

WVUENGAGE Roster Information

How to manage your roster on WVUENGAGE:

It is important that you keep your roster up to date on WVUENGAGE. This is how the Student Engagement and Leadership Office will track and communicate with your organization

Members Accept Membership

In order to show an accurate roster all members must accept membership through WVUENGAGE

To do this, first, an officer must add all members to the roster by selecting **MANAGE ORGANIZATION** and going to the roster page. Select **INVITE PEOPLE**, add each email address, select **ADD E-MAIL ADDRESSES** and then select **SEND INVITATIONS**

Members should receive an email from WVUENGAGE and must accept the membership by opening the email and navigating to the WVUENGAGE site

Pending Memberships

If you have sent out invitations for the members of your organization but now have **PENDING** members. This means some members have not yet accepted their membership

You now need to resend invites to those who are pending and are still current members

To do this, go to the **PENDING** tab in your roster and select the member who should be on your roster and select **RESEND INVITATION**.

Note: Members can also request to join the organization and officers can then accept the membership on their end.

Assigning and Accepting Officer Positions

Assign Officer Positions

Once members accept their membership you can assign officer positions

To do so, go to the roster page and select the blue edit button by the name of the member who is an officer. Next, select the officer position of that member.

(you can create new officer positions if your organization has unique officer positions)

Accepting Officer Positions

To show up as an officer on the explore side of the site, officers must accept their officer position

Go to your account, in the upper right corner on WVUENGAGE and go to privacy settings. Scroll down to organization Roster Setting here you will see all your current officer positions and can change from **HIDE** to **SHOW**