symplicity

Student Group Management System (SGMS)

Advisor Guide 2.0



VSUCAMPUS RECREATION & STUDENT PROGRAMMING STUDENT/ORGANIZATIONS:630-941-9575 // UNTRAMURAL SPORTS:630-941-9240



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1. Adding a Channel to Your Portal

I. Enter your username and password on the Portal Login page.



II. Click on the Content Layout link in the upper left hand corner.

← → C 🔒 https://my.ysu.edu/render.userLayoutRootNode.uP?uP_root=root



III. Select My Tab or My Tab 2.IV. Click on the New Channel button.

← → C 🔒 https://my.ysu.edu/tag.de146cdb5d75ec00.render.userLayoutRootNode.target.	ctf92.uP?action=selectTab&activeTab=s41
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Manage Content/Layout	
Options for modifying this tab:	om) Change
Home Banner Access Library Faculty/Staff My Tab (My Tab 2) Add Select Column (My Column) New Channel Copyright © SunGard Higher V 1998 - 2011.	Add Column New Channel Top HIGHER EDUCATION

V. On the drop down menu, select "Other" and then click Go.

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MYSU 🐹 🙋 👀 🏹 🏹	OUNSSTOWN STATE UNIVERSITY
Back to Home Tab	Dups the Page to Coout Help
Manage Content/Layout	
Steps for adding a new channel:	
1. Select a category:	
Academic go	
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Copyrig Select All	SUNGARD HIGHER EDUCATION

VI. Select **"Student Organizations Advisors"** from the drop down menu. VII. Click **Add Channel**.

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Manage Content/La	ayout	
Steps for adding a new channel:		
1. Select a category: ▶ other ♥ go	2. Select a channel: Category: Other ST Get Money ST Get Smart Student Organizations Advisors Technology Services Tips & Tricks - MyYSU Portal 3. Add the selected channel:] Add Channel
▶ Cancel and return		
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2. Logging in to SGMS2

I. After adding the Student Organizations Advisors Channel to one of your tabs, that tab will now look like this.

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Home Banner Access Library Faculty/Staff My Tab My Tab 2	October 13, 2011
Student Organizations Advisors	
Copyright © Sular Non 1998 - 2011.	TOP SUNGARD' HIGHER EDUCATION

 To log in as an advisor to view your student groups, click Advisor Login. You are now logged in to Symplicity.

3. Student Organization Homepage Overview

The Home Page is the starting point for SGMS.



- I. To view the day's events and programs sponsored by all student organizations, select the **Calendar**.
- II. To view your student organizations, click Student Organizations.
- III. To view events and programs sponsored by one of your student organizations, select Events.
- IV. To view your account information, including your name, contact information, and department, click **My Account.**
- V. Log out of SGMS when you are finished.

4. Student Organizations Dashboard

Student Organizations Overview

To view your student organizations, click Student Organizations. (See 3, II.)

Click on the **View** button to open a student organization.

← → C 🔒 https://y	community.symplicity.com/index.php?s=student_group									
YSU COMMUNITY BY S	MPLICITY	Thursday, October 13, 2011 3:52 pm Jack Rigney				y <u>Loqout</u>				
CAMPUS RECREATION	I. IND STUDENT PROGRAMMING									
Home	Sudent Organizations				∢ <u>Return To</u>) Events				
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My Account	Approval Date:									
Support	Visibility: O Public O System Users Only O Members Only Enrollment Type:									
▶ Submit Issue/Documentation ▶ Send Email	Subgroup: O Yes O No Keywords:									
Call Help Desk: 1-703-647-3140	sarch									
Hours: Mon-Fri 9am-6pm ET (Except holidays)		<u>0-9 A</u>	BCDEEG	HIJKLMNOPQ	RSIUVWX	. <u>⊻ Z [all]</u>				
	Batch Options 💙 Results: Items 1-1 of 1				Showing 2	י נ				
	🖽 🚾 Logo Ilame v Type v Visibility v E-mail Registration Date v Approval Date v	Notice	Reviews	Parent Group 🔻	Members	Events				
	TRANS Student Programming Office Professional Members Only studact@cc.ysu.edu May 17, 2011 11:05 am May 17, 2011 12:39 pm	1			3101010	31810				
	Items 1-1 of 1									



- I. The Roster lists all students who are members of the organization.
- II. Organization constitutions and by-laws are found under **Documents**, as well as any other documents your organization might need (resources, schedules, etc.)
- III. The Links tab lists any links to external websites that your organization use frequently.
- IV. Students may upload photos from events or other functions they host in the Photo Gallery.
- V. Any approved events being sponsored by your organization are listed in **Events**.
- VI. On the **Blog**, students can write about upcoming events or post meeting minutes.
- VII. Organization Notes come from the Student Programming Office.
- VIII. Staff Notes are also handled by the Student Programming Office.

