symplicity

Student Group Management System (SGMS)
Advisor Guide 2.0

Table of Contents

■symplicity

1. Adding a Channel to Your Portal
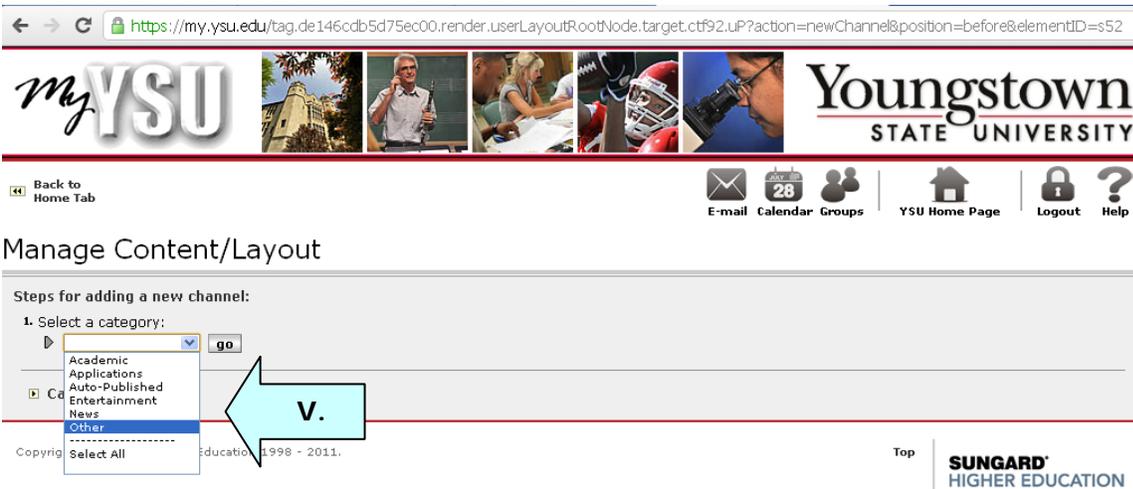
I. Enter your username and password on the Portal Login page.

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

III. Select **My Tab** or **My Tab 2.**
IV. Click on the **New Channel** button.
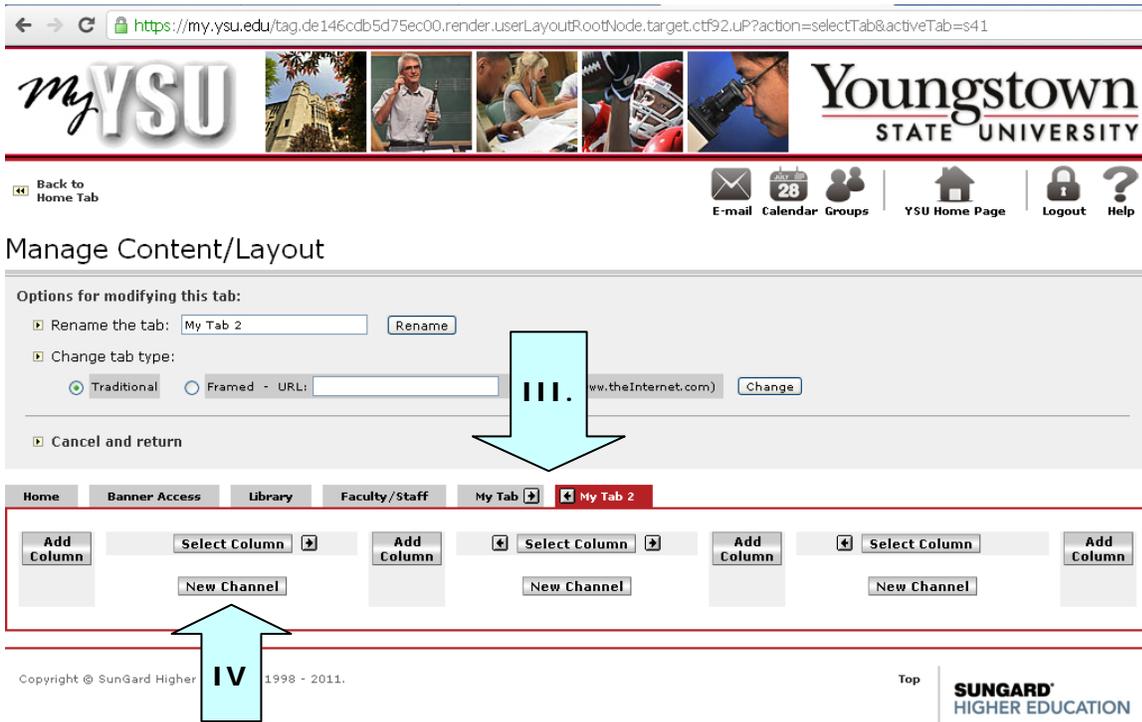
V. On the drop down menu, select **"Other"** and then click **Go**.

