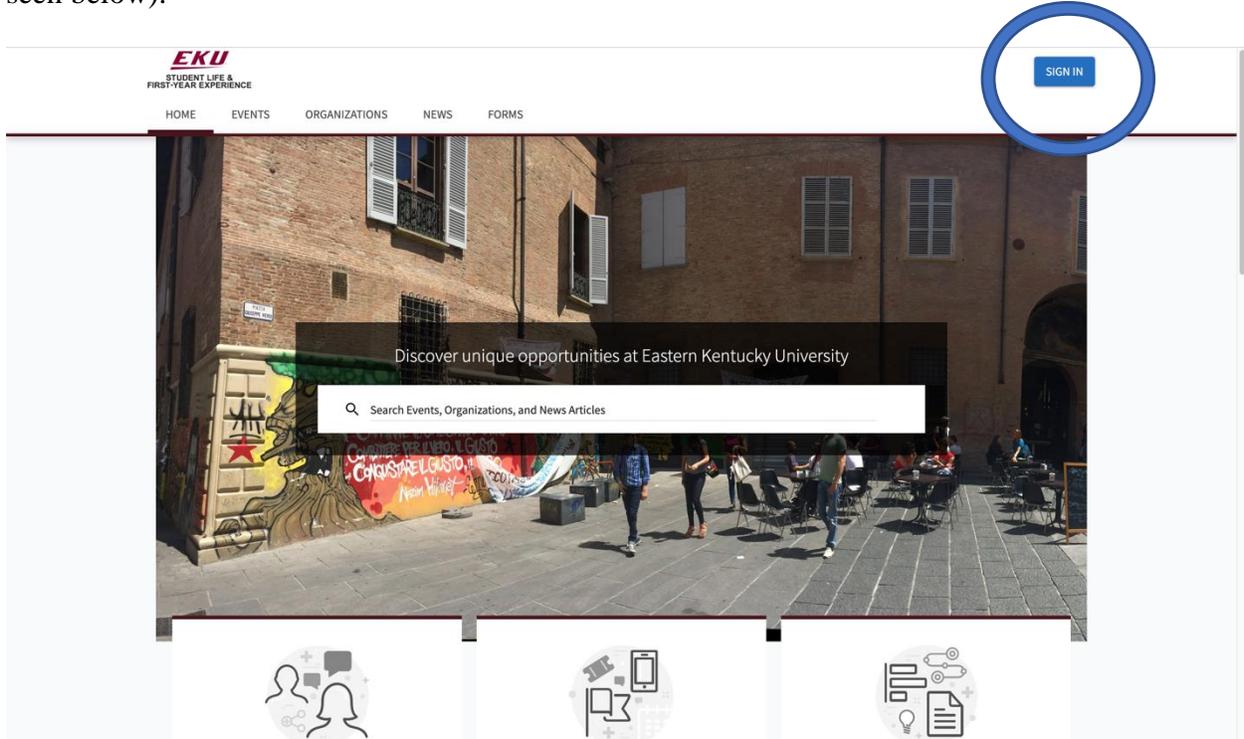
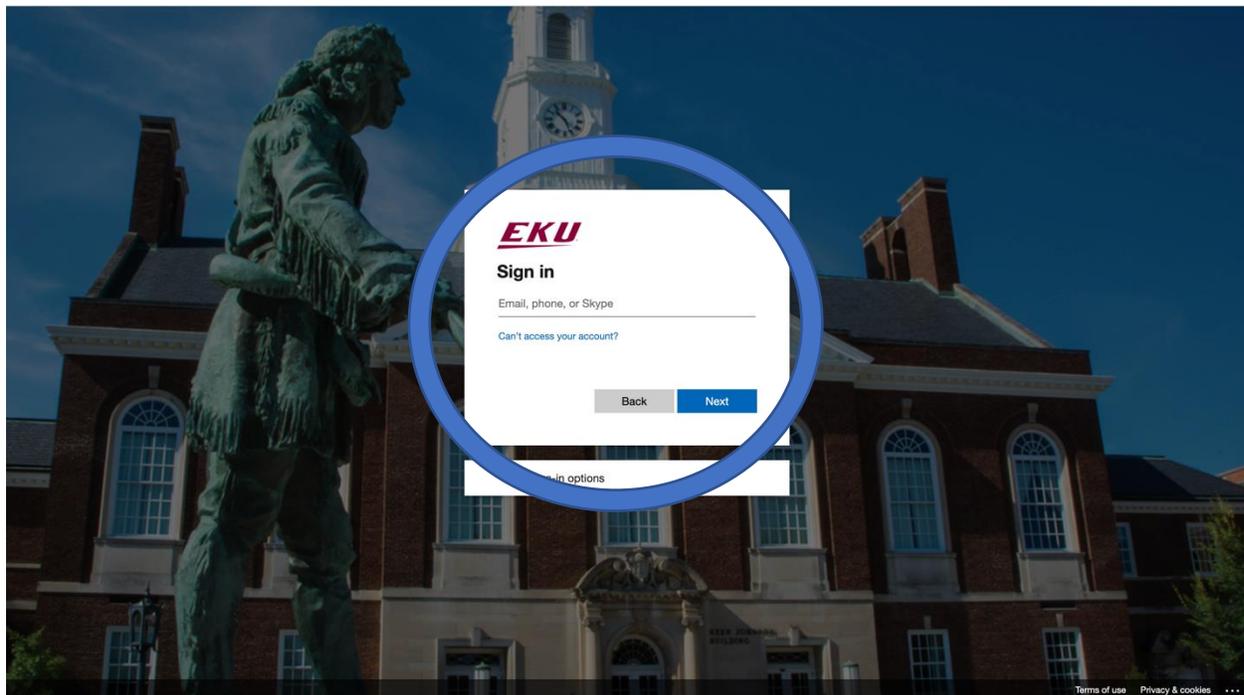


