

Student Activities and Greek Affairs

Virtual Event Guide

LUCommunity





Student Activities and Greek Affairs

A Peek Inside

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LUCommunity

Section Content

Learn more about how to stay engaged and connected to the Loyola Chicago through our engagement platform LUCommunity. In this resource guide, student leaders will learn how to navigate their organization's LUCommunity portal



LUCommunity: Featured Capabilities

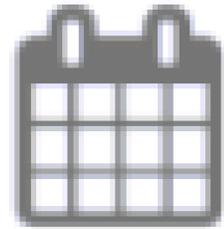
LEARN MORE ABOUT THE CONTROLS WITHIN THE SERVICE



Rosters



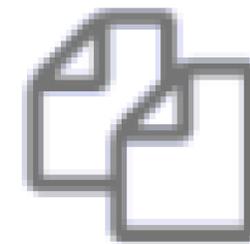
Organization
'About' Page



Events



Documents



Forms



Elections

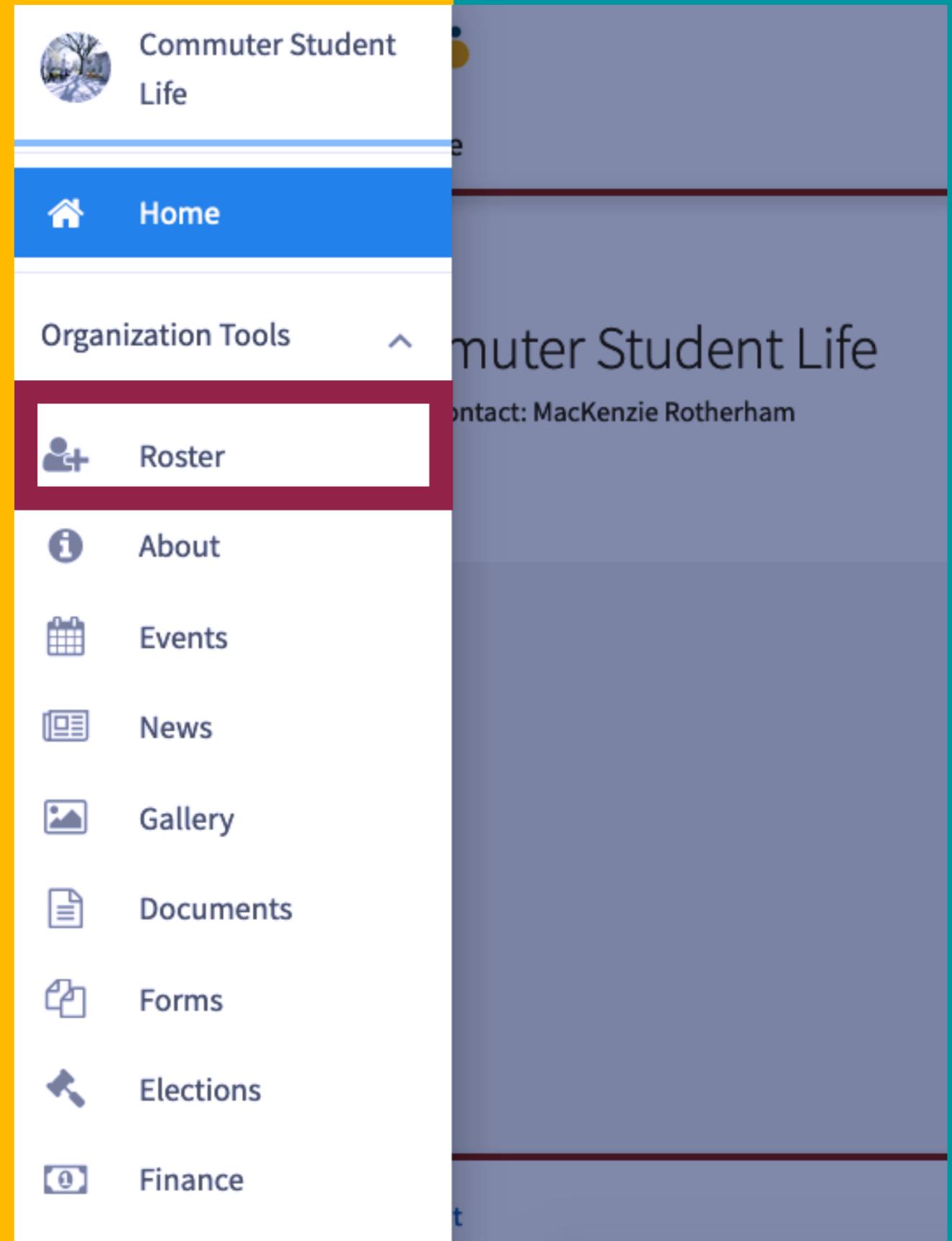


Student Activities and Greek Affairs

LUCommunity

Section Content

The Roster tool allows you to manage your organization with ease and efficiency! This section highlights all the important aspects of managing your roster, keeping your information up-to-date, and making sure the right people have the right levels of permission they need in your organization.



LUCommunity Capabilities



View Full Roster

When you click "View Full Roster," you will see members of the organization along with their photo and position, and then a list of general members who do not hold positions. Clicking on a user's name will open their Community Directory information, including basic contact information or any other additional information the user has chosen to publicly show.

Officers VIEW FULL

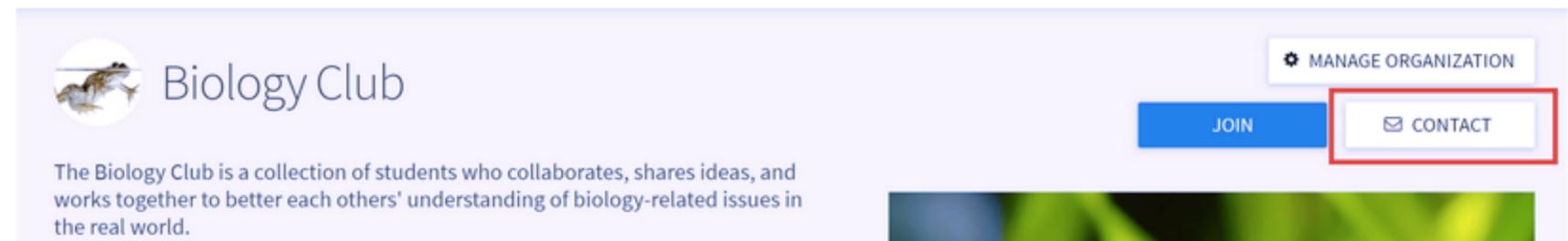
 PRESIDENT AL Laske	 PRESIDENT Matt Soares	 TREASURER Cameron Beckett	 ADVISOR Celinda Miranda	 VICE PRESIDENT Melanie Klesse	 SECRETARY Emily-Rose
--	---	---	---	---	--

