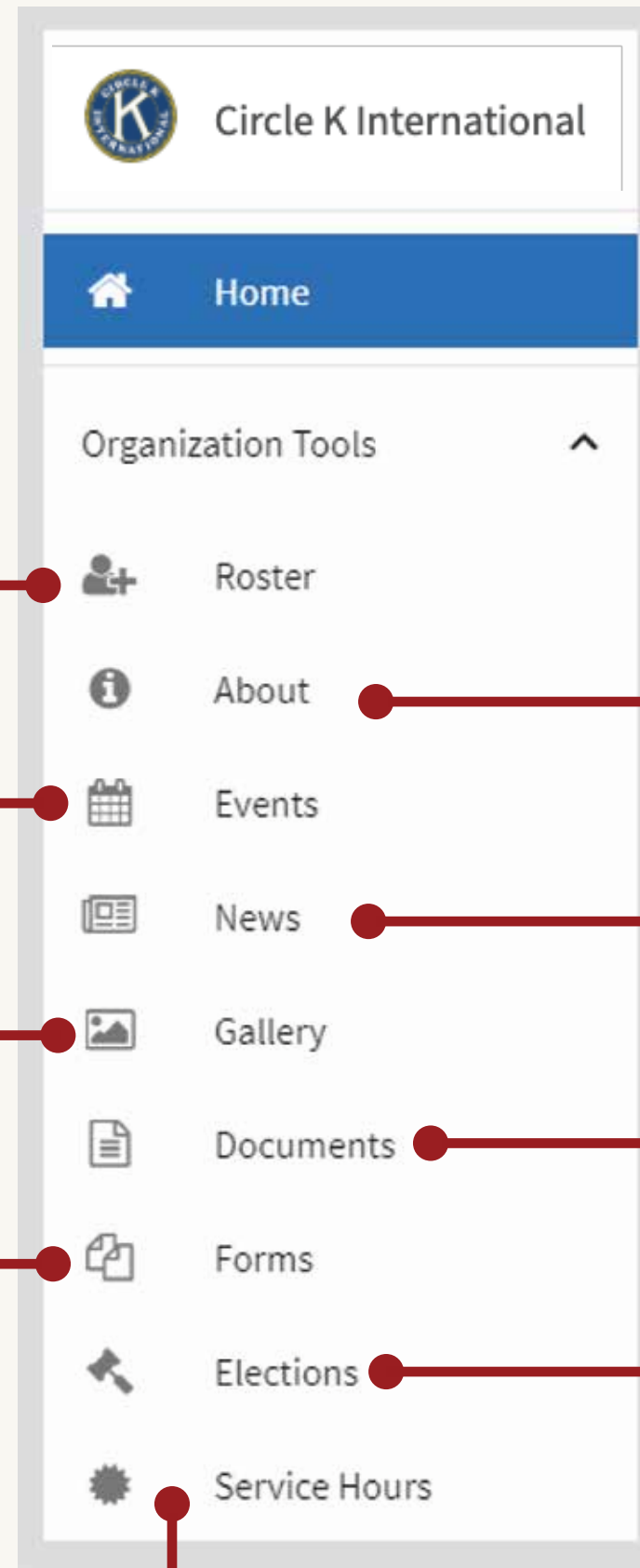
The **Roster** tool includes your ability to manage positions for the organization, send organization messages, invite members, approve pending memberships, and contact members.

The **Events** tool allows you to create and manage your organization's events, including inviting attendees, tracking participation, or changing an event's details.

The **Photo Gallery** helps you create a more visually appealing organization homepage. Your gallery photos will be showcased at the top of your organization's public home page.

Use the **Forms** tool to move any of your organization's paper forms into SBENGAGED. Use forms for applications, sign-ups, interest forms and more.

Use the **Service Hours** feature to submit hours on behalf of your organization's members.



In the **About** section you can update basic details about your organization such as profile picture, description, summary, contact information and social media links.