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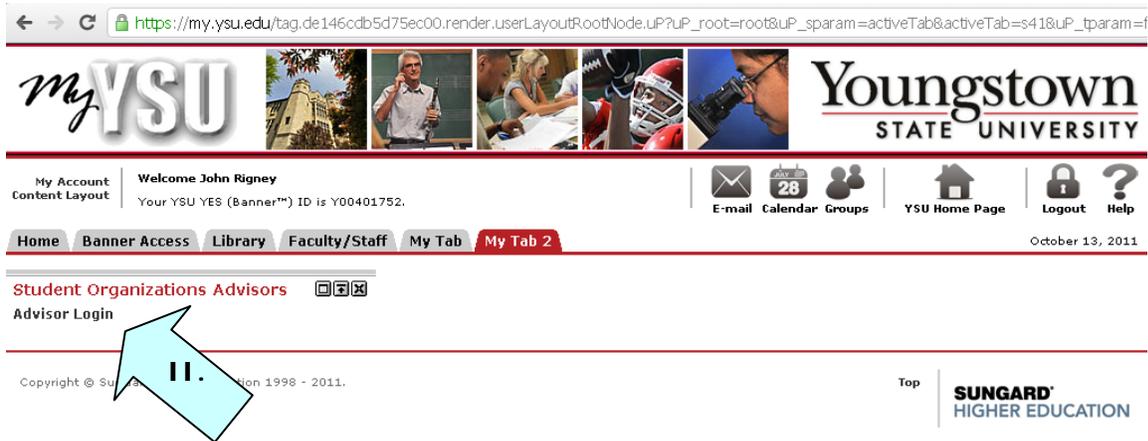
VII.   Click **Add Channel**.

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.

II. 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.

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.