LUCommunity Capabilities



Primary Contacts

Primary Contacts hold key roles in LUCommunity. Every organization must have a Primary Contact identified. Primary Contacts have two major forms of organization access: 1) Full access to all organization tools 2) Receive all inquiries from the organization's "Contact" buttons. Here at Loyola Chicago the Primary Contact is the organization's president, as they are permitted to have the highest degree of access

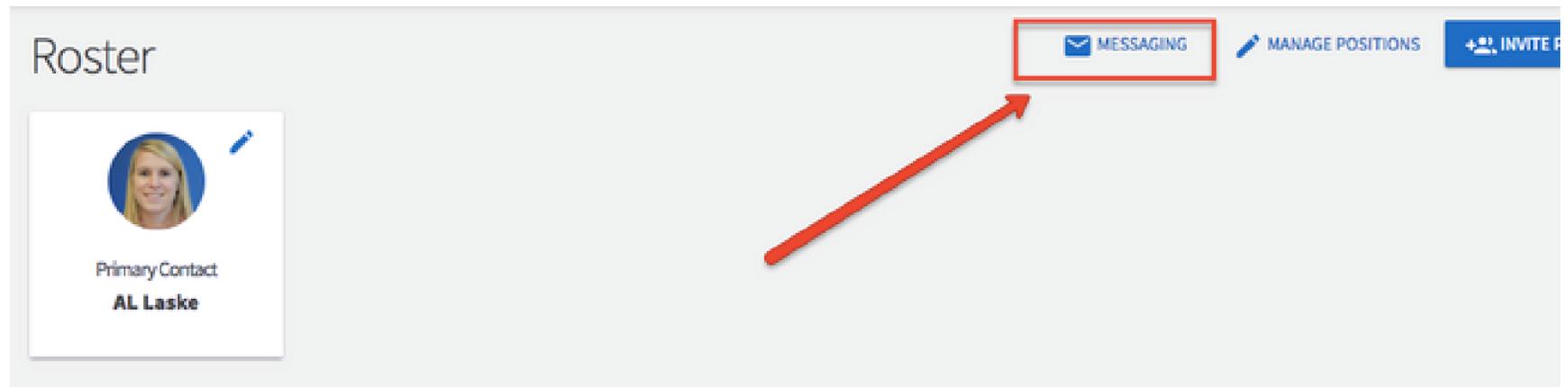


LUCommunity Capabilities



Roster Messaging

As a Roster manager, you have the ability to send messages to your organizations members. Click Messaging at the top of the Roster page in Action Center to create a message relay. Relays allow you to create a temporary email address to send a message to only certain members based on the positions they hold.



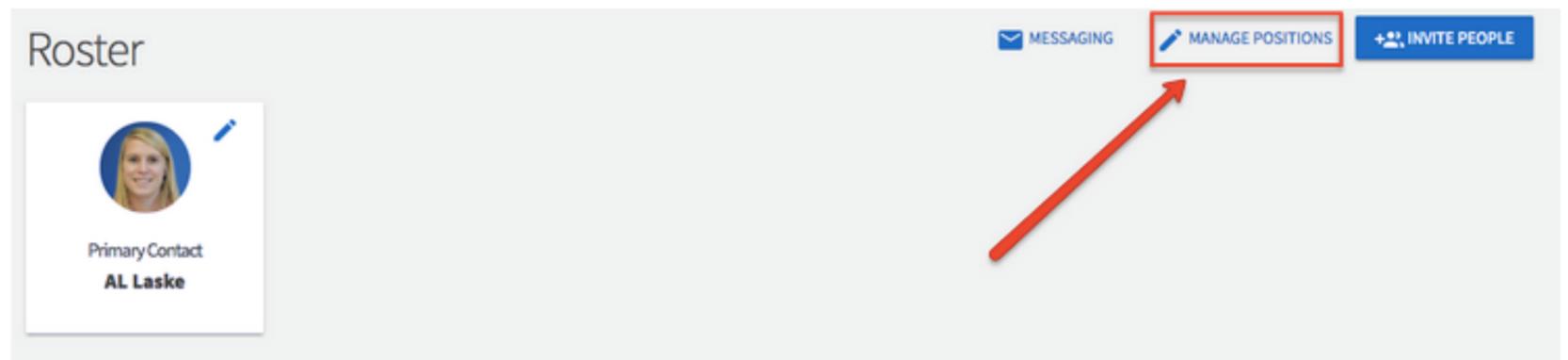
LUCommunity Capabilities



Managing Positions

As an officer of your organization, or a person with access to manage the Roster tool, you have the ability to create Positions specific to your organization. Click on Manage Positions in the Action Center for the organization to explore this toolset.

On this page, you can see a full list of the positions available to your organization. Some of these will have been created by your campus's site administrators, while others might be created specifically by your organization. Click +Position to create a new org-specific position.



LUCommunity Capabilities



End Memberships

As an officer in your organization who has access to manage the Roster tool, you have the ability to remove members from your organization. First, you will need to navigate to the Action Center for the organization for which you would like to change or update membership.

From your Action Center, click on the name of the organization, and then open the organization tool drawer. Select the Roster tool.

To remove a member, scroll down to the Manage Roster section of the page. Locate the member(s) you would like to remove and check the box on the far left of the members' names. Click End Membership at the top of the user list.

Manage Roster

CURRENT PENDING P

END MEMBERSHIP END ALL MEMBERSHIPS

	First Name	Last Name
<input checked="" type="checkbox"/>	Alyssa	LaRoue
<input checked="" type="checkbox"/>	Amanda	Mintz

LUCommunity Capabilities



Approving Members

As an officer or someone who has access to manage the Roster tool, you have the ability to approve or deny requests from users asking to join your organization. To view your membership requests, navigate to the Action Center for your organization page and select the Roster tool from the organization tool drawer.

Scroll down to the Manage Roster section. You will see lists for current, pending, and prospective members. "Pending" members are those who have been invited to join the organization but have not yet accepted that invitation. "Prospective" members are those who discovered your organization and have indicated they would like to join.

