YU Connect

Get Involved. Get Connected. Get Recognized.

Your Guide to

✓ **Joining an Organization**
✓ **Adding/Validating Memberships**
✓ **Promoting Events & Initiatives**
✓ **Using the Co-Curricular Record**

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yuconnect.yorku.ca

YORK
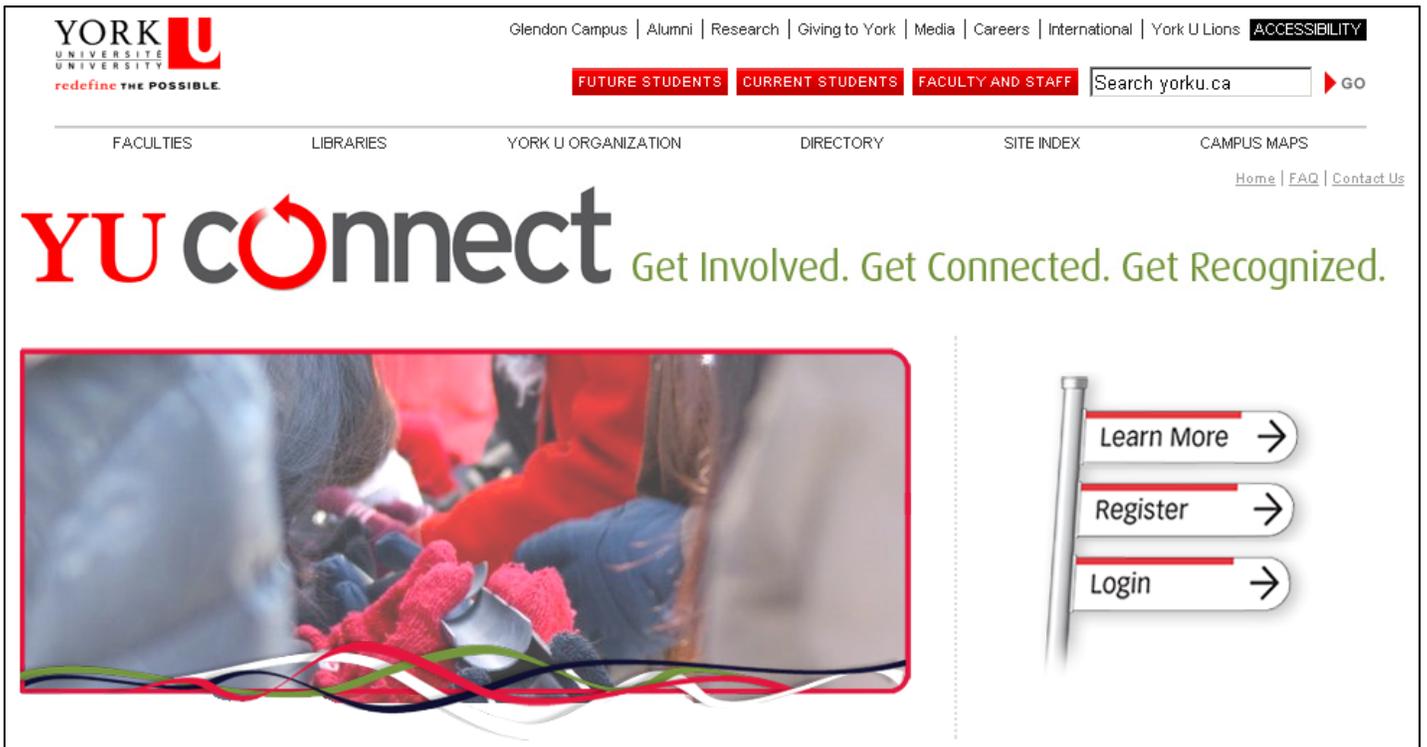UNIVERSITÉ
UNIVERSITY
redefine THE POSSIBLE.

Figure 1 - The yuconnect.yorku.ca website

1)   Go to yuconnect.yorku.ca *(Figure 1)*

2)   Select "Login" and you will be prompted to authenticate yourself using your Passport York username and password. *(Figure 2)*
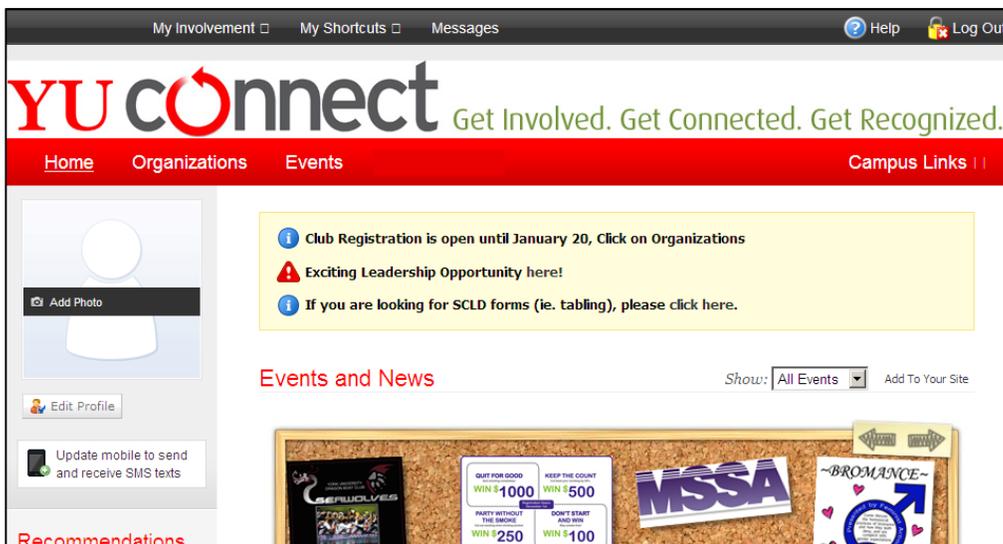