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
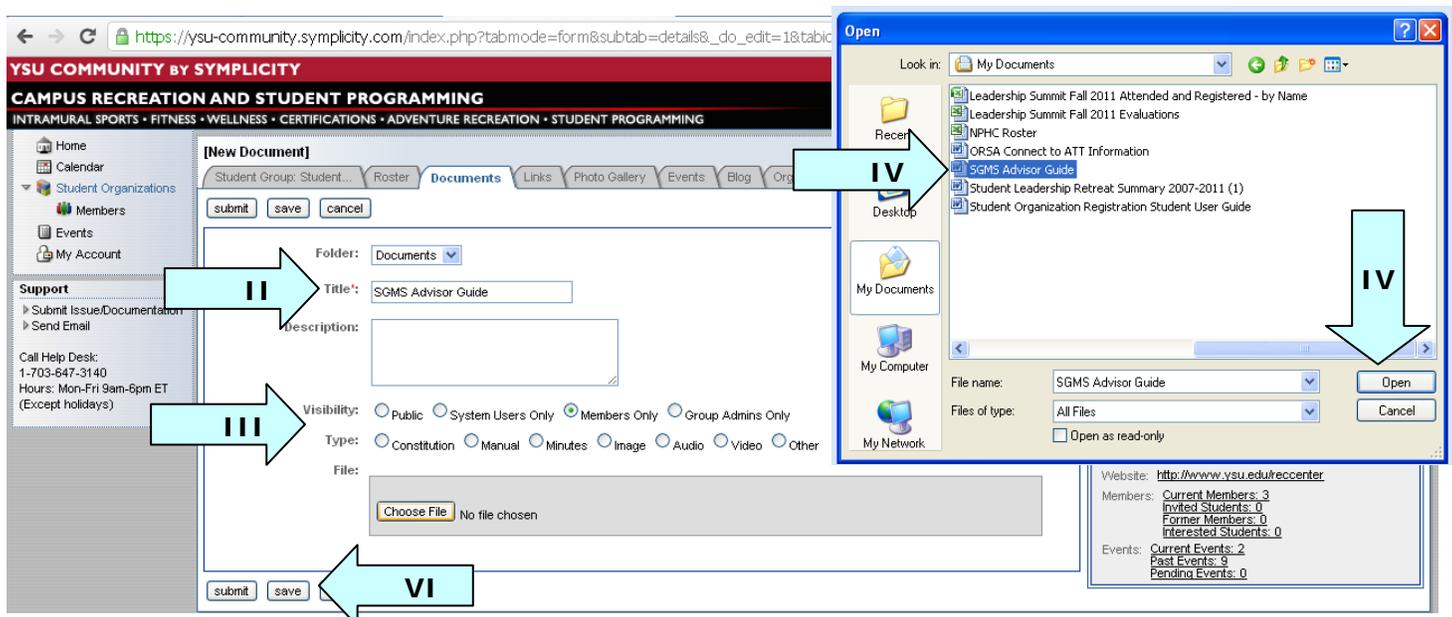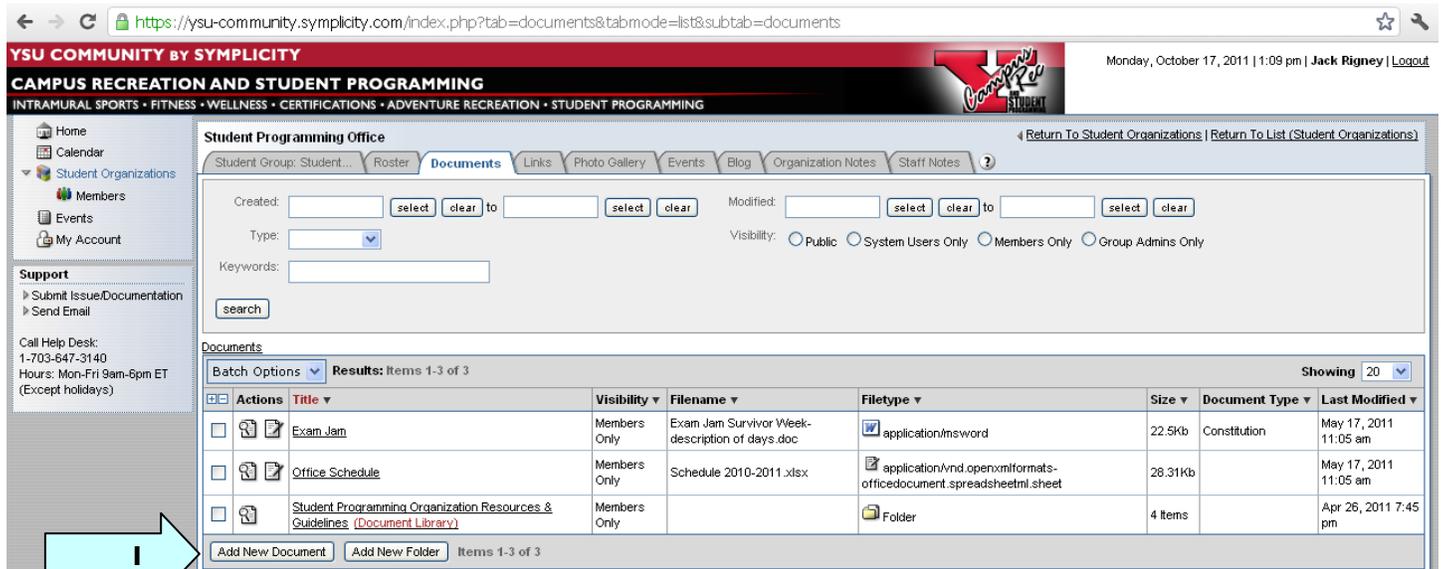
4.3 Links

