

Training for Student Organization Leaders: How to Manage Events + Organization Pages

Powered by Suitable



How to Request a New Activity

1. Navigate to your Activities tab (on the web app) to Request New Activity



Take advantage of events and high impact practices.

Request New Activity

Search activity by name, level, or competency

Search

Competencies

Types

Experience tags

Levels

All

Upcoming

Pending Approval

My Requests

Expired

Completed



Engage with your Alumni Mentor

No Date Range Applied

Level 1 C CD 20 pts

Added by  Business Mentor Program




Student Organization Involvement Fair

Sep 13, 2021, 4:00 PM EDT

→ Sep 13, 2021, 6:00 PM EDT

Level 1 LD 10 pts

Added by 

Help





2. Select Event

Back Next

What kind of activity do you want to create?

The type determines how the activity is presented on the app. It also determines how students earn credit for the activity.

 **Task**
Tasks can be configured to include validations such as self-report, reflection, submission, and administration approval.

 **Event**
Events generate a smart code that students can scan to instantly receive credit for the activity.



3. Enter a Title and Description. Resource links and incentives are optional. Tag your organization in the Experience Tag field (if applicable)

The screenshot shows a form with several sections. On the left, red arrows point to the 'Title *' and 'Description *' fields, with the word 'Required' next to each. Black arrows point to the 'Link', 'Incentive', and 'Experience tags' sections, with the word 'Optional' next to each. A red arrow points to the 'Experience tags' field with a red text annotation. A red 'Help' button is in the bottom right corner.

Type **Detail** Validation Level and Competencies Date Preview

Describe the event you are creating.

Let your students know all of the important details about your activity.

Title * 200 Characters left
What is your activity called? Be as clear as you can.

Description * 5000 Characters left
B
1

Link. Provide students with a url to more details. Optional. 2000 Characters left
Are there any resources that would be useful when completing this activity?

Link Title. Provide a short title that describes the link. Optional. 200 Characters left
All links require a title to describe the resource

Add additional link +

Incentive Optional. 140 Characters left
Incentives are optional. If you have an incentive to offer your students you can describe it here.

Is this activity associated with any experience tags? Optional.
Tagging activities will help students with searching and filtering

Look up experience tags

Is this activity associated with any employers? Optional.
You can select one or multiple companies if your activity has any sponsors you want to share.

Look up employers

Help


For Student Orgs: Tagging the event will allow you to easily filter for your org's events in the Activities tab and give your org more points!




4. The QR code will automatically be generated for an event

Back Next

Type Detail **Validation** Level and Competencies Date Preview

 **Choose how your students will receive credit for this event.**

Select one or multiple validations that students must complete in order to receive credit for the event. If none are selected then students can receive credit by clicking to complete. More info on the various types of validations can be found at our help center.


You will receive a smart code for this event, and can download it from the activities page at any time 



5. Select the level and competencies that should be attached to your event (you can select more than one competency)

Back Next


Type Detail Validation Level and Competencies Date Preview


 **Select a level and competencies that are appropriate for your event.**


Levels and competencies dictate how many points the student will receive upon completion. [More info on these terms can be found at our help center.](#)


Points awarded for completion: 10


Select a level:


Level 1


Level 2


Level 3


Level 4


Level 5

Level 1 Involves exposure and activities that give an introduction to this specific competency. The goal of activities at Level 1 is just to give an introduction to the competency, what you might experience as a new person within an organization.

Select at least one competency:

Career Development


Communication

Financial Literacy

Leadership Development

Teamwork

Wellness


 Help



6. Set the date, time, and location of your event

Back Next

Type Detail Validation Level and Competencies **Date** Preview



When does this event start and end?

Select the date and time range that describes when your event begins and ends.

Required for events *

Select a date range for your activity.

Starts

 : None

Ends

 : None

Select a location. (optional)




7. Preview the event's information and send for approval




Back Approve preview and send for approval

Type Detail Validation Level and Competencies Date Preview

 **Preview the event you have created. Edit or approve the activity.**


This is how students will view the your event. Please review your event for any mistakes before approving it.