Figure 2 – Passport York Login

3)   Success! Welcome to the YUConnect Website! *(Figure 3)*

Figure 3 - The YUConnect Website

JOIN AN ORGANIZATION

1) Click "Organizations" on your Navigation Menu. *(Figure 4)*

2) Under the Left hand 'Browse Orgs' Menu, you can sort through over 300 student clubs and organizations using the Directory, Search or Categories. In our case, we are looking for *York is U Student Alumni Program.*

Figure 4 - Clicking the 'ORGANIZATIONS' link brings you to the Organizations Directory where you can search for your club or organization
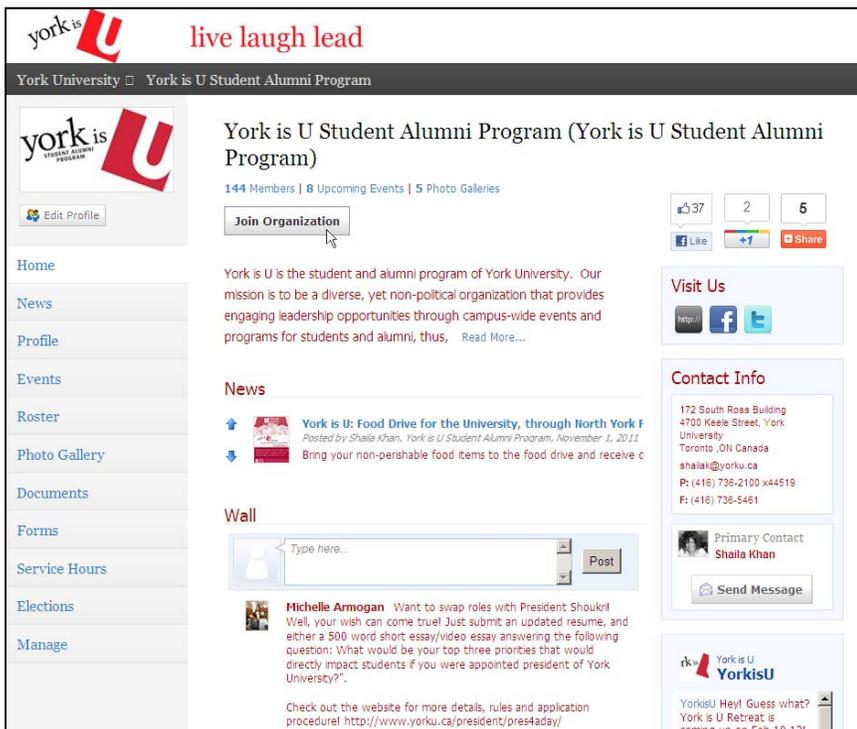

Figure 5 - Clicking 'JOIN ORGANIZATION" allows you to submit a request to join the organization for the current academic year

3) Once we have selected *York is U*, we are brought to their YUConnect web page filled with news, events and social media shortcuts.

4) Click "Join Organization" to join *York is U*. *(Figure 5)*

5) When you click "Join Organization" you will see a green confirmation bar indicating your request has been sent! *(Figure 6)*
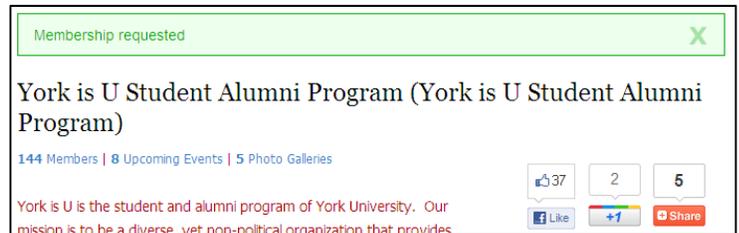

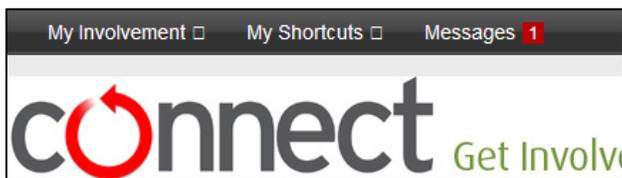*Figure 6 -* A request to join the organization has been sent!

