

Introduction to Action Center

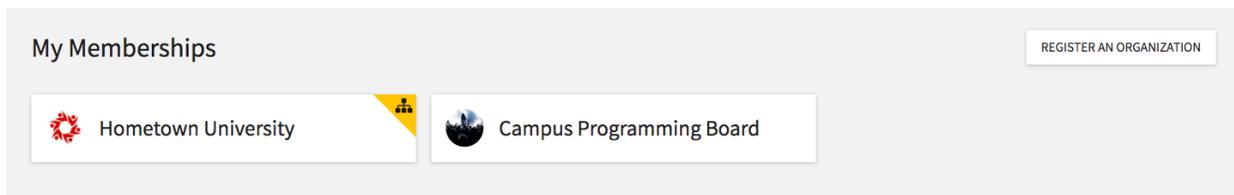
Action Center is your central hub for managing all of your organizational to-dos in OrgSync! Whether you need to update your organization's page, create and manage forms, submit an Event Application, and manage your org's roster, the Action Center is where you want to go.

Note that what content you see within Action Center depends on the access granted to you within each student organization. Access your personalized Action Center by clicking on the Switchboard (seen as the 9 black squares in the sample community below) and then "Manage."

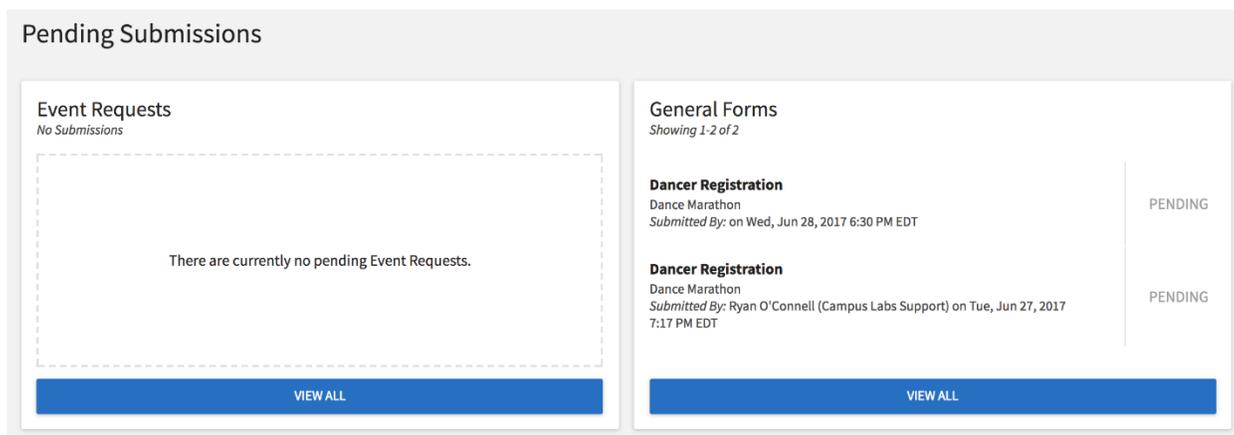


Action Center Home

You will then see a listing of the organizations you are listed as a member of in the organization's roster. This user has been given appropriate access in Hometown University and Campus Programming Board.



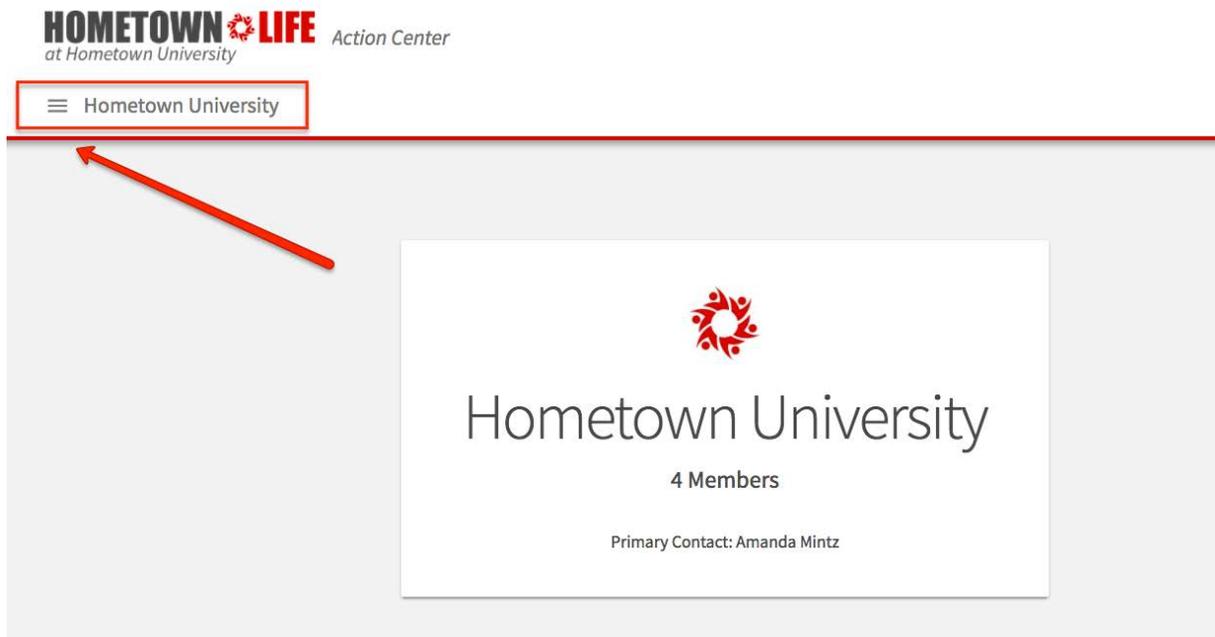
On your Action Center homepage, you may also see an aggregated list of items that need your review. These could be form submissions or event requests for which you have been tagged as a reviewer or approver. Click on the name of the form or event to enter into the review process.



Managing an Organization

Click on or search for an organization in order to manage its content, including roster, news, events, documents, and more. When you click on an org in Action Center, you will see a summary of the organization's information, including its name, membership total, and primary contact. If the organization is up for re-registration, you will also

see that listed here (it'll have a "Re-register this Organization" button below the Primary Contact). Click the Menu icon in the upper left hand corner to open up this organization's tool menu.



Your org tool menu will show you every tool for which you have access within that specific organization. You may see as few as one tool or all tools depending on your level of access in that specific org.

