WVU ENGAGE

Welcome to WVU ENGAGE the new home for WVU student organizations!
What is WVU ENGAGE?

WVU ENGAGE is a platform for all students at WVU to engage with the school community

- Focus on connecting students with student organizations
- Student leader organization management
- Easy communication
- Stay **INFORMED, INVOLVED, AND CONNECTED** to the WVU community!
- Find a complete list of all recognized student organizations
Resources for Student Leaders

• Personalized page for your student organization
• Manage your roster, about section, gallery, and more
• Send messages to group members
• Invite members to join
• Create events, track event participation
• Create news posts
• Create a budget
Registering a New Student Organization

Step 1: Log In to WVU Engage

- Go to: wvu.campuslabs.com/engage
- Sign in w/ WVU credentials

Step 2: Register as a New Organization

- Go to the ORGANIZATIONS tab at the top of your page
- Select REGISTER AN ORGANIZATION, Select REGISTER A NEW ORGANIZATION
- Fill out all required fields for your organization

Step 3: Manage Content for your organization

- ONCE APPROVED - Go to Action Center (right upper corner, switch from explore to manage)
- Left upper corner, select the organization to manage
  - Here, you manage your roster, about section, gallery, and more.
Add Members

To add members and assign officers to the roster, go to the drop down menu (on the left) and select roster.

On the top right select INVITE PEOPLE and add the email addresses of members and officers.

Once members are added and accepted, you may manage position types for your officers (advisor, vice pres., etc.)

Accepting Officer Positions

Each member and officer will receive a notification to join the organization.

To accept, the member or officer must log in to WVUENGAGE and accept the membership or position.

Once approved, you may manage position types for your officers (advisor, vice pres., etc.).

Make Officer Positions Visible

If you would like to appear on your organization’s profile as an officer you must change your privacy settings. Go to the right corner, and select account.

Go to privacy settings and scroll to bottom of page to organization roster settings.

Select show position for your officer position (if you want to appear on your orgs page) other officers will also have to accept positions.

Add Photos, Events, and News Posts!

Drop down menu on the left allows you to add photos to your gallery, post news, create events, and more!

Start building your page on WVUENGAGE!
Re-registration Process in WVUENGAGE

Once a school year, each student organization must re-register through WVUENGAGE.

Step 1: Manage Your Student Organization Updates
- Prior to re-registering, your student organization may need to elect new officers.
- Also, remember to discuss and update any organization changes, such as your constitution, GPA requirements, or other organization information.

Step 2: Re-register
- Go to the Action center of the WVUENGAGE site (switch from explore to manage in the upper right corner).
- On your Action Center homepage, select REGISTER AN ORGANIZATION.
- On the next screen, there will be a list of organizations, select your organization, if you are eligible for re-registration, there will be a blue RE-REGISTER button.

Step 3: Continue with the Process
- Many of the steps may already be complete, make sure to update any info that needs to be changed (such as new officers, constitution, etc.).
- When finished, hit submit! Your organization will be approved once you complete step 4!

Step 4: Attend Trainings
- The president (or another officer) must attend a training on the annual registration process.
- And, the treasurer (or another officer) must attend a financial management/Grant process workshop.
- These trainings will be provided by the Student Engagement and Leadership office during the fall semester.
This link will help you manage your organization site!

Student Leader Resource Guide

Thank you for being a part of WVU ENGAGE!