

WVUENGAGE

Welcome to **WVUENGAGE** the new home for WVU student organizations!

What is **WVUENGAGE**?

WVUENGAGE 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: wvuengage.wvu.edu and click the sign in button

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.

Once Approved!

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

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

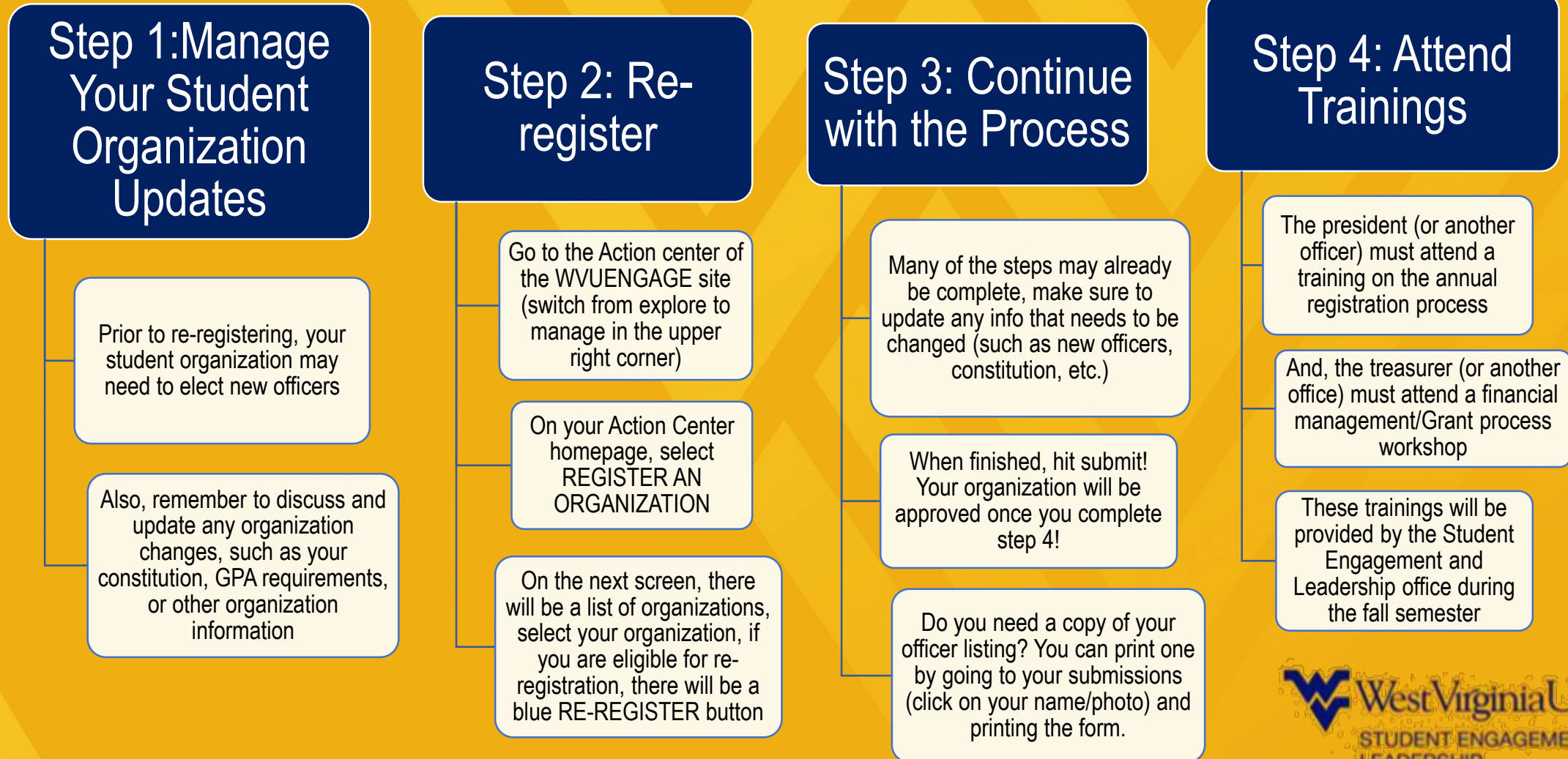
Add Photos, Events, and News Posts!

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.



This link will help you manage your organization site!

[Student Leader Resource Guide](#)

Thank you for being a part of **WVUENGAGE!**