

Roster Management

In this tutorial, you'll learn how to:

- Add members and officers
- Remove members
- Change a member's position

Accessing the Roster

Only officers listed on the EagleLink portal roster may update the roster once the student organization is registered.

1. Log in to [EagleLink](#).
2. Select **Organization Management**.
3. Select your student organization.
4. Click the **Roster** tab.

The screenshot shows the EagleLink portal interface. At the top, there's a green navigation bar with 'Home', 'Organization Directory', and 'Organization Management'. Below this, the 'Organization Management' section is active, showing 'Organization Squirrel Collective' with a status of 'Registered' and a category of 'Environmental'. The 'Roster' tab is highlighted in the 'Actions' menu. The main content area displays an 'Active Member List' with a search bar and a table of members.

☐	Names	Contact	Preferred Name	Position	Position - Other	Active	Academic Year
☐	IGM-0000001831	Lucky Squirrel		President		✓	2025-2026
☐	IGM-0000001841	Scrappy Eagle		Vice-President		✓	2025-2026
☐	IGM-0000001856	John Hope	Johnny	General Member		✓	2025-2026

An 'Add Member' button is located at the bottom right of the interface.

Add a Member or Officer

To add a member or officer to the roster:

1. Click the **Add Member** button.
2. In the first field, search for the individual by typing in one of the following identifiers:
 - a. Student ID number (8 digits)
 - b. EUID (initials and 4 digits)
 - c. UNT student email address
 - d. Mobile phone number
 - e. Name
3. Click the **magnifying glass** to search.
4. Select the correct student.
5. Click **Select**.
6. Verify the student's name populates in the first field.

7. Select their **Position** in the dropdown list.
8. Add the **Start Date** to reflect when the individual began serving in the new role.
9. Click **Next**.



Note: Whenever possible, search using a student's **Student ID number** or **EUID**. Because multiple currently enrolled students may share the same name, these unique identifiers are the best way to ensure you select the correct person.

In the example below, John Hope is added as a General Member using his EUID (jh1313). In steps 2 and 3 above, type in the EUID in the top field and click on the **magnifying glass**.

Profile Related Actions **Roster**

Contact

jh1313

Show more results for "jh1313"

Position

--None--

* Start Date

Jul 26, 2026

Previous Next

In steps 4 and 5, select John Hope and click the **Select** button.

Status Registered Category Freshman

Advanced Search

Contact

jh1313

Search

1 result found for "jh1313" • Sorted by Relevance

Name	Secondary Field
☒ John Hope	

Cancel Select

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John's name populates the first field for step 6. In steps 7-9, select their **Position** (officer or General Member), add the **Start Date**, and click **Next**.

Profile Related Actions **Roster**

Contact

 John Hope ✕

Position

General Member ⌵

Start Date

Jul 26, 2026 📅

Previous **Next**



Note: The student will be added to the roster and will receive an email notification to their UNT account.



Note: If a member's email and phone number appear as asterisks, they have not completed their FERPA waiver to release contact information to organization officers. They will still be added to the organization's roster, but their contact information will remain hidden until they complete the waiver on their EagleLink homepage.

Remove a Member

If someone is no longer a member of your organization, you'll need to deactivate their position.

1. Locate the member and click on the **IGM hyperlink** next to their name.
2. Click the **pencil** icon next to the **Active in Position** field.
3. Deselect **Active in Position**.
4. Enter an **End Date**, which should reflect the member's last day in that position with the student organization.
5. Click **Save**.

TIP Do not edit any other fields on this page.



If a member was serving in an officer position, they would also be removed from the roster with this action.

In the example below, John Hope is being removed as a General Member. In step 1 above, click on the **IGM hyperlink** next to their name.

Profile Related Actions **Roster**

Active Member List 🔍 Search this list...

3 of 3 items • 0 items selected

☐	Names ⌵	Contact ⌵	Preferred Name ⌵	Position ⌵	Position - Other ⌵	Active	Academic Year ⌵
☐	IGM-0000001831	Lucky Squirrel		President		✓	2025-2026
☐	IGM-0000001841	Scrappy Eagle		Vice-President		✓	2025-2026
☐	IGM-0000001846	John Hope	Johnny	General Member		✓	2025-2026

Add Member

In steps 2-5, click the pencil icon, deselect **Active in Position**, enter an **End Date**, and click **Save**.



Organization Member
IGM-0000001847

Contact

[John Hope](#)

Organization

[Squirrel Collective](#)

Position

General Member

Information

Contact	John Hope	Active in Position ⓘ	
Preferred Name	Johnny	Related to ⓘ	2025-2026
Position ⓘ	General Member	Start Date	4/6/2026
Currently Enrolled	✓	End Date	7/26/2026
Position - Other			

To return to the Roster, click the Back button on your browser.

Change a Member's Position

There are two ways to change a member's position, depending on the type of change.

Officer to Officer or General Member to Officer

Examples include:

- Vice President to Secretary
- General Member to Treasurer

To update the position:

1. Locate the member and click on the **IGM hyperlink** next to their name.
2. Click the **pencil** icon next to the **Position** field.
3. Select the new **Position** from the dropdown list.
4. If appropriate, update the **Start Date** to reflect when the individual began serving in the new role.
5. Click **Save**.

TIP

Do not edit any other fields on this page.

In the example below, Scrappy Eagle is changing from **Vice President** to **Secretary**, a position he transitioned to on July 26.



Organization Member
IGM-0000001841

Contact
[Scrappy Eagle](#)

Organization
[Squirrel Collective](#)

Position
Secretary

▼ Information

Contact Scrappy Eagle	Active in Position ⓘ ✓
Preferred Name	Related to ⓘ 2025-2026
Position ⓘ Secretary	Start Date 7/26/2026
Currently Enrolled ✓	End Date
Position - Other	

To return to the Roster, click the Back button on your browser.

Officer to General Member

An officer position cannot be changed directly to a General Member position.

To update the position:

1. Deactivate the officer position by following the steps in **Remove a Member**.
2. Add the individual back to the roster in the General Member position by following the steps in **Add a Member or Officer**.