4.1 Roster and Emailing Your Organization

By clicking on **Roster** (See pg. 8), you are able to view all current members of your student organization, as well as students who have been invited to join or have indicated an interest in joining.

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YSU COMMUNITY BY CAMPUS RECREATION INTRAMURAL SPORTS • FITNESS		F PROGRAMMING ATIONS • ADVENTURE REC		PROGRAMMING			George		nday, October 17, 2011	12:48 pm Jack Rigney Logout
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	Add New Membership		Save As	;Excel 🕨	Er	tire List	$\overline{}$	111		
			Actions	•	T H	nis Page				
				2	L Se	elected Rec	ords 🖸			

To **email students in your organization**, you will need to generate an Excel spreadsheet of all members.

- I. Click on Batch Options
- II. Select Save As Excel
- III. Click on Entire List
- IV. This will automatically generate a spreadsheet of your students' email addresses, allowing you to copy and paste them into a new email.

4.2 Documents

Organizations are required to upload a copy of their Constitution and By-Laws to their Symplicity Group page. However, any other useful documents for your organization may be posted here.

To upload a new document,

- I. Click on Add New Document
- II. Enter a Title
- III. Select the level of Visibility and the Type of Document (ex. Constitution, Minutes, Other)
- IV. Click Choose File. This will open a new window of your documents.
- V. Select the file you want to upload and click Open
- VI. Click Save
- VII. Your file has been uploaded to Symplicity. To view it, click **Back To List** and find it listed with your other documents



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Events My Account Folder: Documents Support Sight Size Documentation Sight Size Documenta	My Documents			ıv
Send Email Desk: 1.703-647-3140 Hours: Mon-Fri Sam-Spin ET	My Computer	File name: SGMS Advisor Guide		Open
(Except holidays) Visibility: Opublic Osystem Users Only Oroup Admins Only Type: Constitution Manual Minutes Image Audio Video Other	My Network	Files of type: All Files		Cancel
File: Choose File No file chosen submit save		Webste: <u>http://www</u> Members: <u>Current K</u> Former N Events: Events: Past Event Pending Event	w.ysu.edu/reccenter v/embers: 3 ludents: 0 d Students: 0 ents: 2 s: 9 ents: 2	

4.3 Links

Links that will be useful to the students in the organization and its advisors can be listed on Symplicity.

To add a new link,

- I. Click on Add New Link
- II. Enter a Title
- III. Copy the URL for the link (ex.: http://www.ysu.edu)
- IV. Select the Type and Visibility
- V. Click Save
- VI. Your link has been added to Symplicity. To view it, click **Back To List** and find it listed with your other links

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YSU COMMUNITY BY CAMPUS RECREATIO INTRAMURAL SPORTS • FITNES	SYMPLICITY N AND STUDENT PROGRAMMING s • WELLNESS • CERTIFICATIONS • ADVENTURE RECREATI		TINEAU TINEAU	Monday, October 17, 2011 1:36 pm Jack Rigney Logout
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O Pin It		
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Wembers	submit save cancel	Student Group Info
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4.4 Photo Gallery

Student organizations are encouraged to add photos of their events to the Symplicity group.

- I. Click on Add New Photo
- II. Enter a Title for the photo
- III. Select it's level of **Visibility** (Members only is the default setting)
- IV. Click Choose File to select a photo to upload.
- V. Select the photo to be used and then click Open
- VI. Click Save. The photo will be uploaded to your Photo Gallery

← → C A https://ysu-community.symplicity.com/index.php?tab=gallery&tabmode=list&subtab=list	☆ 🍾
YSU COMMUNITY BY SYMPLICITY CAMPUS RECREATION AND STUDENT PROGRAMMING INTRAMURAL SPORTS • FITNESS • WELLNESS • CERTIFICATIONS • ADVENTURE RECREATION • STUDENT PROGRAMMING	Monday, October 17, 2011 2:41 pm Jack Rigney Logout
Home Calendar Student Organizations Student Organizations Werths Members Events My Account Support Support Send Email Add New Photo Add New Album Keyendar Keyendar Keyendar Keyendar Keyendar Keyendar Keywords: Send Email Add New Photo Add New Album	Return To Student Organizations Return To List (Student Organizations) rganization Notes Staff Notes) Public O System Users Only O Members Only O Group Admins Only
← → C A https://ysu-community.symplicity.com/index.php?tabmode=form&subtab=details&_do_edit=1	18tabid=
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4.5 Events

Advisors are capable of viewing events sponsored by their student organization.