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
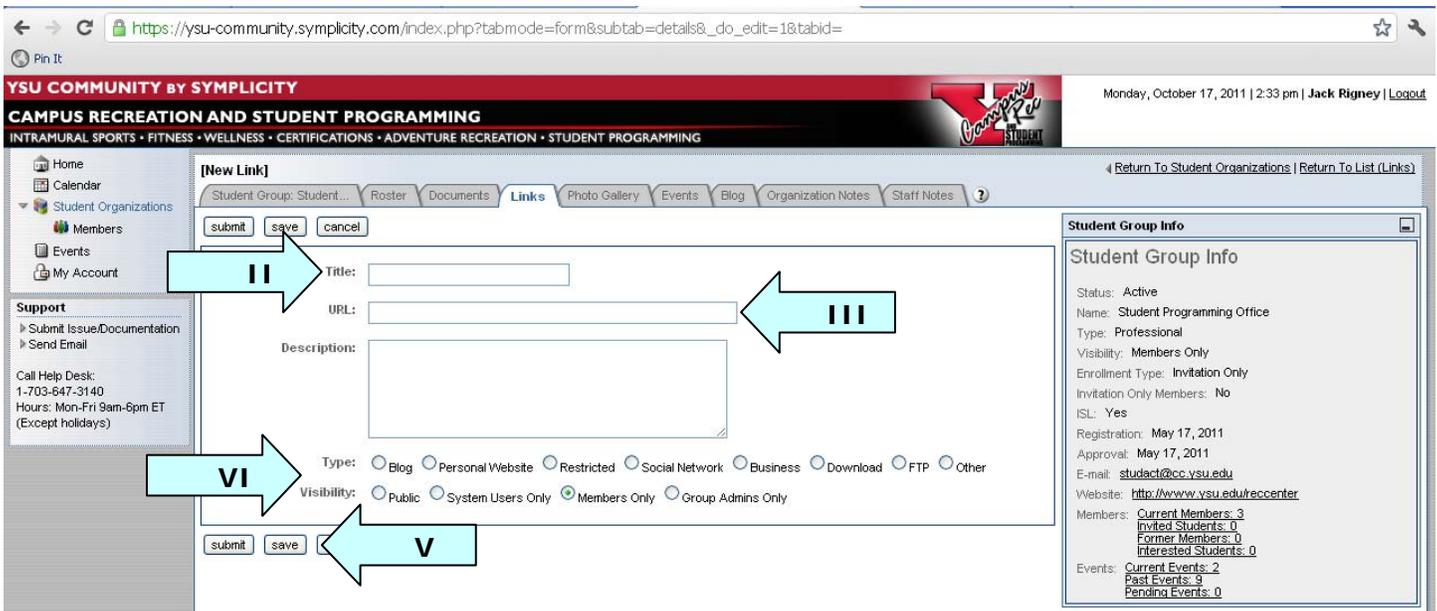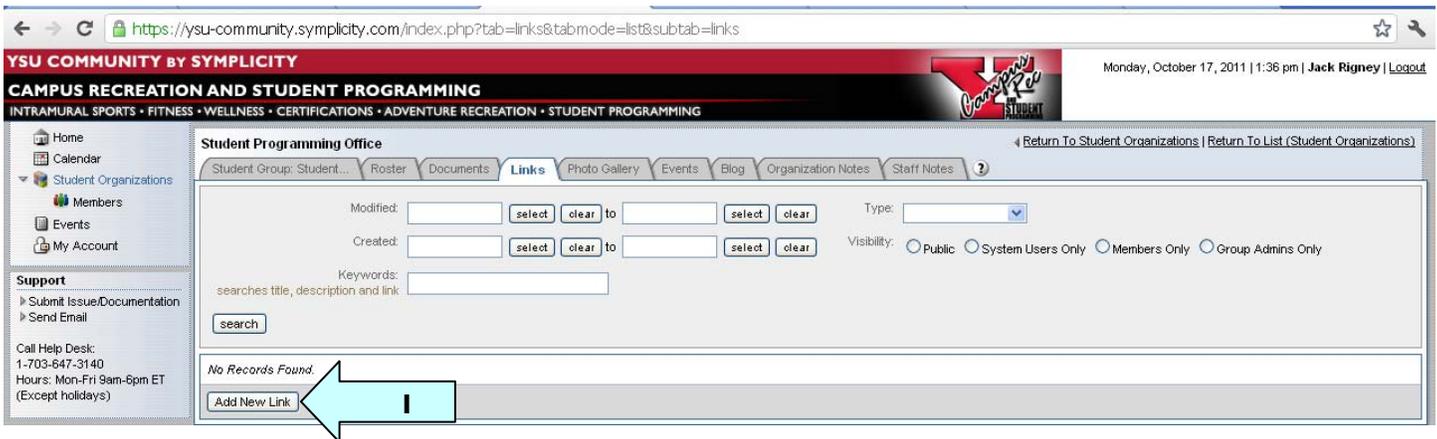
4.4 Photo Gallery

