

How To Update Your Chapter Roster?

You must be an officer or the primary contact of the organization in order to make most of the changes to your organization.

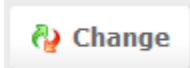
To Update the Primary Contact

From the Roster menu option on your organization's page:

1. Click on "Manage Roster" at the top of the page.



2. Click "Change" to the right of the current Primary Contact.



3. Select the new primary contact from the drop-down menu.
4. Click "Save".

To Add Members to Your Organization:

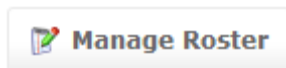
From the Roster menu option on your organization's page:

1. Click the "Invite People" link in the tab on the left side of the page.
2. Enter the Mason e-mail addresses you'd like to send membership invitations to.
3. As you select people and add e-mail addresses, they will be moved below the tabbed module to the complete list of people to be sent invitations.
4. Select "FSL New Member" from the drop down menu.
 - a. If they are currently a member (did not join this semester) and not on your roster, select "Member" from the drop down menu.
5. Click "Send Invitations" when all people have been added to this list.

To Remove Members from Your Organization:

From the Roster menu option on your organization's page:

1. Click on "Manage Roster" near the top left corner of the page.

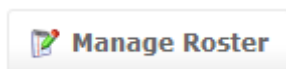


2. Locate the member you'd like to remove.
3. Check the box on the far left of the member's name.
4. Click "Delete" at the top of that tab.
5. Confirm deletion.

How Do I Approve New Members?

New members can join by locating your organization on the campus site or through an invitation. You must approve these new members before they are added to the organization's roster.

1. Go to Roster on the left side of your organization's page.
2. Click "Manage Roster" at the top of the page.

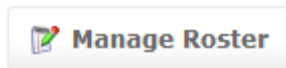


3. Go to the tab with a number in the parentheses: Pending or Prospective.
*** Pending members are those you invited. Prospective members are those who found the organization and indicated they wanted to join. ***
4. For Pending Members:
 - a. Check the box to the left of each individual.
 - b. Click "Resend Invitations".
5. For Prospective Members:
 - a. Review the users who are awaiting membership approval.
 - b. Check the box to the left of an individual you'd like to send a message to.
 - c. Click "Send Message".
 - d. Click "Approve" or "Deny" next to each individual.
 - e. Confirm action.

Identifying Graduating Members

From the Roster menu option on your organization's page:

1. Click on "Manage Roster" at the top of the page.



2. Locate the member that is graduating this semester the Current tab
3. Click "Edit Positions" to the right of the member's name.

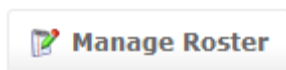


4. Select "FSL Graduating Member" by checking the box.
5. Click "Save".

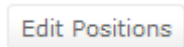
Assigning Members to FSL Officer Positions

From the Roster menu option on your organization's page:

6. Click on "Manage Roster" at the top of the page.



7. Locate the member you'd like to assign to an FSL officer position on the Current tab
8. Click "Edit Positions" to the right of the member's name.



9. Select the appropriate FSL Officer position(s) that the member should have by checking each box.
10. The required FSL Officer Positions are:
 - a. FSL President
 - b. FSL Vice President
 - c. FSL New Member Educator
 - d. FSL Recruitment/Intake Officer
 - e. FSL Risk Manager
 - f. FSL Secretary
 - g. FSL Treasurer
 - h. FSL Community Service/Philanthropy
11. Click "Save"