# Roster Walkthrough

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

Basic Navigation

When you land on your organization's site, scroll down to see the organization's roster. This will show you a list of your organization's members and information about your organization's primary contact. The primary contact is the main point of contact for your organization. If students/staff/faculty are interested in contacting your organization, their inquiries will be directed to the primary contact.
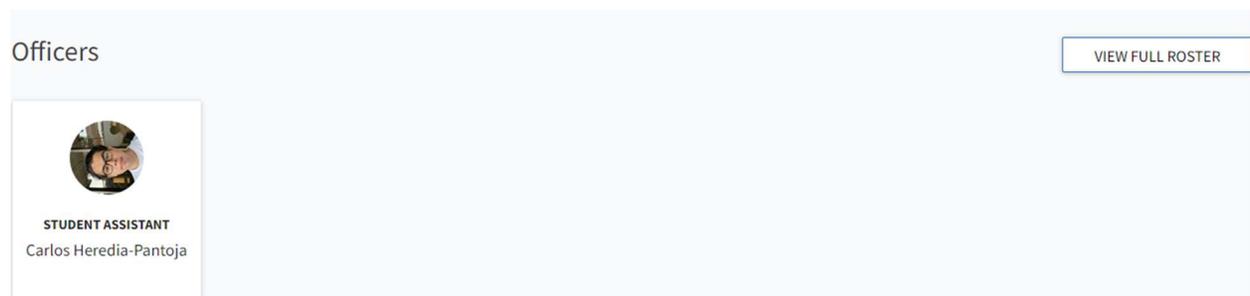
When you click "*View Full Roster,*" you will see members of the organization along with their photo and position and then a list of general members who do not hold positions. Clicking on a user's name will open their Community Directory information, including basic contact information or any other information they have chosen to show publicly.

Office of Student Life (OSL)'s Roster

S Sarah Kazemi
Primary Contact

Officers

STUDENT ASSISTANT
Carlos Heredia-Pantoja
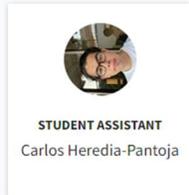
Users can decide if their information is public through their privacy settings. If the individual chooses to hide their information, they will not appear on the organization roster.

Managing the Roster

As an officer of your organization or someone with access to the Roster tool, you can also manage who is on the organization roster and their different roles.

To access your roster tool, navigate to your organization in the dropdown menu and select the gear icon next to your organization's page photo.
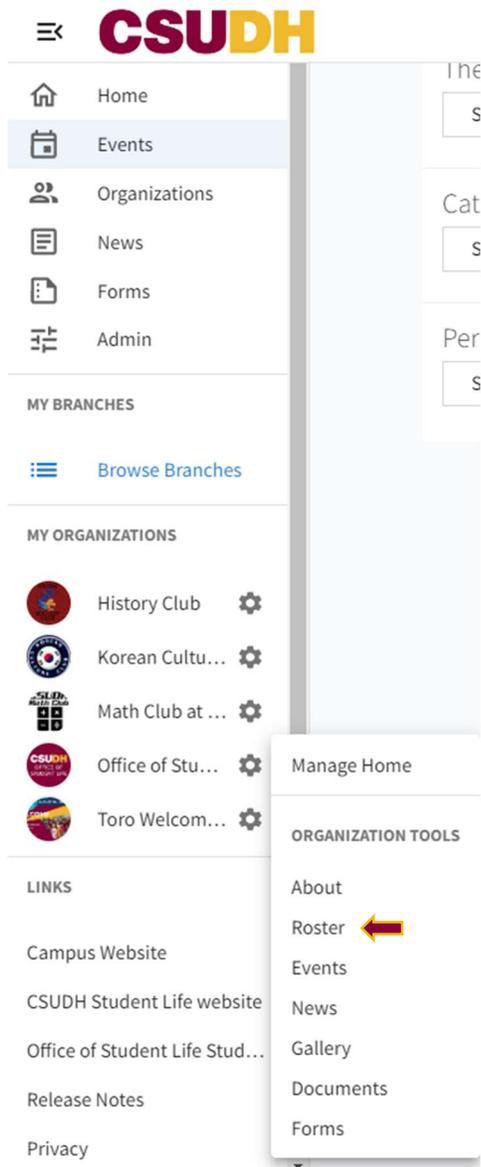
Managing Positions

As an officer of your organization or a person with access to manage the Roster tool, you can create positions specific to your organization. Click on Manage Positions in the top right corner of your organization's roster page to manage positions.

Additional Features

Inviting People: Invite people to join your organization by clicking +Invite People at the top of the Roster page. Please note that a student will only receive an invite notification if you enter their campus email. A student's campus email can be found in their Student Center Contact Information box.

Ending Membership: Locate the member(s) you want to remove and check the box on the far left of the members' names. Next, click *End Membership* at the top of the user list. A confirmation box will show you that ending this user's membership will also remove all their positions and permissions. You can also end all memberships at once.

Approving Memberships: As a manager, you also have control over who joins your organization. When you land on the "Manage Roster" page, you will see tabs for Current, Pending, and Prospective members. Pending members are those you have invited who have not yet accepted your request. *Prospective* members have requested to join and are waiting for a decision.

Assigning People to Position: In the "Manage Roster" section, you can also edit the positions your different members hold. Click Edit Positions to the right of a user's name to take this action. A list of all available positions will appear. Next, assign a user to a position by clicking the appropriate checkbox and clicking Save.