## Updating Roster Section

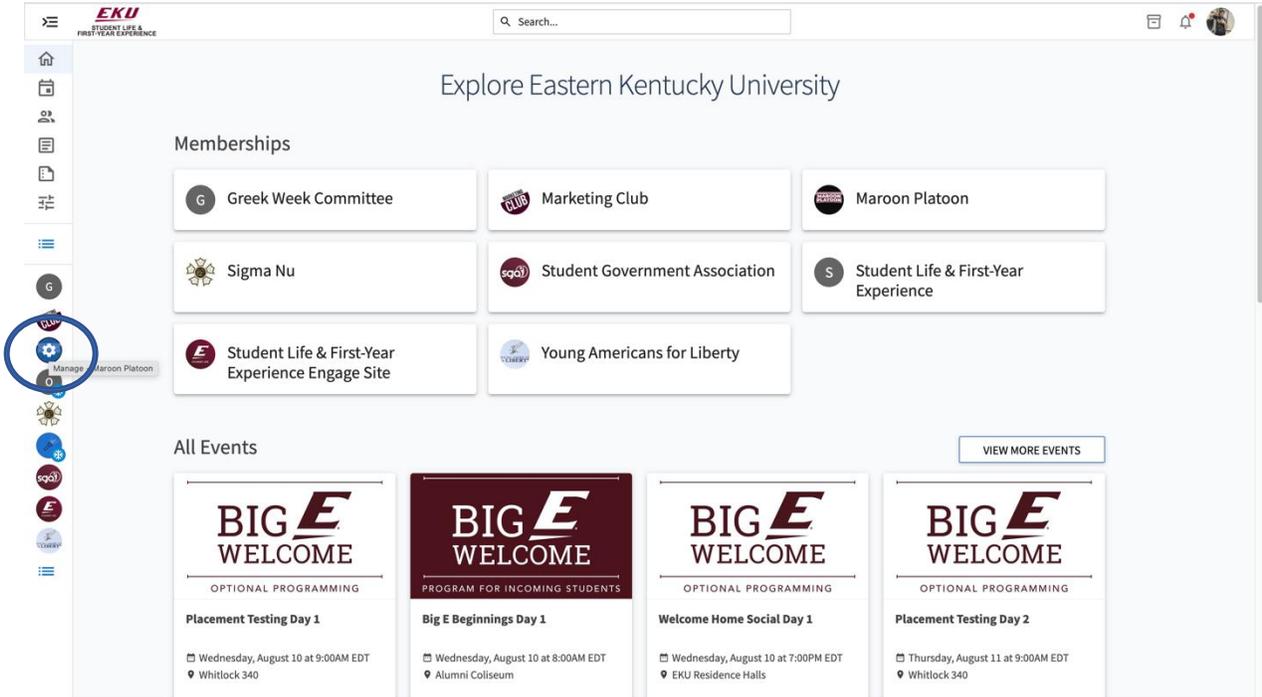
**Step 1:** Go to <https://eku.campuslabs.com/engage/> and click “Sign In” at the top right corner (as seen below).