Figure 7 - When a Club Validator accepts your request you will receive an email and a message to your YUConnect inbox

6) When the request has been approved, you will receive a message. *(Figure 7)*

ADDING A PAST MEMBERSHIP

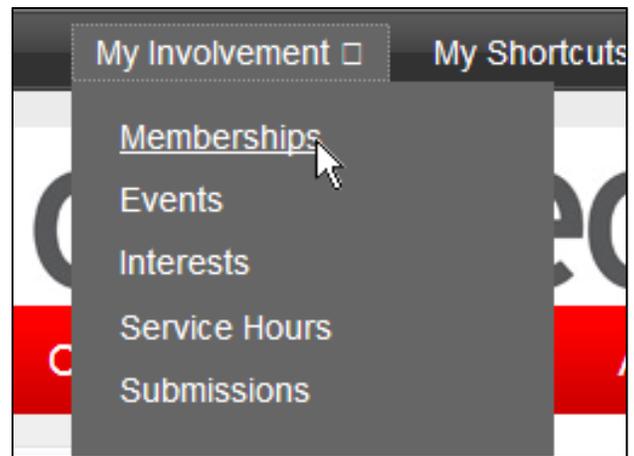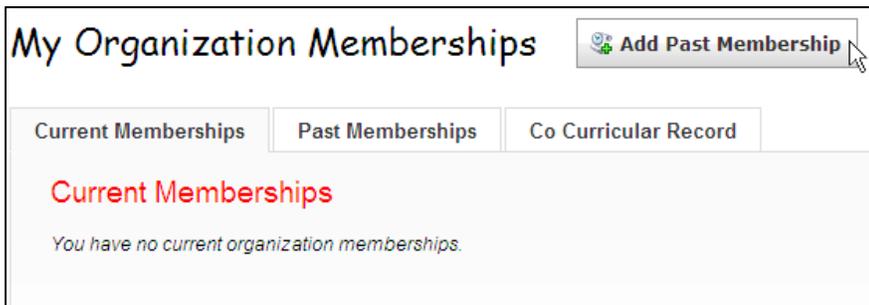**1)** Along the top grey Personal Navigation Menu, select →"My Involvement" → "Memberships". *(Figure 8)*

Figure 8 - Select the 'Memberships' option under 'My Involvement'

Figure 9 - The My Organization Memberships screen has tabs showing your Current and Past Memberships and a tab to access your Co-Curricular Record

2) Click "Add Past Membership". *(Figure 9)*

3) The 'Add Past Membership' page allows you to choose your Organization, define your position within that organization, verify dates of membership, and most importantly, reflect upon your learning experiences during that time. *(Figure 10)*
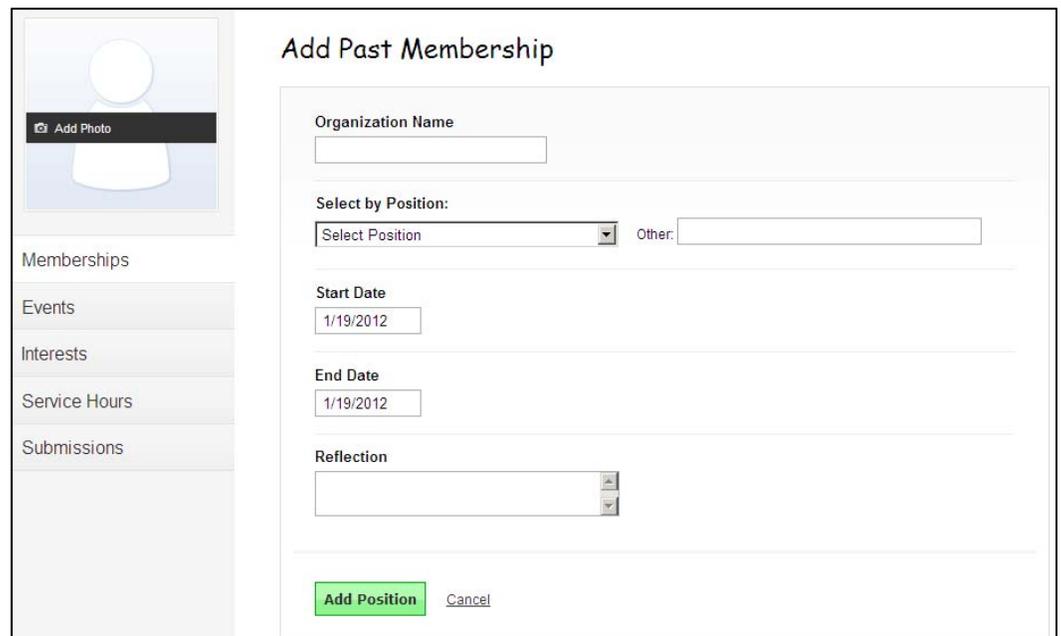

Figure 10 - The Add Past Membership form

Add Past Membership

Organization Name

`Yor`

York/Sheridan Design Association
York University Sport Administration Association
York University Mature Student Organization
York University Course Opinions and Statistics
York University
York United Black Students' Alliance
York Orientation Director's Association
York is U Student Alumni Program
York International
York Federation of Students
World Vision at YorkU
Wokai - York University Chapter
Waterpolo Club at York University
UNITY at York University
Unite For Sight York University Chapter

Figure 11 - The Organization Name presents search results as you type

4) Type in the Organization Name. Notice how typing populates search results which narrow as you add letters. When you see your Organization Name in the list, select it. *(Figure 11)*

