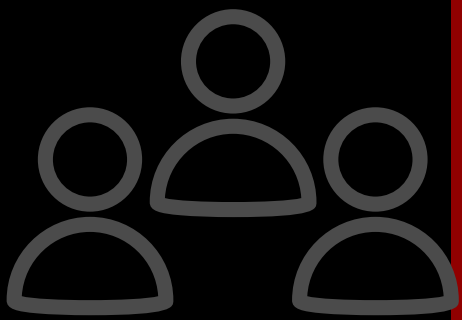


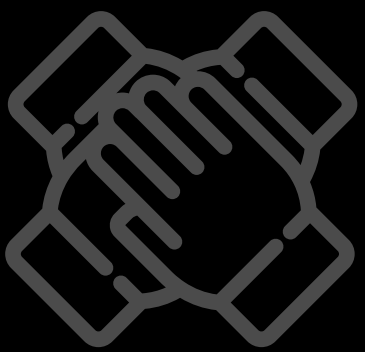
STUDENT ENGAGEMENT & ACTIVITIES' GUIDE TO SB ENGAGED ROSTERS



Messaging: use the messaging feature to send messages to everyone on the roster. The messages can be anything from meeting reminders to agendas for upcoming meetings.



Establishing Quorum: whether or not you hold Executive Board elections through SB Engaged, having an updated roster can help keep track of active members, which is beneficial in determining quorum for meetings and voting.



Event Visibility: members on the organization roster will have access to see events on SB Engaged that are organization specific.



Positions: you can add people to their respective positions as well as create new positions on your page that reflect the Executive Board positions in your organization. Positions can be assigned different access to perform tasks on SB Engaged.