

## Navigating the OrgSync Switchboard

The Switchboard Icon (seen as the 9 black squares in the sample community below) is how users navigate between different views of the site, each view allowing users to accomplish different tasks. To access the Switchboard, click the icon on the upper right hand corner of your site.



Clicking this icon will allow you to switch back and forth between the different views within OrgSync. All users will see "Explore" and "Manage."



Explore



Manage

### Explore View

Explore View is the default view when users log into the community. Clicking on "Explore" will by default take you to the community home page, where you can search for organizations and events, read news posts, see membership notifications, and find ways to get involved. The Explore view is also where users can view organization pages and access content created by organizations.

### Manage View

Clicking on "Manage" takes you into your Action Center. From here, you can manage content for your student organization, including creating and managing forms, submitting an Event Application, and managing your org's roster. The content you see within "Manage", depends on the access granted to you within each of your organization's portals.