

# How to manage positions on bods connect

## Step-by-step guide

### Roster management series (Part 2 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).

Click on the organization you want to manage and then click on manage organization on the top-right of the screen.



Click on Roster



**Click on Manage positions. You will then see the list of positions that you can modify or create a new position.**

Roster

MESSAGING MANAGE POSITIONS INVITE PEOPLE EXPORT ROSTER

IC  
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

**Click on the one you want to add. You will be able to decide which position type you wish to utilize.**

Manage Positions

+ POSITION Search

Name	Template	Type	Status
Academic/Campus Department Administrator	Academic/Campus Department Administrator	Academic/Campus Department Administrator	Active
Campus Advisor	Campus Advisor	Officer	Active
Chief of Staff	Chief of Staff	Chief of Staff	Active
Committee Chair	Committee Chair	Committee Chair	Active
Co-President or Vice President	Co-President or Vice President	Officer	Active
Director	Director	Director	Active
Member	Member	Member	Active
PR/Marketing Director	PR/Marketing Director	PR/Marketing Director	Active
President	President/Director	Officer	Active
Primary Contact	Primary Contact	Member	Active
Secretary	Secretary	Officer	Active
Treasurer	Treasurer	Officer	Active

**Click on the one you want to add. You will be able to decide which position type you and change the permissions of that position.**

## President

\*Position Name  
President

Position Type  
Officer

Show holders of this position on the organization's public roster  
This position cannot be set to inactive because it has been declared as required by campus administration

**NEW!**

Receive organization contact form emails

### Event Tools

Holder of this position will be added as a *Reviewer* on event submissions for this organization

### Set Management Access

No Access  
People with this position can access NO management features

All Access

**The management access has different meanings. Full access means that person can edit all in that section. View access means that person can view the section. No access means that person cannot see of edit that section.**

**Once you hit save you will have a confirmation screen.**

**Have questions? Contact us at [studentinvolvement@washburn.edu](mailto:studentinvolvement@washburn.edu)**