

STUDENT ORGANIZATIONS: UTILIZING ORGSYNC

TEXAS TECH UNIVERSITY - CENTER FOR CAMPUS LIFE

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WHY USE ORGSYNC?



PURPOSE

OrgSync empowers student leaders with the ability to effectively manage their organizations by offering a comprehensive suite of tools designed specifically to meet the needs of student organizations on campus.

TOOLS

- Manage Members
- Communicate within the Organization
- Event Planning
- Organization/Community Calendar
- Store important files and forms used by the organization
- Update and Manage the Organization's Website

ORGSYNC @ TEXAS TECH

JOIN
ORG
SYNC

ttu.orgsync.com
Organize • Manage • Share

ORGANIZE
MANAGE
SHARE

STUDENTORG
registration

ORGSYNC @ TEXAS TECH

www.ttu.orgsync.com

- Home of Texas Tech Student Organizations
- OrgSync Log-In
- Organization Search
- Organization Calendar
- Ready References
- Apply for:
 - Grounds Use
 - Cubicle
 - Mailbox
 - Travel



GO ▶

CONTACT INFO

SITE MAP

Page Resources

Home

Awards

Advisors

Cubicle Application



Organizations Calendar

Ready References



Student Organization Academy
2012

Travel Packet / Policies

University Grounds

How To...

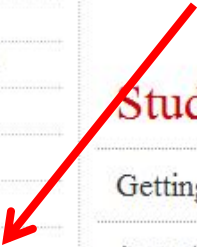
Center for Campus Life

Events

Forms

Files

Login to OrgSync



TEXAS TECH UNIVERSITY



NEED HELP?

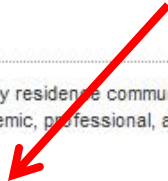


Student Organizations

Getting Involved

As a part of the Texas Tech University residence community, students have the opportunity to join most of the 450+ registered student organizations including service, academic, professional, and religious groups.

Search for Organizations



Go

Getting Involved

As a part of the Texas Tech University residence community, students have the opportunity to join most of the 450+ registered student organizations including service, academic, professional, and religious groups.

Search for Organizations

Browse For Organizations

BROWSE BY LETTER

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

BROWSE BY CATEGORY

- Academic/Professional (124)
- Departmental (19)
- Fraternity/Sorority (56)
- Graduate (23)
- Honorary (20)
- International (22)
- Law (46)
- Multicultural (22)
- Recreational (16)
- Religious (40)
- Residential (6)
- Service (34)
- Special Interest (79)
- Spirit (4)
- Sports Clubs (29)
- Student Governance (1)

Travel Packet / Policies

University Grounds

How To...

Center for Campus Life

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Login to OrgSync

TEXAS TECH UNIVERSITY ▶

NEED HELP? ▶



TEXAS TECH
UNIVERSITY



eRaider Sign-in

Help

Username

Password



[Forgot password?](#)

[Forgot username?](#)

Don't have an eRaider Account? [Sign Up](#)

[Activate Account](#)

Use of TTU Information resources is subject to University O.P.'s and other applicable laws. As a state higher education institution, TTU is required by the State of Texas to notify you of the following: "A) Unauthorized use is prohibited, B) Usage may be subject to security testing and monitoring, C) Misuse is subject to criminal prosecution, and D) No expectation of privacy except as otherwise provided by applicable privacy laws" (Texas Administrative Code, 202.75).

STRIVE FOR HONOR
Academic Integrity... Quality Enhancement

COMMUNITY HOME

- News Feed
- Community Events
- Notifications
- Inbox
- User Settings
- Organizations

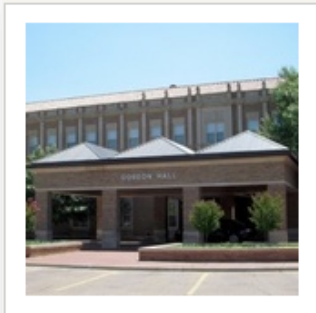
The screenshot displays the Texas Tech Community Home dashboard. At the top, there is a navigation bar with the Texas Tech logo, "Community", "Organizations", and "My Tools" tabs, a search bar, and utility icons. Below this is a secondary navigation bar for "TTU Student Orgs" with tabs for "Users", "Organizations", "Requests" (with a red notification badge showing "54"), "Reports", and "Settings".

