**New GradLink (Engage) Instruction**

To be able to see all the organizations, join them and manage if you’re admin you need to sign in first.

**What they see on main page (in the right order):**

* Search bar: They can search Events, Organizations, News Articles Alerts
* Alerts
* Memberships
* Events
* Campus links

**For Admins:**

**How to manage organization type:**

**IF SOMETHING IS NOT WORKING CHECK DEFAULT ORGANIZATION SETTINGS FIRST**

Manage ---> GSB GradLink ---> Organization Types ---> Default (All organizations use this type) You can click on it to manage setting (if you want organizations to show up on the list check “*Show in Public Organization Directory*”; Manage Document, Events, Election, Finance, Forms, Memberships and positions, and other settings) **It’s already managed, change only when something is not working.**

**How to assign status to clubs (Make organizations active/Inactive):**

Admin ---> Organizations ---> Organization List ---> Check any organizations ---> Change status

**or**

Manage ---> GSB GradLink ---> Organization List ---> Click on three dots on the right side of “*Organizations*” ---> Change Status ---> Choose organizations ---> Choose New status

For managing single organization you can click on three dots on the right side of the organization title and click change status.

**How to assign types of organization (Assign default or other types):**

The same as assigning club status but instead of “*Change Status*” use *“Change Type”*

**How to create a new organization:**

Manage ---> GSB GradLink ---> Organization List ---> Click on three dots on the right side of “*Organizations*” ---> Create Organization

**How to create budgeting process:**

Admin ---> Finance ---> Budgeting process ---> Create process ---> Check Individuals and Organizations; Request Name and Description Only ---> Choose Request Amount ----------> In workflow review steps click on pencil icon in square on the right side.

**How to manage campus links:**

 Admin ---> Configure ---> Campus Links

**How to change Logo:**

Admin ---> Configure ---> Site Style (allow some time to update)

**How to change the photo that students see before login:**

Admin ---> Configure ---> Site Cover Photos (allow some time to update)

**How to update alerts (messages people see under search bar):**

Admin ---> Configure ---> Alerts

**How to put students into organizations:**

Go to Admin ---> Configure ---> Reports ---> Choose organization directory report ---> Download it and find Organization ID ---> Create Database with Useirs ID (Emails without @fordham.edu), Organization ID, Position (Member), Beginning date) ---> Go to Users ---> Involvement Imports ---> Create Import ---> Upload File

**How to Approve/Deny and change Event details:**

Manage --->Scroll down and click on “View all” under “Event submissions” ---> Click on event ---> You can change details by clicking on “Edit Submission” ---> To Approve/Deny click on either on and ---> then click “Submit”.

 **Once the event is canceled you can‘t restore it!**

**For Club Officers:**

**How to join Organization:**

Click on any organization you want to join ---> click Join

**How to create positions:**

Go to organization ---> Manage Organization ---> Open the menu ---> Roster ---> Manage Positions ---> +Position ---> Choose Officer as a position type ---> Check “*Show holders of this position on the organization’s roster*” ---> Set management access ---> Create

**How to assign positions:**

Go to organization ---> Manage Organization ---> Open the menu ---> Roster ---> Search name ---> Edit (Pencil Icon)

**How to change description of organization:**

Go to organization ---> Manage Organization ---> Open the menu (three lines under Fordham logo) ---> About

**How to create news articles:**

Go to organization ---> Manage Organization ---> Open the menu (three lines under Fordham logo) ---> News ---> Create article

**How to create an Event:**

Go to organization ---> Manage Organization ---> Open the menu (three lines under Fordham logo) ---> Events ---> Create event

**How to change Event details:**

If you’ve already submitted an event you need to wait for approval and then you’ll be able to see your event on your organization page ---> Open an event ---> On “Event Actions” section click on “Change Details”

**Once the event is canceled you can‘t restore it!**

**How to put the poster for the event:**

You can only use 1024x600 or larger. Go to paint ---> change size or/and add black background ---> submit it and you’ll be able to use this version. (I know it’s annoying)

**How to submit Budget:**

Go to organization ---> Manage Organization ---> Open the menu (three lines under Fordham logo) ---> Finance ---> Create New request ---> Club Budget Request

**How to send emails:**

Go to manage ---> Open your Organization ---> Go to Roster ---> Messaging ---> Create Relay ---> Choose your recipients (To test it just include yourself and several other officers) --->

Enter Subject ---> Click “Generate” ---> Copy an Email the website provided ---> Send the message to this email using your fordham email (If you created it once and always want to use the same list, just need to send an email to the provided email address every time, NO NEED TO CREATE NEW RELAY EVERY TIME, only if you change recipients list)

Also check:

For Organization Officers:

<https://engagesupport.campuslabs.com/hc/en-us/articles/204033354-Sending-a-Message-as-an-Organization-Leader>

For Admins:

<https://engagesupport.campuslabs.com/hc/en-us/articles/204032464-Sending-a-Message-as-a-Campus-Administrator>