SHOCKERSYNC
WICHITA STATE UNIVERSITY

Student Leader and Advisor User Guide

shockersync.wichita.edu

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For more specific questions, please contact
student.orgs@wichita.edu or call us at 316.978.3022

Getting Started

Each organization has its own site where members can collaborate in discussion posts, events, photos, and other online features. As a student leader, you control the majority of these features. To get started you will first need to create your own profile – you will only need to do this the first time you log in.

Creating your individual profile

1. Log on to ShockerSync- shockersync.wichita.edu
2. Log in using your WSU email account (X123A456@wichita.edu)
3. Input your vital information – name, interests, and profile picture.

Access your organization's site

1. Log on to ShockerSync- shockersync.wichita.edu
2. In the top bar, click on My Organizations to view all current organizations you are a member of.
3. Click on the name of your organization and you will be taken directly to your organization's site. OR
4. Go to My Involvement at the top of the page. Your current Organization Memberships are listed by default.
5. Click on the name of your organization to expand the options.
6. Click on "Organization Site" to the far right.

Registering Your Student Organization

Beginning in fall 2018, all student organization registrations and renewals will take place through ShockerSync. During this transition you will be asked to register your student organization on this page. There is a chance that you may be a first time registration on ShockerSync, but be considered a renewal (SI maintains a list of previously registered groups and will inform the necessary parties that they are a renewed organization). If you are the primary contact of your organization, you may have the opportunity to re-register your organization prior to anyone else. **The user that completes the registration process will automatically become the primary contact.**

1. Log on to ShockerSync- shockersync.wichita.edu
2. Go to your organization's site.
3. Click "Register".
4. Follow the steps outlined by your campus, updating any information as needed.
5. Click "Next" at the bottom of each page to continue to the next step.
6. You will have the opportunity to review each step prior to submitting the completed registration.
7. Click the link associated with each step to review and update the information.
8. Click "Submit for Approval" when all information has been included.

Please note that all registration submissions must be reviewed and approved by Student Involvement. You can view the status of your submissions and/or update any submissions still in "In Progress" status

Additionally, if you previously created a page and your organization must register, a Register button will display during the appropriate time period in the top right corner of the Home page for your organization. If you have not yet created a page, click "Register a New Organization" on the left hand side of the Organizations page

View/Update Submissions

1. Log in to your campus site.
2. Go to the My Involvement tab at the top of the page.
3. Go to the My Submissions option on the left side of the page.
4. Select the Organization Registrations tab.
5. Locate the submission you'd like to view/update in the list.
6. The current status is listed in the second column.
7. Click "View" to the far right of the submission to review your submission and/or any comments a campus administrator made regarding your submission. OR If still "In Progress"
8. Click "View" to the far right of the submission.
9. You will be taken to the final review screen where you can return to any step to make the appropriate updates.
10. Once all steps have been updated, click "Submit for Approval".

Registration Steps Walkthrough

ShockerSync offers the ability to customize your organization registration process to fit your campuses needs. We have built custom forms to be included within the registration process, but there are also several built-in steps the system provides. In this section, you will find a description of each of these available steps, whether you are an admin building out your process or a student or user navigating the process of submitting a registration request.

Organization Profile

The Organization Profile step allows users to provide basic details and information about their organization, such as the organization description, contact information, and social media links. The Organization Profile step is required for every organization registration process and cannot be removed by campus administrators. The profile step is where any organization additional fields will appear for users to complete.

Organization Profile Picture

Organizations are also required to upload a profile photo to show in the organization directory and on their organization's page. The profile picture step is required for all organizations and cannot be removed by administrators. The image you select will automatically run through an image resizer, so the larger the better!

Your profile photo will appear in a circular shape in the directory and on your organization page, so expect the edges of the photo to be cropped.

Organization Categories and Interests

As a user submitting the registration request, keep in mind that potential members will be able to sort through all organizations on campus by category when looking for organizations to join, so you'll want to pick the categories most relevant to your organization. Organization interests are used to recommend your organization and your organization's events with users who have identified similar interests in their personal profiles.

Organization Roster

The Roster step allows Student Involvement to hold organizations accountable to having a certain number of required and optional Positions, and/or a certain number of members on their organization roster when registering. All RSOs are required to have:

1. A President
2. A Treasurer
3. On-Campus Advisor
4. Papercut MT Access *(those you would like to have access to print from your organization account.*
5. Five members

Organization Constitution and Bylaws

The Upload Constitution step requires your users to submit their organization's constitution or bylaws when they submit the registration request.

Organization Acceptance of Polices

During the process there are also additional forms and acknowledgements that users need to complete and will be integrated into the organization registration process. registration process include an anti-hazing agreement, an involvement fair sign-up, or an advisor agreement form.

