

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.

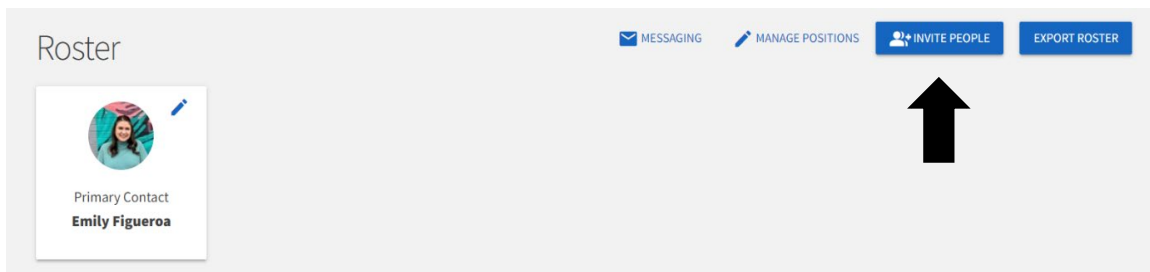
The screenshot shows the 'Roster' management page. At the top, there are four buttons: 'MESSAGING', 'MANAGE POSITIONS', 'INVITE PEOPLE', and 'EXPORT ROSTER'. Below these is a profile card for the 'Primary Contact', Emily Figueroa. The main section is titled 'Manage Roster' and includes tabs for 'CURRENT', 'PENDING', 'PROSPECTIVE', and 'TERMS AND CONDITIONS'. Under the 'CURRENT' tab, there are buttons for 'END MEMBERSHIP' and 'END ALL MEMBERSHIPS', along with a search bar. A table lists the current members:

Select	First Name	Last Name	Positions
<input type="checkbox"/>	Anissa	Paniagua	
<input type="checkbox"/>	Emily	Figueroa	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.

This screenshot is identical to the one above, but it includes a large black arrow pointing from the left towards the 'MESSAGING' button in the top navigation bar, highlighting it as the correct action to take.

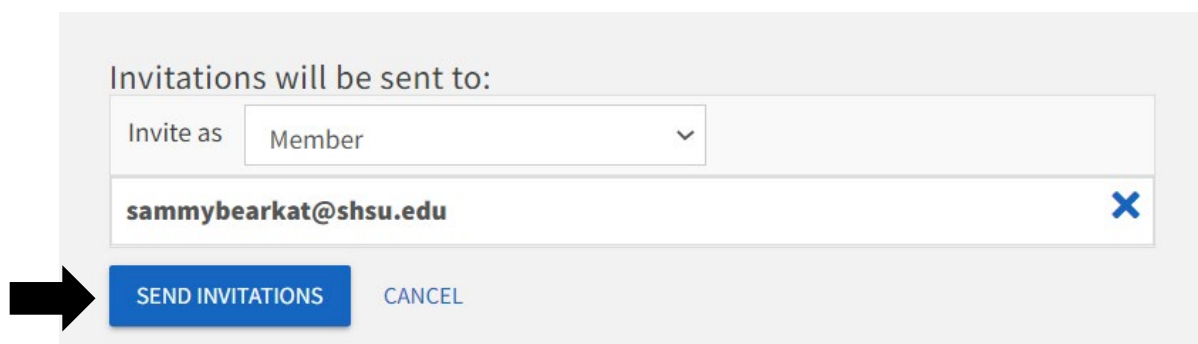
Inviting members: Invite members to join your organization by clicking *Invite People* at the top of the *Roster* page.



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

A screenshot of the 'Invite People' form. At the top left is a link '← BACK TO ROSTER'. The main heading is 'Invite People'. Below it is a paragraph: '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.' Below this is a section titled 'E-mail addresses' with a large text input box. The text 'sammybearkat@shsu.edu' is entered in the box. At the bottom left of the form is a button labeled 'ADD E-MAIL ADDRESSES'. A large black arrow points to the right towards this button.

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



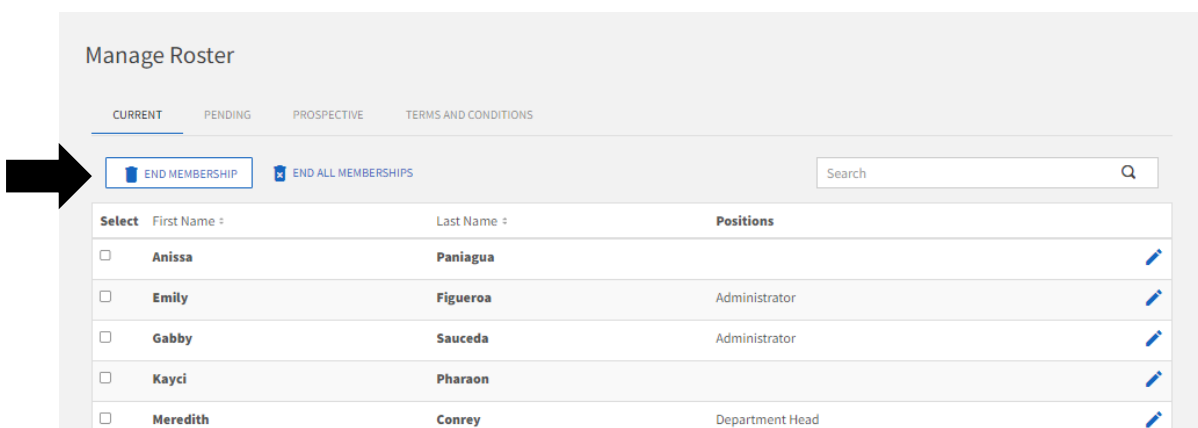
Invitations will be sent to:

Invite as Member

sammybearkat@shsu.edu

SEND INVITATIONS CANCEL

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.