5) The "Select by Position" field options is predetermined by Organization. Select your position or, if it is not listed, write your position in "Other:"

Note: The Reflection text-box allows you to write about your experiences as a member of your club or organization. Take the time to write something of substance. You will be able to edit your reflection afterwards as well. *(Figure 12)*

Add Past Membership

Organization Name
`York is U Student Alumni Program`

Select by Position:
`york is U Advisor`   ▼   Other: `_____`

Start Date
`09/07/2011`

End Date
`12/22/2011`

Reflection
```
This reflection articulate
my experiences as a York is
```

Add Position   Cancel

Figure 12 - Take the time to carefully write a well-constructed Reflection

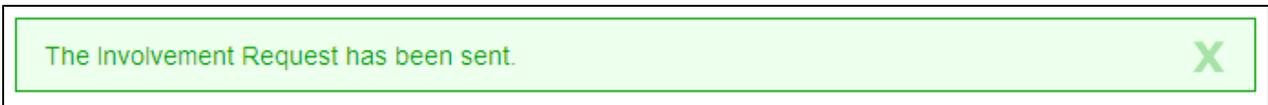The Involvement Request has been sent.   X

Figure 131 - Confirmation that your request has been processed

6) Click "Add Position" and you will see a green bar confirming that your request has been sent to the club's Primary Contact for Validation. *(Figure 13)*

VALIDATING CURRENT MEMBERSHIP REQUESTS

A students application to join an organization on YUConnect requires that organizations Primary Contact to Validate the application.

1) Login to YUConnect and go to your Organizations Home Page. *(Figure 14)*

Figure 14 - The Organizations Directory: the portal to every student club and organization

Figure 15 - The Organization Menu Bar

2) On the left side of the page is the Organization Menu Bar. Select → "Roster" →"Manage Roster". *(Figure 15)*

3) Select the "Prospective" tab to see all applications to join your club. You can search for a particular applicant by clicking on the column headers. *(Figure 16)*

Note: The "Current" tab shows approved members for the current academic year.
The "Pending" tab shows the number of students the organization has invited to join by way of the YUConnect message/email system.
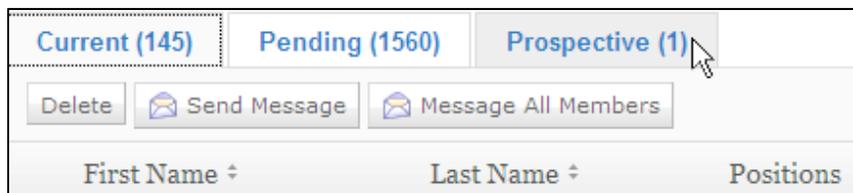

Figure 16 - The Manage Roster screen allows you to view everyone currently affiliated with your club or organization

Figure 17 - Are you sure?

4) Under the "Prospective" tab you will be able to "Approve" or "Deny" a student's request. Selecting "Approve" will cause a Confirmation Screen to pop up. *(Figure 17)*
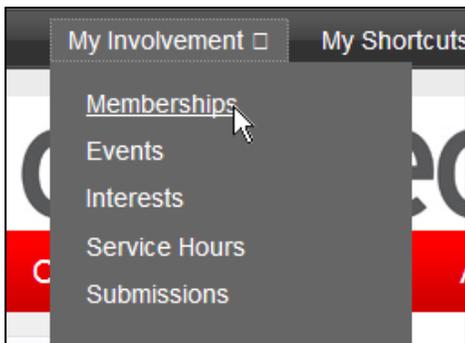
Leave a Current Membership

Figure 18

1) Login to YUConnect

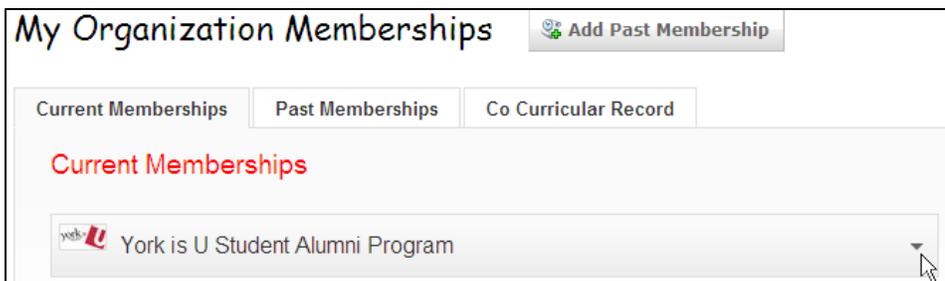2) Select → "My Involvement" → "Memberships". *(Figure 18)*

Figure 19 - The "Current Memberships" tab shows all of the clubs you are affiliated with.

3) Click the down arrow associated with the club or organization. *(Figure 19)*

Figure 20 - Here you can choose to leave the organization, visit the organization's website, or update/edit your reflection as it would appear on the Co-Curricular Record.

