Let's Talk About...

SBEngaged

SBENGAGED OVERVIEW:
HOW TO USE SBENGAGED TO ITS BEST POTENTIAL
AS A STUDENT AND A STUDENT LEADER
Let's Talk About...

SBEngaged Management
For Student Leaders
SBEngaged do for my group?

- House documents and forms for your groups
- Manage and promote your upcoming programs and meetings
- Stay up to date with important information shared
- Showcase information and accomplishments about your group in News
- Build membership for your organization
Manage Access for Your Groups Page

1. Log into SBEngaged
2. Click on Your Organization by going to the Membership Section of your Home Page
3. Click on Manage Organization in Right Corner Above Contact
4. Your Page Should look like this

As a club leader, you have more access than a student who is able to browse around and join an organization’s page as a member. When you accept a position for your organization, you are given management access. Depending on the position that you have you will be able to develop and create your page from being a standard club page, to a unique one that provides all the important information your group values. This is how you get there.
How To USE MY Groups Page

Let's look at what you access you have in managing your groups benign page.

This area shows the name of the group you are in "Manage" mode for, the Primary Contact, and your current membership total.

This is your Organization Toolbox Section. We'll go in depth what each function does. If you are a position holder, your Toolbox section will have all the areas you have access to, whether it is just a viewable mode or full access to adding or editing items.

See, create and edit events in real time by viewing all approved events for your organization.
How To USE MY Groups Page

YOUR ORGANIZATION TOOLS SECTION

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

Create **News** articles for your groups by clicking on the news tab to create an article promoting your organization.

In the **About** Section, you can update your information about your clubs profile, summary, contact information and social media links.

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

Upload photos to the **Gallery** to create a more visually appealing Organization Homepage. Gallery photos are showcased at the top of your organizations homepage.

Use **Forms** to move any of your organizations paper forms into SBEngaged. Use forms for application, sign ups, interest forms and more.

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

Use **Service Hours** feature to submit hours on behalf of your organization or approve members hours.

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

*We currently do not use this feature*
Adding Members

1. Add members by selecting "Invite People" from the Top Right Section
2. Add members by SBU email addresses in the text box. Separate emails by line. Press "Add email address" when you are done and then "Send Invitations" in Blue.

Update Officer Positions

1. Find the officer and click the pencil next to their name
2. Select the updated position and press save.

Contact Members

1. Select "Messaging" and click "Create Relay"
2. Create Message and then click "Generate"
Create Events

Stay in compliance with our office by putting all events on SBEngaged. There are two ways to create events.

Click the Events Tab to open the Events Page. The "Create Event" button is in blue on the right side of the page to start the event form.

Create and access the Event Form in a breeze by clicking "Create Event" on your Organizations Management Management Page.

Fill out your Event Form accurately to make sure your Program Advisor can approve it.

Remember: Organizations cannot advertise for events without an approval on SBEngaged.
Accessing Your Approved Event

After an event is approved, you have many features to use. Click on your event and click manage event in the right corner to view the following.

View All basic Event Details of Your Event by seeing the image, host organization, title, date, location and time. Visible in this view is the status of your event, who can see your event (visibility) and RSVP settings.

Need to change something in your event form? Click Change Details to resubmit your form for approval.

Event Attendance has information for tracking and inviting participants at your event.

Forgot to scan Event Passes, upload spreadsheet attendance here to track attendance.

Turn on Event Rating in your Event form to gain feedback on how successful your event is!

Cancelling an event on SBEngaged will alert all who RSVP of the cancellation. Please let your program advisor know about the cancellation as well.

This is your access code to Campus Labs Mobile Check In App!