WILLIAM & MARY TribeLink

How To
Update Primary Contact Information

Through TribeLink, you will be able to easily update the Primary Contact information for your organization; it is your organization's responsibility for ensuring this information is up-to-date.

Who can update this information? This information can be updated by the individual currently listed as Primary Contact or by any other organization member holding an "All Access" position in TribeLink, meaning they can access all management features for the organization.

Who should be Primary Contact? The individual listed as the Primary Contact can be any member of your choosing, so please select the most appropriate person for this responsibility. This member should be prepared to respond to (or triage) any communication for the organization that comes in through TribeLink and is prepared to receive the majority of communications from the Office of Student Leadership Development on behalf of the organization.

Not only does the Primary Contact have full management of the organization's TribeLink page, they are also the owner/manage of the organization's O365 email and file sharing account. Make sure this information is up to date.

***An individual MUST be a member of the organization in order to be the Primary Contact; please make sure the person you are trying to make the Primary Contact is currently on the roster of the organization. ***

Step by Step Instructions for Updating the Primary Contact Information

1) Log into TribeLink (tribelink.wm.edu)
2) Click on the gear icon next to your organization name in the left hand menu on your screen under "My Organizations"; this will open a menu of organization tools. If you have not expanded the left hand menu, simply click on the organization profile picture and this will open the menu of organization tools.
3) Select "Roster"
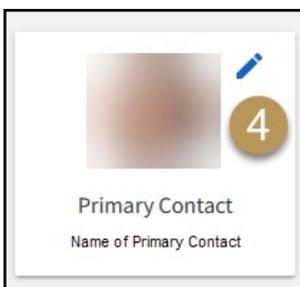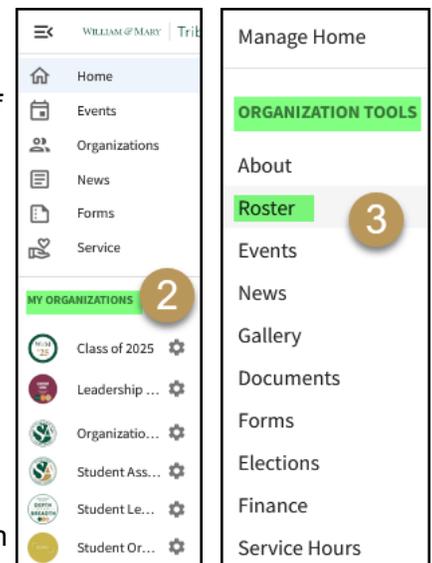
4) Click on the "edit" icon, located in the box with the information for the current Primary Contact; *the role of Primary Contact cannot be updated from the "Edit Position" function like other positions.*
5) Select the new Primary Contact; this individual must be a member on the roster of the organization in order to be the Primary Contact. If you need help adding a member to the roster, please refer Manage the Roster guide.

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Additional Questions?

Email tribelink@wm.edu or check out some online resources at the CampusLabs Help Center:

Organization Primary Contacts
Roster Walkthrough