WILLIAM & MARY
TribeLink

How To
Use TribeLink as an Involved W&M Student

Welcome to TribeLink, William & Mary's student engagement platform. This platform will serve as a hub for recognized student organizations and student involvement. It will provide greater tools to student organization leaders and members, improve our directory of club and organizations, and provide individual students with a portal for managing their own involvements.

There are several guides to help organization leaders effectively use TribeLink for their organization. This guide, however, is intended for you, the involved student at W&M. Throughout this resource you will see all the ways you can use TribeLink to your benefit.

Logging in to TribeLink and Basic Navigation

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.

Within TribeLink many users will be able to utilize the site in two basic applications: Explore and Manage.

- Explore - When you want to peruse events and organizations in TribeLink.
- Manage - When you want to manage something on a page for an organization you are in, this is where you start. Selecting this application will take you to a page called the Action Center; this is your hub for managing pages.

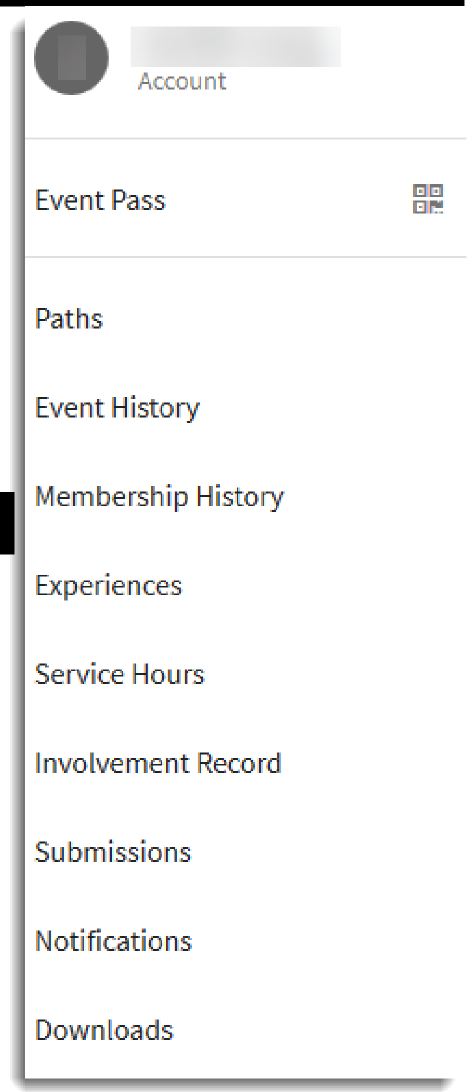
To toggle between the applications, click on the grid shaped icon in the upper right corner. To the right of the grid icon is your profile picture, this is where you access your account settings and your "User Drawer."

Managing Your Account Settings

Each individual user of TribeLink is responsible for managing their own account settings. Here is a brief explanation of all the information that is included in the accounts settings

- Profile - Preferred name, email, personal social media links, and profile picture. Not all fields are available to update/edit.
- Privacy Settings - You can determine here what contact information appears on the "Community Directory" as well as which memberships/positions appear on public rosters.
- Notifications - These settings manage how you receive information and notifications from the system, like invitations and confirmations. This is also where you enable you ability to receive text messages through TribeLink from your organization memberships.
- Interests - By identifying and setting your personal interests, you may receive recommendations for involvement, based on your interests and those of organizations.

User Drawer



The User Drawer, accessible from your profile picture, is where you access the various features of TribeLink that can enhance your individual campus engagement experience.

Though not shown in the image to the right, this is also where you can log out of TribeLink.

You can access Event Passes for events you are attending. These allow you to quickly check-in to events using the Event Check-In App.

Throughout the remainder of this resource you will find explanations of additional features of the user drawer and how you can use it to enhance your engagement on campus.

Submissions, Notifications, and Downloads

Submissions
On occasion you will submit information (forms, registrations, events, and elections) through TribeLink. To check on the status of submissions, or to pick back up where you left off with one, you will go to Submissions. You can also view the information you submitted.

Notifications
This area of your User Drawer essentially serves as your TribeLink inbox. You will receive information like invitations and confirmations here.

Downloads
If you request a file from TribeLink system, you can download it from this area of the User Drawer.

Involvement Record

The Involvement Record is a great tool for individual students to track on 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, use it as a tool/resource in developing your resume, 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.

You have the ability to edit it to fit your needs. The content is pulled directly from the TribeLink system, like your organization membership, leadership positions, as well as Self Reported Experiences (described later in this document). Not all of the content within your Involvement Record may be pertinent at the time you are printing or sharing it; you can hide the involvements you want and rearrange the layout of the content to suit your needs. If you would like add back in items that you removed, you simply click "add."

Once you have customized your Involvement Record to look the way you want it to look, you can either print it or save it as a file that you can share electronically. This living document is yours to use, however you see appropriate, to enhance your engagement experience at W&M.