Activity Details
Starts Sep 13 2021, 4:00 PM EDT
Ends Sep 13 2021, 6:00 PM EDT
Points awarded for completion: 10

 **Student Organization Meeting** Sep 13, 2021, 4:00 PM EDT
→ Sep 13, 2021, 6:00 PM EDT

Represent your student organization at the meeting and share more about your plans for the semester.

Level 1 T 10 pts

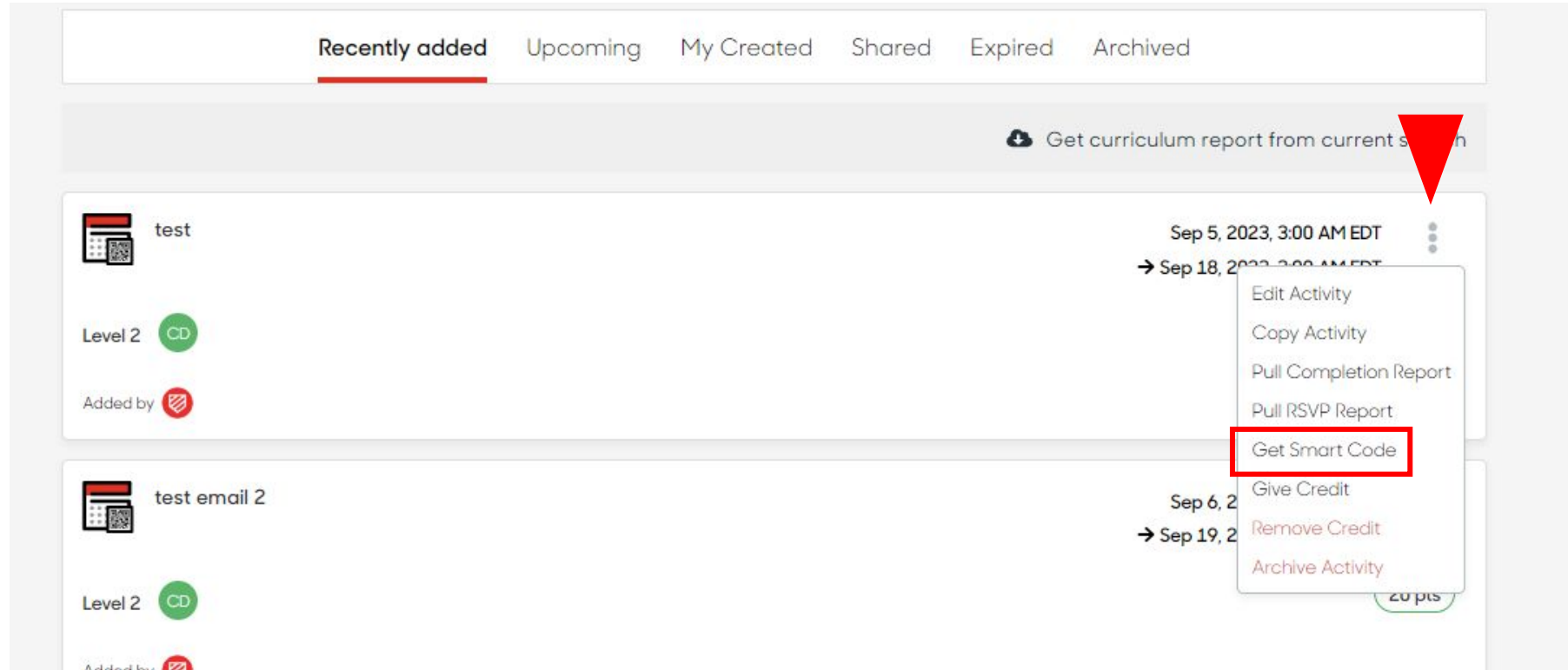
 **Suitable Room 110**

Added by  Student Development



Managing your Event

Once your event has been approved, you will receive two emails: one informing you of its approval and another with the event's QR code. You can also retrieve the QR code from the Activities tab. To do so, find the activity and select the 3 dots to the right of its date and time to expand it. Select **Get Smart Code**



