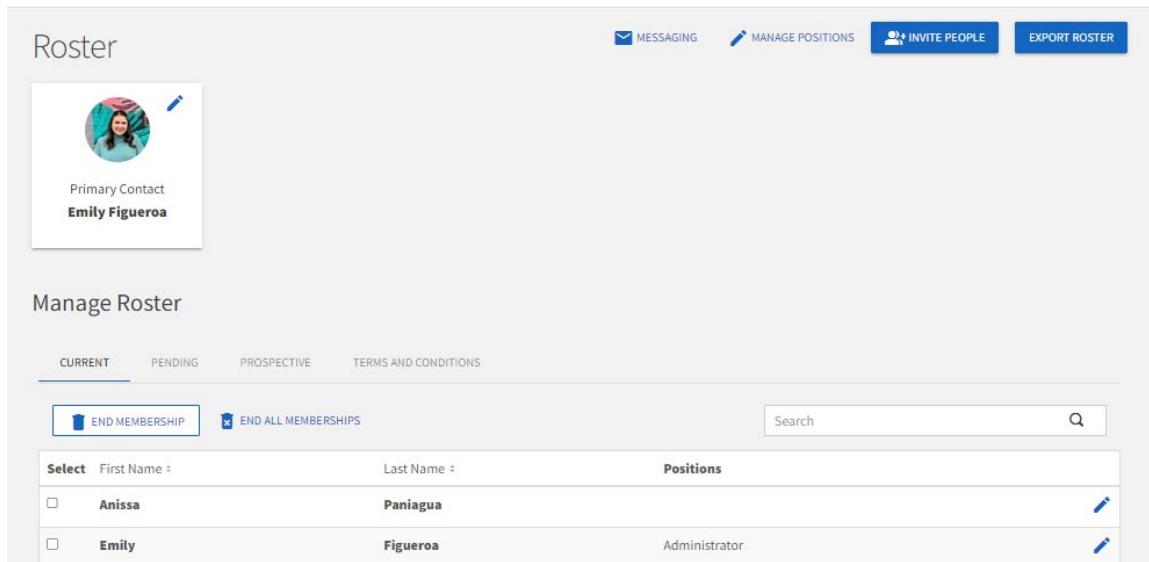


# Roster

This tool allows you to manage your roster and keep your information up to date.

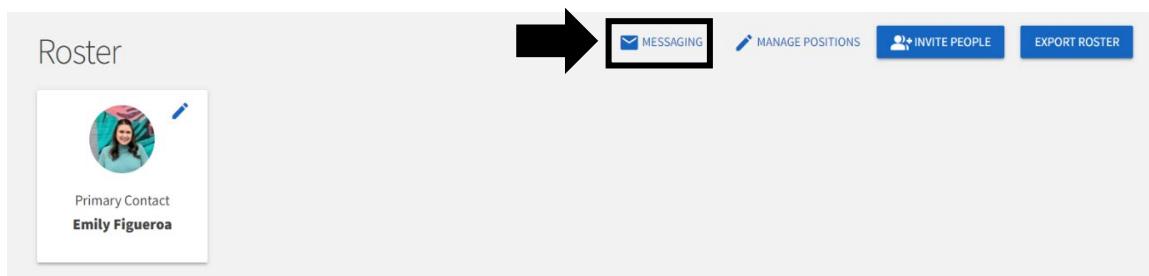
The roster will show you a list of all your organization's members and information about your organization's primary contact. The primary contact is person designated to be the main point of contact for your organization.



The screenshot shows the 'Roster' page. At the top, there is a 'Primary Contact' section featuring a profile picture of a woman and the text 'Primary Contact Emily Figueroa'. Below this is a 'Manage Roster' section with tabs for 'CURRENT', 'PENDING', 'PROSPECTIVE', and 'TERMS AND CONDITIONS'. Under the 'CURRENT' tab, there are buttons for 'END MEMBERSHIP' and 'END ALL MEMBERSHIPS'. A search bar is also present. The main list displays member information in a table format:

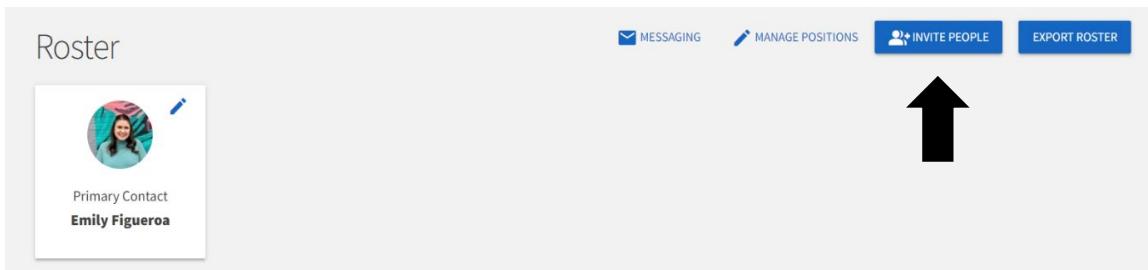
| Select                   | First Name | Last Name | Positions   |
|--------------------------|------------|-----------|---|
| <input type="checkbox"/> | Anissa     | Paniagua  |                |
| <input type="checkbox"/> | Emily      | Figueria  | Administrator  |

