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**Section 1: Updating your organization and recruiting tips**

**Change Primary contact or other position** - do this to ensure the appropriate people are getting emails and important updates

1. Log into the lynx
2. Go to your Club’s page
3. Under management tools, click on ‘members and positions’
4. Find the person’s name who you want to make the primary contact
5. Notice the paper and pencil icon next and click on it
6. Notice the available positions on the right hand side and click on the appropriate title.
7. To remove a title from someone’s name follow steps 1-5.
8. Instead of clicking on the title under available positions though, click on the title you want to remove listed under current positions.

**Create or edit Positions** – add additional managers and officers to the page or add descriptions for historical data

1. Log into the lynx
2. Go to your Club’s page
3. Under management tools, click on ‘members and positions’
4. Click on ‘See Organization Positions’ in the blue text on the top right
5. To edit a position or add a description, click on the paper and pencil icon to the right of the position name
6. To make a new position/title click on ‘Create Position’ in the blue text on the top right
7. Add the title and make sure to click on the appropriate level of access to the lynx you would like that position to hold
8. To give someone the position, follow the instructions above under the title, ‘Change primary contact or other position’

**Tips for recruiting**

*The Lynx can be a great tip for recruiting over the summer as new students will use it as their first resource for finding out what is*
available at UVM. Be sure to follow these helpful tips to stay in contact with them.

Keep things up to date

1. Make sure your Club’s profile page looks interesting for new members
2. Make your page more robust by accessing the ‘Organization Profile’ button underneath management tools. Here you can add YouTube clips, post pictures, and link external websites, as well as give a helpful description of what your organization does.
3. Be sure your contact info is up to date so newcomers can get in touch with you.
4. Under the site management button (just below organization profile) you can add an organization picture
5. Post events so new students know what you are up to and can find you once school starts
6. Create discussions to engage both current and prospective members

Get in touch with interested newcomers

1. You will receive emails whenever a student attempts to ‘join organization’ and expresses an interest in your organization
2. To see their name, go to members and positions under the management tools of your organizations page
3. Scroll down the members and positions page and notice a queue of ‘prospective members’
4. You can email members individually by using their name and finding them in the UVM directory
5. If you want to contact all the prospective members at once, check out the how to use email lists instructions below
6. It is not advised that you add prospective members to your list of current members until the school year starts and you discover their actual level of interest.

**Email Lists** – use this valuable tool to communicate with both returning and prospective members

1. Under your management tools you will see the ‘notifications’ button, click on it
2. There are two default email lists, ‘current members’ and ‘prospective members’
3. To email either one of these groups, simply click on them.
4. Your email will be sent from The Lynx so be sure to include a descriptive title
5. Want to create an executive list or any other specific lists? Simply click on create list and follow the steps

For an illustrated version of this please go here:  
[http://collegiatelink.net/support_docs/student/](http://collegiatelink.net/support_docs/student/)
Section 2: A How to:
For page managers

Managing your Roster

1. Log in
2. Go to your Club’s page
3. Under management tools, click on “Members and Positions”
4. Delete old members by clicking on the ‘X’ next to their name
5. Add new members by searching their name on the system – this can be done by clicking on the “search for members” text under “Add new members”
6. Invite people by email and last name
7. Notice at the bottom of the ‘members and positions’ page the “Prospective member’s” list. Approve those who should be part of the organization by clicking on the green plus sign next to their name

For an illustrated version of this please go here: http://collegiatelink.net/support_docs/student/

Email Lists

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Send Text Messages
1. Follow all the steps for sending an email
2. When click on a list you will be given an option to send as a text message or not, choose “Send as an SMS”
3. For your participants to receive these they must enable Text message through the Lynx and Facebook. For more information on this, see “enabling text messaging” in Section 3

For an illustrated version of this please go here:
http://collegiatelink.net/support_docs/student/

