



RowdyLink

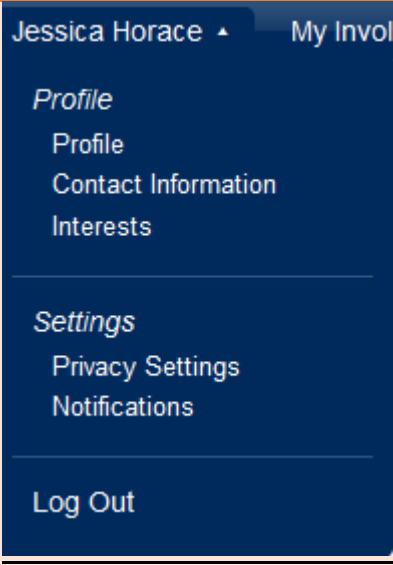
Support Guide

Useful Websites:

- <http://support.collegiatelink.net/home>
- https://www.youtube.com/channel/UClejMYQMIDcuAS_9pNqTzhw

If you have questions or concerns contact Jessica.Horace@utsa.edu

Personal Profile Management

<p>Personal Profile</p>	<p>Profile gives user the ability to contact information.</p> <p>Interests: Choosing and ranking interests helps us recommend personalized Organizations and Events for you to become involved with.</p>	
<p>Email</p>	<p>All user profiles are connected to their utsa email, but they can connect their profile to a PREFERRED EMAIL ADDRESS. This will enable messages to be sent to their personal emails.</p>	<p>Campus Email Address <i>(Please contact your system admin to update campus email.)</i> jessica.horace@utsa.edu</p> <hr/> <p>Preferred Email Address</p> <input type="text"/>
<p>Phone Number</p>	<p>All user profiles need a phone number because organization leaders have the ability to send texts to organization members.</p>	<p>Preferred Phone (Use the following format XXX-XXX-XXXX) <i>(required)</i></p> <input type="text" value="123-456-7891"/>

Managing Profile

Only members of the organization who have the "Primary Contact" or "Authorized Representative #" designation will have the ability to manage the RowdyLink profile.

Title	Description	Screen Shot
Managing Look	<p>This function allows members to:</p> <ol style="list-style-type: none"> 1. Update interests that most closely associate with your organization. (have the ability to ran them) 2. Change the font, text color and link color. 3. Add a header to your profile. 	
Editing Profile Information	<p>The organization RowdyLink Profile can be updated at ANY time. (Not just during registration.)</p>	
Summary	<p>This will be the public description that will be included on the website. It should be a brief (one or two sentence) description that highlights the purpose of your organization.</p>	
Full Description:	<p>Have the ability to add more detail about the organization</p>	
Contact Information:	<p>Please note that the information you enter into the contact fields below will be displayed on your organization's public profile page and visible to anyone in or outside of your community.</p>	

<p>Address (all organization are recommended to use)</p>	<p>All organization are given a mailbox located in the Office of Student Activities. In order to receive mail to this mailbox organization must use the UTSA address.</p>	<p>Main Campus Address- One UTSA Circle San Antonio TX 78249</p> <p>Downtown Campus Address- 501 W. César E. Chávez Blvd. San Antonio, TX 78207</p>
<p>Phone/Fax Number (Not required, optional.)</p>	<p>Organizations may put a personal phone number. It is recommended to put an office number (possibly advisors)</p>	
<p>Email (required)</p>	<p>Recommended that there is an organization email that officers have access to.</p>	<p>Examples: Getinvolved@utsa.edu</p> <p>OrganizationName@gmail.com</p> <p>* Does not have to be a UTSA Email, but must be a valid email address*</p>
<p>External Website Links:</p>	<p>Can be a local chapter website, national website, or organization website.</p>	
<p>Facebook:</p>	<p>Link to organizations Facebook page (optional to show on RowdyLink page)</p>	
<p>Twitter:</p>	<p>Link to organizations Twitter page (optional to show on RowdyLink page)</p>	
<p>YouTube:</p>	<p>Link to organizations YouTube page (optional to show on RowdyLink page)</p>	
<p>Flickr:</p>	<p>Link to organizations Flickr page (optional to show on RowdyLink page)</p>	

<p>Google Calendar URL</p>	<p>Link to organizations Google Calendar page (optional to show on RowdyLink page)</p> <p>* Has come in very handy for student organizations*</p>	
<p>Profile Picture</p>	<p>Organization have the ability to change their profile picture at any time.</p>	<p>NOTE: Student organizations cannot use the University trademarks, seal or logos (including Rowdy/mascot), without permission, as part of any letterhead, sign, banner, pamphlet, t-shirt, or other printed material that bears the name of the organization. Furthermore, student organizations may not manipulate or otherwise alter a trademark, seal or logo of the University without express permission.</p> <p>To learn more about Trademarks and Identity Guidelines, visit http://utsa.edu/identity/elements/trademark.html.</p>
<p>Additional Information</p>	<p>THE FOLLOWING INFORMATION IS FOR OFFICE USE ONLY AND WILL BE UPDATED BY A STUDENT ACTIVTES STAFF MEMBER</p> <p>However, it is good to reference this page for important information.</p>	
<p>Cost Center (on-campus account)</p>	<p>Organizations cost center number can be located in this section.</p>	<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;"> <p>Cost Center Number AG#### AG0142</p> </div> <p>* If there is a 41-account number still present on the organization profile please inform Carol Hogan (Carol.Hogan@utsa.edu)*</p>
<p>EIN (Employee Identification Number)</p>	<p>This number is given to organizations from the IRS (Internal Revenue System).</p> <p>*In order to have Cost Center or off campus bank account, the organization MUST have an EIN number. *</p>	<p>EIN - Employee Identification Number <i>This is not a tax exempt number, it is an identificati</i> 12-3456789</p>