Manage Members

CURRENT

PENDING

PROSPECTIVE ²

 SEND MESSAGE

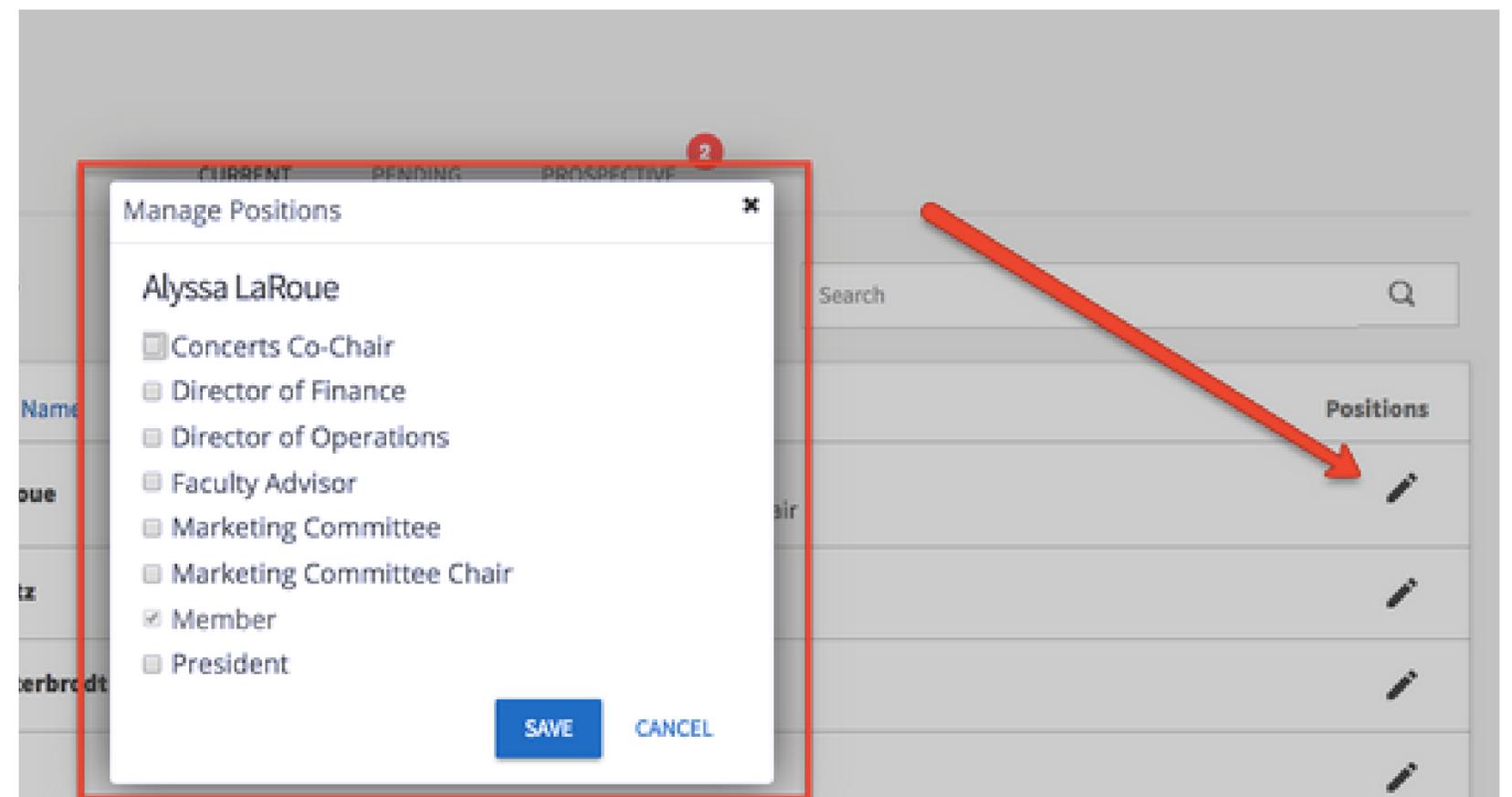
	Name	Request Date	
<input type="checkbox"/>	 Tiffany Rodriguez	4/6/2017	<input type="button" value="APPROVE"/> <input type="button" value="DENY"/>
<input type="checkbox"/>	 Amanda Mintz (Campus Labs Support)	6/22/2017	<input type="button" value="APPROVE"/> <input type="button" value="DENY"/>

LUCommunity Capabilities



Assigning People to Executive Board Positions

On the Roster page, find the user for whom you would like to add, change, or remove a Position. Click the edit button under Positions to the far right of that user's name. A list of all available Positions will populate. Click the check box next to the position you would like to add or remove from that user, and then select Save. The user's permissions within the organization will be updated based on the Positions they hold.

