

How to manage a student organization page on PIN

For additional support please visit the [Engage Support center](#)

This document will review the following topics

1. How to create an event.
2. Tracking event attendance
3. How to create a news post.
4. How to invite individuals to join the organization an event.
5. How to manage Photo Gallery.
6. How to manage Documents.
7. How to manage Forms.
8. How to manage Elections.

How to create an event.

- Go to manage (right corner – applications– cube)
 - Go to **EVENTS** (top left side org **menu** – 3 bars)
 - Create event (right side – blue bar)
- Fill in required event details and submit
- Check the status of submission(s) – (top right corner) under account profile options
- Submission will be reviewed by the Student Life committee, **response time** could be 3-5 business days.

Tracking event attendance

- Go to manage (right corner – applications– cube)
 - Go to **EVENTS** (top left side org **menu** – 3 bars)
 - Search event list and select event
 - *Explore the features offered*
 - *Card swipe option for attendance tracking will soon be available for student orgs that wish to reserve equipment. **training will apply.*

How to create a news post.

- Go to manage (right corner – applications– cube)
 - Go to **NEWS** (top left side org **menu** – 3 bars)
 - Create article (right side – blue bar)
- Fill in required title, body and summary (upload a headline image) and submit
- Check the status of submission(s) – (top right corner) under account profile options
- Submission will be reviewed by the Student Life committee, **response time** could be 3-5 business days.

How to invite individuals to join the organization an event.

- Go to manage (right corner – applications– cube)
 - Go to **ROSTER** (top left side org **menu** – 3 bars)
 - Invite People (right side – blue bar)
- Manage roster using current, pending and prospective tabs for new and returning members
- Check membership status and requests regularly

How to manage Photo Gallery.

- Go to manage (right corner – applications– cube)
 - Go to **GALLERY** (top left side org **menu** – 3 bars)
 - Create Album (right side – blue bar)
- Fill in required fields and add photos and submit
- Check the status of submission(s) – (top right corner) under account profile options
- Submission will post immediately, per the creators specifications for viewers

How to manage Documents.

- Go to manage (right corner – applications– cube)
 - Go to **DOCUMENTS** (top left side org **menu** – 3 bars)
 - Add file(s) and add folder(s) (right side – blue bar)
- Uploading files can be archived and posted to portal, per the creators specifications for viewers

How to manage Forms.

- Go to manage (right corner – applications– cube)
 - Go to **FORMS** (top left side org **menu** – 3 bars)
 - Create form (right side – blue bar)
- Create Form profile, save and add questions and build page properties by using the provided features
- Go to Form Properties (top right and review form)
- Select Reviewers (top of page, centered)
 - Reviewers will receive notifications for new form submissions, will be able to view submissions, and can contribute to the discussion wall for submissions.
- Go to Properties and activate form status
- Check the status of submission(s) – (top right corner) under account profile options

How to manage Elections.

- Go to manage (right corner – applications– cube)
 - Go to **ELECTIONS** (top left side org menu – 3 bars)
 - Create Election (right side – blue bar)
 - Name and include instructions, save and continue
 - Create Ballot profiles, save and add questions and build page properties by using the provided features
- Go to Form Properties (top right and review form)
 - Review General Access and save
 - Select Back to Ballot (left side)
- Review Results tab with option to export voters/votes

- Go to **Publishing Options.**

- Save and remember check the membership ROSTER regularly.