Updating About 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 choose "About."



<u>Step 5:</u> Here you will be able to update the organization's profile picture, the description, contact information, social media handles, and external websites. When finished click update at the bottom of your screen.

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		Organization Details Description 6 characters remaining *summary (Displays on the Organization Directory) We are the Marcon Platoon, EKU's largest and most ind by students for the students to make OUR overall experivate Full Description	Susive organization on campus. We are an Athletic's St ience more engaging and exciting. Join us today and h ience more engaging and exciting. Join us today and h is statistic to the statistic sta	SO oreated have your SO day and	
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		Contact Information Please note that the information you enter into the contact fields below will be displayed on your organization's public profile page and visible to anyone in or outside of your community. In order to avoid potential spam or solicitation messages, you may wish to consider publishing a shared organization address, phone number, or email address rather than using your personal contact information.			
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5901) E		TikTok Username		LinkedIn Page URL	
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<u>Step 6</u>: After clicking update you should get a notification bar alerting you that the changes have been made.

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