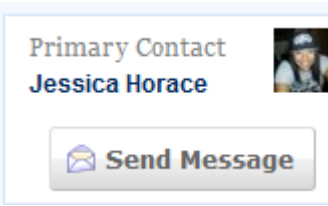
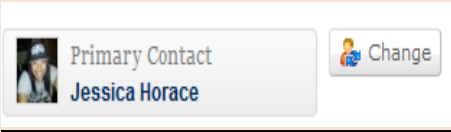
Organization First Registered Date	This is the date that organization first registered on RowdyLink.	Organization First Registered 06/03/2013
Organization Currently Registered For	In this section it states the semesters the organization is registered for.	Organization Currently Registered for Fall 2014/Spring 2015
RowdySync Session Attendance for 2014-2015	A member of the organization attended meeting in March of the previous academic school year so the organization can re-register for the upcoming academic year.	RowdySync Session Attendance for 2014/2015 06/03/2013
Bulletin Board Assignment for 2014-2015	The organization has an assigned bulletin board on campus and has signed the appropriate paperwork. (location provided)	Bulletin Board Assignment for 2014-2015 NA
Workspace Assignment 2014-2015	The organization has an assigned a workspace in the Student Organization Complex and has signed the appropriate paperwork. (location provided)	Workspace Assignment 2014-2015 NA
State Mandated Risk Management Training	All Registered Student Organizations must attend State Mandated Risk Management Training (SMRMT) each academic year. Advisors must attend a training once.	
SMRMT Attendance	A minimum of two members attend one of the sessions.	SMRMT Attendance For Academic Year 2014-2015 Two Members Attended
SMRMT Compliance Packet Submitted	Only when two members have attended will the Compliance Packet be accepted.	SMRMT Compliance Packet Submitted For Academic Year 2014-2015 Yes

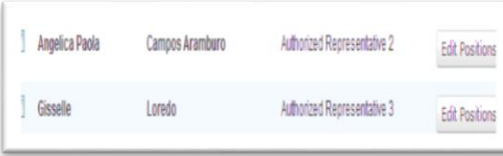
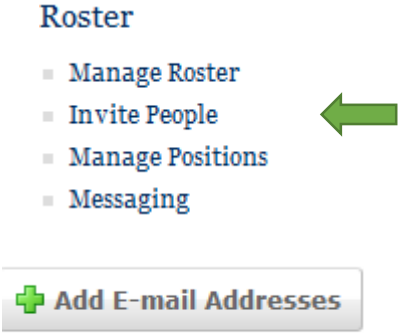
Roster Management

Every organization must have five authorized representatives and the primary contact must be identified as one of the five at all times.

- These five representatives will be the points of contact for the University.
- They are the only members who can access the organization’s Cost Center. (on campus account)
- Authorized Representatives have all access to the organization profile on RowdyLink (roster, creating forms, creating events, sending messages, creating positions, etc).
- Authorized Representatives receive important emails from UTSA regarding organization activities, responsibilities and opportunities.
- You will identify them with "Authorized Representative 1" "Authorized Representative 2"...

Every organization must have one faculty/staff advisor identified on the RowdyLink roster.

Title	Description	Screen Shot
Manage Roster	In this section primary contacts and authorized representative have the ability to update, remove, invite, and designate positions for the organization.	
Primary Contact	This position does not have to be the president, but they will be receiving all message from RowdyLink. It is the primary contacts responsibility to disperse information to organization officers.	
Changing the Primary Contact	<p>The member that will become the primary contact needs to already be a member of the organization in RowdyLink. Only the current primary contact can make this change. (or the Coordinator of Student Activities)</p> <p>Go to the organization’s page then click “Roster”, then “Manage Roster”. There is a Change icon at the top of the page, click it and pick from the drop down menu the name of the person that will become the primary contact --- it should be the highest ranking officer of the organization.</p>	

<p>Assigning Positions to Members</p>	<p>Go to the organization's page then click "Roster", then "Manage Roster". Then click "Edit Positions" next to the right of the person's name, select the position that matches them.</p>	
<p>Creating New Positions</p>	<p>Go to the organization's page then click "Roster", then "Manage Positions", then "Create New Position". Under "Position Name", enter the title of the position you wish to create and pick the "Position Type". Determine if you want this position to appear on the roster and what level of access this position will have within the organization's page in RowdyLink. Click Create!! Continue this process until all positions have been created. There is no limit on the number of positions you can create.</p>	
<p>Inviting New Members</p>	<p>You may enter up to 500 e-mail addresses in the textbox below. Please use school-associated e-mail addresses (.edu/.ca) and either separate them with commas or enter one address per line.</p>	
<p>Messaging</p>	<p>Message relays allow content creators the full flexibility of rich-text, imagery, and attachments in the creation of messages.</p> <p>https://www.youtube.com/watch?v=6f2gNRIsD-E&feature=youtu.be&list=PLCcSgoNi4Bc4FERVD5k1axXuOEpYWc4Nu</p>	