How to add members to your organization

Step-by-step guide

Roster management series (Part 1 of 3)

Go to Bods Connect at <u>www.washburn.edu/bodsconnect</u>

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

Click on Manage Organization

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	Member Since August 2020	S CONTACT
The Office success si encourag	e of Student Involvement & Development fosters opportunities for student upporting retention and graduation through co-curricular experiences that e:	
Campu Collabe Studen	us Engagement oration & Inclusivity It Learning Shin Development	
ensuring	students are prepared to be productive and responsible global citizens.	
Contact	Information	
1700 SV Topeka, United S E: stude P: (785)	V College Ave XS 66821 states ent.imvolvement@washburn.edu 670-1723	
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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. ■ Student Involvement & Development

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Î	END MEMBERSHIP	END ALL MEMBERSHIPS		Search		Q
Select	First Name ÷	Last Name ÷	Positions			
	Angela	Valdivia	Academic/Campus Department Administrator			1
	Christopher	Miofsky	Academic/Campus Department Administrator			1

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

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- 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

×

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