- I. Click the Events tab
- II. **Current/Upcoming Events** shows future events which have been approved by the Office of Student Programming

YSU COMMUNITY BY	SYMPLICIT	Y							Thursday, October	27, 2011 1	D:33 am Jack	Rigney Loqout
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💼 Home	Student Prog	ramming Office						4 <u>Re</u>	turn To Student Organization	s <u>Return To</u>	List (Student (Organizations)
Calendar	Student Group	p: Student Roster	Documents Links	Photo Gallery Ev	ents Blog Org	anization Note	es 🗸 Staff Notes) 🤉				
	Current/Up	coming Events Pen	ding Events V Past/Deni	ed Events	\sim		Č.					
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	<u> </u>	Oct 24, 2011 12:00 am	Oct 29, 2011 11:59 pm	Does Not Repeat	Homecoming Week	 Approved 	Campus Activity	Public	Monica Elizabeth McKnight			
	Items 1-1 of 1	1										

III. **Pending Events** display events which are waiting for approval by the Office of Student Programming.

YSU COMMUNITY BY	SYMPLICITY Thursday, October 27, 2011 10:39 an Jack Rigney Logou
CAMPUS RECREATIO	NAND STUDENT PROGRAMMING
INTRAMURAL SPORTS • FITNESS	•WELLNESS • CERTIFICATIONS • ADVENTURE RECREATION • STUDENT PROGRAMMING
💼 Home	Student Programming Office 4 Return To List (Student Organizations)
Calendar	Student Group: Student V Roster V Documents V Links V Photo Gallery V Events V Blog V Organization Notes V Staff Notes 3
Student Organizations Members	Current/Upcoming Events Pending Events Past/Denied Events
Events	Status:
Support	Visibility: O Public O System O Members Only O Group Admins Only Requested By:
 Submit Issue/Documentation Send Email 	Date: s III • to select clear Student Group:
Call Help Desk:	Keywords:
1-703-647-3140 Hours: Mon-Fri 9am-6pm ET (Except holidays)	search
	0-34BCDEFGHIJKLMNOPQRSIUYWXYZ[an]
	No Records Found.

IV. Past Events keeps track of all events which you organization has sponsored or hosted in the past.

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(Except Holidays)	0-9ABCDEEQHIJKLMNOPQRSIUVWXYZ[a							<u>XYZ [all]</u>					
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		2	Aug 26, 2011 8:00 am	Aug 26, 2011 1:00 pm	Does Not Repeat	Student Leadership Summit	 Approved 	Informational	Public	Monica Elizabeth McKnight			
		81	Aug 29, 2011 12:00 am	Sep 02, 2011 11:59 pm	Does Not Repeat	WELCOME WEEK!!	 Approved 	Campus Activity	Public	<u>Monica Elizabeth</u> <u>McKnight</u>			
Copyright © 2008				Confidential	1	1	1	1	Pa	age 14	of 18		

5. Reactivating an Old Group

- I. Call Carrie Anderson in the Student Programming Office at 330-941-4702 for a reactivation password.
- II. Select the "Reactive an Organization" tab.
- III. Locate the Group that you would like to reactivate.
- IV. Click on "Apply to reactivate the Group."

ne Student Organizations	Intramural Sport	s Calendar	My Account	😃 Getting Started	× Log
					software by symplici
y Student Organizations	🔆 Hints:				
nd A Group to Join eactivate an Organization rganization egistration	 Reactive Since the must read "Registion" Thank 	rate Student Grou his the first year o egister as new st ter A New Group" you for understar	up of using the Community On-line re udent organizations. Please click t ' in order to out the registration forr nding. Next May each current group	gistration system, all current student o he "New Organization Registrations" a n. will need to use the "Reactivate an O	irganizations and then click on rganization" tab.
e:	Student	Organizatior	ns - Reactivate an Organi	zation 0-9ABCDEFGHIJKLMNOPQ	RSTUVWXYZ
Search		TIC / SPORTS	UP		
	Sally K	enney - Senior Ad	lvisor Sally Kenney has been	📄 More Information	
	advisin Service	g students in the is since 1986. Be	College of Health and Human fore becoming an Academic	i email@gmail.com	
	Advisor teache	Advisor, she worked as a Comprehensive Social Studies teacher in the Austintown school system. Sally has earned	Meetings held at 3:30 p.m. on Tu Center, rm 2036	esday in Kilcawley	
	both a degree	bachelor's degree in Higher Educat	e in Education and a master's tion Counseling from YSU. Married	Academics Chair: Abbie Kay T Monica Elizabeth McKnight	wyford, Presiden
	with tw (which	o grown sons, Sa her	illy enjoys high school tootball	- Staff: Carrie Anderson	
				Events	
				📝 Blog	
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				Apply to reactivate the G	roup
				IV.	