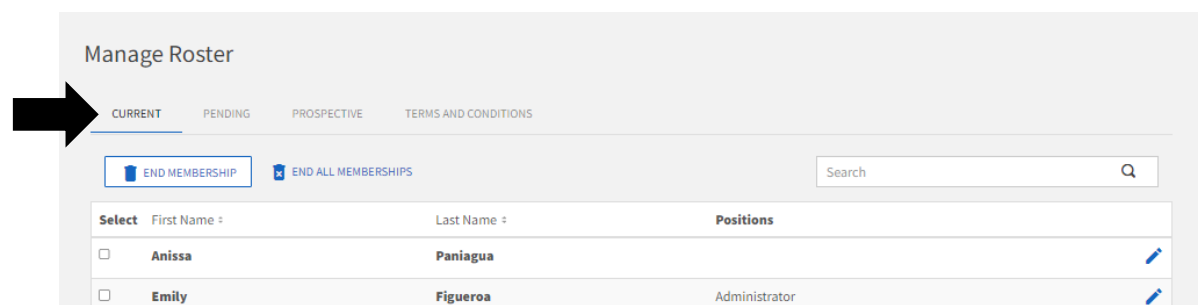
Manage Roster

CURRENT PENDING PROSPECTIVE TERMS AND CONDITIONS

END MEMBERSHIP **END ALL MEMBERSHIPS** Search

Select	First Name	Last Name	Positions
<input type="checkbox"/>	Anissa	Paniagua	
<input type="checkbox"/>	Emily	Figueroa	Administrator
<input type="checkbox"/>	Gabby	Sauceda	Administrator
<input type="checkbox"/>	Kayci	Pharaon	
<input type="checkbox"/>	Meredith	Conrey	Department Head

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.



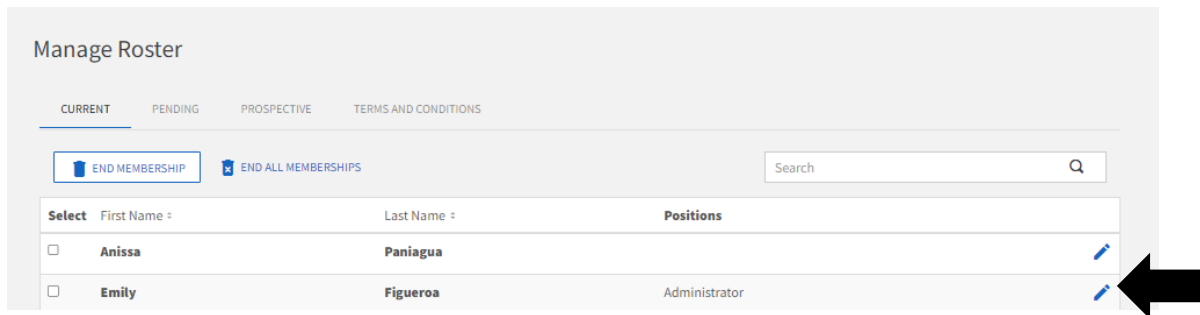
Manage Roster

CURRENT PENDING PROSPECTIVE TERMS AND CONDITIONS

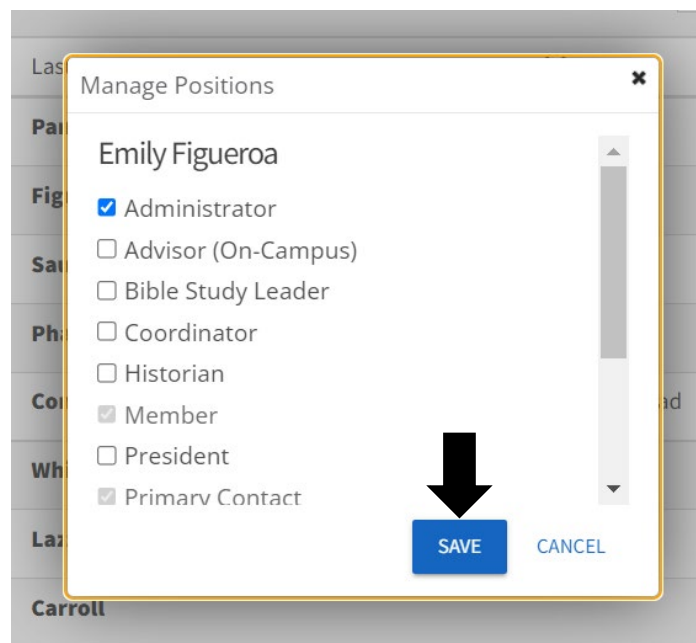
END MEMBERSHIP **END ALL MEMBERSHIPS** Search

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

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.



Update the position type then select Save.



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