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
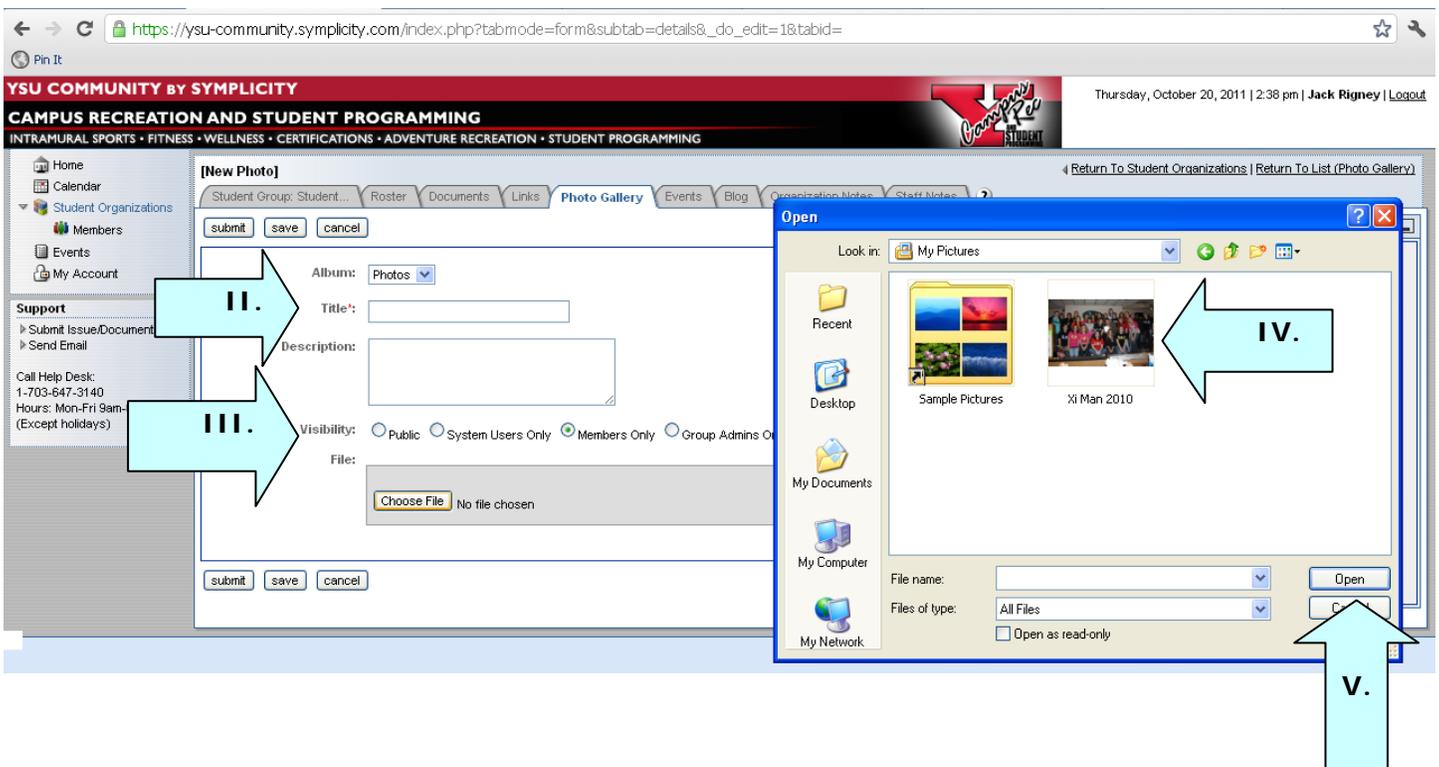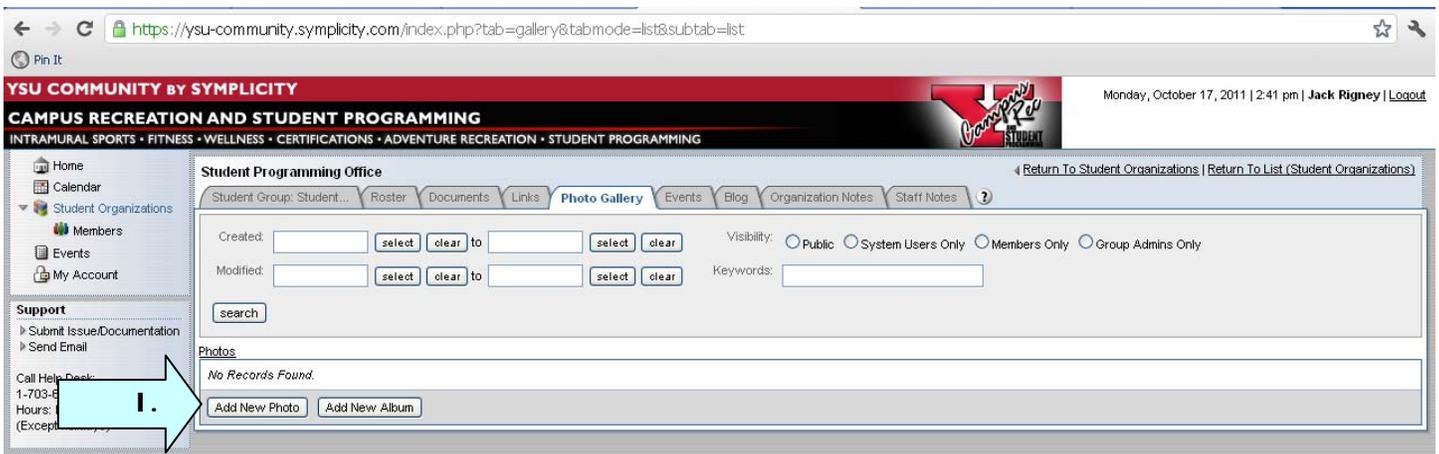
4.5 Events

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

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

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

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."