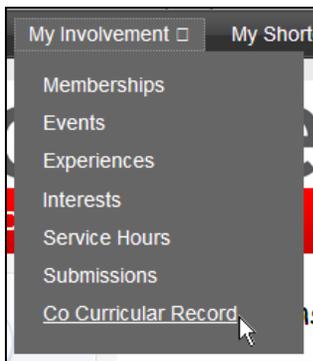4) Select "Leave Organization". *(Figure 20)*

Using the Co-Curricular Record

Figure 21

1)   Login to YUConnect

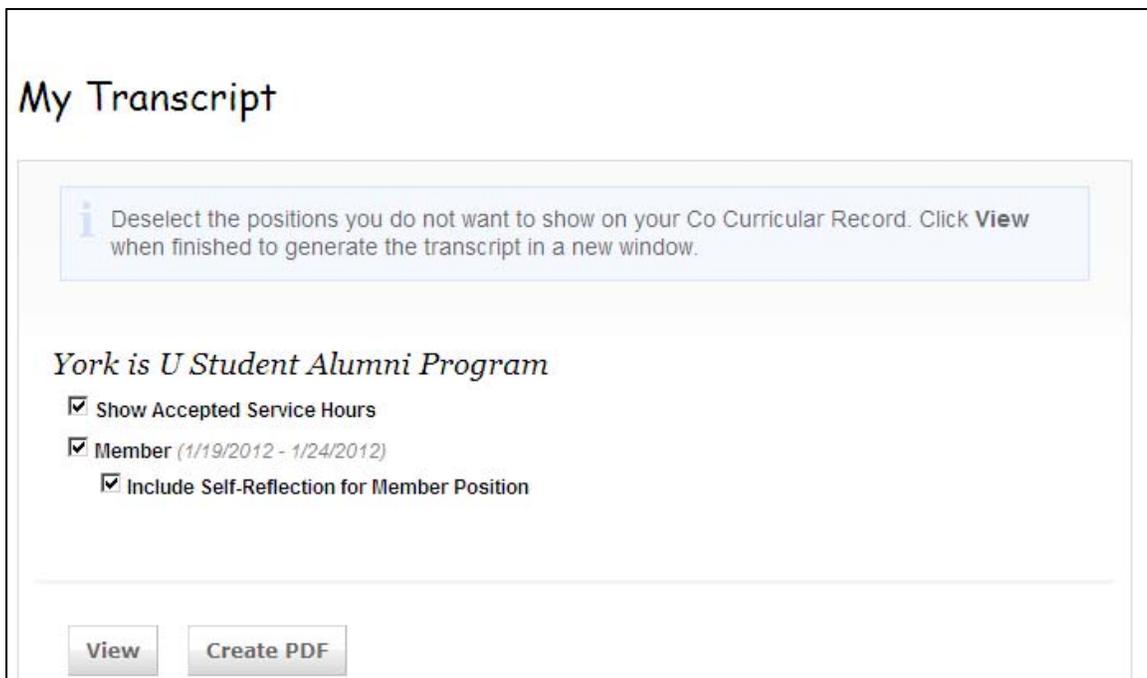**2)**   Select → "My Involvement" → "Co-Curricular Record". *(Figure 22)*

Figure 22 - The Co-Curricular Tab allows you to customize which experiences display when you View or create a PDF of your Record

3)   When you have finished selecting which organizations you want to include in your Co-Curricular Record, select "View" or "Create PDF". *(Figure 22)*

Clubs and Organization Management

Since the launch of YU Connect, we've received lots of useful feedback. A key desire from users was more documentation on how to make the most of the platform to ensure their page is successful.

Protip: While we have included step by step instructions and screen captures, if you have any questions click on the help button which activates a dynamic help function. If that doesn't answer your questions, feel free to post your question at the YU Connect organization page so that others may see our answer or email us at yuconn@yorku.ca

These 5 Sections are steps you should take to personalize your page.

1. **Customizing Your Page**: P*ersonalize your page to make it stand out!*
2. **Membership Management**: H*ow to get members, message them assign roles and access.*
3. **Forms**: *Create forms that you may want your members to fill out.*
4. **News**: *Inform the York U community about what your organization is up to.*
5. **Events**: *Use tools to manage, plan and advertise for your events and even track attendance.*

Section 1: **Customizing Your Page**

Customizing your organization's profile page is a great way to make your page represent your organization's uniqueness!

Go to "Manage" → "Organization Styles"

Select the Radio Button next to the style you'd like to update the text to. Different sections of your profile can have different texts and colours of text. ***Figure 23*** identifies which font will be changed.
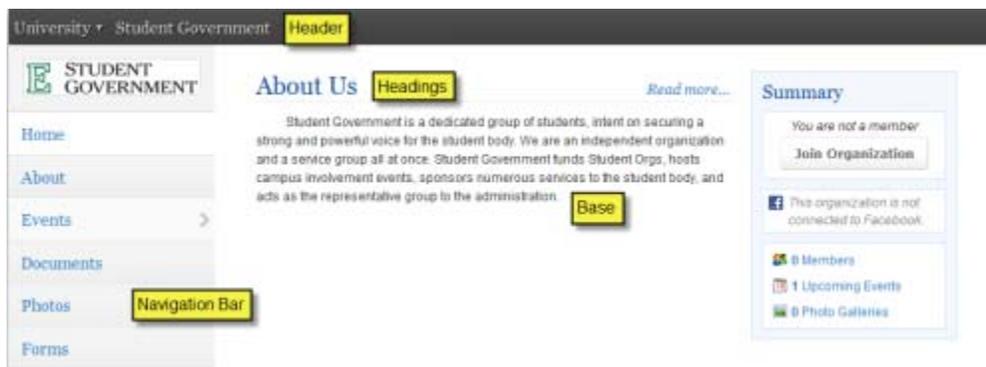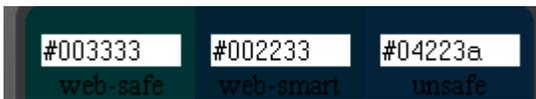