V. Enter reactivation password.

Home	Student Organizations	s Intramural Sports	Calendar	My Account	🕓 Getting Started	× Logo			
<u>Student (</u>	Student Groups » SUMMIT TEST GROUP								
A	D.	Submit Save	Cancel						
1		Instructions Reactivate							
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Athletic / inactive Email: en	<i>Sports</i> ve nail@gmail.com	 To complete this fo section of the form. <u>http://www.ysu.edu</u> 	rm, all organi For tips on h /reccenter/Sti	zations MUST atta ow to prepare a Co <u>udentProgramming</u>	ich a copy of their Constitution and By-laws in nstitution and By-laws, please visit: (constitutionbylaws.shtml.	the Documents			
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advising : of Health since 198	students in the College and Human Services 36. Before becoming	 A listing of 3-5 orga academic standing. 	anization offic	ers. Officers must I	pe registered for two-thirds of a full-time load and l	pe in good			
		If you are registering at <u>http://www.ysu.</u> 1. Conv of the cons	as a Club Sp .edu/reccent titution and b	oort, the following ter/PDFs/Club_Sp v-laws_including_a	y must be attached to this application (Forms orts_Registration_Form.pdf: statement of numnse_and	can be found			
	Please en	iter reactivation password	d:						
	Please ente	er a password. For your pas	sword, please c	contact Carrie Anderso	n in the Student Programming Office at (330) 941-4702.				
	V. Password:								
					Submit Cancel				
		Abbio	Voy Tuxford						

VI. When retaining members and advisors, click on each of their names to highlight them. Press the "Ctrl" button on your keyboard while clicking each individual name to highlight multiple members or advisors.

Members All officers shall be registered for less t	currently enrolled	at YSU, in good academic standing, and no more than two ring each semester of the academic year (fall and spring) .	officers may be
Retain Members:	Select members to Emilie Paige Hall Christina Noelle C Monica Elizabeth	be retained from the inactive group (Secretary) - active Oddo (Vice President) - active McKnight (President) - admin	Hold the Ctrl button on your keyboard while clicking on each person.
Additional Members:	Type*:	Group Admin	
	Student*:	Abbie Kay Twyford	
	Visibility*:	🔿 Public 💿 System Users Only 🔿 Members Only 🔿 Grou	up Admins Only
	Officer Contact Phone*:	Cell Phone Number is preferred. Make sure phone numbers (ex. (330) 941-5555)	have the following format
	Officer Email:		
	Position*:	· · · · · · · · · · · · · · · · · · ·	
	Joined:	2011-10-06	
	Add/Replace M	lember	

Advisers

Organizations shall have at least one advisor who is currently a full-time faculty or staff member. Limited service faculty may serve as an advisor with the permission of the Student Programming Office.



- VII. Check to make sure all information in the form is correct. Update information where needed.
- VIII. After reading over the Terms of Agreement, check that you agree.
 - IX. Click Save.



X. You will receive an email confirming that your request has been received. Once approved, you will receive an additional email notifying you of your group's status change.

6. Changing your Account Information

6.1 Edit your SGMS Profile

- I. Click on My Account (See 3, IV)
- II. Click Edit

-		
← → C 🔒 https://y	su-community.symplicity.com/index.php?s=my_account	公 🔧
🔇 Pin It		
YSU COMMUNITY BY	SYMPLICITY	Thursday, October 27, 2011 3:08 pm Jack Rigney Logout
CAMPUS RECREATION	NAND STUDENT PROGRAMMING	
INTRAMURAL SPORTS • FITNESS	WELLNESS · CERTIFICATIONS · ADVENTURE RECREATION · STUDENT PROGRAMMING	
💼 Home	Jack Rigney	∢ <u>Return To Home</u>
Calendar	My Account	
Student Organizations		System Admin Created Modified
Members		
U Events	Chaff Infa	Created On: Jan 12, 2011 12:03 pm
My Account		Created By: Symplicity Developer (sleppia)
Support	Full Name: Jack Rigney	Modified By: Jack Rigney
Submit Issue/Documentation	First Name: Jack	
v Send Email	Last Name: Rigney	System Admin Flags
Call Help Desk: 1-703-647-3140	Addresses Andresses Student Descention & Wallhame Center	Advisor
Hours: Mon-Fri 9am-6pm ET	Address: Andrews Sudient Recreation & Weinless Center,	
(Except holidays)	E-mail: jorignev@vsu.edu	

III. Make changes to the fields which require editing

	← → C 🔒 https://y	su-community.symplicity	.com/index.php?_do_edit=1	<u>لا</u> ک
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