

GARNET GATE

QUICK REFERENCE SHEET



**Leadership and
Service Center**
University of South Carolina

ADDING AND EDITING EVENTS

By posting events on your organization's Garnet Gate page, you are able to let your organization members see what's going on, as well as to publish certain events to the public so that potential new members can see what fun events your organization is hosting! This feature can be particularly useful if you're hosting an open house, meet and greet, or recruitment event.

Step by Step •••••

- Click **Manage** (appears on left side ribbon when you hover over your organization's profile photo) --> **Events**
--> **Create Event**
- Complete all required fields
- In event box: Enter a description of the event you're hosting.
- Time and place: Select the **Add Location Manually** option and input where your event is being held.
 - Be sure that *before you do this*, you've already completed the Space Reservation process through 25Live.
- **Visibility:** who can see the event?

- For different types of events, you'll want different privacy settings on them. For example, not all events are open for the entire student body to attend, so you'd want to set those as Members Only. You can still post about the fun your members have at these events by adding an article on Garnet Gate that the public can see or by highlighting it on your organization's social media.
- RSVP questions:
 - If you're hosting an event with food or off campus, here would be a great place to ask people as they RSVP if they have dietary restrictions, need transportation, or anything else you might need to know!
- Event evaluation questions:
 - These questions could be filled out by attendees following the event as a means of evaluating how it went, but if you plan on using this feature you can add the questions to the event submission when you create it!
- Add a photo! This feature can help make your event more appealing to the outside world, especially if it's an open house or recruiting event!
- **Complete submission!**

UPDATING YOUR ROSTER

As your organization's roster changes each semester with new and graduated members, it's important that you make sure your Garnet Gate roster reflects these changes for *many* reasons. This will effect if members are allowed to reserve space on campus for your organization, if they're recognized by the University as a member of your organization, and if they receive organization communications from you through Garnet Gate.

Step by Step

- **Manage** (appears when you hover over your organization's profile photo in the left hand ribbon) --> **Roster** --> **Invite People**
- Make sure you enter all members' **UofSC emails** since that's the account their Garnet Gate is associated with.
- Enter each member's email (one per line), and when you've finished press **Send Invitations**.
- That will move them into the Pending section.
- Your members will stay in the pending section until they accept the invitation in their email; if it gets lost, there's an option to resend it so they can accept. That is the **ONLY** way to have your roster be accurate.
 - Make sure they add as much information as they can to their Garnet Gate accounts so they can receive organization communications!

TRANSITIONING OFFICERS

When leadership teams change, it's important that you update your officers in Garnet Gate to reflect those changes.

Step by Step

- **Manage** (appears when you hover over your organization's profile photo in the left hand ribbon) --> **Roster**
- Starting with members stepping into **new positions**, click the **pencil** beside each person's name and **check the box** next to the position they're starting.
- Repeat that process, but for transitioning people out of positions by **unchecking the boxes** beside the positions they're finishing. **Make sure to do yourself last** so that you can complete the process!
- Be sure to press save between each new change you make.
- ****Make sure to add new officers first and then remove old ones. Remove yourself last because as soon as you're removed you lose privileges, so if you do it out of order, you won't be able to complete the process.****

ADDING/EDITING POSITIONS

Use this step-by-step if you need to update officer privileges in Garnet Gate or if you need to add a new position in your organization. Note that this is different than editing *who* holds a certain position. Visit the Transitioning Officers step-by-step for that.

Step by Step

- **Manage --> Roster --> Manage Positions**
- To **add a new position**: Select **Add Position**. Add what privileges this position holds in Garnet Gate by checking and unchecking the boxes on that screen. Refer back up to the Transitioning Officers step-by-step to add which member serves in this position.
- To **edit an existing position**: Click the **name of the position** you want to edit (it should be hyperlinked) and check/uncheck boxes to reflect the changes you want to make.

