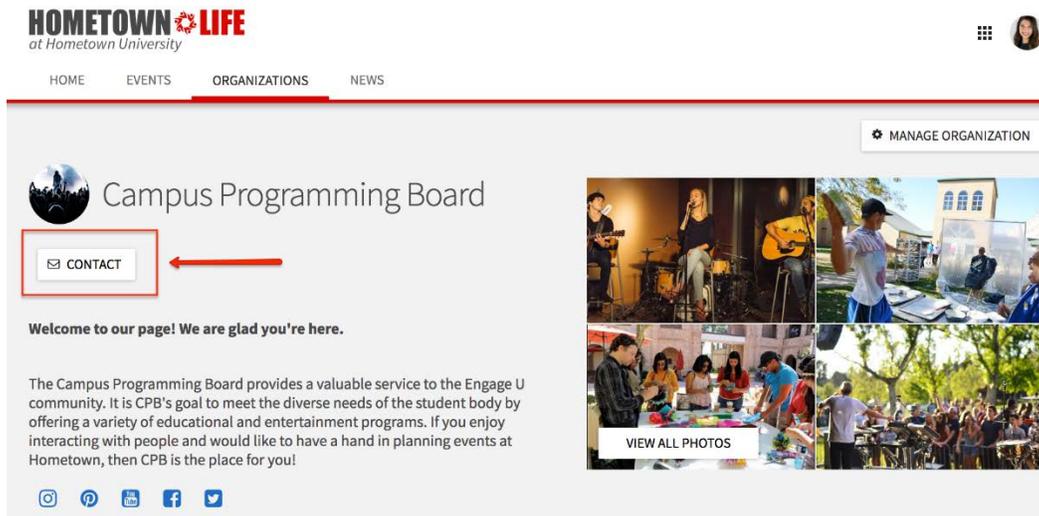## Organization Primary Contact

Each organization has a primary contact whose name and image will be publicly visible to anyone who accesses their organization's page (public-facing):

This is the most common way that a potential member will reach out to the org, so we encourage you to select someone who is timely with e-mail responses as your Primary Contact.

The primary contact's personal information, including email address and phone number, will NEVER be accessible to an unauthenticated user (i.e., someone who hasn't logged in to OrgSync using their UNT credentials or someone who doesn't have UNT credentials). If an unauthenticated user accesses an organization's page, they will have the ability to click the "Contact" button, where they can send a message to the primary contact regarding the organization.

When an unauthenticated user fills out the contact form they have to pass a reCaptcha challenge to verify that they are a human and not an automated script.

An authenticated user (who has logged in with UNT credentials) may be able to view the primary contact's email address or phone number if the primary contact has made the choice, within their privacy settings, to show that

information to authenticated users. Those settings can be found in the User Drawer under Account → Privacy Settings.


Establishing a Primary Contact

The primary contact is automatically designated as the user who submits the organization registration and can be changed any time throughout the semester by going to the Roster section of your Action Center for the organization (see "Action Center Quick Tips" here for navigation information) and clicking on the edit pencil for the Primary Contact.
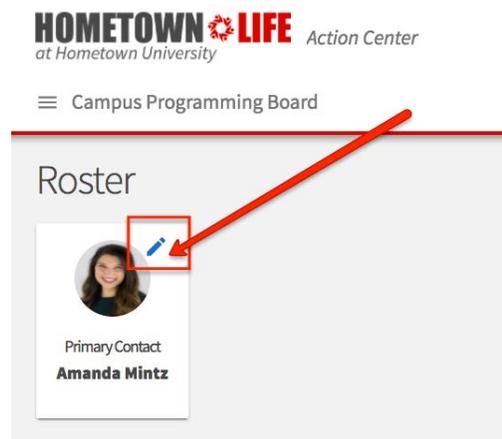
All that's left to do is to select the member of your organization who will serve as the primary contact. Be sure to inform this person that their name, image, and position will be displayed to other users as well as unauthenticated users who may not be affiliated with UNT. Remind them that their personal information will never be shared with unauthenticated users and that their privacy settings can be adjusted as described above.

Note: If you are a member seeking to become the primary contact of your organization, an officer of your organization who has Roster tool access must designate you for that position.