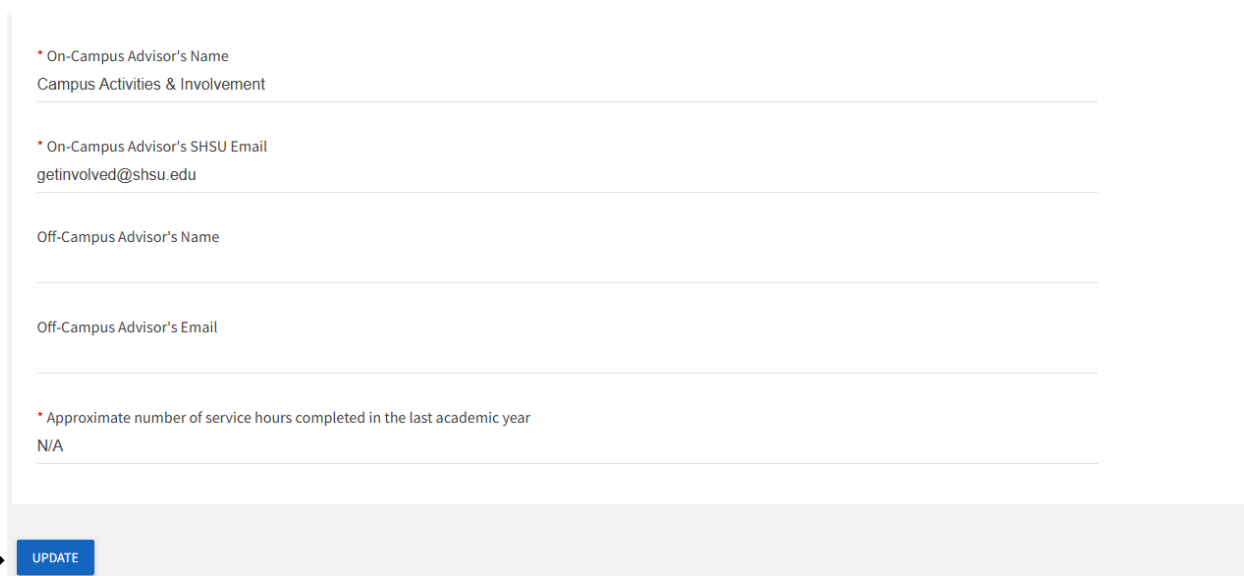


# About

To make changes to an organization page, you must be either the primary contact or hold an officer position within the group that has been assigned access to administrative features.

When updating the organization's information, 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 are set to public, not private. You can also update any additional fields requested by your campus' administrators.

When you're done making changes, click *Update* to save.



The screenshot shows a form with the following fields:

- \* On-Campus Advisor's Name  
Campus Activities & Involvement
- \* On-Campus Advisor's SHSU Email  
getinvolved@shsu.edu
- Off-Campus Advisor's Name
- Off-Campus Advisor's Email
- \* Approximate number of service hours completed in the last academic year  
N/A

At the bottom of the form is a blue button labeled "UPDATE". A large black arrow points from the left towards this button.

*Note: Information listed in the External Page Links section will be made available on your organization home page and will be shown on the public side of the site. Users that are not logged into the system will be able to see this information, so do not include anything that shouldn't be public.*

**Reminder:** According to [SHSU's Student Organization Handbook](#), student organizations must update their BearkatHQ About page as soon as changes occur. It is your student organization's responsibility to maintain this page to receive communications and updates from the Department of Campus Activities & Involvement.