The main content area is titled "Community Home" and features a large red banner for the "Student Org Academy" with the text: "Click here to learn more and register! Limited Space Available." Below the banner is a "Texas Tech Feed" section with tabs for "Community", "Organizations", and "People". The feed contains a post titled "Student Orgs Weekly 9-11-12" with a "Read more" link and a "Posted by TTU Student Organizations - 1 day ago" timestamp.

On the left side, there is a sidebar with the Texas Tech logo, a "Texas Tech" link, and a "Bookmarks" section listing links to "Student Government Ass...", "Center for Campus Life...", and "Tech Activities Board ...".

On the right side, there is a weather widget for "Lubbock, TX" showing a temperature of 79 degrees, a "Community Events" section listing events like "SGA Funding Training" and "Fall 2012 Volunteer Fair", and a "View All Events" link at the bottom.

ORGANIZATION PROFILE (PORTAL)



Gordon Complex Council

- 👤 People
- 💬 Communication ▶
- 📅 Calendar
- 📅 Events ▶
- 📁 Files
- 📄 Forms
- 📷 Photos
- 📅 To-do Lists
- 👛 Treasury ▶
- 📺 Videos
- 🌐 Website
- ⚙️ Settings

Gordon Complex Council

Invite Members

Welcome **Feed** Profile

Write Something... Add

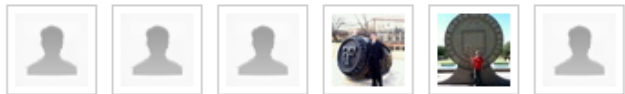
Upcoming Events [See All](#)

Sorry, there is nothing coming up right now!

Create an Event

New Members

Ashlee Rodriguez, Jessica Baas and 4 others recently joined this organization.



Karaoke Night













We will have a karaoke machine, food, and we may even have a contest to see who can rock out the best. Hope to see you there!

Time is subject to change

PEOPLE – MANAGE MEMBERS

- Equip organizations with an online member directory with profile pictures and contact information
- Establish committees to manage specific projects and functions related to the organization
- Permission based access allows students to see only information specific to them

Gordon Complex Council

-  People
-  Communication ▶
-  Calendar
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-  Photos
-  To-do Lists
-  Treasury ▶
-  Videos
-  Website
-  Settings

PEOPLE – MANAGE MEMBERS

The screenshot displays a 'People' management interface. On the left, a sidebar shows a list of members under the heading 'All People' (6 total). The list includes:

- Ashlee Rodriguez (RHA Senator in training)
- Eric Smith (selected)
- Jessica Baas
- Sarah Riffel
- Taylor Dawson
- Trey Miller

The main area shows the profile for Eric Smith. It includes a profile picture, name, and a title field labeled 'Enter a Title'. Below this are tabs for 'Profile', 'Permissions', and 'Memberships'. A 'Send a Message' button is present. A table shows 'Last login' as '2012/08/12'. Below the table, there are 'Groups' and 'Officers' labels, with an 'Edit' button. At the bottom, there is a 'Delete User from Portal' option. Red arrows point to the profile picture, the 'Memberships' tab, the 'Officers' label, and the 'Edit' button.

People Welcome to the Groups Update! Learn More

All People 6

Search people Sort

Ashlee Rodriguez
RHA Senator in training

Eric Smith

Jessica Baas

Sarah Riffel

Taylor Dawson

Trey Miller

Eric Smith Close

Enter a Title

Profile Permissions Memberships

Send a Message

Last login 2012/08/12













Groups Officers Edit

Delete User from Portal

COMMUNICATION

- Communicate with students via multiple channels: news posts, messages/email and text messages
- Use polling to receive real-time feedback from students on past events or vote on future events
- Engage students in active discussions on any number of topics with discussion forums

Gordon Complex Council

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COMMUNICATION

Select Recipients *

Members Lists Selected (0)

Search Members:

Ashlee Rodriguez	Eric D Smith	Jessica Baas
Sarah E Riffel	Taylor Dawson	Trey H Miller

SMS / Texting

Keep in mind that most providers charge for text messages - using this tool too frequently may upset your members.

Select Recipients *

Members Lists Selected (0)

Search Members:

Sarah E Riffel	Trey H Miller
----------------	---------------

Members will only appear in this list if they have provided a mobile number, selected a mobile provider and enabled text message from organizations.

