# GW ENGAGE

# Updating your Organization Profile and Navigating the Organization Tool Menu

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. If you are looking to contact someone that can make changes to a page you are a member of, you can find contact information on the Roster page for your organization.

## Editing information about your organization

1. If you have permissions to make changes to your organization, edit your organization's details by going to the Action Center for your organization, opening up the org tool drawer, and selecting *About.*
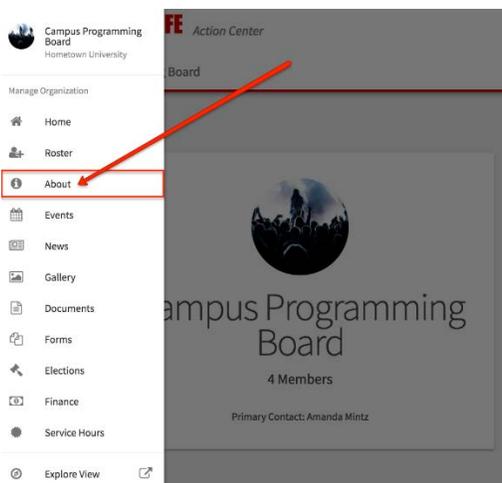


Here you will be able to update your organization summary, contact information, social media information and profile picture. If you are adding links to social media pages, make sure they set to public. If you are adding a Facebook link, make sure it's a group page. Links to personal profiles will not display on your page. When you're done making changes, click *Update* to save.

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*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.*

## Organization Tool Menu Walkthrough

1. The **Organization Tool Menu** allows you to create and manage content for your organization. Access the Org Tool Menu by navigating to your Action Center through the *Manage View* of the Switchboard.



2. When you land in Action Center, select the organization you want to manage. Clicking on the name of the organization will take you to the Action Center Home for that organization. At the top left hand corner underneath the community logo, you will see the name of the organization next to a menu icon.
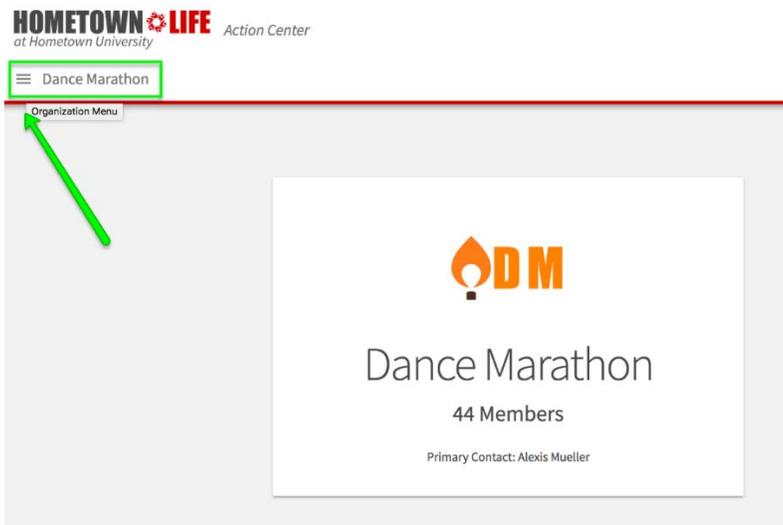
3. Click the menu icon to open up the Organization Tool Menu. You may only see certain tools in the Organization Tool Menu for a particular organization. The tools you have access to will be based on your position within the organization.
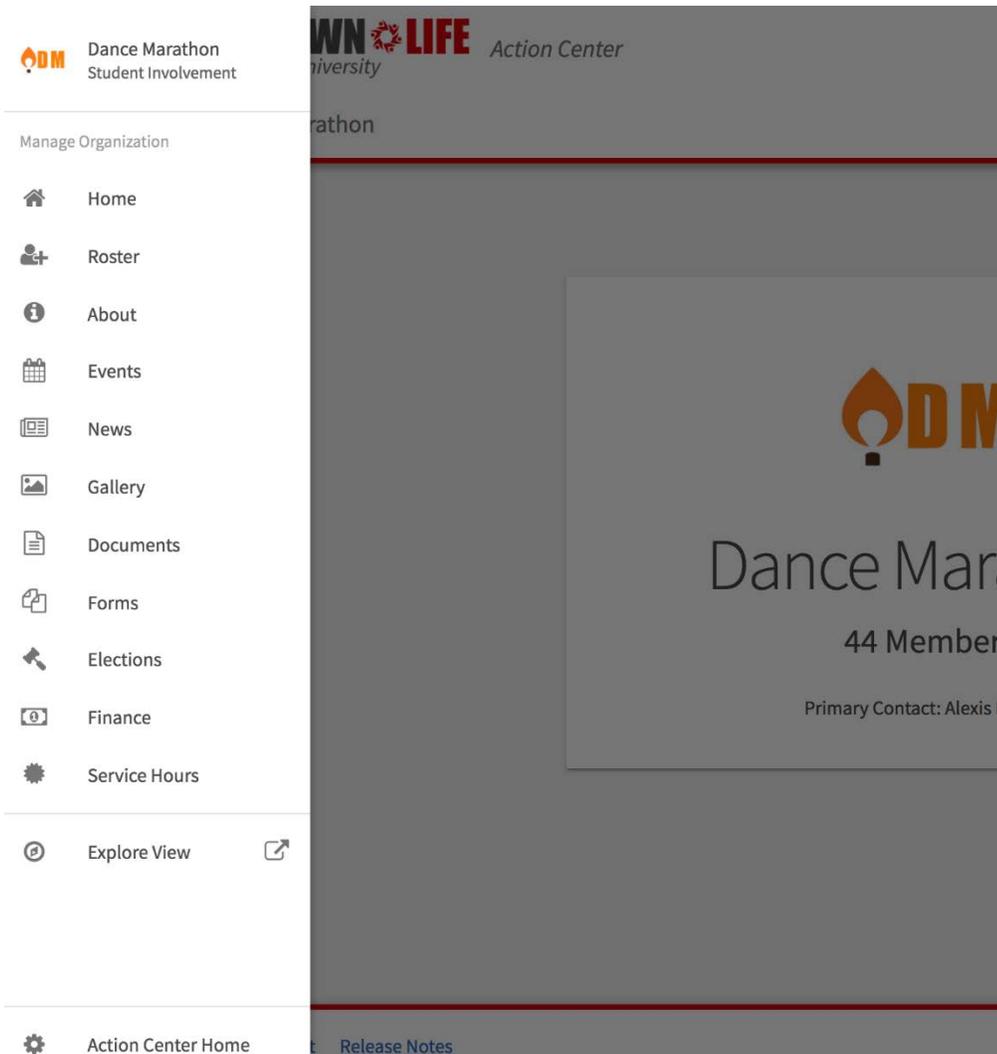


