



Student Activities

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Student Org Management Guide for E-Board members

Access all support articles here:

<https://support.suitable.co/hc/en-us/sections/4876068498331-Student-Organizations>



How to Manage your Org Page

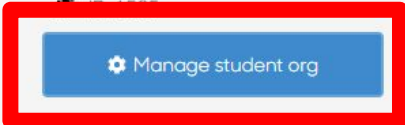
WESTERN KENTUCKY UNIVERSITY, OFFICE OF STUDENT ACTIVITIES

Organizations

← Back



1. WKU Student Activities Office



- If you do not see this button, that means you have not been assigned as a leader of the organization.
- Contact rso@wku.edu so you can be given edit privileges

Profile Members

About

The Department of Student Activities works to provide co-curricular activities for those who want to become involved at Western Kentucky University. Whether it is a student organization, student government, leadership programs, campus wide programming, Downing Student Union (DSU) activities, or volunteerism programs, there is something for each student who wants to become involved. Explore this site to see the many ways Student Activities can enrich your life, or jump in with some of the links below.

Staff

- **Dr. Charley Pride**, Director of Student Activities
- **Andrew Rash**, Associate Director
- **Amelia Kolb**, Assistant Director
- **Rebekah Hobgood**, Coordinator of Leadership & Volunteerism
- **Destiny Duncan**, Graduate Assistant
- **ShyAnte'e Williams**, Graduate Assistant
- **John Downing**, Graduate Assistant
- **Natalie Kelley**, Graduate Assistant
- **Sydney Schneider**, Graduate Assistant
- **Ashley Hatcher**, Graduate Assistant



Add/Edit/Remove content sections

Enter the organization name here.

168 Characters left

1. WKU Student Activities Office



Enter the section title.

195 Characters left

About



Enter your section information here.

9494 Characters left

B *I*

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...

ONLY select "Members only" if you have input your Org roster into the system

Cancel Save Edit



- Make section public view
- Make section all student view
- Make section members only
- Remove Section



195 Characters left



Add your Orgs roster (individually or through import)

Profile **Members**

Import New Members

Add students one at a time or import and quickly update your entire student roster.

Download student org membership import template

Current Student Org Members

Get reports on student org members in your organization

Choose Import Method

Add Members One at a Time

Select File to Import Members

Import New Members

Get membership report

Search all users in your membership directory

Access roles ▼ Member roles ▼



How to add events



Go to Activities tab to Request an Activity



Take advantage of events and high impact practices.

Request New Activity

Search activity by name, level, or competency

Search

Competencies

Types

All

Upcoming

Pending Approval

My Requests

Expired

Completed



Entrepreneurship: How to Make Your Dream Become a Reality

Oct 19, 2020, 1:00 PM CDT

→ Oct 26, 11:59 PM CDT



Level 1



10 pts

Added by



Beat Auburn Beat Hunger Food & Fund Drive

Oct 1, 2020, 12:00 AM CDT

→ Nov 19, 11:59 PM CST



Level 1



10 pts

Help

Select Event

Back

Next

What kind of activity do you want to create?

The type determines how the activity is presented on the app. It also determines how students earn credit for the activity.



Task

Tasks can be configured to include validations such as self-report, reflection, submission, and administration approval.




Event

Events can be configured to generate a smart code that students can scan to instantly receive credit for the activity.



Enter a Title, Description, Resource Link, and tag your organization in the Experience Tag field (if applicable)

Type **Detail** Validation Level and Competencies Date Preview

 Describe the event you are creating.

Let your students know all of the important details about your activity.

(Required) Title * 200 Characters left
What is your activity called? Be as clear as you can.


(Required) Description * 5000 Characters left
Tell students about the activity you are creating. Let them know the details they will need to complete.

Link. Provide students with a url to more details. *Optional.* 2000 Characters left
Are there any resources that would be useful when completing this activity?

Link Title. Provide a short title that describes the link. *Optional.* 200 Characters left
All links require a title to describe the resource


Incentive *Optional.* 140 Characters left
Incentives are optional. If you have an incentive to offer your students you can describe it here.

Is this activity associated with any experience tags? *Optional.*
Tagging activities will help students with searching and filtering

(Required) Look up experience tags  **FOR STUDENT ORGS:**
Tagging the event will allow you to easily search for all your org's events in the activities tab and give your org more points!


Is this activity associated with any employers? *Optional.*
You can select one or multiple companies if your activity has any sponsors you want to share.

Look up employers


 Help

You will automatically receive a QR code for the event after it is approved

Type Detail **Validation** Level and Competencies Date Preview

 **Choose how your students will receive credit for this event.**

Select one or multiple validations that students must complete in order to receive credit for the event. If none are selected then students can receive credit by clicking to complete. More info on the various types of validations can be found at our [help center](#).


You will receive a smart code for this event, and can download it from the activities page at any time 



Select the level and competencies for the event

Back Next


Type Detail Validation **Level and Competencies** Date Preview


 Select a level and competencies that are appropriate for your event.


Levels and competencies dictate how many points the student will receive upon completion. More info on these terms can be found at our help center.


Points awarded for completion: 20


Select a level:


Level 1


Level 2


Level 3


Level 4


Level 5

Level 1 Involves exposure and activities that give an introduction to this specific competency. The goal of activities at Level 1 is just to give an introduction to the competency, what you might experience as a new person within an organization.


Select at least one competency:

| | |
|---|---|
| <input type="checkbox"/> Business Acumen | <input checked="" type="checkbox"/> Campus Engagement |
| <input checked="" type="checkbox"/> Career and Professional Development | <input type="checkbox"/> Civic and Social Engagement |
| <input type="checkbox"/> Communication Skills | <input type="checkbox"/> Cross-Functional Team Management |
| <input type="checkbox"/> Global and Cultural Engagement | <input type="checkbox"/> Leadership Development |



Set the date, time, location + RSVP of your event

Type Detail Validation Level and Competencies **Date** Preview


 **When does this event start and end?**

Select the date and time range that describes when your event begins and ends.

Required for events *


Select a date range for your activity.

Start date

MM/DD/YYYY 

hh : mm AM Eastern (most areas)

End date

MM/DD/YYYY 

hh : mm AM Eastern (most areas)

RSVP and capacity limit

Students can RSVP to events by default. If this event allows RSVPs, optionally set an attendance limit below.

Allow RSVP? Attendance capacity limit? Set the attendance capacity limit for this event.

no yes no yes

Select a location. **Optional.** 100 Characters left

- Use these toggles if you want to enable RSVP
- You do not need to set a capacity limit if it is not needed



Preview and send for approval/submission



Back Approve preview and send for approval

Type Detail Validation Level and Competencies Date Preview

Preview the event you have created. Edit or approve the activity.

This is how students will view the your event. Please review your event for any mistakes before approving it.

Points awarded for completion: 10

Women in Business speaker event Level 1 Career Preparation 4:00 PM EST
Nov 8, 2019
Main Hall

WIB will be hosting a speaker followed by a networking reception

Added by Test Student Women in Business

- Once your event is approved, you will receive the Event Code to your email address.
- Once the event ends, you will receive an Attendance Report to your email address.