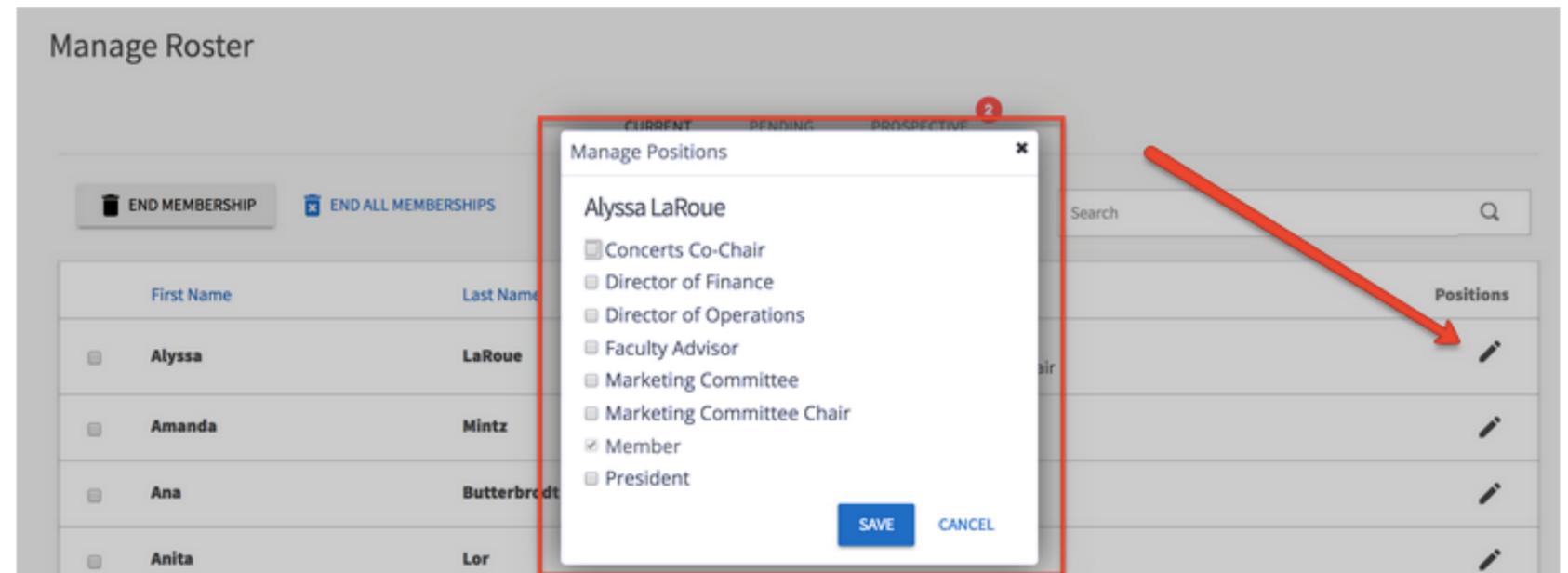


LUCommunity Capabilities



Changing Executive Board Positions

On the Roster page, find the user for whom you would like to add, change, or remove a Position. Click the edit button under Positions to the far right of that user's name. A list of all available Positions will populate. Click the check box next to the position you would like to add or remove from that user, and then select Save. The user's permissions within the organization will be updated based on the Positions they hold.

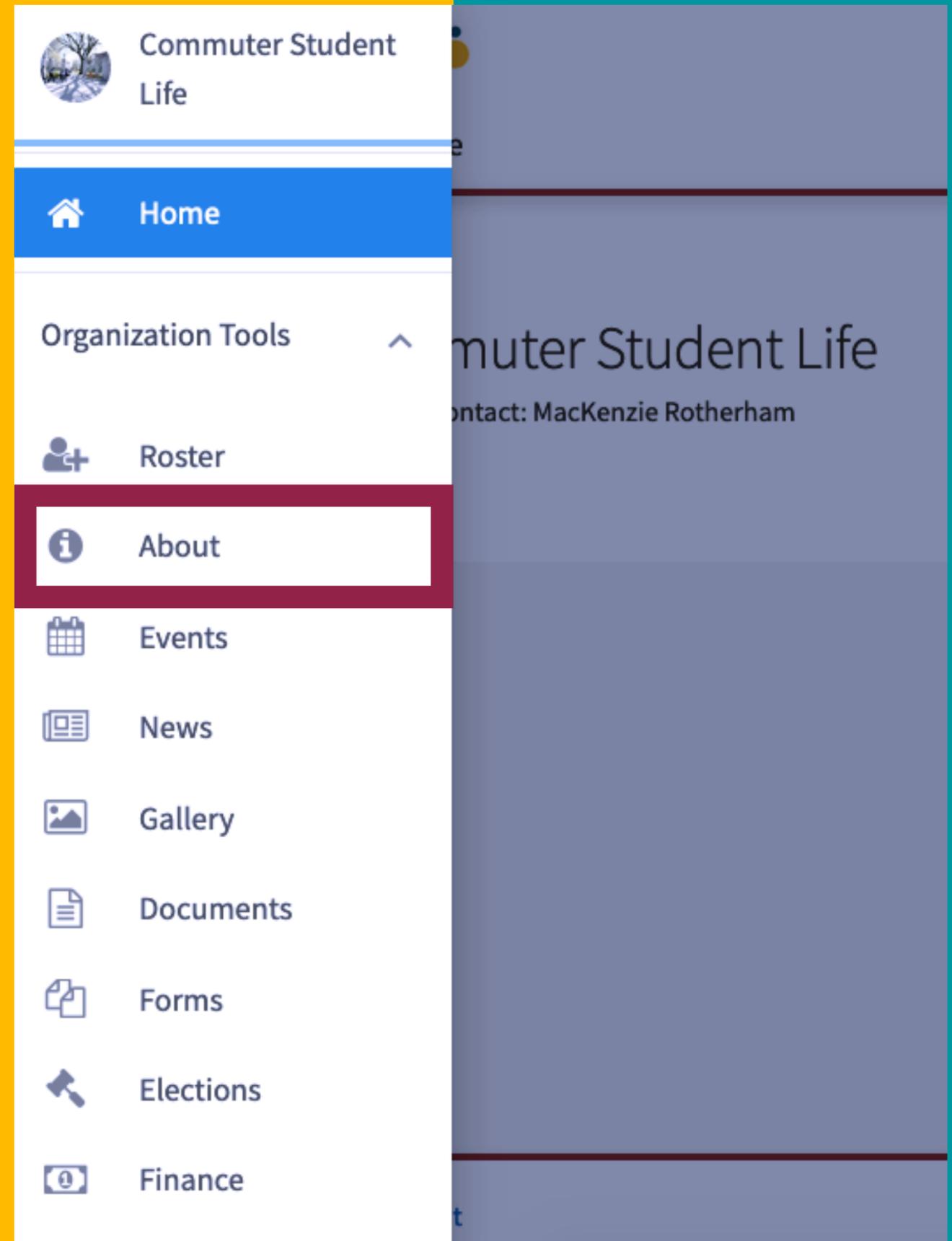


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Section Content

Learn more about the LUCommunity About tool. Use the tool to update some of your organization's basic details, such as the profile photo, description, summary for the organization directory, contact information, and social media links.



LUCommunity Capabilities



About Page

Here you will be able to update your organization summary, contact information, social media information and profile picture. If you are adding links to social media pages, make sure they set to public. If you are adding a Facebook link, make sure it's a group page. Links to personal profiles will not display on your page. You can also update any additional fields requested by your campus's administrators. When you're done making changes, click Update to save.

Additional Information

Where and when are your organization meetings held?

Meeting times vary by committee.

Are meetings open to all students?

- Yes
 No

How much are your annual organization membership dues?

\$0! Being a CPB member is 100% free!