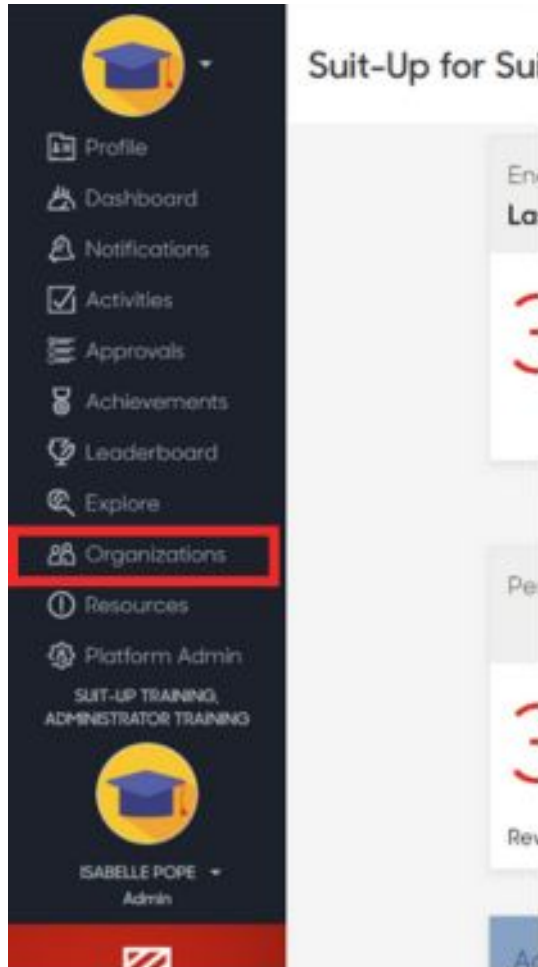
- Two days after the event ends, you will receive a Completion Report via email, which specifies all students who attended and scanned the QR code.
- You can also retrieve this report on the web app. After expanding the activity menu on the right hand side, select Pull Completion Report to receive the attendance list via email.



How to Manage your Student Organization's Page

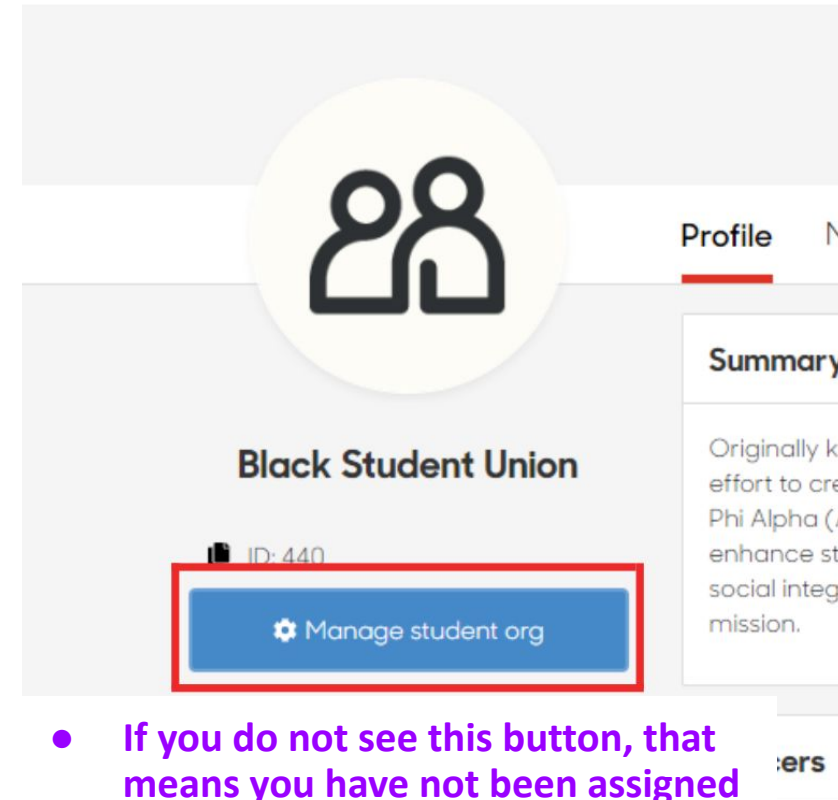
To edit a student organization page:

1. Click on the 'Organizations' tab in the left-hand side bar.



2. Search for the student organization you would like to edit and click on that organization's card.

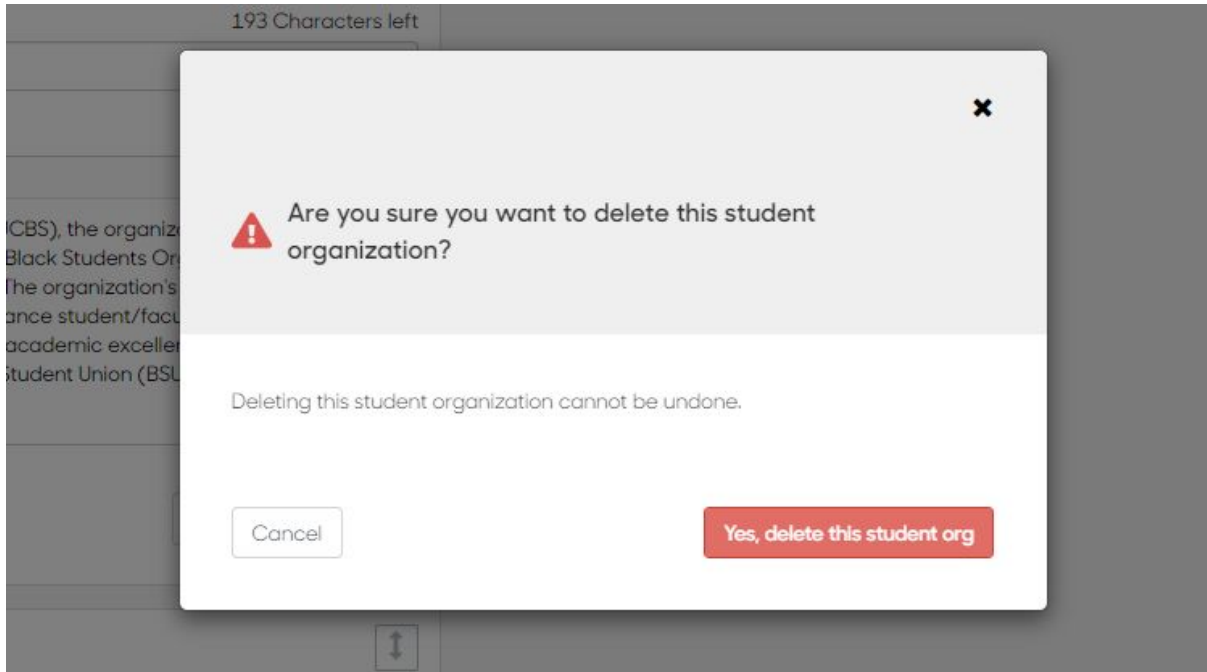
3. In the organization, choose 'Manage student org'.



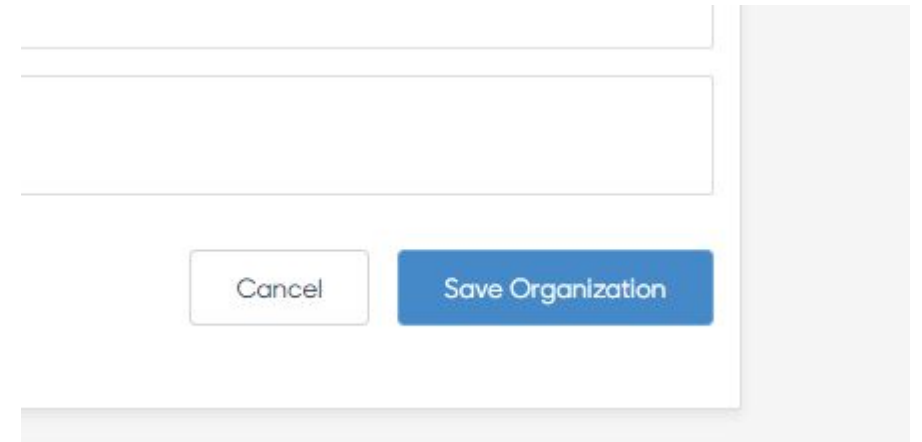
- If you do not see this button, that means you have not been assigned as a leader of the organization.
- Contact your system administrator so you can be given edit privileges

4. From here, you will be taken to the organization wizard, where you can make any necessary changes to the sections within the organization, including [adding and removing sections](#).