Body *

Messages over 120 characters may not be delivered to all members! (Current message length: 0)













Send

- People
- Communication
 - Discussions
 - News
 - SMS / Texting
 - Polls
 - Messaging
- Calendar
- Events
- Files
- Forms
- Photos
- To do Lists

CALENDAR & EVENTS

- Plan activities and increase awareness for events and activities across campus.
- Plan events online to reduce paper costs/hassles and track hours and attendance for individual members
- Send out invites to promote organization events and track RSVPs to effectively plan upcoming events













Gordon Complex Council

-  People
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-  Calendar
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CALENDAR & EVENTS

- Personal Calendar – manage personal events and involvement for all organization memberships
- Organizational Calendar – track and manage all events held by individual organizations
- Community-Wide Calendar – approve and publish organization events across campus

Gordon Complex Council

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CALENDAR & EVENTS

Calendar

« Prev September 2012 Next »

Go to Today Share Skip to Month: Filter:

Sun	Mon	Tues	Weds	Thurs	Fri	Sat
26	27 Student Orga...	28	29	30	31	1
3	4 SGA Funding ... 2p Student Orga...	5 SGA Funding ...	6 SGA Funding ...	7	8	
10	11 SGA Funding ...	12 Today 12	13 SGA Funding ...	14 6:30p Texas Tech U...	15	
17	18	19	20	21	22	
23	24	25 Advisor EDU...	26	27	28	29 Student Org...

Events

Manage Categories Show Export Options [Create an Event](#)

Upcoming Events | Past Events | Forms | Attendance













Category:

Date	Title	Category	Invites	Attending	Status
Sep 12, 2012 Sep 14, 2012	All Day SGA Funding Training	Meeting	0	0	
Sep 13, 2012	6:30pm-7:15pm Texas Tech University Convocation	General	6	3	
Sep 25, 2012	12pm-1pm Advisor EDU Lunch Series	Meeting	7	7	
Sep 29, 2012	10am-2pm Student Org Academy	General	39	38 / 200	
Oct 2, 2012	2pm-3pm Student Organization Risk Management Training	Meeting	4	4	
Oct 16, 2012	12pm-1pm Advisor EDU Lunch Series	Meeting	4	4	
Nov 6, 2012	2pm-3pm Student Organization Risk Management Training	Meeting	1	1	
Nov 14, 2012	12pm-1pm Advisor EDU Lunch Series	Meeting	5	4	

FILES & FORMS

- Create sustainable organizations by centralizing all information into a single location
- Store legacy data in digital file cabinets to ease officer turnover and transitioning
- Maintain rolodex online to build lasting relationships with organization vendors and partners
- Forms are easy to create, completely customizable, and all submissions are tracked and archived

Gordon Complex Council

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FILES & FORMS

Files

Create a Folder Add a File

Location: Files

	Name	Size	Modified	Actions
	SGA Docs	2 items	7/10/12 4:05 pm	
	Completed Risk Management 2012-2013	191.4 KB	8/29/12 2:57 pm	▼
	Student Handbook for Texas Tech	4.7 MB	8/31/11 10:51 pm	▼
	Texas Tech vs. TCU - Hotel Student Rates	114.4 KB	7/20/12 11:02 am	▼
	Texas Tech vs. TCU - Radisson Hotel	373.9 KB	7/20/12 11:02 am	▼

All ▼ Mass Actions

Forms

Manage Categories View My Submissions Create a Form

Category: All ▼
Sort by: Default ▼

	Name	Status	Category	Actions
	2012 Clay R. Warren Memorial Risk Management Retreat	Open	Community-wide	▼
	2012-2013 Cubicle Space Application	Open	Community-wide	▼
	2012-2013 Mailbox Application and Renewal	Open	Community-wide	▼
	Guns Up All Night - Post Event Survey	Open	Community-wide	▼
	Intent to Form Request	Open	Community-wide	▼
	Reinstatement Request	Open	Community-wide	▼
	University Policy Agreement 2012-2013	Open	Community-wide	▼
	2012 Panhellenic Recruitment Rho Gamma Evaluation	Open	Community-wide	▼
	2012 Panhellenic Sorority Recruitment PNM Survey	Open	Community-wide	▼
	2013 - The Crew Counselor Application	Open	Community-wide	▼

