

# WVUENGAGE Next Steps!

## Manage content for your organization

ONCE APPROVED - Go to the Action Center (right upper corner, switch from explore to manage)

Left upper corner, select the organization to manage  
Here you can manage your roster, about section, gallery, and more!

## Add members

To add members and 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.)

## Accept officer positions

Go to the right corner of the page and select account

Got 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!