- Once an edit has been made to a section, you can choose the 'Save Edit' option for that specific section, or the overall 'Save Organization' option at the bottom of the wizard.
- To delete the organization, choose 'Delete Organization' at the bottom left of the wizard.

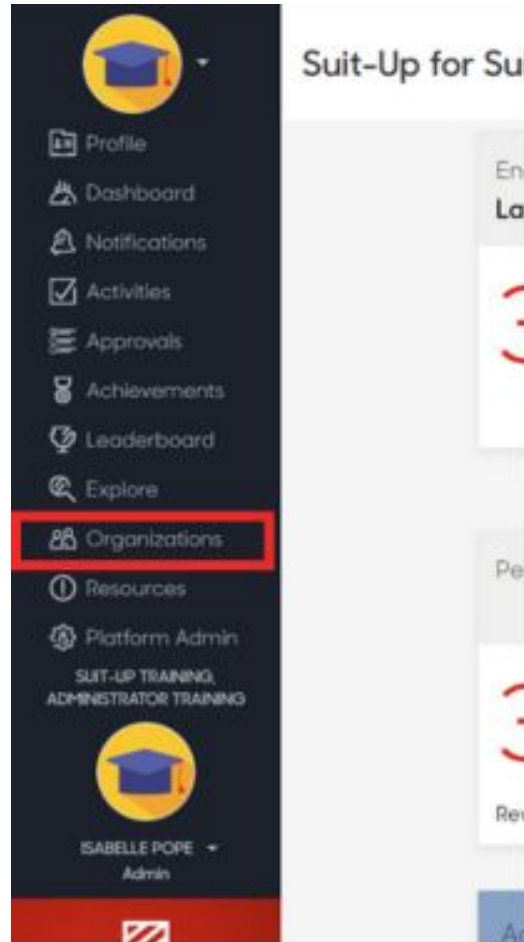


5. Once all of your changes have been made, choose 'Save Organization' and return to your dashboard to view the Organizations tab and review the student organization.

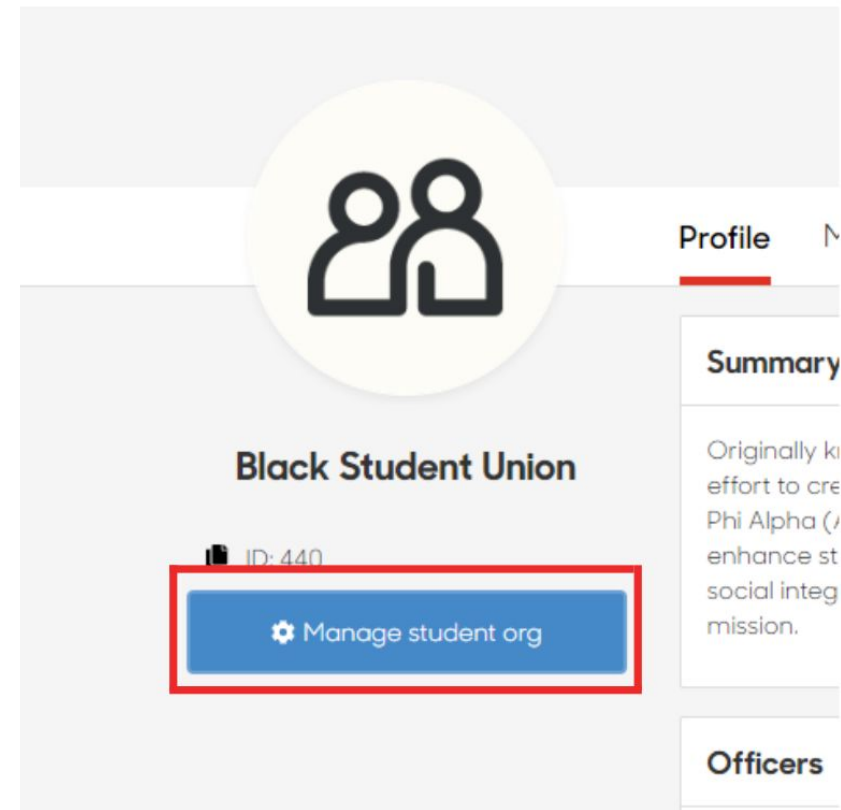


To add a new section to a student organization:

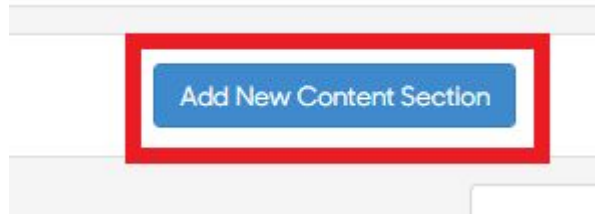
1. Click on the 'Organizations' tab in the left-hand side bar.



2. Search for the student organization you would like to edit and click on that organization's card.
3. In the organization, choose 'Manage student org'.

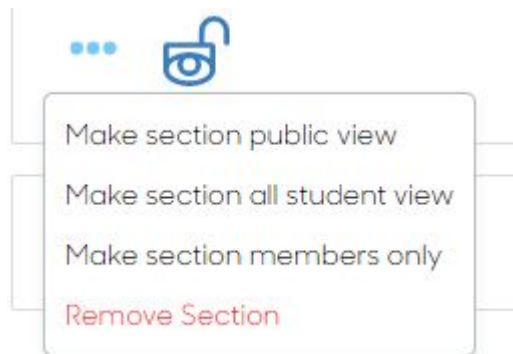


4. From here, you will be taken to the organization wizard, where you can add a new section to a student organization by choosing 'Add New Content Section.'

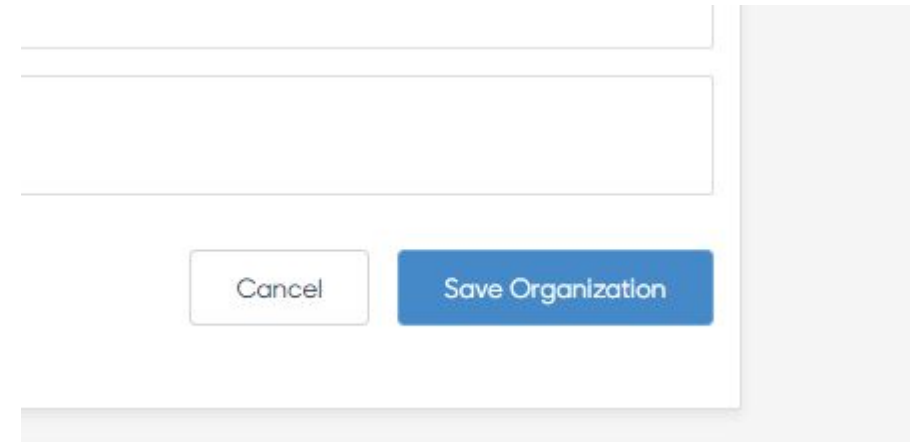


5. In this section, you can add resource links or use markdown functions to completely customize the information you provide to students. You can also make the section private or delete a section by clicking on the three dots option in the bottom left. Choose between *three different privacy options* or 'Remove Section.' The privacy options are:

- 'Make section public view': In addition to those with a Suitable login for the pathway, any individual without a Suitable login can view the content within the section.
- 'Make section all student view': All students with a Suitable login for the pathway can view the section.
- 'Make section members only': Only designated members of the student organization can view content within the section.



6. Once your new section is created, choose 'Save Organization' at the bottom of the organization wizard and return to your dashboard to view the Organizations tab and review the student organization.



Additional Support Articles for Reference

- [Filtering for Activities on the Web App – Suitable](#)
- [Editing Student Organizations – Suitable](#)
- [Adding and Removing a New Section to a Student Organization – Suitable](#)
- [Requesting Activities – Suitable](#)
- [Student Organizations – Suitable](#)