Figure 23 – Font changes affect different text areas on your organization's page

To update the colours:
You may choose one of the pre-set colours from the drop-down menu. For additional choices, simply enter the hexadecimal number for the colour you'd like to update to. An index of Hexadecimal colours can be found at http://colour.pro/ or http://0to255.com. Click "Submit" at the bottom of the page to save your updates.

To update the header image:
Go to "Manage" → "Organization Header Images" →"Add Header Image"

Note: You may upload a picture no larger than **960px wide by 150px high** formatted as a ".jpg", ".png", or ".gif" file (limit size is 100KB; RGB not CMYK). Header images look best if they are exactly 960px wide but kept within the height boundary.

To add a profile picture:
Go to 'About Us' → Click on

Make all the changes you feel are necessary to the Profile Page including uploading a picture. This is the picture that will appear publicly; many organizations use this space for their official image that represents the organization such as a logo.

Section 2: **Membership Management**

Adding Members - There are two ways to add members to your organization:

1. Have them access your organization's home page **[see Page 2]**; or,
2. The primary contact or those with administrative access can invite members to the organization directly.
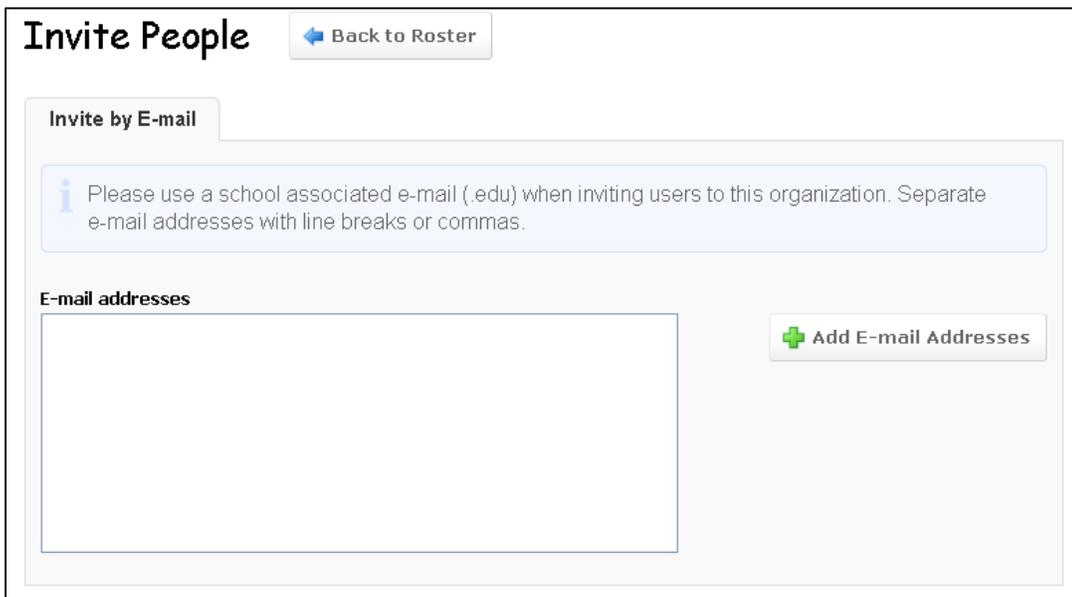
Click 'Roster' in the left margin → 'Invite People'.

Note: Only add members via their *York email addresses*. Any other email addresses will **not** work. **(Figure 24)**

Figure 24 - Only use York email addresses!

Registration Forms:

Whether a student chooses to join your organization or you invite them, you have the option to require completion of a registration form. *Section 3*: **Forms** details how to set up a form. Once the form is created, it can be accessed by any person on YUConnect. When a student submits their registration form in application to your club or organization, a notification is sent to the group's Primary Contact and they can accept the student into the group after reviewing their registration form.