Organization Budget ID:

Advisor contact email address:

Jaimelreland@engageu.edu

UPDATE

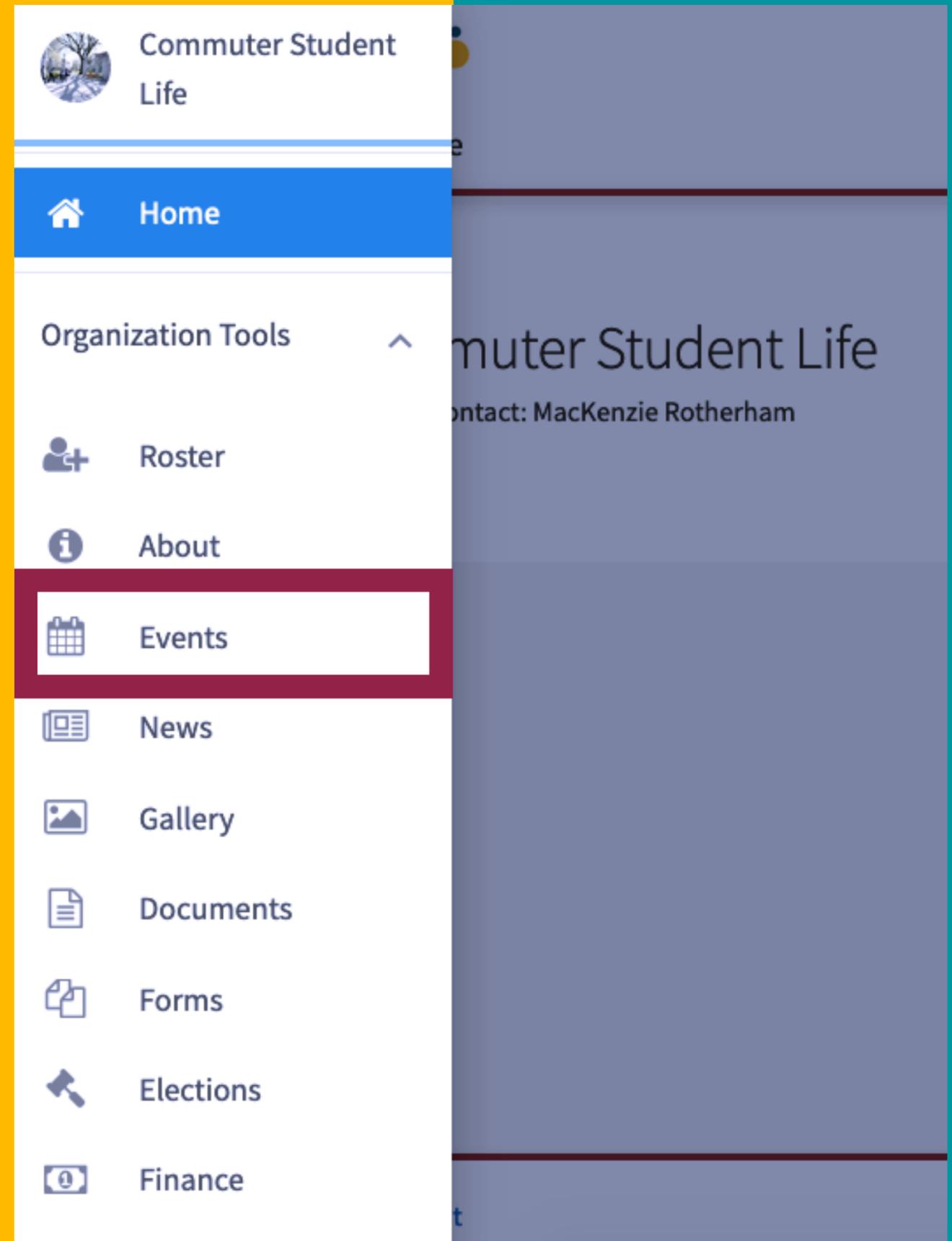
Screenshot

Student Activities and Greek Affairs

LUCommunity

Section Content

In this section learn more about LUCommunity's Events tool. This tool allows you to create and manage your organization's events. Submit an event request, or manage an individual event, including inviting attendees, tracking participation, or changing an event's details.



LUCommunity Capabilities



Event Requests

Only primary contacts and positions with full access over Events can create events within an organization. If you do not have the proper permissions, you should first refer to your primary contact or your site administrators in order to request the required access.

Click on Create Event. Enter an event title, theme, description, start and end time, and location into their respective boxes. You can also identify if the event will be co-hosted with other organizations. Required fields are marked by the red asterisk at their start.

Create Event

* Event Title * Theme

* Description

Additional organizations co-hosting this event

* Start Date * Start Time * End Date * End Time

* Location

LUCommunity Capabilities



Event Requests: Details

From your event list in your organization's Manage section, you'll be provided a list of all of the events you have going on, and you can filter by those that are approved vs those that have been cancelled, as well as those that are current or upcoming, those that are past, or by all events. Click on the name of an event to manage it further. If the event is cohosted, you must be a member of the submitting organization for the event in order to manage it.

Tool	Description
Change Details	If you need to update information about your event, like changing the date or location, you can do so by clicking " Change Details ." This will walk you back through your event request process and allow you to make any changes as necessary. These changes will be resubmitted to your campus administrators to oversee and approve.
Cancel Event	If you no longer plan to host this event, "Cancel Event" allows you to send a message to all users who are involved in the event, including invitees. The event will remain on your page but will be listed as cancelled.
View Event	Select this icon to switch to the "Explore (public-facing) view of your event.
Submissions	You can view the event request submission(s) for this particular event here. If you ever need to return to the submission to view comments left by other officers of your organization during the event request process, you can do so here.
View Certificate	The event certificate is a verified document letting others on campus know that your event has been officially approved.

LUCommunity Capabilities



Event Requests: Fields

You can add up to 18 different times/locations within one event submission. Upon approval, each instance of the event you created will become its own event that can be individually edited or changed. Click "Add Another Date" to create a recurring event.

You can also choose whether to include a helpful map, courtesy of Google Maps, to your event details page. If your campus is using our EMS integration, you may also be able to choose from a pre-populated list of locations and review which options are currently available in your space reservation system. Note that selecting the space will not reserve it. Your next couple of options are about event visibility and are outlined below.