Managing Your Organization's Roster

To be a recognized student organization, you must have at least 5 students on your roster. It is absolutely important that you keep your roster up-to-date with your members. This is not a Facebook Fan Page – only accept members that are actually in your organization. You can update the status of current members, whether removing them or identifying their role in specific positions. You can also invite other people on campus to become members of your organization.

Access your Organization's Roster from your organization's page:

1. Go to Roster on the left side of the page.
2. The complete Roster for your organization is now displayed. The Officers are listed at the top with their position identified.

Invite New Members to join from the Roster option on your organization's page:

1. Click "Roster" at the top of the page.
2. Click on "Invite People" at the top of the page.
3. As you select people and add e-mail addresses, they will be moved below the tabbed module to the complete list of people to be sent invitations.
4. Select a position for specific users to join the organization as, including Member.
5. Click "Send Invitations" when all people have been added to this list.

Approve New Members

New members can join by locating your organization on the campus site. You must approve these new members before they are added to the organization's roster.

1. Go to Roster on the left side of your organization's page.
2. Click "Manage Roster" at the top of the page.
3. Go to the Prospective tab. Pending members are those you invited and must accept your invitation. Prospective members are those who found the organization and indicated they wanted to join.
4. Review the users who are awaiting membership approval.
5. Click "Approve" or "Deny" next to each user.
6. Confirm each action

Create New Positions Specific to your Organization from the Roster option on your organization's page:

1. Click the "Manage Positions" link.
2. A list of all the current positions available for your organization will be listed. Some of these may be organization created, while others may system-wide positions.
3. Click the "Create New Position" button at the top of the page.
4. Identify the name of the new position.
5. Select the type of position most appropriate for the new position.
6. Set the following options as appropriate:
   a. Show holders of this position on the organization's roster: The user holding the position is visible on the organization's roster.
   b. Active: The position is available for a user to hold. If this is not checked, the position will only be available to be added as held in the past.
7. Grant the position No, All, or Limited access to the organization's site. Limited access allows you to select each aspect of the organization's site that the position should not access, have Full access to, or only be able to View.
8. Click "Create".

Promote Members to Positions from the Roster option on your organization's page:

1. Click on "Manage Roster" at the top of the page.
2. Locate the member you'd like to promote to an officer position on the Current tab.
3. Click "Edit Positions" to the right of the member's name.
4. Select each Position that the member should now have.

5. Click "Save".

Update Primary Contact from the Roster option on your organization's page:

1. Click on "Manage Roster" at the top of the page.
2. Click "Change" to the right of the current Primary Contact.
3. Select the new primary contact from the drop-down menu.
4. Click "Save".

Remove Members from your Organization from the Roster option on your organization's page:

1. Click on "Manage Roster" near the top right corner of the page.
2. Locate the member you'd like to remove.
3. Check the box on the far right of the member's name.
4. Click "Delete" at the top of that tab.
5. Confirm deletion. This will remove the user completely from your organization. To remove Positions" for that user and uncheck the appropriate positions.

Re-registering Your Student Organization

You can view which of your organizations might be up for registration by accessing your Action Center for the organization. To access Action Center, click the Switchboard Icon on the top right hand corner of ShockerSync and click "Manage". From your Action Center home page, you will see a list of your organizations.

Select a single organization to view

1. Click the name of an organization to navigate to the management section for that organization. If the organization is eligible for registration, you will see the following message: Click *"Re-Register this organization"* to start the re-registration process.

Keep in mind that we have set up the process so that only certain Positions, such as Primary Contacts or Presidents can complete the re-registration process. If you do not have permission to Register, it means you do not have the appropriate permissions. If you think you should be able to re-register your organization, please contact student.orgs@wichita.edu

When you re-register an existing organization, many of the steps might already be complete if they were also included in your initial registration process. Click through the process and update any information that needs to be changed, or complete any new steps we are requesting of you. When you are finished, hit *Submit* to submit your re-registration for approval.

Adding Content to your Site

Specific content can be added to round out your organization's site. These include wall posts, news articles, photos, and documents.

Wall posts

1. Log in to your campus site.
2. Go to your organization's page.
3. Type in the text field below "Wall".
4. Click "Post".

Your post will automatically be added to your organization's wall. Anyone in your organization can post/comment on your organization's wall. However, only primary contacts and other officers can remove any post or comment that is inappropriate or unwanted.

News articles

1. Log in to your campus site.
2. Go to your organization's page.
3. Go to "News" in the left navigation
4. Click on "Create Article"
5. Enter the Title, Summary, and the full Story (text) of the article. You can use the text editing features to customize the style of the Story of your article.
6. Upload an image to be displayed with the Summary in the News ticker.
7. Specify who can view the article.
8. Click "Save Article".

Only officers of your organization can post News Articles. Your article will automatically post to your organization's wall and will appear in the news ticker on the Home page for members of your organization only.