You may see any one of the following tools. Click the linked name of the tool to explore a more detailed walkthrough.

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**Home:** Action Center Home provides a summary of your organization. On this page, you will see your organization profile photo, the name of the org, the number of members, and the name of the Primary Contact.

**Roster:** The Roster tool includes your ability to manage positions for the organization, send organization messages, invite members, remove members, and approve pending memberships.

**About:** In the About tool, you can update some of your organization's basic details, such as the profile photo, description, summary for the organization directory, contact information, and social media links.

**Events:** The Events tool allows you to create and manage your organization's events. Submit an event request, or manage an individual event, including inviting attendees, tracking participation, or changing an event's details. If you are hosting an event with alcohol, you will be prompted to indicate so at the end of the event creation form, which will lead you through the necessary steps to register an event with alcohol.

**News:** The News tool helps you share what your organization is doing with the community. You can create, edit, and delete News posts from this area.

**Gallery:** The Photo Gallery helps you create a more visually appealing organization homepage. Photos are a great way to show off the exciting things your organization has done! Your gallery photos will be showcased at the top of your organization's public-facing page.

**Documents:** The Documents tool allows you to create a shared storage space for important organizational files. You can share these files publicly or only with certain members or Position holders within your organization.

**Forms:** Use the Forms tool to move any of your organization's paper forms into Engage. Use forms for sign-ups, interest forms, applications, and more!

**Elections:** The Elections tool allows you to create elections for your organization.

**Finance:** If you are listed as the organization President or Financial Officer, you will be able to submit financial requests for your organization.

**Explore View:** Click "Explore View" to navigate to the public-facing page for your organization.

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**Action Center Home:** Use this button to return to the general homepage for your Action Center, where you can switch back and forth between Action Centers for different organizations you are involved in.

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