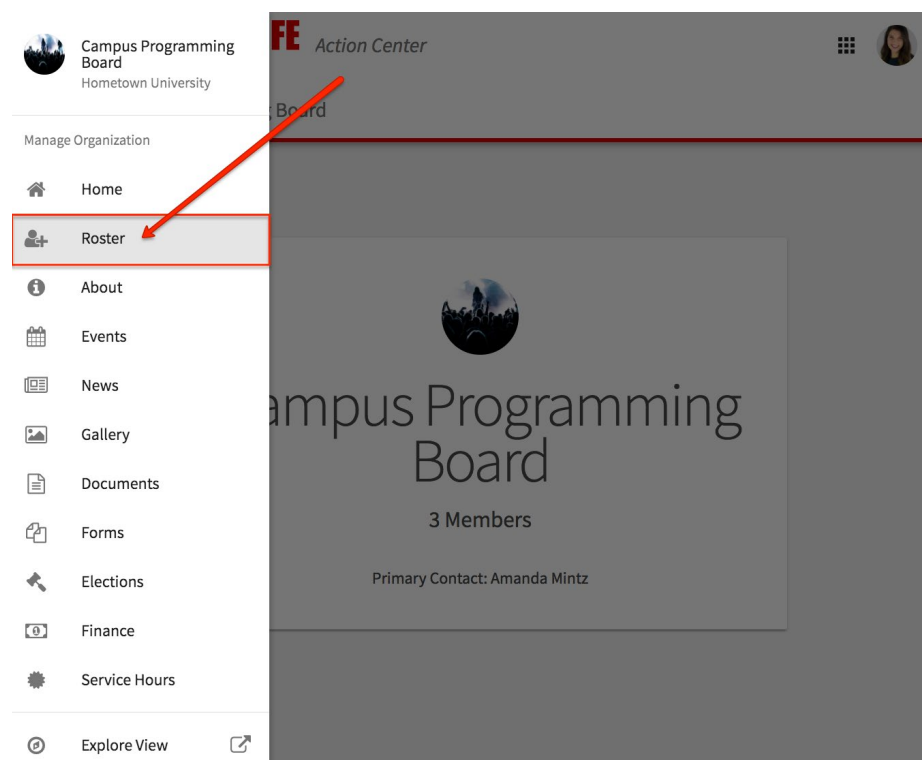


Creating positions specific to your Organization

Every organization is unique, and you might find that your organization has its own specific Position titles that you want to create in your organization's site. To create new Positions for your organization, navigate to the Action Center for your organization site and click on the *Roster* tool.



Keep in mind you will need the appropriate level of access to manage the Roster in order to create new Positions. From the *Roster* menu, click *Manage Positions*. A list of all the current positions available for your organization will be listed. Some of these may have been created by the organization, while others may be site-wide positions created by your campus administrators.

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HOMETOWN LIFE Action Center
at Hometown University



☰ Campus Programming Board

Roster

MESSAGING MANAGE POSITIONS INVITE PEOPLE

Manage Roster

To create a new Position, click *+Position* at the top of the page. Give the Position a name. Keep in mind the name should be of the Position itself, not of the user who will eventually hold this Position in your organization. You then need to assign the Position to the Position Type that is most appropriate. These types are determined by your system administrators. Check the box next to "Show holders of this position on the organization's roster" if you want the user holding that position to be visible on the roster page of your organization. If you want the position to be available for users to hold immediately, select "Active." If this is not checked, the position will only be available as a past position.

Create Position

Create a new position that is unique to your organization. You can grant *no*, *all*, or *limited* access.

Position Name should be the name of the position being created (i.e. Historian, Technical Guru, etc...) and not the name of the person who will or who is currently in the position. Once created you can assign the position to members on the **Manage Roster** page.

*Position Name

Position Type
Members

- Show holders of this position on the organization's roster
- Active *(If not checked, the position will only be available as a Past Position)*

Set Management Access

- No Access
People with this position can access NO management features
- All Access
People with this position can access ALL management features
- Limited Access
People with this position can access the management features selected below

CREATE CANCEL

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Finally, you will need to set the management access for this Position. Users who fill Positions with "No access" will not be able to manage any tools within the organization. "All access" allows Position holders to manage every tool within the organization's site - these are the users who will have the most power within your organization. Limited access allows you to select the level of access the Position should have for each tool within the organization site. See below for information about what each level of access will allow for each tool.

Tool	None	View	Full
<i>Registration Forms</i>	Cannot view registration form submissions.	Can view the organization's registration submission, but cannot edit it.	Can edit and resubmit the organization's registration form.
<i>Documents</i>	Only able to see documents that have been shared publicly or with that user's position.	Able to view all documents, but cannot edit, delete, or create them.	Has full access to documents, including the ability to create, edit, and delete them.
<i>Messaging</i>	Does not have access to the messaging tool, but will receive messages sent to them.	Can view messages sent from the organization but cannot create new message relays.	Has full access to send message relays to members of the organization
<i>Events</i>	Only able to see events that have been shared publicly, within their organization, or ones they have been invited to.	Able to view all event details and submissions, but cannot edit, delete, or create them.	Has full access to events, including the ability to edit and delete them, manage invitations, manage event attendance, and submit event requests.
<i>Finance</i>	Cannot access the finance tab.	Can view transactions and requests, but cannot edit or create them.	Can submit purchase and funding requests on behalf of the organization.
<i>Wall</i>	Can view and contribute to the wall.	Can view and contribute to the wall.	Can view and contribute to the wall.
<i>Roster</i>	Can view the public roster of members but has no management access for the roster or Positions.	Can view all members of the organization, organization created positions, but cannot make edits to the roster or create new organization positions.	Can manage the roster, including the ability to create and edit positions, invite members, and approve memberships.
<i>Profile</i>	Can only see the basic profile of the organization.	Can view the full organization's profile but cannot update it.	Can edit the organization's profile.
<i>News</i>	Only able to see news posts that have been shared publicly or with the organization.	Able to view all news posts, but cannot edit, delete, or create posts.	Has full access to news, including the ability to create, edit, and delete posts.
<i>Forms</i>	Only able to see forms that have been shared publicly or with that user's position.	Able to view all forms, but cannot edit, delete, or create them. User can also view form submissions but cannot approve or deny them.	Has full access to forms, including the ability to create, edit, and delete forms and manage form submissions.
<i>Photos</i>	Only able to see photo galleries that have been shared publicly or with that user's position.	Able to view all photo galleries, but cannot edit, delete, or create them.	Able to manage all photo galleries, including the ability to edit, delete, and create them.

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Tool	None	View	Full
<i>Service Hours</i>	Able to see their own service hours and submit service hours for review.	Able to see service hours submitted by any user, but cannot approve or deny them.	Able to view all service hours for all users and make decisions about approving and denying service hours.
<i>Elections</i>	Only able to see elections that have been shared publicly or with that user's position.	Able to view all elections and election results, but cannot edit, delete, or create them.	Able to create, edit, and delete elections and view results.

When you are finished determining the level of access for the position, click *Create*. Once the position has been created, it may take a few minutes before it can be assigned to a member. If you do not see the position immediately, give the system a few minutes while the position is being generated. For information about adding or changing members' Positions, please read our article on [changing positions in your organization](#).