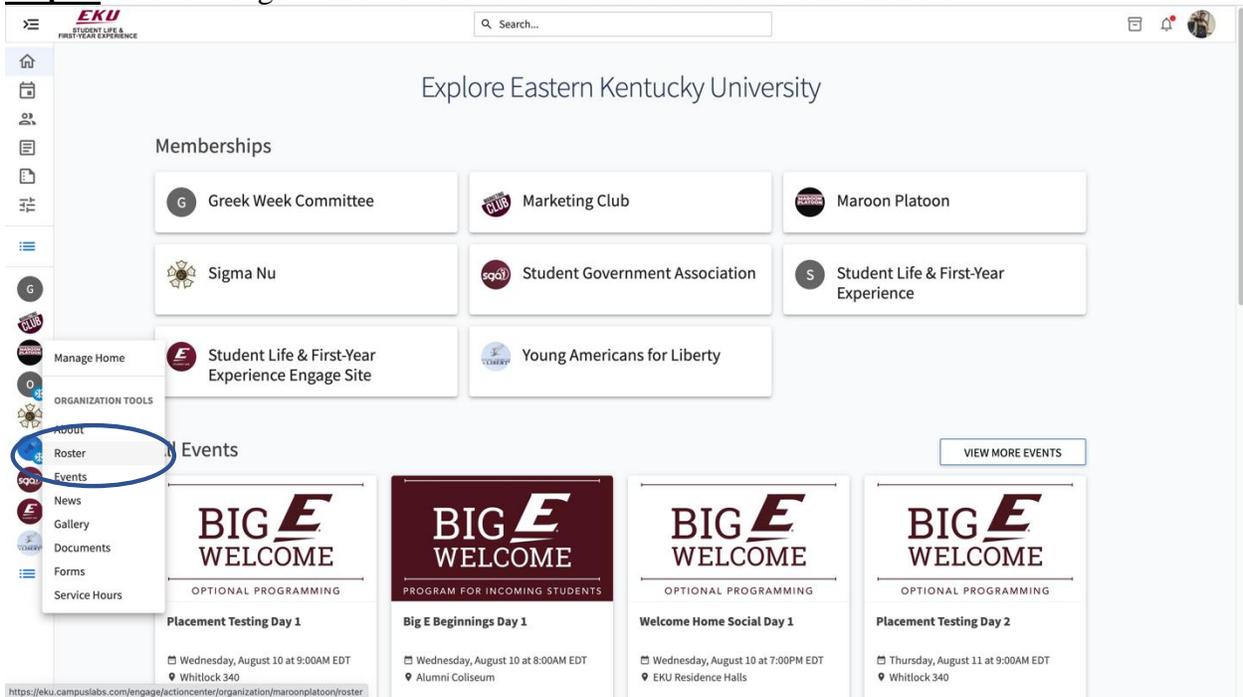
**Step 2:** Enter your ECU Email credentials to log into the system.



