OFFICE OF STUDENT ACTIVITIES

OrgSync

Adding yourself to your Organization on Org Sync:

1. Log into your profile at www.orgsync.com
2. Select 'Browse Organizations' then use the search box or alphabet to select your organization
3. Select the organization you wish to join to load their profile
4. From the top right hand corner click 'Join Now' to be added to your organization

Functions of your OrgSync profile:

1. Log into your profile at www.orgsync.com
2. Select 'Organizations' and then click on your new organization.
3. The top right hand corner allows you to invite members by email to join your organization. Your organization will now be viewed by all SU students.
4. The left hand side of the page is a list of options. Below will outline what they are for, and the ones you will use and ones you will not:
   a. People: Shows all of your members, you should put restrictions on all members whether they are Administrators, Officers, and Members. This will minimize who can change your profile. The President should email jclark03@syr.edu to receive Administrator privileges than he/she can change other member's privileges.
   b. Communication: Send out messages to members of your organization.
   c. Calendar: You can view any events that your organization has submitted to the calendar (Events, meetings)
   d. Events: You must submit ALL your events through OrgSync so that they can be advertised on Living SU and the campus calendar.
   e. Files: You would upload documents your organization uses (constitution, applications etc.)
   f. Forms: This is where forms are placed that are created through OSA or ones that you create for your specific organization.

g. Settings: Change the information on your profile. (Note: Anytime you make a change to your profile your advisor is notified each time, and the OrgSync Moderator will have to approve it before the changes are public.)

Things to remember:

- Both OSA & SA transfer all information to OrgSync and all communication comes from OrgSync. It is <u>extremely important</u> to make sure all the information is kept up to date on your OrgSync profile.
- If you have any questions about OrgSync please email stactivities@syr.edu