

# How to add members to your organization

## Step-by-step guide

### Roster management series (Part 1 of 3)

Go to Bods Connect at [www.washburn.edu/bodsconnect](http://www.washburn.edu/bodsconnect)

Log into Bods Connect using your single sign on (Washburn Username and password) and navigate to your organization.

**Click on Manage Organization**



Once in manage organization click on the me, click on “ROSTER” under the three lines to the left side. You will then be able to click on “INVITE PEOPLE”. Enter the Washburn email address of the people that are joining your organization.

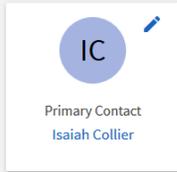
## Roster

MESSAGING

MANAGE POSITIONS

INVITE PEOPLE

EXPORT ROSTER



Primary Contact  
Isaiah Collier



## Manage Roster

CURRENT PENDING PROSPECTIVE TERMS AND CONDITIONS

END MEMBERSHIP

END ALL MEMBERSHIPS

Search



| Select                   | First Name  | Last Name | Positions                                |
|--------------------------|-------------|-----------|--|
| <input type="checkbox"/> | Angela      | Valdivia  | Academic/Campus Department Administrator |
| <input type="checkbox"/> | Christopher | Miofsky   | Academic/Campus Department Administrator |

**Then, you will have a list of the email addresses that you have entered, make sure it is the correct address and submit**

← BACK TO ROSTER

## Invite People

You may enter up to 500 e-mail addresses in the textbox below. Please use school-associated e-mail addresses (.edu/.ca) and either separate them with commas or enter one address per line.

E-mail addresses

ADD E-MAIL ADDRESSES

Invitations will be sent to:

Invite as

Member



**gobods@washburn.edu**



SEND INVITATIONS

CANCEL

**You will have a confirmation on the next screen, and you are done with adding members to your organization. Remember that in order to fully be added to a roster, a student must accept the invitation in their email.**

**Have a question? Contact us at [student.involvement@washburn.edu](mailto:student.involvement@washburn.edu)**