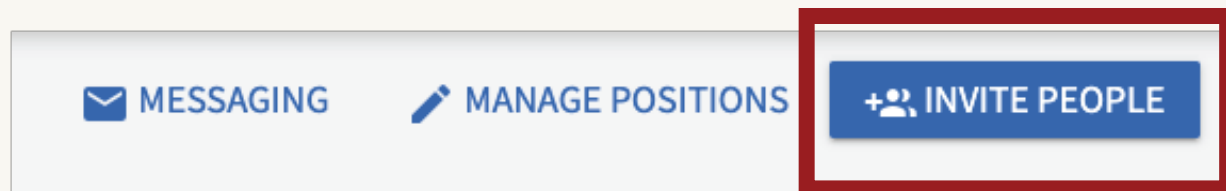
Use the **News** tool to share what your organization is doing in the community. You can create, edit, and delete News posts from this area.

In the **Documents** feature you are allowed to create a shared storage space for important organizational files. You can share these files publicly or only with certain members or officers within your organization.

Use the **Elections** tool to create elections for your organization, either for the entire community to vote on, or exclusive to your members.

# ADDING MEMBERS

**1** Add members to your organization by selecting “invite members” from the top right section!



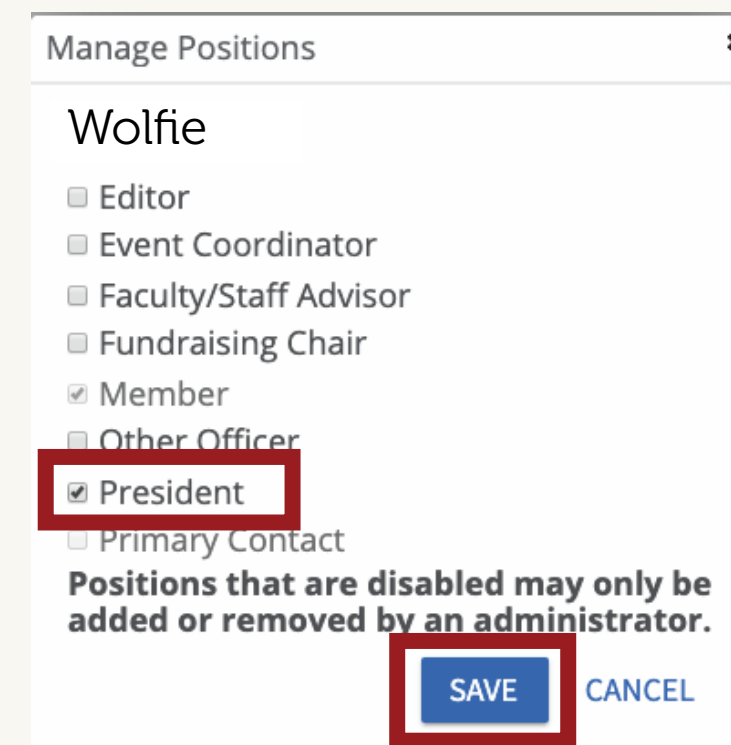
**2** Add members SBU email address in the text box. Separate emails with a line or a comma. Press “add e-mail addresses” when you’re done!