**Messaging:** As a Roster manager, you have the ability to send messages to your organization members. Click *Messaging* at the top of the *Roster* page to create a message relay.



The screenshot shows the 'Roster' page again. A large black arrow points from the left towards the 'MESSAGING' button in the top navigation bar. The 'MESSAGING' button is highlighted with a thick black border. The rest of the page content is identical to the first screenshot, including the Primary Contact section and the Manage Roster table.

**Inviting members:** Invite members to join your organization by clicking *Invite People* at the top of the Roster page.



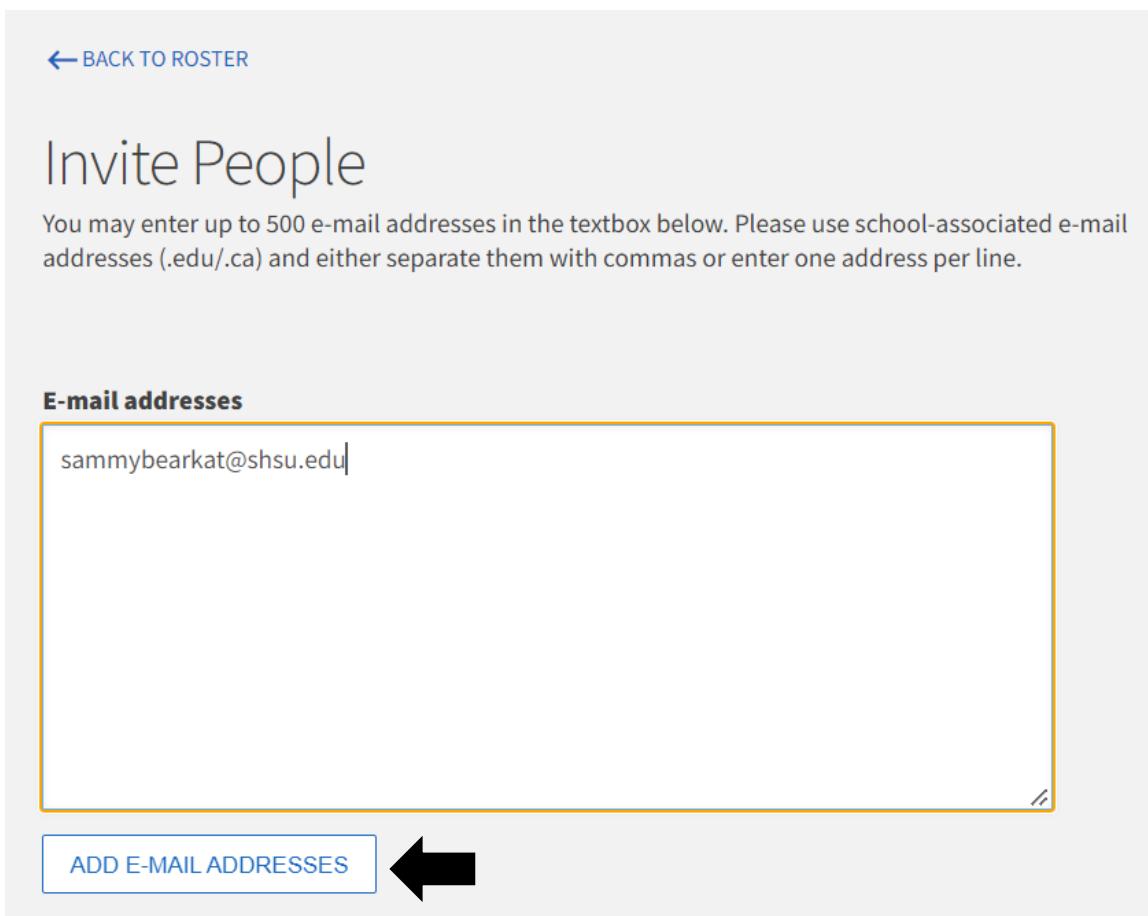
Roster

Primary Contact  
**Emily Figueiroa**

MESSAGING   MANAGE POSITIONS   INVITE PEOPLE   EXPORT ROSTER

A large black arrow points upwards to the 'INVITE PEOPLE' button.