V. Enter reactivation password.

| Home | Student Organizations | Intramural Sports | Calendar | My Account | | Getting Started | × Logo |

Student Groups » SUMMIT TEST GROUP   ■ software by symplicity

[Submit] [Save] [Cancel]

Instructions Reactivate

SUMMIT TEST GROUP
Athletic / Sports
⛔ inactive
Email: email@gmail.com
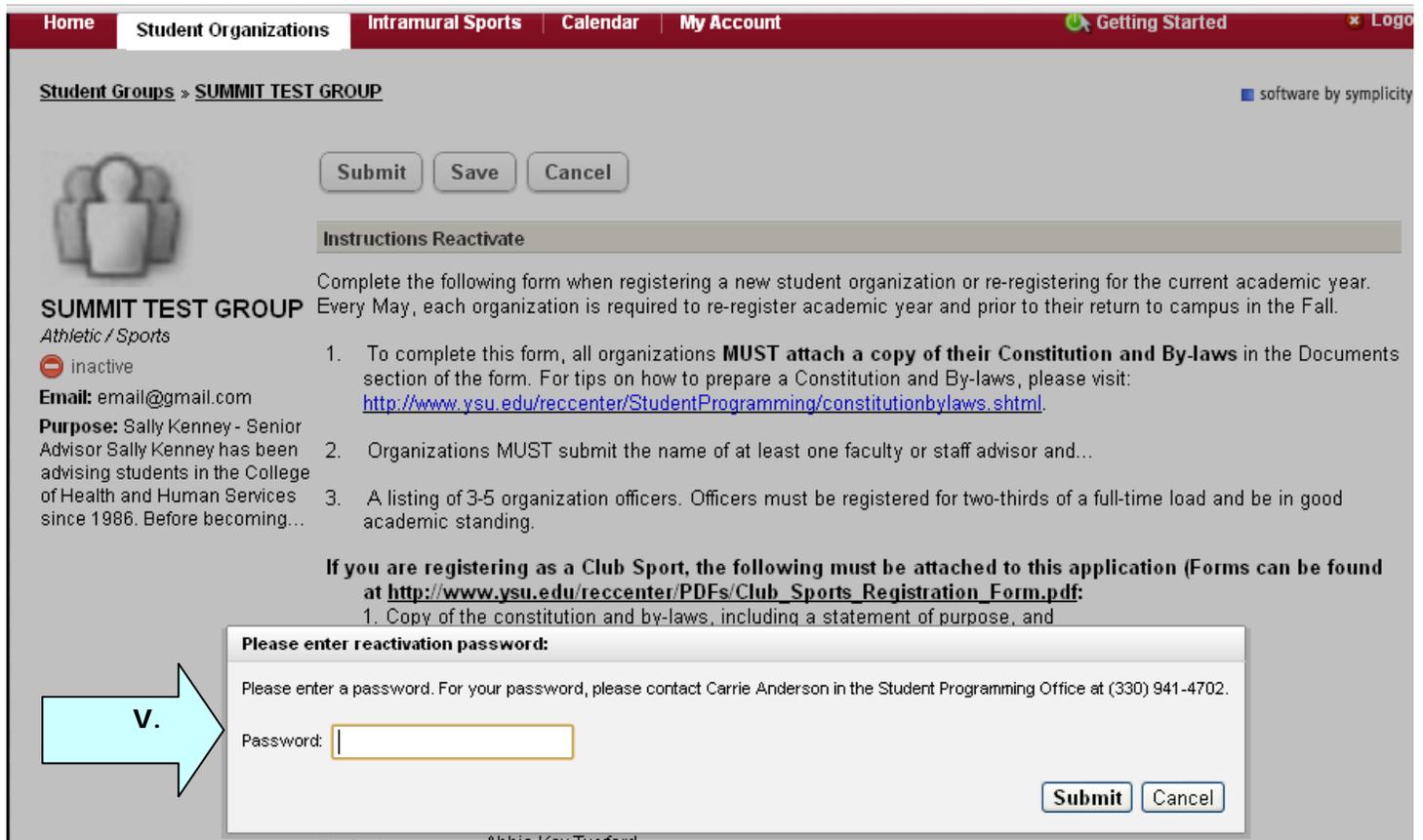**Purpose:** Sally Kenney - Senior Advisor Sally Kenney has been advising students in the College of Health and Human Services since 1986. Before becoming...