# UPDATE OFFICER POSITIONS

**1** Find the officer and click the pencil next to their name.



**2** Select the updated position and press save!

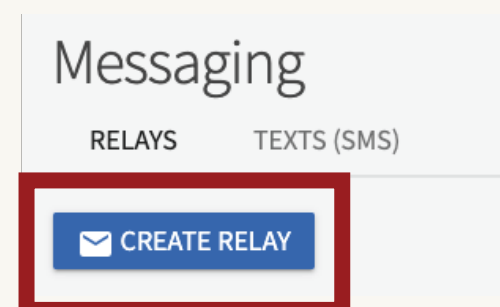


# CONTACTING MEMBERS

**1** Select the “messaging” option from the top right.

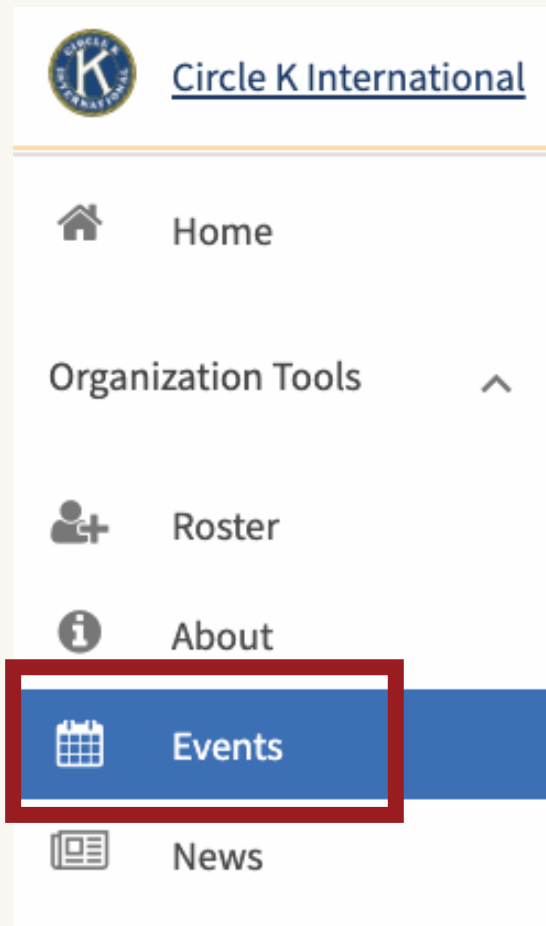


**2** Select “create relay”



**3** Complete your message and press “generate”

# ADDING EVENTS



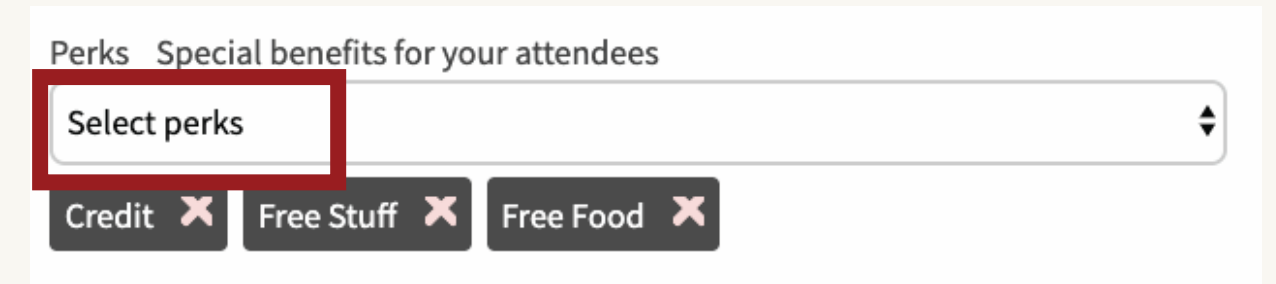
**1** Click on “Events” in the menu

**2** Click on “Create Event”



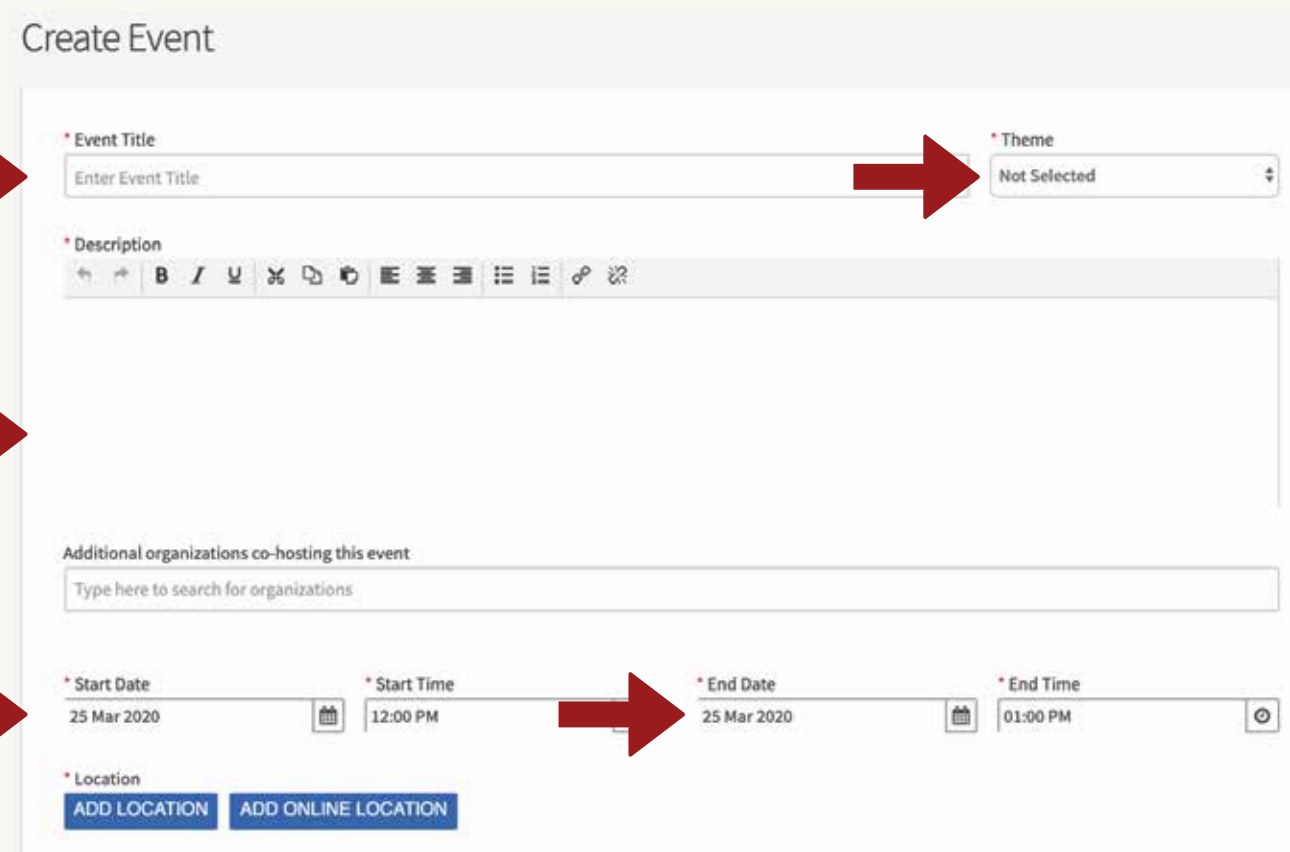
**4** In the event details section you can adjust the visibility of your event to members, general public, or specific members!