Type in one or more than one email addresses (one per line) then select *Add E-Mail Addresses*.



BACK TO ROSTER

## Invite People

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.

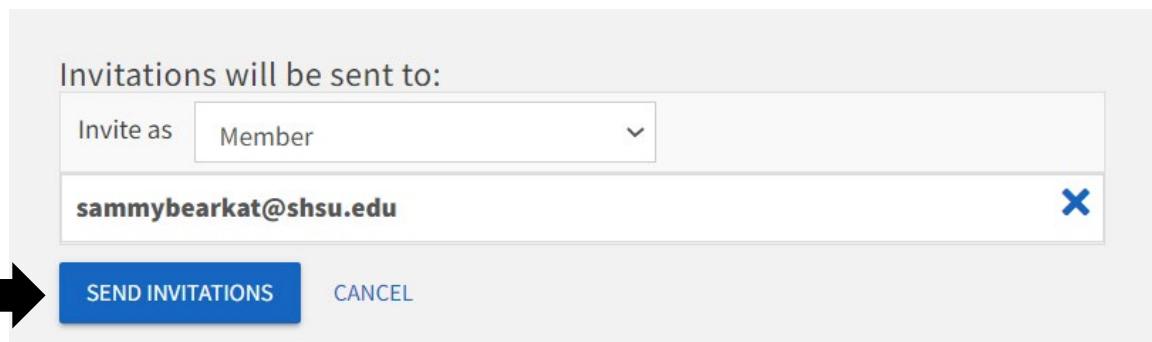
**E-mail addresses**

sammybearkat@shsu.edu

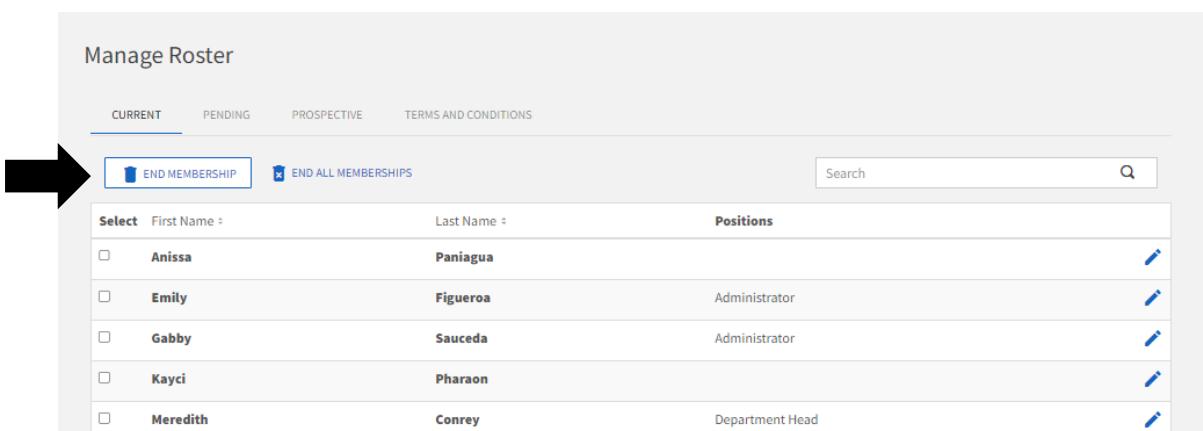
ADD E-MAIL ADDRESSES

A large black arrow points to the 'ADD E-MAIL ADDRESSES' button.

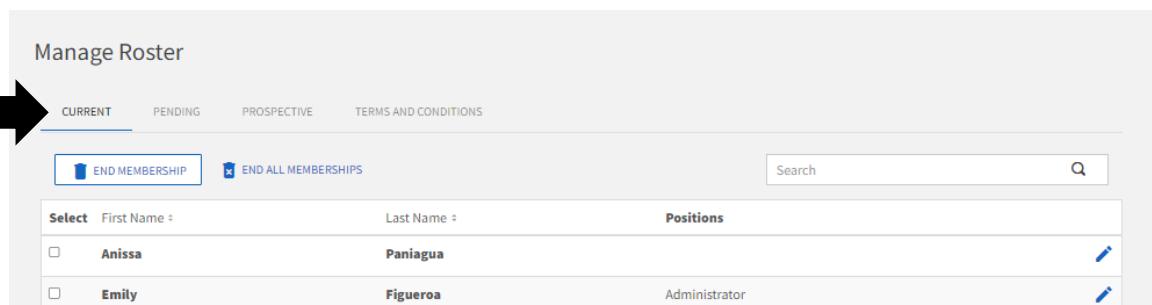
Select what position you would like to invite the members as, then hit *Send Invitations*.