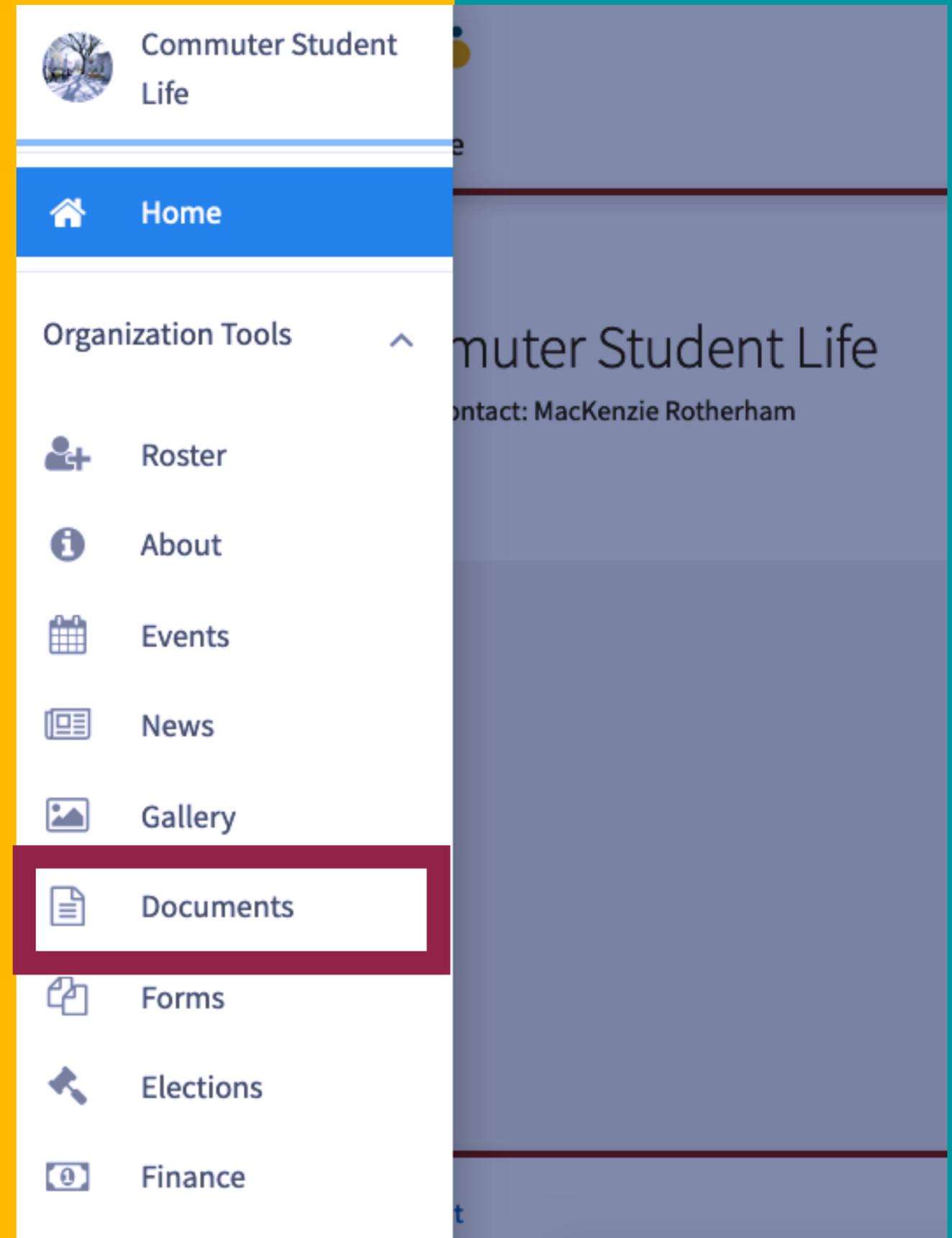
Field	Description
Show-To	Determine whether the event should show to the public, authenticated users only, only members of hosting organizations (and cohosting organizations), or only to invited users
Event Categories	Associate the event with one or more event categories
Perks	Associate the event with one or more event perks (special benefits for your attendees)
Additional Information	Complete any additional fields that may be required by your campus. Depending on your institution's settings, your responses to these questions may show publicly on your published event page.

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Section Content

Here, learn more about the Documents Tool. The Documents tool allows you to create a shared storage space for important organizational files. You can share these files publicly or only with certain members or Position holders within your organization.



LUCommunity Capabilities



Documents

The Documents tool allows you to create a shared storage space for important organizational files. You can share these files publicly or only with certain members or Position holders within your organization. You must be either the Primary Contact of your organization or an officer with full access to Documents to upload files to your organization.

A screenshot of a web interface for a 'Documents' tool. The title 'Documents' is at the top left, with a red arrow pointing to it. In the top right corner, there is a button labeled 'VIEW ALL DOCUMENTS'. Below the title is a list of ten documents, each with a file icon, the document name, and a download icon on the right. The documents listed are: CPB Constitution, CPB Structure & Position Descriptions, Mission Statement 2016-2017, Spring Concert Series Flyer, CPB Logo for Marketing, Budgeting Worksheet, Purchase Order Form, Event Planning Guide, Communicating with Talent Agents, and Contracting 101 Tips and Tricks.

Document Name	Action
CPB Constitution	Download
CPB Structure & Position Descriptions	Download
Mission Statement 2016-2017	Download
Spring Concert Series Flyer	Download
CPB Logo for Marketing	Download
Budgeting Worksheet	Download
Purchase Order Form	Download
Event Planning Guide	Download
Communicating with Talent Agents	Download
Contracting 101 Tips and Tricks	Download

LUCommunity Capabilities



Document Folders

Navigate to the Action Center of your organization and select "Documents" from the Organization Tool Drawer. Then, decide if you want to upload a single file or create a folder to hold similar files. There is no limit to how many files a single folder can hold. To create a folder, click Add Folder give your folder a title, and set the appropriate level of permission. You can read more about the different levels of visibility you can give to your content.

A screenshot of the 'Documents' interface. At the top, there are two buttons: '+ ADD FOLDER' (red) and '+ ADD FILE' (blue). Below these is a search bar with the text 'Search' and a magnifying glass icon. A red arrow points from the search bar to the '+ ADD FOLDER' button. The main area displays a list of documents and folders. The first four items are folders: 'Event Planning Resources', 'Guidelines for Contracts', 'Marketing and Branding Resources', and 'Officers' Meeting Minutes'. The last three items are files: 'CPB Constitution - 4/6/17 11:25 AM', 'CPB Structure & Position Descriptions - 4/6/17 11:24 AM', and 'Mission Statement 2016-2017 - 4/6/17 11:24 AM'. Each item has a folder icon or document icon, a title, a date and time, and a set of three vertical dots for actions.

