

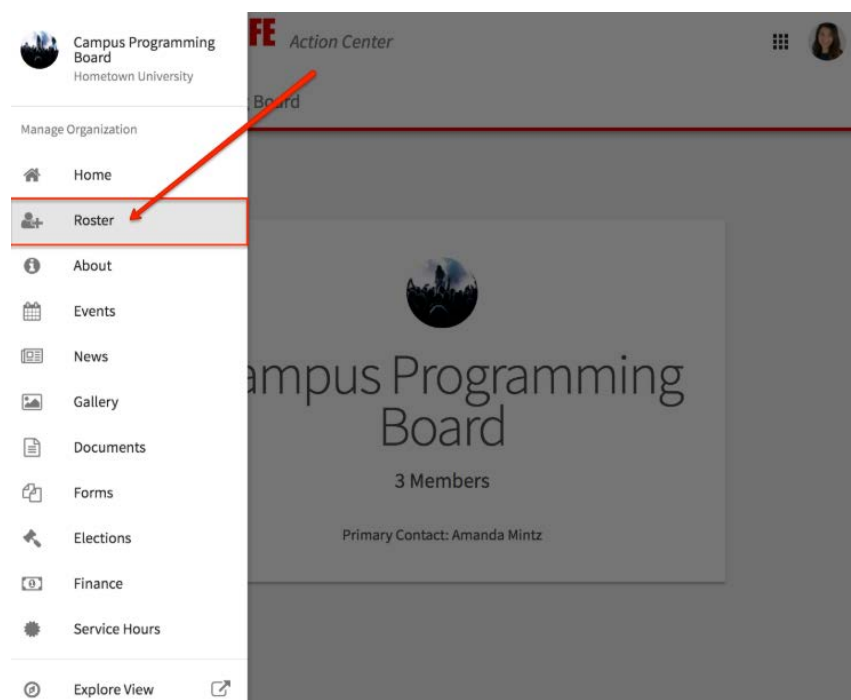
Inviting Members and Approving Membership Requests in Engage

FOR STUDENT ORG OFFICER USE

As an officer or someone who has access to manage the Roster tool, you have the ability to approve or deny requests from users asking to join your organization. To view your membership requests, navigate to the Action Center for your organization page and select the *Roster* tool from the organization tool drawer.

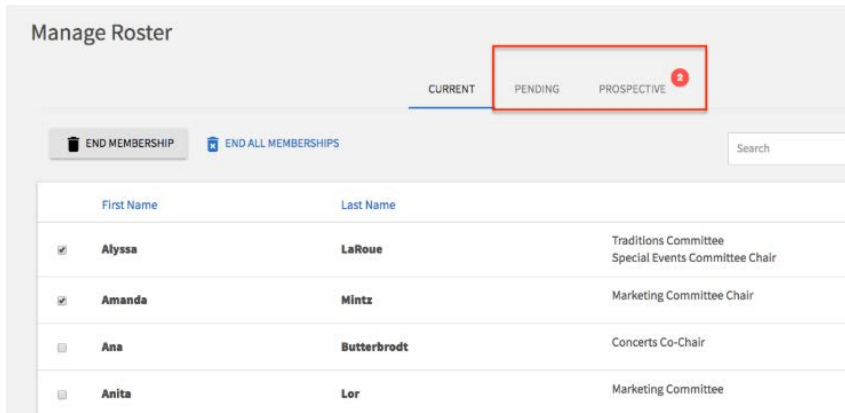
How do I approve membership requests to join my organization?

1. Log in to your Engage account using your GWnet credentials.
2. To view your membership requests, navigate to the Action Center for your organization page and select the *Roster* tool from the organization tool drawer.

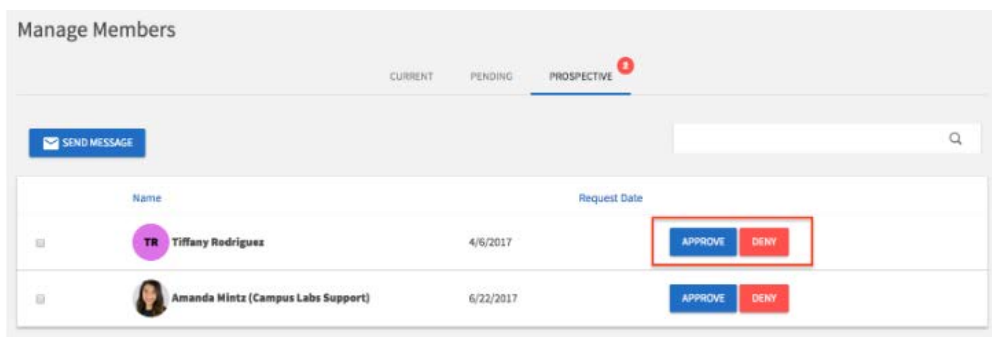


GW ENGAGE

3. Scroll down to the *Manage Roster* section. You will see lists for current, pending, and prospective members.
 - a. "Pending" members are those who have been invited to join the organization but have not yet accepted that invitation.
 - b. "Prospective" members are those who discovered your organization and have indicated they would like to join.