News Articles
1. Log in
2. Go to your Club’s page
3. Under management tools, click on “News”
4. To create a new article, click on “create new article” on the top right of the page
5. Be sure to pick an appropriate expiration date
6. You can embed web links, pictures, or YouTube links by utilizing the icons in the menu above the text
Documents

1. Log in
2. Go to your Club’s page
3. Under management tools, click on “Documents”
4. Click on “upload document” on the top right of the page
5. Be sure to choose the appropriate category
6. Notice the Access Restrictions option in the blue text above the upload button – If your document should be restricted to just members and/or just officers, be sure to choose the appropriate restrictions before uploading the document

Discussions

1. Log in
2. Go to your Club’s page
3. Under management tools, click on “Discussions”
4. Click on “create discussion” on the top right
5. Create your discussion topic and text
6. Be sure to note that all members will receive your post in their emails
7. Many discussions are group sensitive or sensitive to just parts of the group. Please be sure to set the appropriate access restrictions.

***Since discussion submissions will now be forwarded to peoples emails please let them know they have the ability to restrict whether or not they receive them as well as how often. To do this they should click on “My involvement” on the main menu on the top right of their screens and pick the appropriate designation”***

For an illustrated version of this please go here: http://collegiatelink.net/support_docs/student/

**Creating Forms/Surveys and Elections**

1. Log in
2. Go to your Club’s page
3. Under management tools, click on “Forms” or Surveys and elections”
   ***Forms and Surveys/Elections are made the same way. To see what people wrote, choose Forms; for anonymous submissions or elections choose Surveys***
4. Click on “Create form on the top right of the page
5. Title the form, add any descriptions or special instructions, and decide who can access the form
6. Be sure you pick appropriate start and end dates
7. After you save this info the screen will provide a confirmation notice
8. Notice the add question in small letters on that notice and click on it
9. Add your questions and also determine the types of responses allowed – multiple choice, write in, or text box
10. Be sure to save each time
11. Your form will not be put online until you click the activate form message

For an illustrated version of this please go here:
http://collegiatelink.net/support_docs/student/

**Seeing responses to forms and surveys**

1. Log in
2. Go to your Club’s page
3. Under management tools, click on “Forms”
4. Click on the search button towards the bottom of the screen
5. Find your form and notice the manage column on the right of the table
6. To view individual submissions click on the magnifying glass
7. To view a spreadsheet with all responses click on the upward green arrow (the responses are on page two of the worksheet)
8. If you want to go back and edit you can do so by clicking on the pencil and paper button

For an illustrated version of this please go here:
http://collegiatelink.net/support_docs/student/
Creating and Managing Events

1. Log in
2. Go to your Club’s page
3. Under management tools, click on “Events”
4. Click on “Create Event” on the top right of the page
5. Be sure to fill out all the fields (pick the appropriate category, if one does not fit well choose ‘other’)
6. Click on create
7. On the following screen upload a flier or picture to post on your page and the public flierboard
8. You can also invite members of your group to the event
9. You may also track attendance
10. If you choose to create ticketing through the online store (explained next) you can manage ticketing and fees through your events as well

For an illustrated version of this please go here:
http://collegiatelink.net/support_docs/student/

Store

1. Log in
2. Go to your Club’s page
3. Under management tools, click on “Store”
4. Click on “manage items for sale”
5. Find the create item button
6. Complete all fields
***You must choose the pay later option. UVM financial policy does not allow for online payments***

7. Be sure to set a time limit or quantity limit on your item
8. When people buy the item you will receive an email with all their info and can contact them to make payment arrangements
9. The store will track all the orders, by going into the store and clicking on manage orders you can update the stage of the process all the way through
Section 3: Completing Club Sports Specific Tasks

Accident Reports

1. Log in with your netid and password
2. Browse organizations and find “Club Sports” (be sure to go to the club sports page and not your club’s page)
3. Go to the Club Sports page
4. Click on forms
5. Complete the “Accident Report”