LUCommunity Capabilities



Uploading an individual file to a Document Folder

To add an individual file or a file within a folder, click Add File. Select the file by clicking the Upload button. The maximum file size for a single file is 10MB. The title of the file will automatically generate with the name of the document, but you are free to change it as you see fit.

Then, assign the document to a type. You will be able to sort through your files by type when searching for a specific document.

Finally, select the permission level you would like your document to have. Keep in mind that a folder will need to be visible to a user in order for that user to see the documents within it. For example, if a Folder is set to Organization Roster but a file within it is set to Public, that file would still only be viewable to users who are also able to view the folder. Click Add to upload your file.

* Type

Mission Statement

Permissions

The Public	Anyone On Campus Organization Roster	Specific Organization Positions
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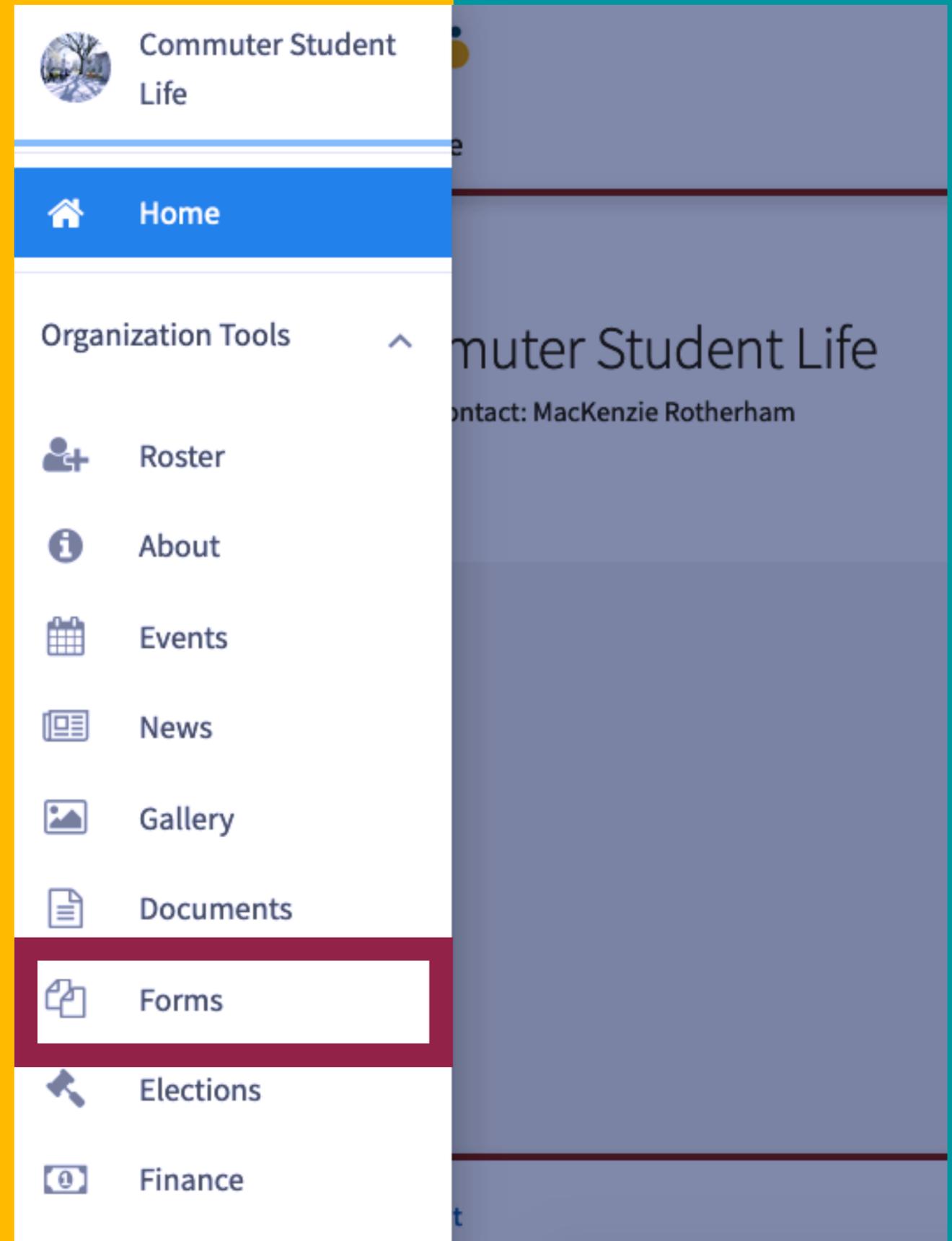
ADD CANCEL

Student Activities and Greek Affairs

LUCommunity

Section Content

In this section, learn how to use the Forms Tool. Use the Forms tool to move any of your organization's paper forms into LUCommunity. Use forms for sign-ups, interest forms, applications, and more!



LUCommunity Capabilities



Forms

This page is personalized for each viewer. All forms that 1) you are able to submit and 2) are not hidden from the Forms Directory are shown to the user here. The list is completely custom-organized based on each individual user, making it easier than ever to find exactly the form you're looking for. In order, the user will see:

- 1) Any of their own in-progress submissions
- 2) Forms that have been featured by a community administrator
- 3) Forms hosted by branches that oversee organizations for which they are a member
- 4) Forms hosted by organizations they are a member of
- 5) All other forms

HOME EVENTS ORGANIZATIONS NEWS FORMS SERVICE

Forms

VIEW SUBMISSIONS

Search Available Forms

7 Available Forms

Showing 1-7 of 7

- ★ **Student Involvement Event Grant Application**
End Date: Monday, May 31, 2021 10:30 AM
Student Involvement [START](#)
- Dancer Registration**
End Date: Monday, July 27, 2020 7:45 PM
Dance Marathon [START](#)

LUCommunity Capabilities



Submission Restrictions

Organization forms" created within the Manage view of Engage in a branch or organization page can optionally restrict form submissions to just given positions within their organization. Note that any officer position with forms access will also be able to access the form.