Managing Positions

Click *"*Roster*"* → *"Manage Positi*ons*"*

You will be brought to a screen where you can create a title for one person (e.g. Vice President) or even for entire sub groups (e.g. Executive Team Members). Further, you can assign a status to your members through the drop down menu that will appear under their title. *(Figure 25)*
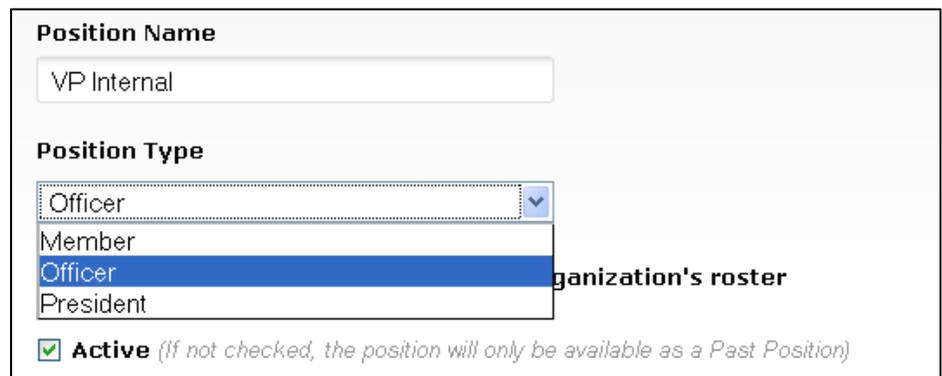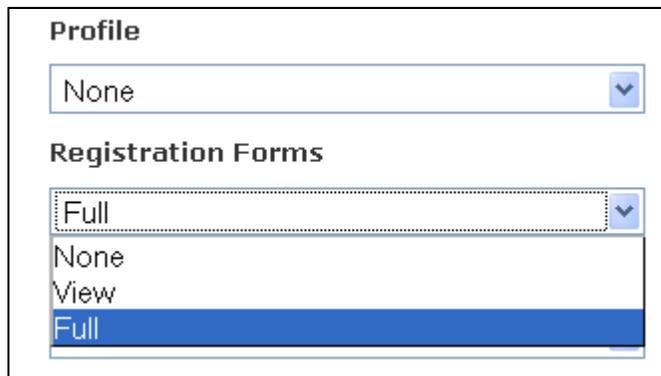

Figure 25 - Give your members positions and titles


Figure 26 – Choose file permissions

You can also grant limited access to members. This function could primarily be used to separate the general members from the executive committee; however, you can also use this to manage the responsibilities of your executive team by giving them sole or joint access to the folders they require access to in order to manage their duties. *(Figure 25)*

To assign positions select *(Figure 27)*:
→ "Roster"
→ "Manage Roster"
→ "Edit Positions"
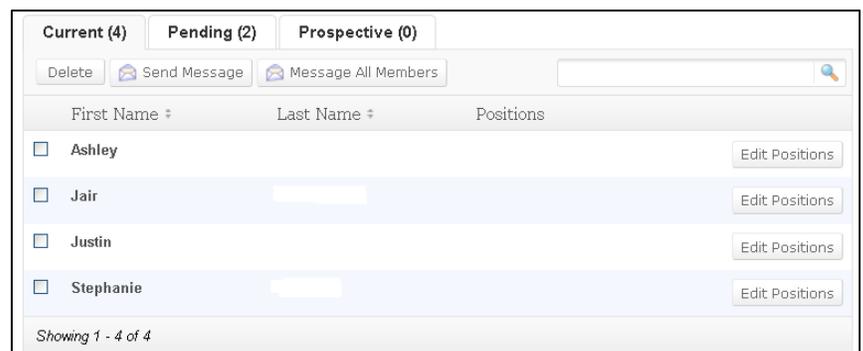
Figure 27 - Select the student whose position you want to edit

[10]

Edit the position for the student you selected. *(Figure 28)*

Edit Positions for Justin Ramdewar ✕

☐ Seeker
☐ Keeper
☑ Chaser
☐ Beater
☐ Master Coach
☐ Aerial Coordinator
☐ Visual Coordinator
☐ Team Medic
☐ General Member
☐ laugh executive

Figure 28 - What do Katie Bell, Angelina Johnson, James Potter and Justin Ramdewar have in common? They're all Quidditch Chasers.

Primary Contact
Justin Ramdewar

Change Primary Contact to:
Jair Kallidumbil ▾ Save | Cancel
Ashley
Jair Kallidumbil
Stephanie

Figure 29 - Justin makes Jair the Primary Contact when his term has finished.

Only the primary signing authority can assign positions. Once her/his term is finished, she/he may change the primary contact from themselves to another person as well. *(Figure 29)*

Take advantage of the other tools that YU Connect offers to you. No matter what duty or responsibility one of your members has, YU Connect can help them to accomplish their tasks. This begins with *messaging*.

Messaging

Messaging is in some ways easier than emailing your members – you can choose who you want to email using a simple interface. Message sent to members from YU Connect will reach both of their York U email and YU Connect inboxes.

Messages

🗨 Send Message   [   ] 🔍

Created By ⇕	Subject ⇕	Status ⇕	Sent ⇕	
Justin Ramdewar	welcome	Successful	6/8/2011 3:01:06 PM	🔍

Showing 1 - 1 of 1

Select:
→ "Roster"
→ "Messaging"
(Figure 30)

Figure 30 - The YU Connect messaging system for all groups, clubs and organizations.

Figure 31 - All members. some members, all executives, some executives: you choose!

