Organization Tool Menu Walkthrough

The Organization Tool Menu allows you to create and manage content for your organization. Access the Org Tool Menu by navigating to your organization. To do that, first click on the Switchboard:
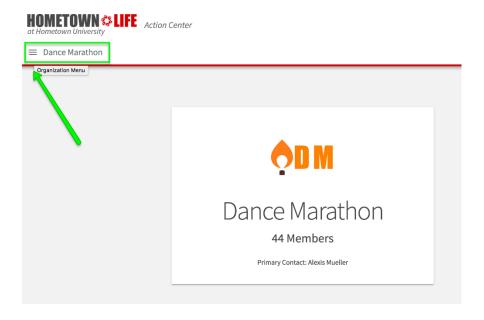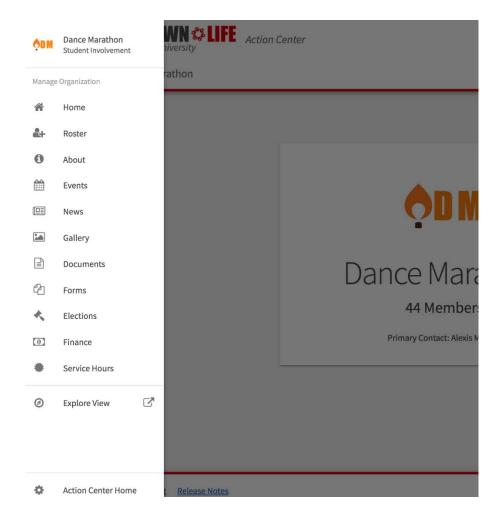

… and then "Manage."

When you land in Action Center, select the organization you want to manage to take you to the Action Center Home for that organization. Let's say you selected Dance Marathon.

At the top left hand corner underneath the community logo (in this case, Hometown Life), you will see the name of the organization next to a menu icon:

Click the menu icon to open up the Organization Tool Menu. You may only see certain tools in the Organization Tool Menu for a particular organization. The tools you have access to will be based on your position within the organization.

You may see any one of the following tools. Several have a Quick Tips sheet that can be found at www.studentactivities.unt.edu/orgsync.

Home: Action Center Home provides a summary of your organization. On this page, you will see your organization profile photo, the name of the org, the number of members, and the name of the Primary Contact.

Roster: The Roster tool includes your ability to manage positions for the organization, send organization messages, invite members, remove members, and approve pending memberships.

About: In the About tool, you can update some of your organization's basic details, such as the profile photo, description, summary for the online org directory, contact information, and social media links.

Events: The Events tool allows you submit an event for the calendar, as well as submit an Event Application that registers the event with campus entities and/or requests space reservations on campus. You can also manage an individual event, including inviting attendees, tracking participation, or editing a calendar submission or Event Application.

News: The News tool helps you share what your organization is doing within the community, the organization, or specific members in the organization. You can create, edit, and delete News posts from this area.

Gallery: The Photo Gallery helps you create a more visually appealing organization homepage. Photos are a great way to show off the exciting things your organization has done! Your gallery photos will be showcased at the top of your organization's public-facing page.

Documents: The Documents tool allows you to create a shared storage space for important organizational files, like your constitution, event checklists, and officer transition materials. You can share these files publicly or only with certain members of your organization.

Forms: Use the Forms tool to move any of your organization's paper forms into OrgSync. Use forms for sign-ups, interest forms, applications, and more!

Elections: The Elections tool allows you to create elections for you organization, either for the entire community to vote on, or exclusive to organization members.

Explore View: Click "Explore View" to navigate to the public-facing page for your organization.

Action Center Home: Use this button to return to the general homepage for your Action Center, where you can switch back and forth between Action Centers for different organizations you are involved in.