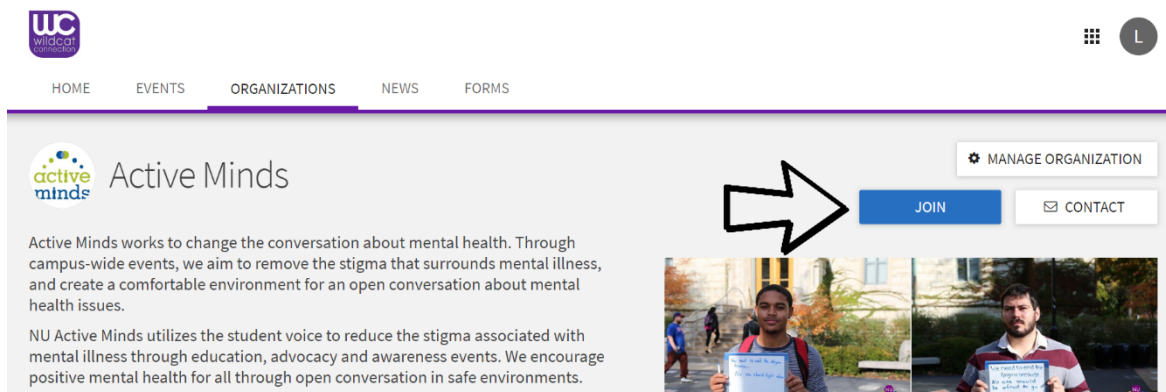


# Joining Organizations & Updating Officers/Advisors in Wildcat Connection

## How to join an organization's page:

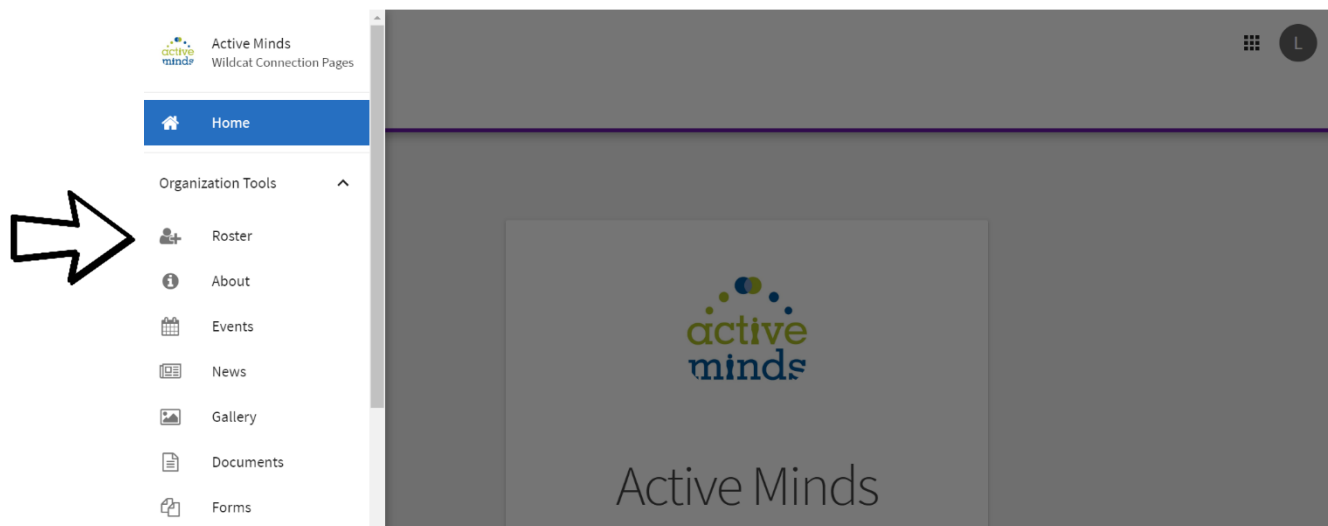
- Search for an organization using the search bar on the WC home page or selecting the "Events" tab.
- Select the "join" button on the organization's page. Once you click this button, you will either be automatically added as a member or a membership request will be sent to the organization's officers to approve or deny, depending on the organization's settings.



- More information can be found on the Campus Labs site at <https://engagesupport.campuslabs.com/hc/en-us/articles/204937564-Joining-an-Organization>

## How to update officers/advisor on organization roster:

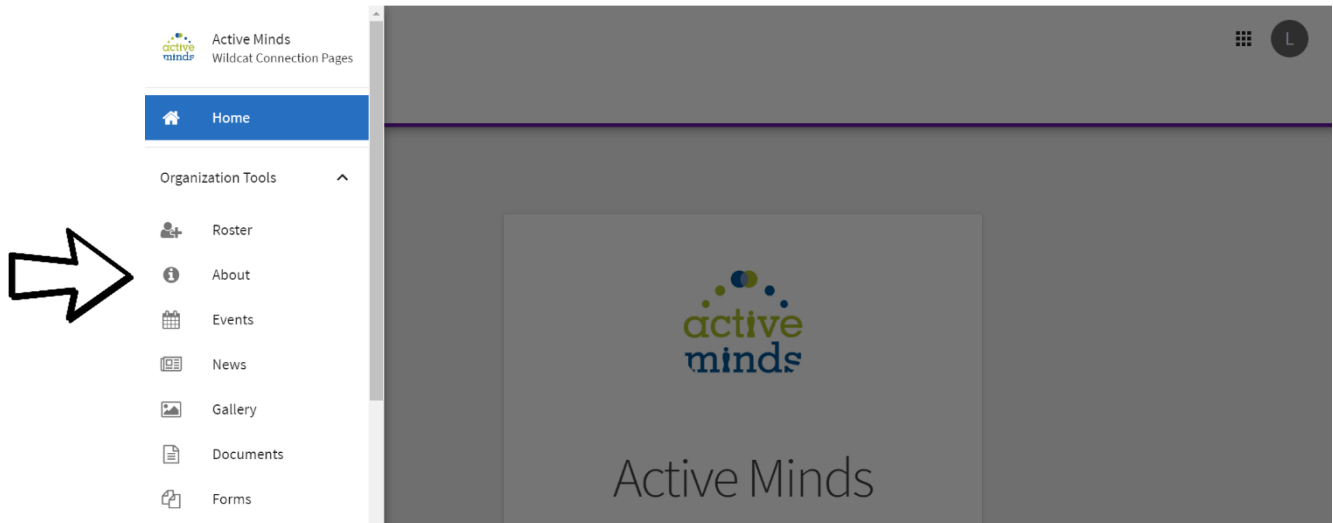
- This action can only be done by users who have the appropriate permissions for their organization.
- Navigate to your organization's Action Center and click on the "Roster" tool.



- On the Roster page, find the user for whom you would like to add, change, or remove a position. Click the edit button under "Positions" to the far right of that user's name. A list of all available positions will populate. Click the check box next to the position you would like to add or remove from that user, and then select "Save." The user's permissions within the organization will be updated based on the positions they hold
- More information can be found on the Campus Labs site at <https://engagesupport.campuslabs.com/hc/en-us/articles/205187790-Changing-Position-Holders-in-your-Organization>

### **How to edit advisor information:**

- This action can only be done by users who have the appropriate permissions for their organization.
- Navigate to your organization's Action Center and click on the "About" tool.



- Scroll towards the bottom of your page and manually enter your advisor's name, position, department, and email.