If you click 'Send Message', you'll be directed to a page where you can choose who you want to message. This is simpler than email because you can choose who you want to email much faster and easier. Furthermore, you can conduct much of your club business straight from YU Connect. This can also be helpful if you would like to message all your members.
(Figure 31)

Section 3: **Forms**

1. Go to the *Forms* tab on the left margin then select Manage Forms and then

You will notice that you can make the form available to members only or open to all students who are registered with YU Connect. If you do not want to activate the form just yet, you can create it and activate it later. You can also have it accessible for a certain amount of time as well. Once you have decided what function this form shall serve, you can move on to making the form itself. After pressing save, you will be brought to another screen where the creation process begins. *(Figure 32)*
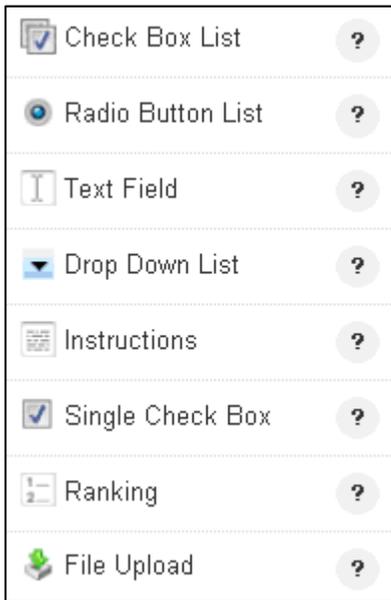

Figure 32 - Forms creation

Figure 33 - Click "?" for help.

Using these widgets, you can create a form for anything. If you are unsure about what the buttons do, click on the question marks to get some more information. You will quickly realize that creating a functional form is easy!

You can make forms for anything you want. Registration is only the beginning. Some examples of forms you may want to create may be for event ideas, nomination forms etc. *(Figure 34)*

Figure 34 - Forms are highly customizable. You can make a form to suit any of you needs.

Section 4: **News**

If you create a news article, it can be found in the news section of your profile by clicking on the news tab in the margin to the left. They will be listed like in *Figure 35*.

Figure 35 - Example of News bulletins.

Figure 36 - News feeds on your homepage scroll automatically.

If you have an event created and active, it will appear in the news feed of your homepage like *Figure 36*.

You can choose if you would like your news to show up as a feed on the home page of YU Connect as well so that everyone can see it. An event like a food drive or charitable event may be posted here for everyone to see whereas events that are only open to members may be only viewable within the organization's profile. If you click on the article tab, it will direct you to the page which has the full news article which could look *Figure 37*.

Figure 37 - Let everyone know about Quidditch Try-Outs on the YU Connect homepage.

Section 5: **Events**

Event planning is simple with YU Connect because the site allows you to detail what you would need in order for an event to be successful.

In the left margin select the tab *"Events"* → Create Event

Once you are on this page fill in the necessary fields. You can define who the event is open to and allow only members of the organization to see the event details or make the information public. *(Figure 38)*

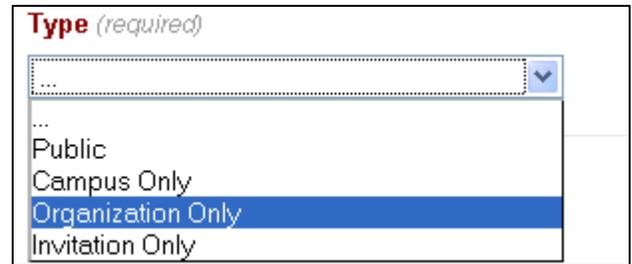
Type *(required)*

...
...
Public
Campus Only
Organization Only
Invitation Only

Figure 38 - Who's in?

You can also choose whether or not you want to have an RSVP option *(Figure 39)*. This can be really handy to track and create attendance sheets and plan appropriately for events.
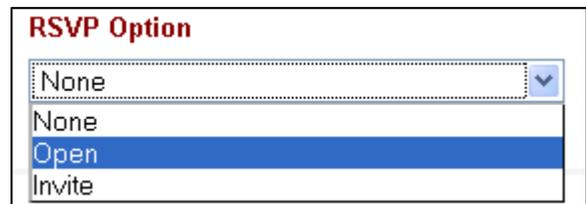

RSVP Option

None
None
Open
Invite

Figure 39 - Respondez s'il vous plait.

Details | Change | Cancel

When: Wednesday, June 15, 11:30 AM to Friday, June 17, 5:30 PM

Location: Nat Taylor Cinema

Hosted by: Love of Laughter

View Flyer

Come one, come all to Love of Laughter's annual donate to laugh event where for a very small charge, you can enjoy watching a hilarious movie with your friends right here at YORK! All proceeds go to charity and we encourage all to come out for an evening full of laughter.

40 days since event

Manage

View Submission

Invite People

View RSVPs

Track Attendance

Add to Google Calendar
MS Outlook / iCal

Figure 40 - Your event home page.

The event's home page *(Figure 40)* has many useful tools.

1) Microsoft Outlook and iCal calendar integration.

2) Send invitations and notification to YU Connect and York email accounts.

3) Track attendance and view all (non-)attendees.

Hopefully these 5 sections have shown you the depth and breadth of YU Connect in helping you grow and shape your club, group or organization. If you have any other questions feel free to contact us at yuconn@yorku.ca or visit us at Student Community and Leadership Development in Ross S172.