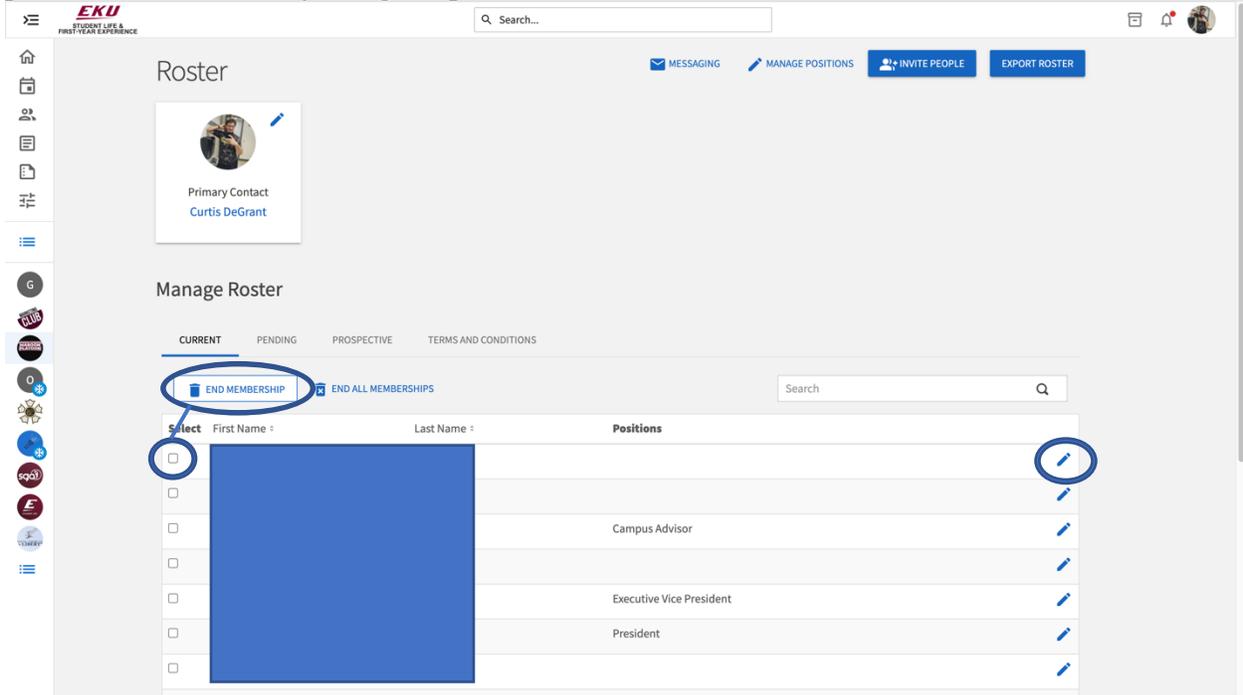
**Step 3:** Find the organization you would like to manage on the left menu.



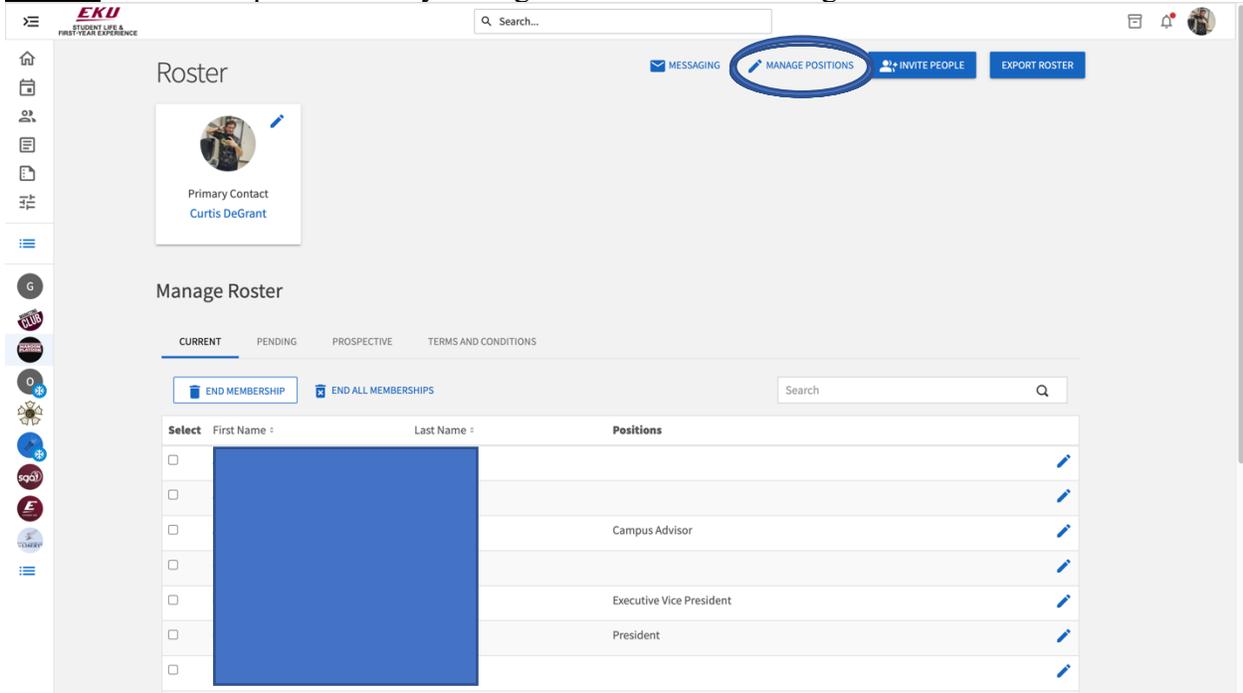
**Step 4:** Click the organization on the left menu and click the roster button.



