

# OrgSync Glossary

## About (Profile)

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

## Action Center

Action Center provides a central hub for Officers and Administrators to manage your tasks and activities, such as approving form submissions or creating org content.

## Access Level / Permissions

Access Levels / Permissions allow you to determine or limit the level of access a user has to various tools and processes in your org's portal. Levels include: No Access, All Access, or Limited Access, the latter of which allows for customization based on the tool.

## Community Home / Community Home Page

Community Home is the landing page when you first log-in to the UNT community. Community Home is customized to you (once you're logged in), showing your memberships, and public or community-wide events and news.

## Corq

Corq is a mobile companion app that pulls data from OrgSync and helps promote engagement opportunities, allowing you to sort through upcoming events and orgs.

## Documents

The Documents tool allows you to create a shared storage space for important organizational files. You can share these files publicly or only with certain

members or Position holders within your organization.

## Elections

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

## Explore View

Explore View is the default view when you log into the community. As a student, clicking on "Explore" will by default take you to the community home page, where you can discover new organizations, events, read news posts, and find ways to get involved. The Explore view is also where you can view organization pages and access content created by organization officers or administrators. As an officer, the Explore View is where you navigate to the public-facing page for your organization.

## Event Categories

Event Categories allow you to classify events in ways that are relevant to your campus community. Event categories function as a search option within the public event list, allowing you to discover events associated with your personal areas of interest.

## Events

The Events Tool within the Organizational Tool Menu is where you go to create and manage your organization's events, including inviting attendees, tracking participation, or changing an event's details. Here, you can submit an Event Application if you are requesting space on campus.

## Forms

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

## Gallery (Photos)

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.

## Manage View

Manage View is where your Action Center is located. From here, you can manage content for your organization, such as creating, editing, or deleting content, re-registering your organization or reviewing a form submission.

## Message Relays (Messaging)

OrgSync allows administrators to define a subset of users through a series of filters, such as position, and generate a one-time email address, or relay, to send the defined list of users a message.

## News

The News tool helps you share what your organization is doing with the community. You can create, edit, and delete News posts from this area.

## Organization Page / Site

The webpage that consists of an org's basic details (e.g., Primary Contact, social media links), that can be either viewable to anyone searching for your org (i.e., public-facing) or only to those logged in.

### **Administrator (Admin)**

A user who has All Access to manage all tools within an org's portal, including the ability to create, edit, and delete content or manage org membership.

### **Organization Portal or Portal**

Portals are the central, online location for you to manage your orgs. Each org has a public-facing page (i.e., viewable to anyone searching for your org) and an organization-only side (i.e., viewable to anyone in your org that has been given appropriate access). Your portal also houses the org's Action Center where organization administrators can oversee content and activity (e.g., create forms and events, manage membership).

### **Organization Tool Menu / Drawer**

The Organization Tool Menu allows you to create and manage content for your organization. You may see any one of the following tools based on your access: Roster, About, Events, News, Gallery, Documents, Forms and Elections.

### **Position (Groups)**

A position is given to an organization member in order to give them access to organizational tools in the portal such as Roster, Events, Forms, etc. Each Position should be a specific title (i.e. Treasurer, Secretary, Historian, Committee Member, etc.).

### **Primary Contact**

Each organization has a primary contact whose name and image will be publicly visible to anyone who accesses their organization's page. Having a primary contact provides an avenue for the organization to be

easily contacted regarding the organization.

### **Roster (People)**

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

### **Switchboard (My Memberships)**

The Switchboard Icon is where users navigate between different views of the site, each view allowing users to accomplish different tasks. Clicking on the Switchboard Icon will allow you to switch back and forth between the Explore View and Manage View.

### **User Drawer**

The User Drawer is where you can access the tools that are specific to you as an individual user. Here you'll be able to see upcoming events you've RSVP'd to, complete unfinished forms, and update your personal profile.