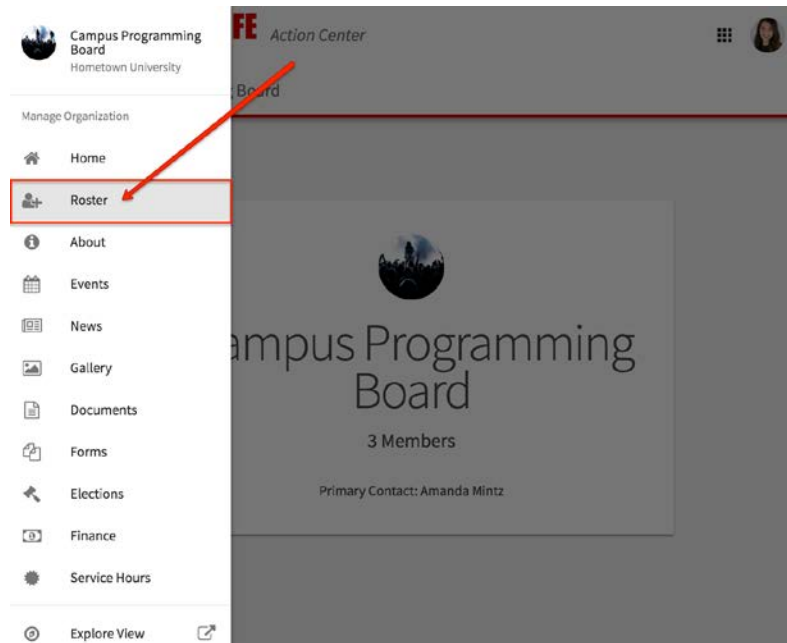
4. To notify a pending member of their invitation, check the box to the left of each individual and click *Resend Invitation*.
5. For prospective members, navigate to the *Prospective* tab and review the users who are awaiting membership approval. Click *Approve* or *Deny* to make a decision about that user's membership. You can also send any prospective member a message by selecting the checkbox to the left of their name and selecting *Send Message*.



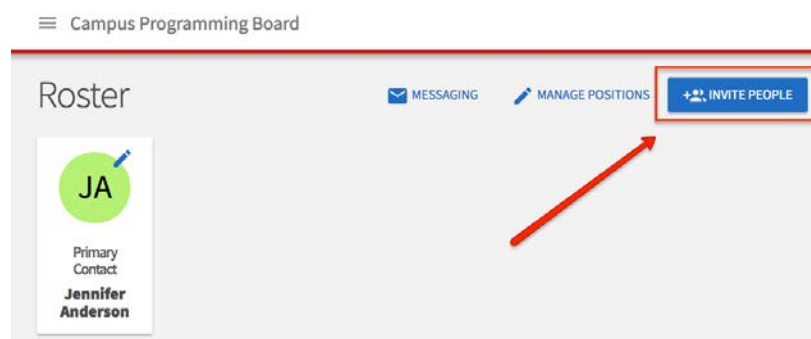
GW ENGAGE

How do I invite people to join my organization?

If you want to invite specific users to join your organization, navigate to the Action Center for your organization and click on the *Roster* tool from the organization tool drawer.



At the top of the page, click *Invite People*. Enter the campus e-mail addresses you'd like to send membership invitations to. You can enter up to 500 e-mail addresses in the text box. Make sure to use the email addresses associated with the users' accounts (**this will be netid@gwu.edu**)!



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After you have added the e-mail address, click *+Add E-mail Addresses*. Once you have entered the e-mail(s), you can select which Position you would like the user(s) to hold once they accept their invitation. Click *Send Invitations* when all people have been added to the list.

← 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

+ E-MAIL ADDRESSES

Invitations will be sent to:

Invite as: Staff Advisor

nadams@campuslabs.com

SEND INVITATIONS CANCEL

Note: If you want different invited members to hold different Positions in the organization, you will need to invite them separately. You can always invite every user as a general "Member" and then [manage individual Positions](#).