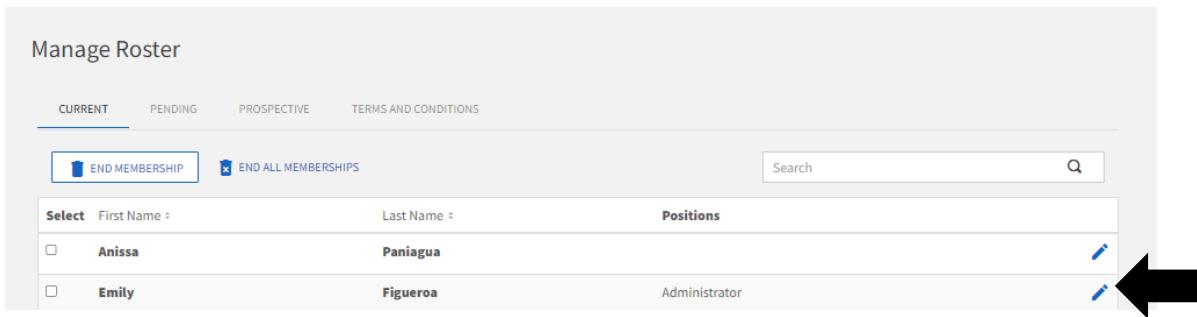
**Ending memberships:** Locate the member(s) you would like to remove and check the box on the far left of the members' names. Click *End Membership* at the top of the user list. A confirmation box will appear to let you know that ending this user's membership will also remove all their positions and permissions.



**Approving memberships:** As an officer, you also have control over who joins your organization. When you are updating the roster, 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 are those who have requested to join and are waiting on a decision.



**Assigning people to Positions:** In the "Manage Roster" section, you can also edit the positions your different members hold. Click *Edit Positions* to the right of a username to take this action. A list of all available positions will appear. Assign a user to a position by clicking the appropriate checkbox and clicking *Save*.

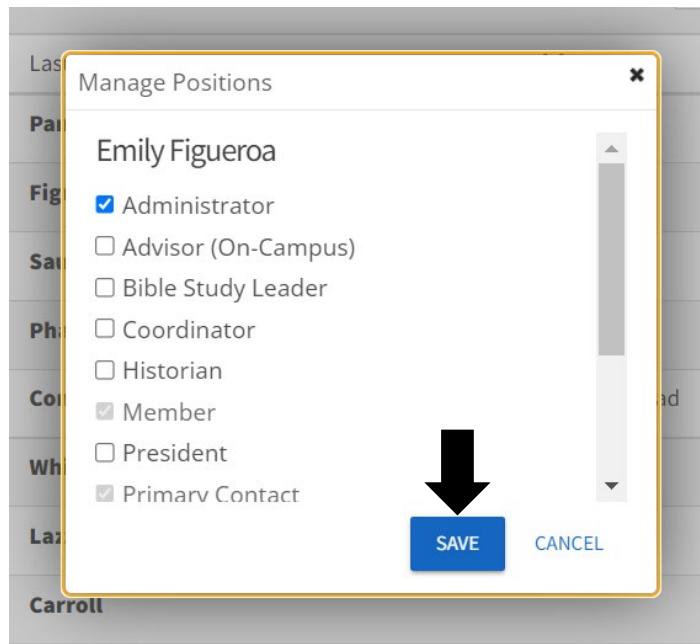


Manage Roster

CURRENT PENDING PROSPECTIVE TERMS AND CONDITIONS

| Select                   | First Name : | Last Name : | Positions     |
|--------------------------|--------------|-------------|---------------|
| <input type="checkbox"/> | Anissa       | Paniagua    |               |
| <input type="checkbox"/> | Emily        | Figuerda    | Administrator |

Update the position type then select *Save*.



Manage Positions

|   |
|---|
| Emily Figueroa                                      |
| <input checked="" type="checkbox"/> Administrator   |
| <input type="checkbox"/> Advisor (On-Campus)        |
| <input type="checkbox"/> Bible Study Leader         |
| <input type="checkbox"/> Coordinator                |
| <input type="checkbox"/> Historian                  |
| <input checked="" type="checkbox"/> Member          |
| <input type="checkbox"/> President                  |
| <input checked="" type="checkbox"/> Primary Contact |

**Reminder:** According to [SHSU's Student Organization Handbook](#), student organizations must update their BearkatHQ roster within 3 business days of an election. This is a great time to update the officer list and remove any members who have left the organization. It is your student organization's responsibility to maintain an updated roster to receive communications and updates from the Department of Campus Activities & Involvement