Engage ELEVATE Explore

Membership History

Within this area of the User Drawer, you can find all of your memberships, both current and past.

Joining an Organization

There are two ways an individual member can join an organization in TribeLink. The date that you join the organization in TribeLink will be the start date of your membership.

- The organization may send you an invitation to join.
    - You will see these on your Home page, in Notifications, and maybe email depending on your Notifications settings.
    - If you have multiple invitations, you must accept or deny all of them in order to submit; there is no "pending" status for membership invitations.
- An individual member can send a request to join the organization through TribeLink,
    - Click the "Join Organization" button located on the organization's page, if it is available.
    - This request must be approved by the organization.

Adding Past Memberships

If you have any membership that started prior to the start date listed in your "Membership History," you may add past memberships by clicking "+Add Past Membership" in the upper right corner. Unfortunately, when they are approved, they will not be merged with the current membership data. When you submit a past membership, you must indicate both a start and an end date.

If you are currently a member of the organization, but are simply trying to backdate when you joined, select your actual start date after clicking "+Add Past Membership." For your end date, you will need to select the day before your "current start date for that organization" so that the two entries will display consecutively rather than overlap; this should not be left blank. Requests to add past memberships will be reviewed by a site administrator and must be approved before they can be displayed on your profile and your involvement record.

Leaving an Organization

If for some reason, you are no longer a part of an organization, you can remove yourself from the roster from this page by clicking "Leave Organization." It is recommended that you also communicate this with the appropriate leader/contact within the organization.

Self Reported Experiences

Membership in student organizations are not the only way students are engaged at William & Mary, and there are other experiences that you may want to include on your Involvement Record. Since content for the Involvement Record comes from TribeLink, you need to be able to input that information to TribeLink.

Under the Experiences section of your User Drawer, you can add non-membership based involvements and experience that contribute to your overall W&M experience.

Examples of "Self-Reported Experiences" that you can submit include:

- Study Abroad
- Internships and Externships
- Awards and Honors
- On-Campus Employment
- Research and Grants
- Publications and Presentations

Additional Questions about TribeLink?

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

[My Involvement/Account]
[Managing your User Profile]
[Accessing your Involvement Record]
[Submitting Service Hours]

Service Hours

One of the organization features within TribeLink is the ability to collect and track information from members about community service for those groups that would benefit from this function such as a service organization or fraternity/sorority.

To manage Service Hours, select that area of the User Drawer. You can add service hours, as well as view the status of your submissions. You will also be able to track on the total number of hours you have served, across your varied memberships. This information can be displayed on your Involvement Record.

Individual members can submit service hours to their respective organizations that require/expect them to complete service with the organization. To add "Service Hours" click on the button "+ Add Service Hours." You will be asked to identify which organization these hours should be affiliated with and approved by. After you have submitted it, the appropriate manager within the organization will review and approve/deny your service hours.

Additionally, W&M prides itself on the positive impact of its students beyond the walls of campus. All W&M students have been invited to be a part of a group called W&M Community Service, this is space where you can submit/record/track service you do that is not associated with membership in a specific organization, as mentioned above. If the service hours you are attempting to record in TribeLink are not affiliated with one of your organizations, you may select this option to keep a record of your service hours.

As an institution, we want to ensure the consistency of what constitutes "service hours" in TribeLink. As you submit service hours, please make sure the hours you submit are in alignment with this definition: Community Service is the giving of time and effort/talent to benefit community beyond W&M, not the donation of money or goods. Both can have positive impact, but they are two distinct ways of giving; the former is service, the latter is philanthropy. This may be confusing when it comes to events like 5K's; this is considered a philanthropy because you are paying an entrance fee that is then a monetary donation to an agency/organization. If you were to serve on the planning committee for the event, that would be considered service.

Event History and Event Pass Access

TribeLink will save a list of events (from the TribeLink events calendar) that you have attended. You can view this list under Event History in your User Drawer.

Additionally, events in TribeLink may use a Mobile Check-In app to take attendance. If you are attending an event that requires a pass, you can pull up your Event Pass in your User Drawer. If you are using your mobile browser, you will have the option of adding your Event Pass to your Apple Wallet or Android Pay (coming soon). You can also choose to print your Event Pass. When attending the event, simply have you Event Pass accessible to scan!

Paths

A feature that may appear from time to time in your User Drawer is "Paths," you will only see this in your User Drawer if you are currently enrolled in a Path. Paths are a way to measure student participation and learning in a specific experience such as First Year Experience, Career Readiness, or Leadership Development.

Paths are developed and administered by campus administration. Specific information about how to progress through each path and how to earn completion credit towards your Path will be provided by the appropriate campus office/department when you are enrolled.

If you are participating in a Path, you will be able to view your progress along that Path either from your Home Page or from your User Drawer. You will also have the option to print a progress report for your Path that you will be able to save/print just like your Involvement Record.