# WILLIAM & MARY TribeLink

How To Customize Your Involvement Record

The Involvement Record is a great tool for individual students to track their individual campus engagement experience. This document can be used by individual students in many ways. Some examples include, share it with a faculty member you've asked to write a recommendation letter, take a copy with you to the Cohen Career Center as a resume prep/development tool, or submit it as an attachment to an application for a leadership role on campus. This is a document that is intended for your use, as an engaged and active student at W&M. Just as your campus engagement experience will change and evolved throughout your William & Mary career, so will your Involvement Record.

Some content is pulled directly from the TribeLink system, like your organization membership and leadership positions, as long as the rosters for organizations are correct and up-to-date. Recognizing that not all campus involvement is membership based, you have the opportunity to include additional experiences, referred to as Self Reported Experiences. Other information that can be included in your Involvement Record is your Community Service Hours; there is a separate guide on how to do that. This guide will give instructions on how to: 1) check your Membership History, 2) add Self-Reported Experiences, and 3) customize your personal Involvement Record.

Logging in to TribeLink and Accessing your User Drawer

The first page you will see when you log into TribeLink will be your Home Page. On this page, you will see some Alerts, My Memberships, Upcoming Events, News and Campus Links. You will also find a search bar to help you explore the TribeLink site.
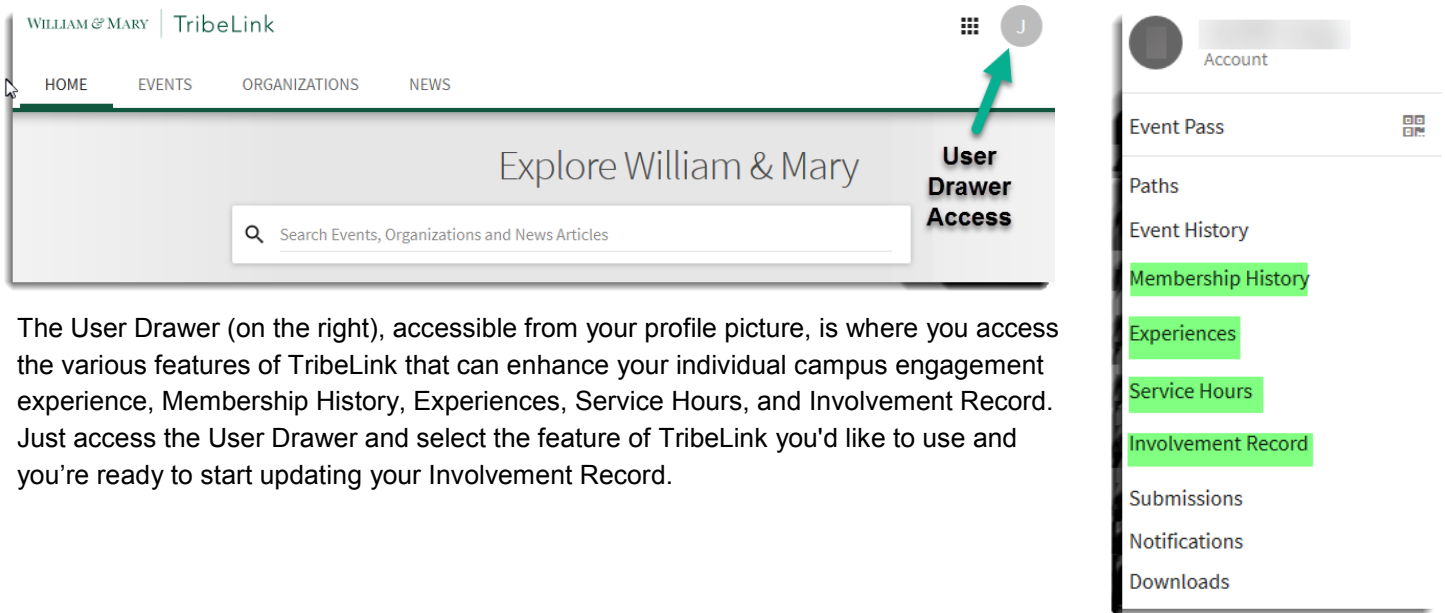
The User Drawer (on the right), accessible from your profile picture, is where you access the various features of TribeLink that can enhance your individual campus engagement experience, Membership History, Experiences, Service Hours, and Involvement Record. Just access the User Drawer and select the feature of TribeLink you'd like to use and you're ready to start updating your Involvement Record.

Additional Questions about TribeLink?

Email tribelink@wm.edu or check out the Engage Help Center for online resources like:

Viewing you Organization Memberships

Adding Past Memberships

Submitting an Experience Request

Accessing you Involvement Record

Engage ELEVATE Explore

A: **Current Memberships** - If you are missing any current membership of organizations (or positions within the organization), you should let the administrators of your organization's page know as you will need to be added to the roster. You can also send a request to "Join the Organization" on the organization's page; this request will need to be approved by the organization page administrator. You may also choose to add reflections about your membership.

B: **Past Memberships** - If your membership in an organization has ended, it will still be a part of your TribeLink profile and will be reflected on your Involvement Record.

C: **Add Past Membership** - Some of your organization memberships may pre-date TribeLink, and therefore your involvement in the organization is not accurately reflected. Don't worry! You use this button to "back date" or add some of your organization membership. If you are trying to "back date" your actual start date in an organization, this is where you will add this information; for your start date, select the date you originally joined the organization and for your end date, select the date immediately before the start date listed under "Current Memberships." Unfortunately, there is not currently a way to make this membership record continuous; it will be reflected as adjacent or consecutively.