Complete the following form when registering a new student organization or re-registering for the current academic year. Every May, each organization is required to re-register academic year and prior to their return to campus in the Fall.

1. To complete this form, all organizations **MUST attach a copy of their Constitution and By-laws** in the Documents section of the form. For tips on how to prepare a Constitution and By-laws, please visit: http://www.ysu.edu/reccenter/StudentProgramming/constitutionbylaws.shtml.

2. Organizations MUST submit the name of at least one faculty or staff advisor and...

3. A listing of 3-5 organization officers. Officers must be registered for two-thirds of a full-time load and be in good academic standing.

If you are registering as a Club Sport, the following must be attached to this application (Forms can be found at http://www.ysu.edu/reccenter/PDFs/Club_Sports_Registration_Form.pdf:
1. Copy of the constitution and by-laws, including a statement of purpose, and

Please enter reactivation password:

Please enter a password. For your password, please contact Carrie Anderson in the Student Programming Office at (330) 941-4702.

Password: [   ]

[Submit] [Cancel]

V. →

Abbie Kay Twyford

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.
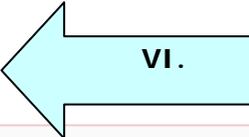
Members
All officers shall be currently enrolled at YSU, in good academic standing, and no more than two officers may be registered for less than eight hours during each semester of the academic year (fall and spring).

Retain Members: Select members to be retained from the inactive group
- Emilie Paige Hall (Secretary) - active
- Christina Noelle Oddo (Vice President) - active
- Monica Elizabeth McKnight (President) - admin

VI. 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 ○ Group Admins Only

Officer Contact Phone*: Cell Phone Number is preferred. Make sure phone numbers have the following format (ex. (330) 941-5555)

Officer Email:

Position*:

Joined: 2011-10-06

[Add/Replace Member]

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.

Retain Advisers: Select advisers to be retained from the inactive group
- Carrie Anderson (Faculty/Staff)

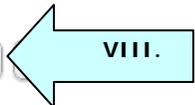**VI.** Hold the Ctrl button on your keyboard while clicking on each person.
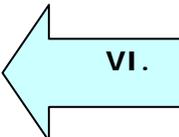
Additional Advisers: [Add Adviser]

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.