Travel Rosters

1. Log in with your netid and password
2. Browse organizations and find “Club Sports” (be sure to go to the Club Sports page and not your club’s page)
3. Go to “Club Sports”
4. Click on forms
5. Complete the “Club Sports Travel Roster”

Completing the “Club Sports Agreement to Participate”

(Please be sure to send these instructions to all of your members)

1. Log-in using your netid and password
2. Browse the organization tree and find the Club you are a member of
3. Click on the “forms” icon under organization pages
4. Click on the “insurance waiver/agreement to participate” form
5. Complete all the fields and submit

**End of Semester Reports**

1. Log in with your netid and password
2. Browse organizations and find “Club Sports” (be sure to go to the club sports page and not your club’s page)
3. Go to the Club Sports page
4. Click on forms
5. Complete the “End of Semester Report” or “End of year report”
Section 4: A How to:

For Individuals

***For an illustrated demonstration of all this and much more about what TheLynx can do for you, go to: http://collegiatelink.net/Support/***

Being Part of the Lynx

1. Make sure that you know your UVM netid and password (the same as your email)
2. If you do not have one yet be sure to go to the account services website and create one - http://www.uvm.edu/account/
3. Once you have a netid and password go to www.uvm.edu/clubs
4. Find the log-in button on the top right underneath the tower logo and above the Facebook application button
5. Click on log-in
6. Enter your netid and password and be sure to click on log-in (hitting enter does not work)
7. Fill out the profile page (please note some items are mandatory and others are your choice)
8. Click on submit
9. You will be logged out after you submit but your profile will have been created and you can log-in again instantly
10. If you have any issues or make any mistakes on the profile page that cannot be fixed please contact llschu@uvm.edu or jlavery@uvm.edu

*** Graduate students, faculty and staff all can use the system as well; Medical students have access as well but may have issues and should contact the above emails or account services***

For an illustrated version please go here:
http://collegiatelink.net/support_docs/student/

**Joining an organization:**

1. Log-in using your netid and password
2. If you have not already created your profile, please see the section above before proceeding
3. Browse the organization tree by clicking on the tab up top or typing in the search field
4. Click on your organizations page and look on the right hand side under organization pages and find the “join organization” icon
5. Click on it and your interest will be forwarded on to the officers for approval
6. An officer or primary contact must confirm your participation in a group before you enter the current member list

**Discussions**

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1. Log-in
2. Go to your Club’s page
3. Notice discussions at the bottom of the front page or click on ‘discussions’ listed under organization pages on the right hand of the screen
4. Browse the discussion posts and add comments as you see fit or create a post of your own

***It is important to note that discussions can often be seen by the public unless access restrictions have been set. Even if access restrictions were set, administrators have access to your posts. Please be appropriate with your content***

**Completing Forms or Surveys**

1. Log-in using your netid and password – you will not be able to open these documents unless you are logged-in
2. Go to your Club’s page
3. Click on the forms or surveys and elections as appropriate
4. Click on the appropriate form or survey and complete

**Enabling Text Message**

1. Log-in using your netid and password
2. On the top right underneath your name see “My Settings”. Put your mouse over the arrow to drop down and option for “my notifications”
3. Click on “my notifications”
4. Next to “notifications list” indicate the type(s) of notifications you would like to receive. To receive text messages select either: “Email and SMS” or “SMS”

5. You will now be able to receive text messages from that organization

Other Cool Features

1. You can edit your profile at any time using the “my profile” tab – here is where you can add a picture to appear with your name
2. “My settings” includes privacy restrictions where you can choose whether or not your name is displayed
3. Add your involvement to Facebook so your friends at other schools can see using the “Facebook” icon
4. Use the “organizations” tab to see all SGA groups as well as many others on campus and Greek Life
5. Use the “Events” tab to see many of the events being hosted by Student Organizations

The My Profile feature is being updated soon and will provide individuals with great opportunities for extracurricular and academic growth