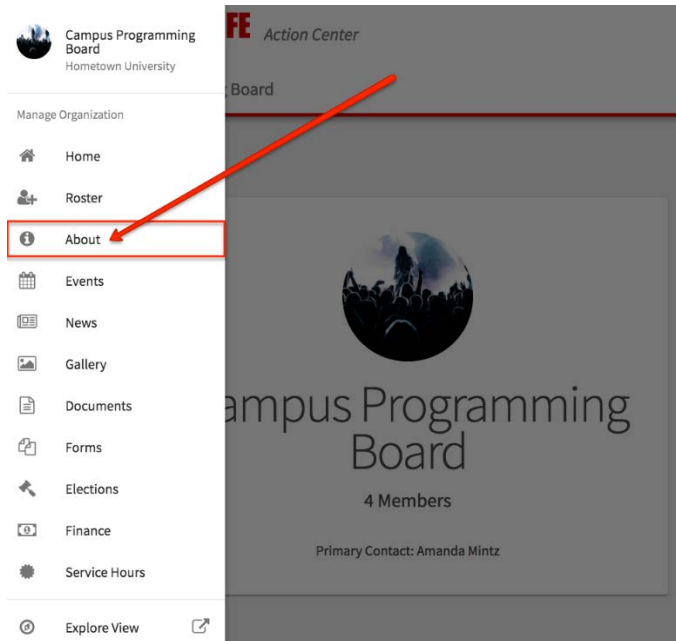


Updating Info on Your Organization's Page

To make changes to an organization page, which is viewable to anyone, you must be either the primary contact or hold an officer position that has been given full access to "Profile".

Editing information about your organization

If you have access to make changes, you can edit the organization's details by going to the Action Center for your organization, opening up the Organization Tool Drawer (see "Action Center Quick Tips" [here](#) for more information), and selecting *About*.



Here, you will be able to update your organization summary, general contact information, social media information, profile picture, and additional fields requested by Student Activities, which may look similar to the following:

Additional Information

Where and when are your organization meetings held?
Meeting times vary by committee.

Are meetings open to all students?

Yes

No

How much are your annual organization membership dues?
\$0! Being a CPB member is 100% free!

Organization Budget ID:

Advisor contact email address:
Jaimelreland@engageu.edu

UPDATE

If you are adding links to social media pages, make sure they are set to public. If you are adding a Facebook link, make sure it's a group page. Links to personal profiles will not display on your page.

When you're done making changes, click *Update* to save.

Note: Information listed in the External Websites and Social Media section will be made available on your organization's home page, and will be shown on the public side of OrgSync. Users that are not logged into OrgSync will be able to see this information, so do not include anything here that shouldn't be public.