**5** Be sure to include the perks of attending the event. These perks will be visible to students on the CORQ app as well!



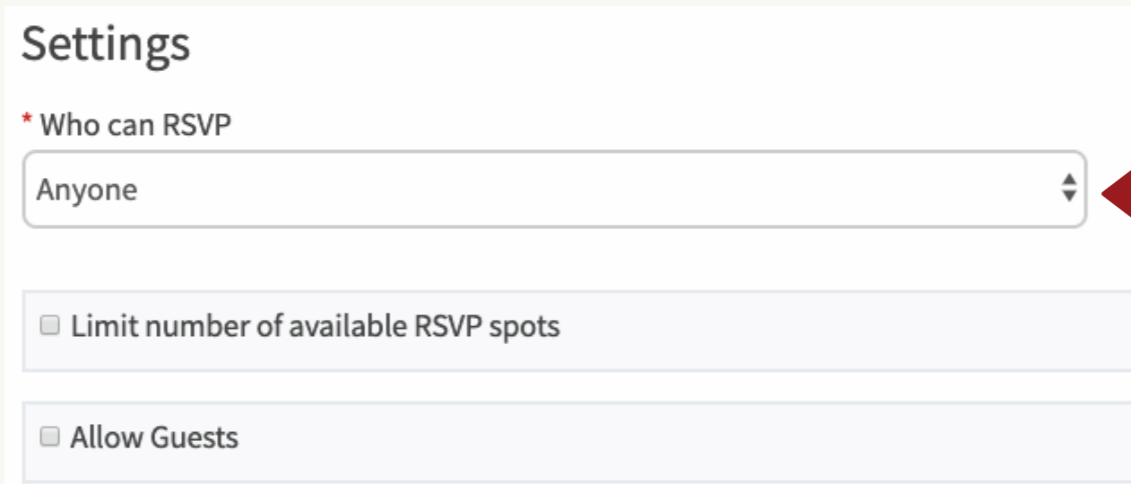
**3** Fill in all relevant event details

Be as detailed as possible so that your members and the campus community know what to expect!



# ADDING EVENTS CONT.

## 6 Customize the RSVP function



You may limit who and how many people RSVP to your event in this section!

