Elections, Roster Management, and Service Hours

Sign in to the TitanLink experience

Student Life & Leadership
Agenda

- How can I conduct elections via TitanLink?
- How can I add members to a roster?
- How can I assign those members positions?
- How can I mass message my members?
- How can I track service hours?
Elections
No More Paper Elections

Now Create Online Elections

Click this to create an online election
Elections

• Edit the election status (active or inactive)

• Add Instructions

• Select “Ballots” to create questions to be included in your election

• Select “Results” to view the total number of votes cast or the total number of voters
  o You may also export all votes/voters

• Select “Publishing” to view the election URL link or display an alert on the organization homepage.
Election - Step 1 of 2

Election Instructions

You must click "Vote" after completing the ballot for your submission to count.

Until you submit your vote, it can be continued at any time by resuming it in My Involvement.

Election - Step 2 of 2

Test Ballot

* Test Question
  - Test Answer 1
  - Test Answer 2
  - Test Answer 3

Thanks for voting.
Roster Management

Tony Pang
Primary Contact

Officer

Tony Pang
Associate Director

Nathan Olmeda
Coordinator

Samuel Morales
Coordinator

Tim Alexander
Graduate Assistant

Vincent Vigil
Director

Xiaopan (Pamela) Xue
Graduate Assistant

Yvette Garcia
Administrative Support Coordinator
Adding Members

• Utilize CSU email addresses
• Add several individuals at a time
  o Be sure to invite specific groups with the same positions

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

Click this to add members to your roster

Officer

Anthony Pang
Associate Director

Nathan Olmeda
Coordinator

Samuel Morales
Coordinator

Roster Page
Create Positions

Click “Manage Positions” to add new positions

- Create Position Names
- Set Position Types
  - Be sure to select show this position on the roster
- Set Management Access
  - Limited Access means you can specifically select which features
Manage Roster

- **Current** – approved by invitation or request
- **Pending** – sent an invitation, but they haven't accepted, or they requested and you haven't approved
- **Prospective** – interest match

<table>
<thead>
<tr>
<th>First Name</th>
<th>Last Name</th>
<th>Positions</th>
<th>Edit Positions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anthony</td>
<td>Pang</td>
<td>Associate Director</td>
<td></td>
</tr>
<tr>
<td>Clare</td>
<td>Andrade</td>
<td>Student Assistant</td>
<td></td>
</tr>
<tr>
<td>Jessica</td>
<td>De Jesus Rodriguez</td>
<td>Student Assistant</td>
<td></td>
</tr>
<tr>
<td>Nathan</td>
<td>Olmeda</td>
<td>Coordinator</td>
<td></td>
</tr>
<tr>
<td>Samuel</td>
<td>Morales</td>
<td>Coordinator</td>
<td></td>
</tr>
<tr>
<td>Tien</td>
<td>Ho</td>
<td>Student Assistant</td>
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</tr>
<tr>
<td>Tim</td>
<td>Alexander</td>
<td>Graduate Assistant</td>
<td></td>
</tr>
<tr>
<td>Vincent</td>
<td>Vigil</td>
<td>Director</td>
<td></td>
</tr>
<tr>
<td>Xiaopan</td>
<td>Xue</td>
<td>Graduate Assistant</td>
<td></td>
</tr>
<tr>
<td>Yvette</td>
<td>Garcia</td>
<td>Administrative Support Coordinator</td>
<td></td>
</tr>
</tbody>
</table>

Showing 1 - 10 of 10
Click this to create a message relay

Send Message

Use the filters to generate a temporary relay email address. Then send your message to the email address and the system will distribute the message to all users who fit the filter criteria. You can use any email creation tool at your disposal to generate rich-text emails. The temporary relay will be available for 24 hours.

1) Select Recipients

<table>
<thead>
<tr>
<th>Send to members holding these Positions</th>
<th>and/or these specific Members</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDIT...</td>
<td>EDIT...</td>
</tr>
</tbody>
</table>

None

None

2) Enter Title

3) Generate Relay Address

Total recipients: 0

GENERATE  CANCEL
Relay Details

Test for Ppt

Details

Created By
Tim Alexander

Date Created
11/02/2015 06:56 PM

Date of Expiration
11/03/2015 06:56 PM

Temporary Relay Address
Send your message to this address
TitanLink_ddbff6f6-9327-4beb-94ae-697d3fe872f8@relay.collegiatelink.net
This relay address will expire when a relay is sent or on 11/03/2015 06:56 PM

Selected Recipients

Sent to members holding these Positions
Member

and these specific Members
Nathan Olmeda
Service Hours
Track My Service Hours

My Service Hours

Click this to add service hours for yourself

Service Hours Summary

Pending | Approved | Denied

Zero
PENDING HOURS

Zero
APPROVED HOURS

Zero
DENIED HOURS

View hours by specific times

October 09, 2015 - October 16, 2015

WEEK MONTH 3 MONTHS CUSTOM

Search

DELETE SELECTED
Verify My Service Hours

Add Service Hours

* Organization
Select Organization

* Description

* Date

* Hours

* Minutes

Verification Contact
coordinator@servicegroup.org

CREATE   CANCEL
Manage My Organizations

Service Hours

Manage Service Hours

Click this to add service hours on behalf of your organization

Service Hours Summary

Zero
PENDING HOURS

191h 0m
APPROVED HOURS

Zero
DENIED HOURS

Delete selected

Search
Verify My Organizations Service Hours

Add Service Hours

Auto-Generate

 организация
 Sigma Nu Fraternity

 Drop down menu will already list your member’s name

 Auto-Generate
Name Change & Mission Statement

- Student Involvement & Leadership
- Titan Student Involvement Center
- Student Engagement, Enrichment, and Development
- Student Life and Leadership (stay the same)

- The Office of Student Life & Leadership provides support, fosters community, and enhances the Titan Experience. We engage and empower students through involvement, leadership, and co-curricular learning opportunities

- The Office of Student Life & Leadership supports co-curricular learning and involvement, community engagement, and student leadership development. We empower students and student organizations to enhance their Titan experience at CSUF.
Questions