## **Updating Roster Section**

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



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





**<u>Step 3:</u>** 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 You can end memberships for people that are no longer active or add positions to members by using the pencil icon next to their name.

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Step 6: To edit the positions for your organization select "Manage Positions."

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**<u>Step 7:</u>** 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.

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		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."

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**<u>Step 9</u>:** 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"

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		← BACK TO ROSTER INVITE PEOPLE You may enter up to 500 e-mail addresses in the textbox belo addresses (.edu/.ca) and either separate them with commass E-mail addresses	w. Please use school-associated e-mail or enter one address per line.		
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