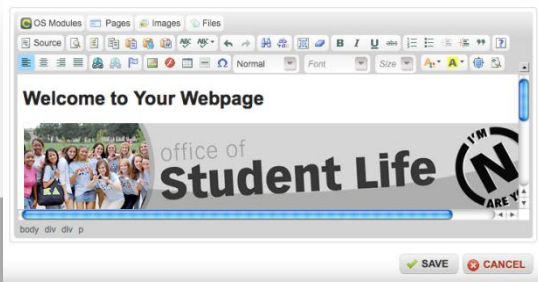
EXTERNAL USES & WEBSITE

- Students can easily create, customize and maintain their own organization websites
- Integrated organization directory for department websites helps students find involvement opportunities
- Synchronize website with OrgSync information so the content in your public site updates automatically

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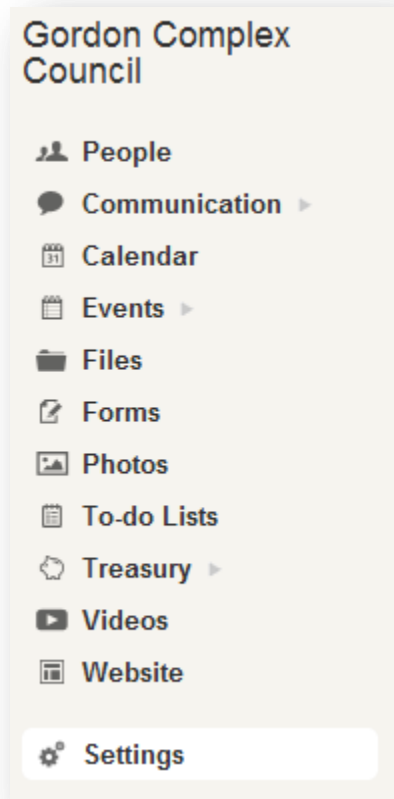
EXTERNAL USES & WEBSITE



Page	Quick URL	View	Edit	Rename	Clone	Delete
Calendar	[[page:Calendar]]		Edit	T		
Forms	[[page:Forms]]		Edit	T		
home	[[page:home]]		Edit	T		
link1	[[page:link1]]		Edit	T		
my_events	[[page:my_events]]		Edit	T		
News	[[page:News]]		Edit	T		

SETTINGS & REGISTRATION

- Profile
- Permissions
- Dashboard
- Join Options
- Welcome Message
- Custom Footer



SETTINGS & REGISTRATION

- Update Profile Settings
- Fill out & Print Policy Agreement
- File with CCL
- Organizations in Good Standing
 - Risk Management Training
 - SGA Funding – Funding Meetings

The image shows a screenshot of a web application interface. At the top, there are three tabs: "Profile" (selected), "Permissions", and "Dashboard". Below the tabs, there is a "Pages" section with a list of items: "Basic Profile" (highlighted), "Public Information Statement", "Student Organization Registration", "Advisor Information", and "Student Officer Information". Below this list, there is a "Last Renewal Date" section with the date "5/10/12". To the right, there is a "Basic C" section with a "Prof" label and a "Tech R" label. At the bottom, there is a "Forms" section with a list of items: "Reinstatement Request", "University Policy Agreement 2012-2013", "2012 Panhellenic Recruitment Rho Gamma Evaluation", and "2012 Panhellenic Sorority Recruitment PNM Survey".

The image shows a screenshot of a web application interface. On the left, there is a sidebar menu with four items: "Calendar", "Events", "Files", and "Forms" (highlighted). On the right, there is a list of forms with four items: "Reinstatement Request", "University Policy Agreement 2012-2013", "2012 Panhellenic Recruitment Rho Gamma Evaluation", and "2012 Panhellenic Sorority Recruitment PNM Survey".

SETTINGS & REGISTRATION

Organization Settings

Remove Banner Set Time Zone

Profile Permissions Dashboard Join Options Welcome Message Custom Footer

Pages


- Basic Profile
- Public Information Statement
- Student Organization Registration
- Advisor Information
- Student Officer Information

Last Renewal Date

5/10/12

Basic Organization Information

Profile Picture



Upload Picture

Recommended size is a square picture at least 150x150 in size. You can use .JPG .GIF or .PNG format (10MB size limit).

Full Organization Name

Residence Halls Association

Abbreviated Organization Name

RHA

Category

ADDITIONAL FEATURES

- Track Organization Finances
- Download and Store Photos and Videos
- Create Organization To-Do Lists
- Establish an Involvement Portfolio
- Card Swipes (TBD)
- Room Reservations (TBD)
- Assessment
- OrgSync Mobile

CONTACT US:

STUDENTORGS@TTU.EDU - 742-LIFE