

# student organizations online

## CREATE YEARS, MEMBER GROUPS & ADD TO ROSTER

### CREATE YEARS & MEMBER GROUPS


Before adding members to your student organization's space, you must:

- Define the period of time your space will be available to your members.
- Create a member group or groups within the defined time period that will hold your members.

• If you want your space to be available to members for one year - One year is the default period of time a student organization's space is available. Follow the instructions for **Creating Groups to Hold Members**.

• If you want your space to be available longer than one year - You will need to create a custom year with your own date range. Follow the instructions for **Creating a Custom Year** before creating a group or groups to hold your members.

#### CREATING A CUSTOM YEAR

1. Under the **Users** section of your space Tools page or on your **Roster's** menu, click the **Years & Member Groups** link.
  2. Click the **Create Custom Year** button .
  3. In the **Year Label** box, type a label for the custom year. Often this is the date range your space will be available.
  4. In the **Start Date** box, type the start date or use the calendar icon next to the box to select the start date instead.
  5. In the **End Date** box, type the stop date or use the calendar icon next to the box to select the stop date instead.
  6. Use the **Group Labels correspond to this official Year** list to select the year that corresponds to the start date of your custom year.
  7. (Optional) Type the duration, in number of days, that your Organization is available to each member. This is primarily used to limit access to a space.
  8. Click **Save**.
- Note:** At the beginning of each year, you will need to manually remove members who are no longer part of your organization.
9. Follow the instructions for **Creating Groups to Hold Members**.

#### CREATING GROUPS TO HOLD MEMBERS

1. Under the **Users** section of your space Tools page or on your **Roster's** menu, click the **Years & Member Groups** link.
2. Click the **Add Member Groups to** link next to the active year.

Year	Member Group Name	Group Label	Actions
2006-2007 - 04/20/06 to 05/07/07			<a href="#">Add Member Groups to 2006-2007</a>

3. In the **Member Group Label** boxes, type a label for each group you want to create and then click the **Add** button.

Member Group Label	Group Label
<input type="text" value="Membership"/>	<input type="text"/>
Member Group Label	Group Label
<input type="text"/>	<input type="text"/>
<input type="button" value="Add"/>	

**Note:** Next fall, you will need to create a group and import members again unless you created a custom year.

### ADD MEMBERS TO ROSTER

The next step is to add members to your organization's roster, into the groups you previously created. You can add them one at a time or you can import a list of them from a .csv file

#### ADDING MEMBERS ONE AT A TIME

1. Under the **Users** section of your space Tools page click **Roster**.
  2. On the **Roster** menu, click **Add User**.
  3. In the **Member Group** list, click the group you want to add members to.
- | Member Group    |
|-----------------|
| 2006-2007       |
| 2006-2007       |
| -----Membership |
4. Select **Member** for the **User Role**.
  5. Click the **User Search** link.
  6. In the **Search** box, type a member's eID, last name or lastname,firstname and then click **Search**.
  7. Click the check box in front of the name of the person you want to add, if it's not already selected.
  8. Click the **Add To List** button.
  9. Search for another name or click **Close**.
  10. Click the **Add Users to Roster** button.

#### IMPORTING MEMBERS FROM A .CSV FILE

1. Under the **Users** section of your space Tools page click **Roster**.
  2. On the **Roster** menu, click **Add User**.
  3. In the **Member Group** list, click the group you want to add members to.
  4. Select **Member** for the **User Role**.
  5. Click the **Import Users** button.
  6. In the **Column One** list, choose the identifier that matches column one of the .csv file you are importing.
- Note:** If you choose email, the e-mail addresses in the .csv file must be K-State e-mail addresses.
7. In the **Column Two** and **Column Three** lists, choose the identifiers that match column two and three of your .csv file.
  8. Browse to the file location, select the file and then click **Open**.
  9. Click the **Import Users** button and then click **Close**.
  10. Click the **Add Users to Roster** button.