

Club Manager FAQs for Student Organizations

How do I log in to Club Manager?

- Go to the Student Life and Leadership website (<http://www.apsu.edu/sll>).
- On the left side, click “Govs Organization Council.”
- Click on “Club Manager” link.
- Click on “club” for club log-in and “advisor” for advisor log-in.
- Enter organization username and password (or adviser username and password).
- Click submit.

Message Board

- The message board allows you to view message that are sent from the office of Student Life and Leadership.
- Can be accessed at any point by clicking on “tools” in the menu on the right and then on “message board.”

Membership

- How do I view my member list?
 - o Click on “member list”. This is a list of members that can be viewed by category (either active or inactive). This will allow you to keep track of past membership as well.
- How do I add members?
 - o Click on “member list”. Click on “new”. Enter member information and click “save”.
- How do I edit a member’s information?
 - o Click on “member list.” Click on “edit” next to the member’s name. Edit information and click “save”.
- How do I print a roster?
 - o You can either print a list directly from the system or you may export the information into an Excel spreadsheet and print from there.
- How do I update the organization’s officer information?
 - o Click on “officer list”. Click “edit” next to the position title.
 - o Under “edit officer” on the right, pick a member from the drop down list. Enter the dates of tenure and click “save”.
 - o You do not have to have someone listed for every position on the list.
- How do I edit our adviser’s information?
 - o Click on “adviser’s info” and edit the information. Then click “save.” An adviser’s information form will still need to be submitted to the office of Student Life and Leadership.
- How do I send an email to my group members?
 - o Make sure your pop-up blocker is turned off.
 - o Click on “group email.” Select the individual members you would like to email or select all. Then click “email.” A separate email box will appear.
- Potential New Members
 - o This is a list of students who have requested information about your club via the website. You can also keep track of potential new members by clicking on “new” and entering the student’s information. Be sure to hit “save.”

Modify Website

1. Home
 - First type the information that you want to display in the Title, Welcome, Text, and Body Text fields.
 - The Image must be uploaded in .jpg or .gif.
 - The home page URL can link to your other local or national page.
2. About/Request Info/etc.
 - The remaining pages use the same layout as the Home page, but the Home Page URL cannot be changed on these pages.

News and Events

1. Events
 - All student organization events should be registered on the system. This will help with the organization activity report.
 - The default view is “pending” events. You can use the dropdown menu to choose events in other stages of approval.
 - Registering a new event can be done by clicking the button on the bottom of the event list.
 - Once an event has been created and is pending, click “view” and then “attendance” to create a guest list.
 - Click “Add Members” and “Select All” or check boxes individually. Then click “Save” at the bottom.
 - To add non-members to the list, type in their information and click “Add Non-member”
 - After the event, you can check the boxes to confirm attendance.
2. News
 - Each club can publish news stories on their page.
 - To view a posted article, click “Posted”.
 - To post a new article, click “New Article”.
 - Articles cannot be edited once they are posted.

Maintenance

1. Preview Website
 - This opens another browser window which allows you to view changes to the website without logging out of the system.
2. Change Password
 - This changes the password and login information for the club. *Only available to the administrator/president.*
3. Change Event Password
 - This changes the password that all club members use to view the private calendar.

Registration

1. Renew Club Application
 - This process will be completed when you re-register for the following term. Remember to update all information before proceeding (officer list, member list, advisor info, etc.).