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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
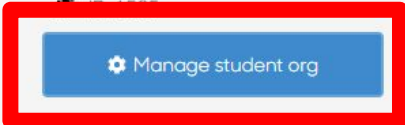
How to Manage your Org Page

- 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

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* 🔗 ☰ ☰

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.

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

•••

Make section public view

Make section all student view

Make section members only

Remove Section

Cancel   Save Edit

195 Characters left

Add your Orgs roster (individually or through import)

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 SL 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 GE 10 pts

? Help

Select Event

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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

Add additional link +

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

Select the level and competencies for the event

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

Preview and send for approval/submission

- 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.

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