In this example, only members with the position of "Staff Advisor" or "Student Staff" can complete a form submission. Unchecking these boxes will allow all users regardless of membership to submit the form.

this form. You can restrict access to specific positions below

Restrict to the following positions:

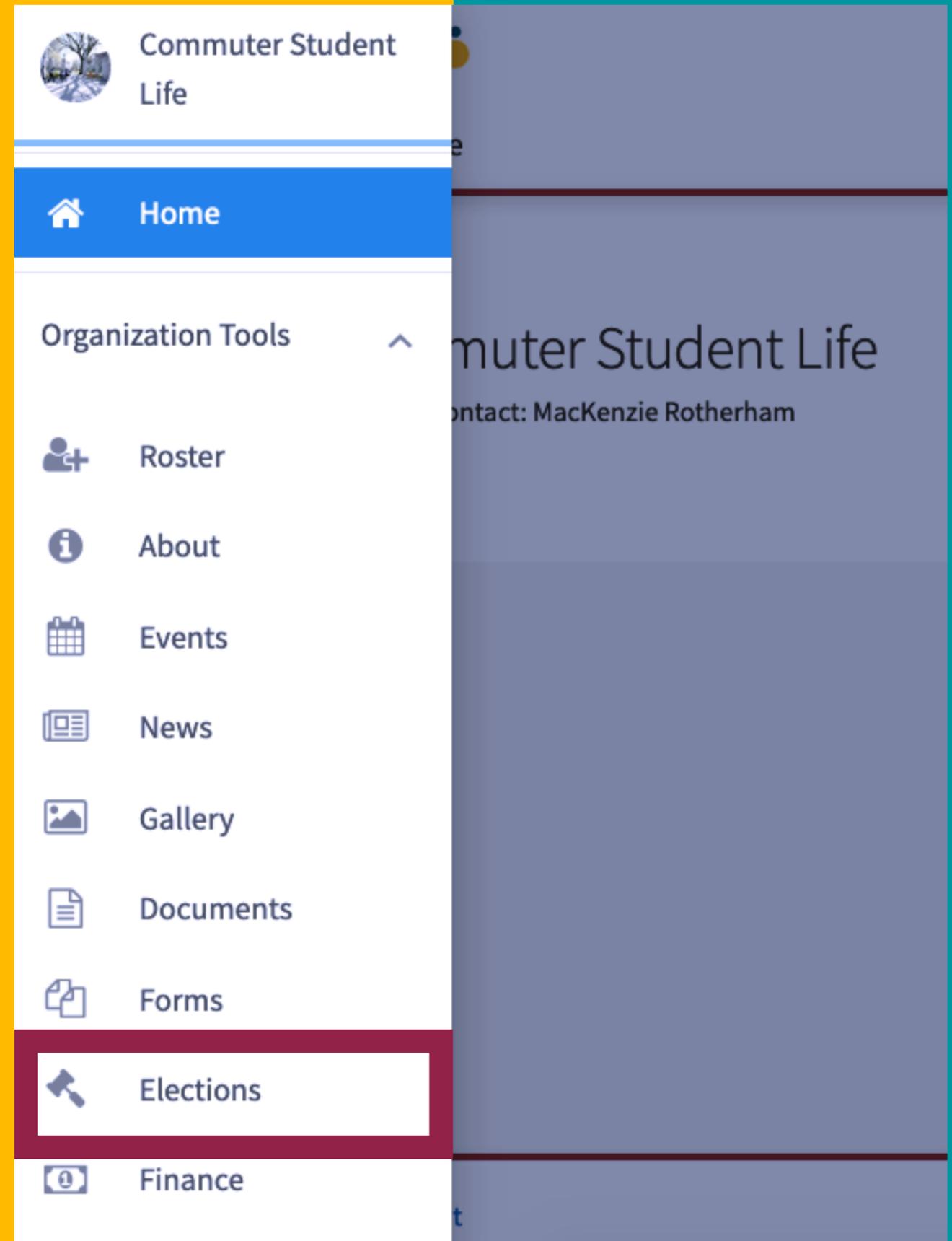
- All Members of Dance Marathon
- Student Staff
- Staff Advisor

Student Activities and Greek Affairs

LUCommunity

Section Content

Learn more about how to conduct elections with the Elections Tool. The Elections tool allows you to create elections for your organization, either for the entire community to vote on, or exclusive to organization members.



LUCommunity Capabilities



Creating an Organization Election

Head to the Action Center for your organization, and then click on Elections in the organization tool drawer. From here, click the Create Election button. Identify the Name of the election, if it should include instructions, and any additional (custom) instructions that should be included.

Create Election

* Name

Include Instructions

Additional Instructions

Rich text editor toolbar with icons for undo, redo, bold, italic, underline, link, unlink, bulleted list, numbered list, indent, and outdent.

Active

Start Date and Time

3/16/2017 04:00 PM

End Date and Time

4/16/2017 04:00 PM

Display an alert on the organization homepage when the election is active and voting is open

Only Allow Users Listed on the Roster of this Organization to Vote

SAVE

CANCEL

LUCommunity Capabilities



Setting Up the Election Ballots

You can create as many ballots as needed. Each ballot can be accessible to the general user population or any number of eligibility lists. A user will see each ballot they are designated to see. To start creating your ballots, click Create Ballot.

Enter the name of your ballot, then determine if the ballot should be general access by selecting Enable or Disable. If you select Disable, you'll be prompted to enter settings for each of the available eligibility lists. Eligibility lists are set up by campus administrators and are shared to organizations.

Create Ballot

*Name

Access Restrictions

If **General Access** is enabled, all users will be able to complete this ballot. If **General Access** is disabled, you can allow or deny access to the ballot to specified lists of users.

General Access

Eligibility Lists

Sources and Quick Links

LUCommunity Resources

<https://engagesupport.campuslabs.com/hc/en-us/articles/115005963023-Organization-Tool-Menu-Walkthrough>

Roster: <https://engagesupport.campuslabs.com/hc/en-us/articles/115001617606>

About: <https://engagesupport.campuslabs.com/hc/en-us/articles/204033564>

Events: <https://engagesupport.campuslabs.com/hc/en-us/articles/115001594463>

Documents: <https://engagesupport.campuslabs.com/hc/en-us/articles/204032404>

Forms: <https://engagesupport.campuslabs.com/hc/en-us/articles/204032264>

Elections: <https://engagesupport.campuslabs.com/hc/en-us/articles/204033084>

SAGA and Campus Activities Network Resources

<https://www.luc.edu/saga/studentorgs/infoforcurrentmembers/can/virtualengagementresourcelibrary/>

<https://engagesupport.campuslabs.com/hc/en-us>

<https://medium.com/@pollicy/heres-a-guide-to-organising-successful-virtual-events-7ac6b2a6b386>

<https://www.luc.edu/its/>

<https://en.wikipedia.org/wiki/Zoombombing>

<https://www.luc.edu/csaa/>