Photos

1. Log in to your campus site.
2. Go to your organization's page.
3. Go to Photo Gallery on the left side of the page.
4. Click "Create Album".
5. Enter a name for the album and a brief description.
6. Indicate who can view the photo album.
7. Click "Create Album".
8. Click on the title of the album
9. Click "Add Photo".
10. Select the file from a saved location and include a caption.
11. Click "Save Photo."
12. Repeat steps 9-11 for each photo to be added.
13. Click "Back to Photo Gallery" once all photos have been uploaded to the album.

Documents, such as your meeting minutes

1. Log in to your campus site.
2. Go to your organization's page.
3. Go to Documents on the left side of the page.

To upload a new document:

1. Click "Upload" in the upper right corner.
2. Click on "Choose File" to select a file to upload. Files must be less than 4 MB in size.
3. Provide a title and brief description of the document.
4. Indicate the type of document from the drop-down menu.
5. Update the Security options for who can view the document if applicable to the type of document.
6. Click "Submit Request".

To edit the information associated with a document:

1. Locate the document you'd like to update information for.
2. Click the "Edit" icon on the far right side of the document listing.
3. Update the title, description, and/or type of the document.
4. Update the Security options for which positions can view the document.
5. Click "Update Document".

To replace existing documents:

1. Locate the document you'd like to replace.
2. Click "Delete" on the far right side of the document listing. Once a document is deleted, it cannot be recovered.
3. Confirm deletion.
4. Upload the new version of the document you were replacing.

Events

Events can only be created by student leaders and must be associated with an organization. Events that have an image or flyer uploaded along with it will appear on the Event Flyerboard on the Home page.

1. Log in to your campus site and go to your organization's page.
2. Go to Events on the left side.
3. Click on "Create Event".
4. Enter the Name, Location, Start Time, and End Time. These fields are required.
5. Enter a brief description of the event.
6. Attach a flyer to associate with your event. Supported files include image files (jpg, jpeg, tif, tiff, gif, png, bmp), office files (xls, xlsx, ppt, pptx, doc, docx, pub, rtf) and html, htm, mht and pdf. **
7. Specify the type of event:
   a. Public: Anyone who accesses the site will be able to view this event.
   b. Campus Only: Any logged-in user can view this event.

      c. Organization Only: Only members of your organization can view this event.

      d. Invitation Only: Only those invited to this event can view it.

8. Identify any Categories that the event falls under. You can add as many Categories as appropriate by continually selecting them from the drop-down menu.
9. Specify the RSVP Option for the event: None, Open, or Invite.
10. Indicate if anyone is able to self-report their attendance to the event.
11. Add any additional information that your campus requires.
12. Click "Create".
13. Identify who you'd like to invite to the event: by username, or e-mail address.
14. Click "Add" to include those you selected/identified in the invitee list.
15. Click "Send Invitations".

Based on the type of event, you may need to provide additional information about your event. Your event may also need to be approved by a Student Involvement prior to sending invitations. You will be notified when your event has been approved or of any changes that you'll need make to the event.

Edit Existing Events

1. Click on the name of the event you'd like to edit.
2. Click "Change" below the name of the event.
3. Update any of the details of the event, include date, time, or location.
4. Click "Next" at the bottom of the page.

We have implemented an Event Form, you will have to update any of the information originally submitted on this form. Click "Next" to continue through the form.

5. Click "Submit". Your changes may need final approval before it is posted.

Cancel Existing Events

1. Click on the name of the event you'd like to edit.
2. Click "Cancel" below the name of the event.
3. Include any comments that you'd like sent to any individual who RSVP'd to the event.
4. Confirm cancellation.

Messaging Members

As a Student Leader, you have access to the messaging page for your organization. From this area messages can be composed and delivered to various combinations of organization members and officers. There are two criteria that you can use to define the message recipients:

1. Positions (Primary Contact, Member, President, etc.)
2. Specific Members

Messages can be sent to all members of your organization, excluding specific individuals as appropriate. Using these two criteria, you can construct a delivery statement that reads as follows:

      Send this message to the following [positions] as well as any of these [specific members].

To create a message:

1. Log in to your campus site.
2. Go to your organization's page.
3. Go to Roster on the left side of the page.
4. Click on the "Messaging" link.
5. Click "Send Message" under the appropriate delivery method.
6. Create a delivery statement using the criteria lists by clicking "Edit" on each component.
7. Enter a Subject line for the message and the body of the message.
8. Click "Preview" to send yourself the message for review.
9. Click "Send" to send the message to your indicated recipients.

Please note, that only those who have permission to send messages can actually send them. Remember that messages are sent within the system and then out to an e-mail address if the user has not opted out of receiving messages via e-mail in their notification settings. The same process and options are available to send text messages to those users who have identified a mobile phone number in their notification settings. Access the Texts (SMS) tab on the Messaging page to send/view text messages. Due to the nature of SMS messaging, this method of communication is not instantaneous and should not be used as the only means of communication when you need to ensure delivery of a message.