Let's Talk About...

SBEngaged

SBENGAGED OVERVIEW:
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SBEngaged is the online platform where all of our recognized student organizations and campus departments have pages on campus to promote their events and meetings.

What is SBEngaged?

Explore campus organizations and departments
Find and RSVP to meetings and events
Track and manage student involvement
Stay informed with news
Let's Check Out...

Navigating

SBEngaged
Understanding Your Account

Your account can be customized to your preferences. Depending on your involvement, you have certain access points. To log into SBEngaged, use your NetID and Password. Let’s first check out our account.

Your Event Pass is a unique code that allows you to quickly check-in to events happening on campus. On Corq, you can save this pass to your mobile wallet for easy access.

Memberships houses your past and current memberships in organizations. You can also view positions held in the organizations which you have held/hold a role in. You can write reflections about the group or choose the leave the organization.

Experiences houses all of the events you have attended that have an attached Experience Category.

Use the Service Hours feature to submit hours on behalf of your organization membership or requirements.

Access your form submissions at any time, whether they are in progress, awaiting approval, or already decided upon.

In the Event History, you can see events you’ve attended and checked into. You can also add reflections about your experience attending.

Your Account Settings can be edited using the Pencil Icon.

Involvement Record highlights your out-of-classroom experiences such as events attended, organization in which you have joined or held positions, and self-reported experiences you have submitted. This can be used to showcase your leadership experience.

My Downloads is the tool where you can find all tracked attendance records or any other reports that you might need for your organization.
Events on Campus

Make sure you are signed into SBEngaged using your NetID & password -- this will allow you to see a full list of events. Go to the left hand menu and click on the calendar icon to see all events.

By default, the current week's events will be displayed but you can click on any date on the calendar or jump to a different week.

You can filter events by certain themes or categories to narrow down your search.

Filtering by Perks allows you to see events that have free food, free stuff or the option to receive credit.

Click on the event to see the date, time, location and any additional information or to RSVP. If you RSVP for the event, reminders will be sent to you to make sure you've planned the time to attend.
CLICK ON THE PEOPLE ICON ON THE LEFT-SIDE MENU TO ACCESS STUDENT ORGANIZATIONS AND CAMPUS DEPARTMENTS ON CAMPUS. FILTERING BY CATEGORY CAN HELP NARROW YOUR SEARCH OR SEARCH A KEYWORD TO FIND GROUPS THAT MATCH YOUR INTEREST.

Categories:
- Academic/Honor Society
- Activism/Advocacy
- Campus Department
- Community Awareness/Service
- Cultural
- Fraternities & Sororities
- Graduate
- Leisure Activities
- Media
- Performance
- Religious/Spiritual
- Sports

Choose an organization to view contact information, upcoming events & more!

STAY INFORMED: ONLY JOIN RECOGNIZED ORGANIZATIONS
Check SBEngaged for up to date organizations status & recognition. Organizations not found on SBEngaged have not been approved by the University.
The Corq app allows you to access all the great features of SBEngaged from your mobile device!

1. Search up Corq in your phones app store or scan the QR code.

2. Select "Sign in to your campus' & select Stony Brook University.

*It’s important to be signed in to view all events*

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FIND Events

Browse through the upcoming events & even filter based on distance from your location, perks, event theme, or category!

After finding the event you’re interested in, clicking on the event will allow you to see additional details. From here you can choose to add it to your calendar, find the location of the event, share with event with others or even RSVP.

FIND Organizations

Click on "Organizations" for a comprehensive list & select "Filter" to narrow it down. Choose an organization to view contact information, upcoming events, and more!
YOUR EVENT PASS IS A UNIQUE CODE THAT ALLOWS YOU TO QUICKLY CHECK-IN TO EVENTS HAPPENING ON CAMPUS

1. Open CORQ app & sign in
2. Go to account profile & select event pass
3. Add the pass to your Apple Wallet or Android Pay. These options make it easier to access your Event Pass at a later date. You can also choose to take a screenshot of your pass or print it.
4. Once you've decided on how to store your Event Pass get out there and attend an event.
Let's Talk About...

SBEngaged Management
For Position Holders
SBEngaged do for my organization?

- House documents and forms for your organizations
- Manage and promote your upcoming programs and meetings
- Stay up to date with important information shared
- Showcase information and accomplishments about your organization in “News”
- Build membership for your organization
1. Log into SBEngaged
2. Click on your organization by going to the “My Organizations” section of your home page
3. Click on “Manage Organization” in the right corner above “Contact”
4. Your page should look like this

As a position holder in an organization, you have more access than others. When you accept a position for your organization, you are given management access. Depending on the position you have your access to functions may vary.
Let's look at what you access you have in managing your engaged page.

This area shows the name of the organization 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.
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 **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 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*

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 home page.

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

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

Contact Members

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

Update Officer Positions

1. Find the officer and click the pencil next to their name
2. Select the updated position and press save.
There are two ways to create events.

Create and access the event form in a breeze by clicking "Create Event" on your organizations management page.

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.

Remember: Student 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.

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

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

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

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

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