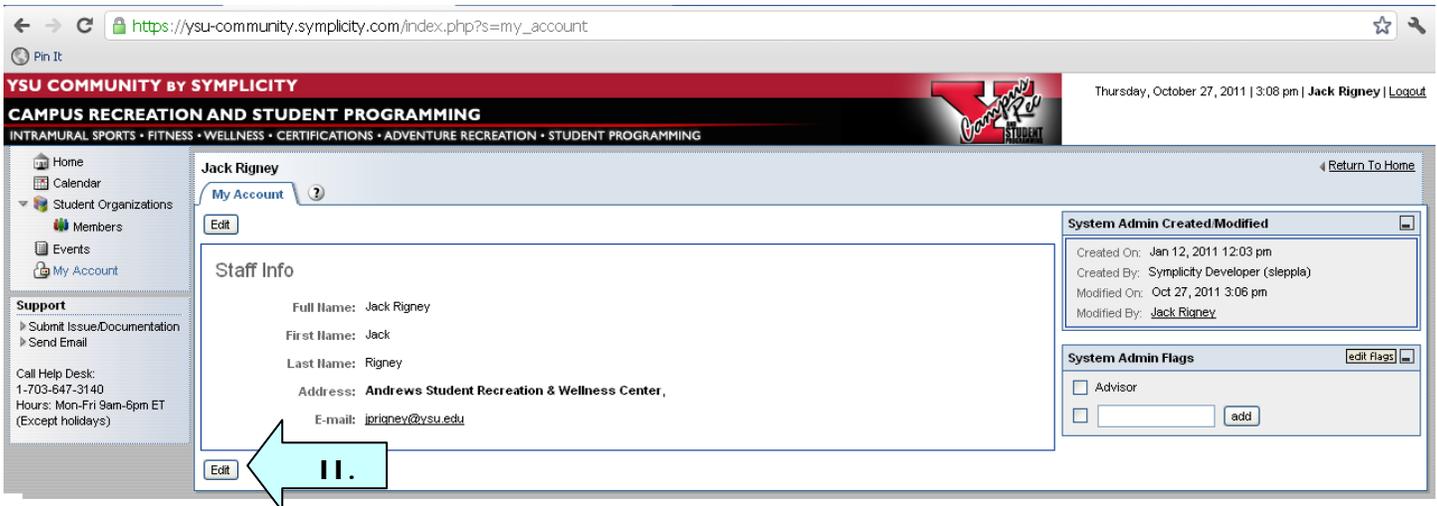**VIII.** Terms Agreement*: ☑ I agree

[Submit] [Save] **VIII.**

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.
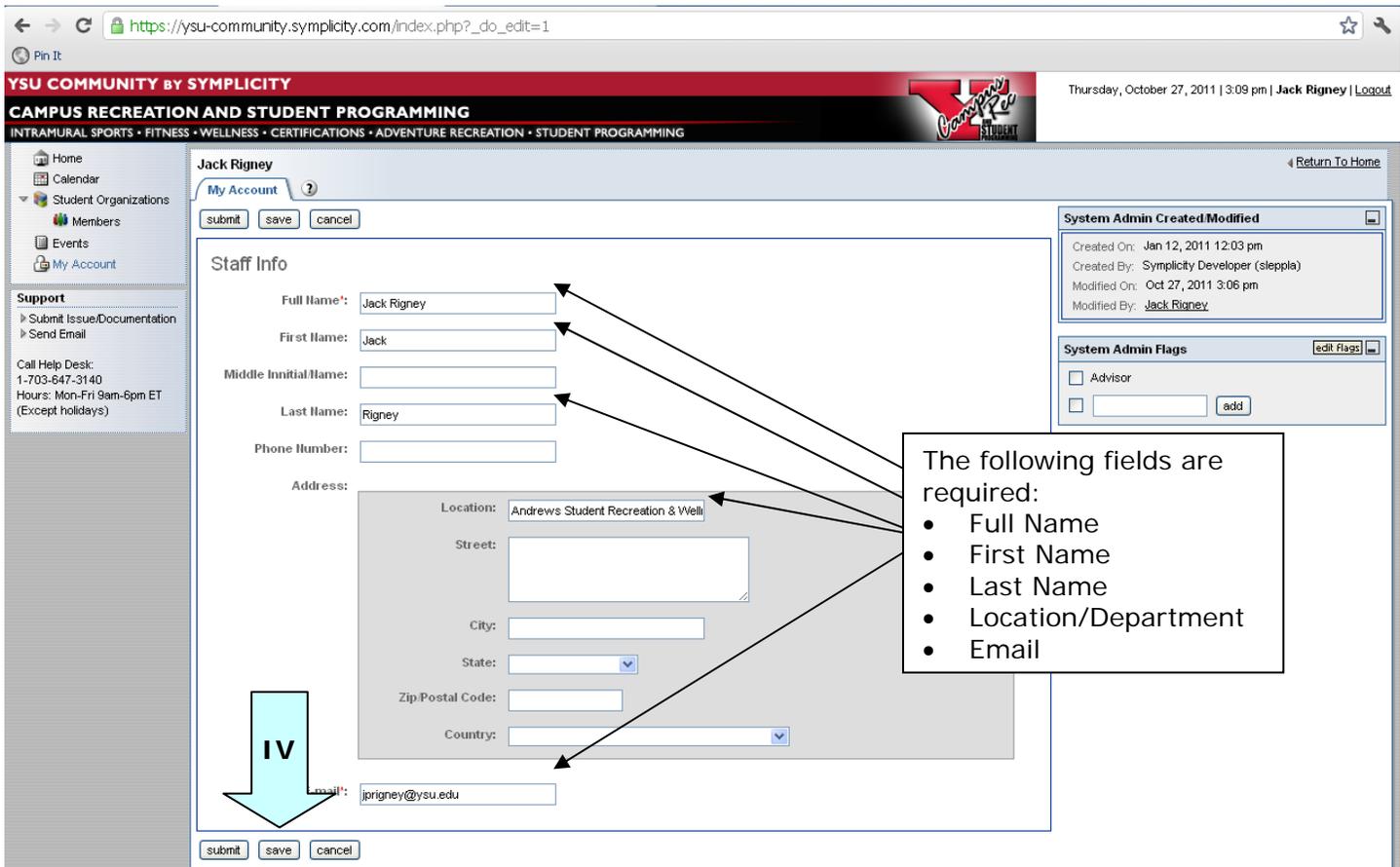
6. Changing your Account Information

6.1   Edit your SGMS Profile
   I.   Click on **My Account** (See 3, IV)
   II. Click **Edit**

   III. Make changes to the fields which require editing

   IV. Click **Save.** Your Account Information has been updated.