Adding Experiences

There are many types of experiences that contribute to your campus engagement experience in addition to membership in organizations. Through the "Experiences" feature in TribeLink, you can add these to your Involvement Record. To do this, just select that option from your User Drawer and click on the "Add Experience" button on the "My Experiences" page.

You have a wide range of options from which to select; for each option, you will enter relevant information that will be included on your Involvement Record. This information can be edited and updated over time, if needed. Available experiences include:

- Awards and Honors
- Campus Employment
- Committee Membership (External to W&M)
- Committee Membership (University)
- Conference/Institute/Convention Attendance
- Externships
- Internships

- Miscellaneous
- Presentations
- Publications
- Research
- Study Abroad (non-W&M Program)
- Study Abroad (W&M Program)
- Trainings and Certifications

Adding Service Hours

Individual students have the opportunity to track service hours through TribeLink; this can be service done as a part of membership in an organization or service done independently. These service hours can be included on the Involvement Record. To learn more about how to record these hours, check out the "How to Submit Service Hours" guide.
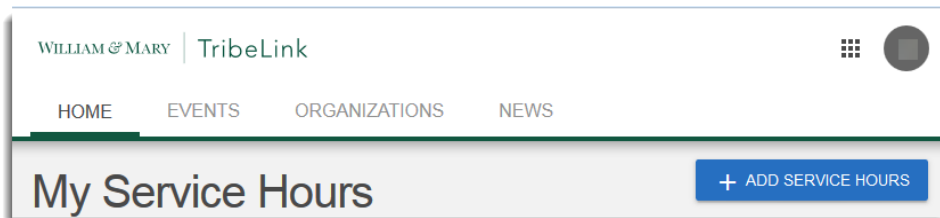
Customizing and Editing Your Involvement Record

The Involvement Record is a completely customizable document where you can rearrange the content to suit your needs. Your involvement Record is set up in multiple sections; you can change the order in which the various sections appear, as well hide any sections you don't wish to appear on your Involvement Record. You can change the layout of the overall document by clicking "Change Layout" (A).
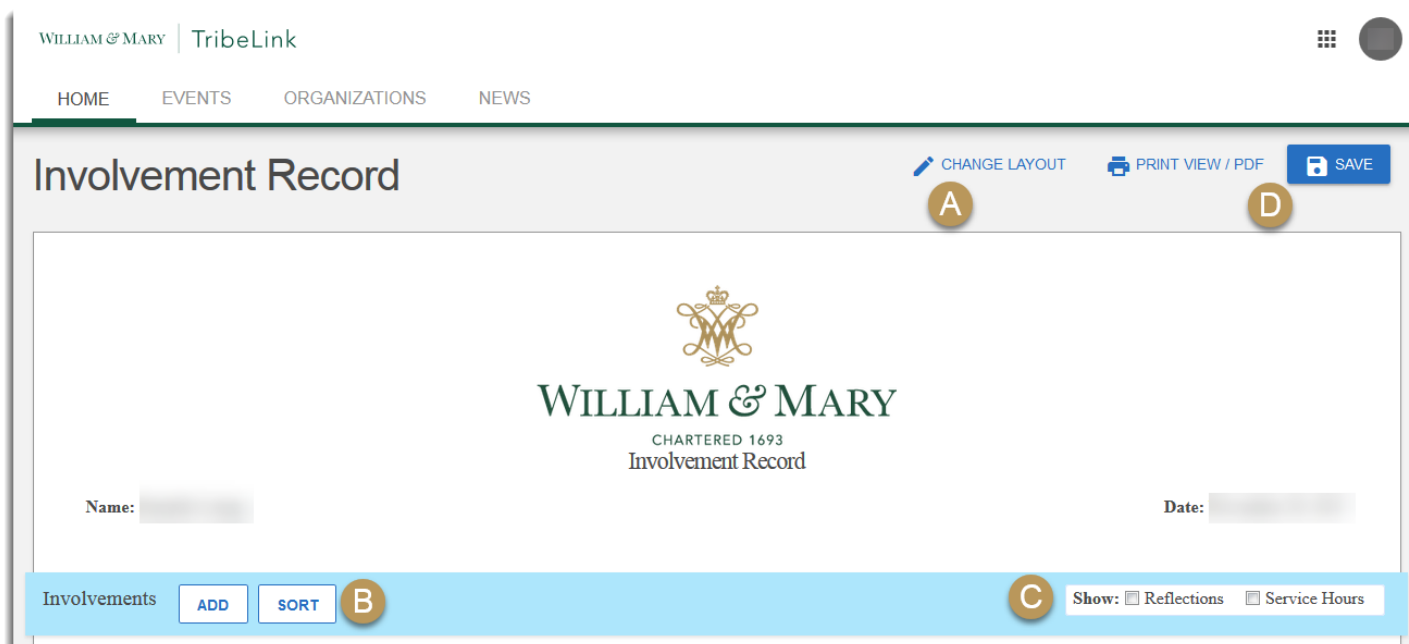
Within each section, you can change the order of items, as well as hide items, if so desired using the buttons (B) and checkboxes (C) at the beginning of each section. To move different membership, you click "Sort" and then arrange your memberships however you would like. You can "Hide" membership and positions held in organizations, by selecting and editing each membership individually. If you have hidden involvements, you have the opportunity to add them back in , simply by clicking "add' and selecting the components you'd like added back. You can also choose to show "Reflections" for the various components, and the Service Hours (only applicable for organization-based involvements).

Once you have customized your Involvement Record to look the way you want it to look, save your changes. You can then either print it or save it as a PDF that you can share electronically. You can continue to make changes and customize your Involvement Record over and over again, for whatever purposes you need it for. This living document is yours to use, however you see appropriate, to enhance your engagement experience at W&M.