**Step 5:** From here you will be able to see all of your organization’s active members and the positions they hold if any. You can end memberships for people that are no longer active or add positions to members by using the pencil icon next to their name.



**Step 6:** To edit the positions for your organization select “Manage Positions.”



**Step 7:** From here you will be able to edit position titles and create new officer positions and give each position powers to edit your engage page.

← BACK TO ROSTER

## Manage Positions

+ POSITION

Name	Template	Type	Status
Campus Advisor	Campus Advisor	Officer	Active
Communications Officer	Optional Officer 2	Officer	Active
Executive Vice President	Vice President	Officer	Active
Fundraising Officer	Optional Officer 8	Officer	Active
Graphic Designer	Optional Officer 7	Officer	Active
Member	Member	Member	Active
Merchandising Officer	Optional Officer 4	Officer	Active
Online Engagement Officer	Optional Officer 6	Officer	Active
Optional Officer 10	Optional Officer 10	Officer	Active
President	President	Officer	Active
Primary Contact	Primary Contact	Member	Active
Purchasing Officer	Optional Officer 9	Officer	Active
VP of Diversity, Equity, & Inclusion	Optional Officer 5	Officer	Active
VP of Events & Programming	Optional Officer 3	Officer	Active
VP of Finance	Treasurer	Officer	Active

**Step 8:** To invite people to your organization select “Invite People.”

MESSAGING MANAGE POSITIONS **INVITE PEOPLE** EXPORT ROSTER

Primary Contact  
Curtis DeGrant

## Manage Roster

CURRENT PENDING PROSPECTIVE TERMS AND CONDITIONS

END MEMBERSHIP END ALL MEMBERSHIPS

Select	First Name	Last Name	Positions
<input type="checkbox"/>			
<input type="checkbox"/>			Campus Advisor
<input type="checkbox"/>			Executive Vice President
<input type="checkbox"/>			President
<input type="checkbox"/>			

**Step 9:** From here you will be able to put in students’ emails to send an invite to join your organization. You can view pending invites from the main screen under the “Pending” button. You can also view people that requested to join under “Prospective”

**EKU** STUDENT LIFE & FIRST-YEAR EXPERIENCE

Search...

← BACK TO ROSTER

## Invite People

You may enter up to 500 e-mail addresses in the textbox below. Please use school-associated e-mail addresses (.edu/.ca) and either separate them with commas or enter one address per line.

**E-mail addresses**

ADD E-MAIL ADDRESSES

**EKU** STUDENT LIFE & FIRST-YEAR EXPERIENCE

Search...

MESSAGING   MANAGE POSITIONS   INVITE PEOPLE   EXPORT ROSTER

## Roster



Primary Contact  
Curtis DeGrant

### Manage Roster

CURRENT   **PENDING**   PROSPECTIVE   TERMS AND CONDITIONS

END MEMBERSHIP   END ALL MEMBERSHIPS   Search

Select	First Name	Last Name	Positions
<input type="checkbox"/>	[REDACTED]		
<input type="checkbox"/>			
<input type="checkbox"/>			Campus Advisor
<input type="checkbox"/>			Executive Vice President
<input type="checkbox"/>			President
<input type="checkbox"/>			
<input type="checkbox"/>			