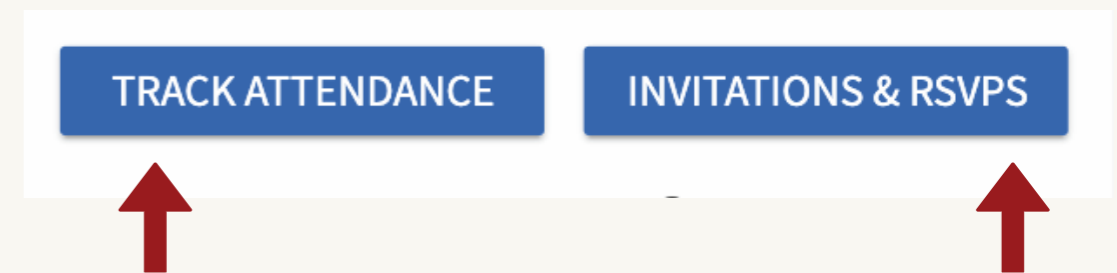
## 7 Upload your event flier

Make sure that your flier is detailed and has all the important information (date, locations, etc) and is in the correct SBEngaged dimensions (1920px1080px)



## 8 Finish completing all other event information and submit your event.

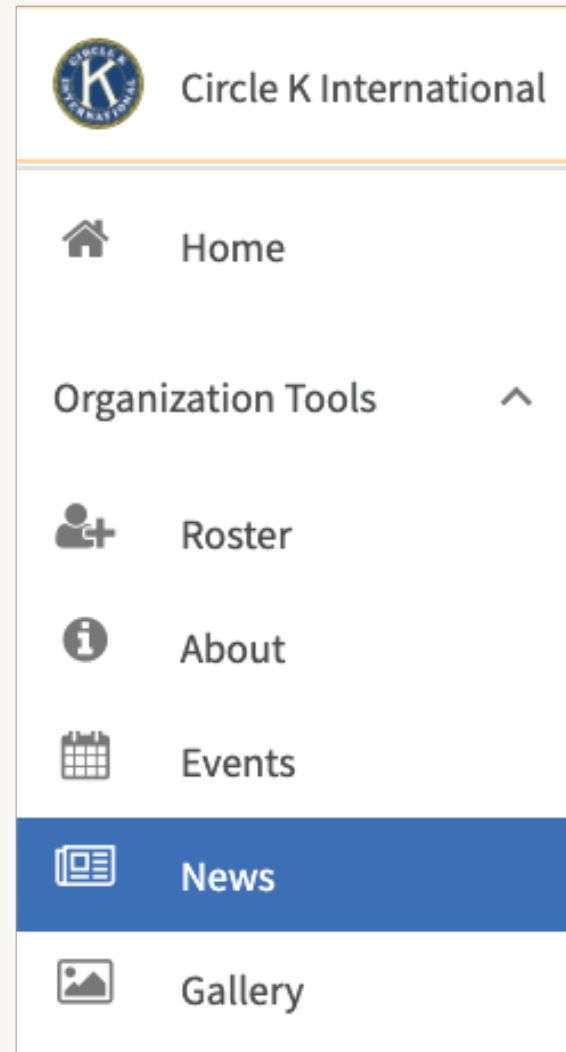
## 8 Once you finish completing all event information you are taken to the event homepage where you can track attendance and invite people to your event!



With this function you can check in attendees during your event

With this function you can invite members and other people to your event

## SHARE NEWS WITH MEMBERS



**1** Click on “News” in the menu

**2** Click on “Create Article”

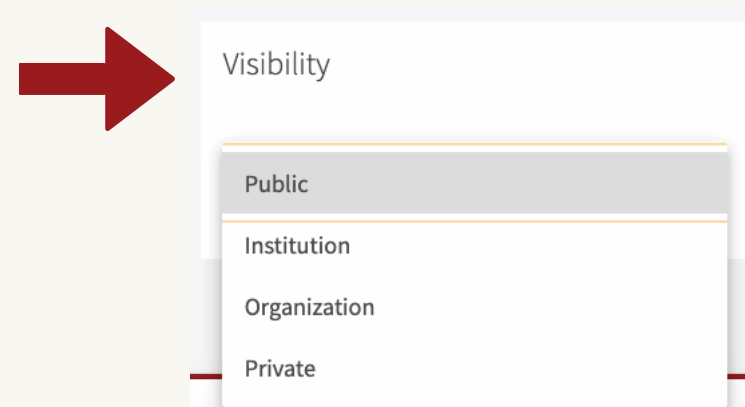


**3** Fill in all article info!

You can use articles to share news about an upcoming event, member spotlights, general club news, etc.!

You can also choose to notify all members in your organization by clicking here!

**4** You can also control who views the article by adjusting this setting.



**4** Publish your news by selecting “Create Article” underneath “Article Actions”