

Summer is a great time to do an annual audit of your organization's TribeLink page to ensure the information on the page is up to date and relevant. Here are a few areas you should focus on and things to look out for as you conduct your audit. For specific information on HOW to make the necessary updates, please visit the [TribeLink How To Guides for Student Organizations page](#) on the Student Leadership Development website.

You could engage other members of the organization in this process. Ask them to visit the TribeLink page, as if they were not members of the organization; log into TribeLink and do a search on the directory of student organizations to find the organization. Then check out the page with the lens of a prospective member or newer member of the organization. What feedback do they have about the page?

As the new academic year starts, new students (and returning students as well) will be exploring involvement opportunities, one way will be through TribeLink. We recommend you try getting your page reviewed and updated around this time, so that new students can start to get a better sense of all the great involvement opportunities on campus!

General Organization Page

- If you were a prospective member of the organization, would the profile picture and/or summary description in the directory listing be interesting enough for you to click on the organization to learn more?
- On the organization's page, review the full description and make sure the information is accurate and up-to-date. During Annual Renewal we noticed some organization still listed Zoom links for last Fall's Virtual Organizations and Activities Fair or had old officers listed.
- If applicable, consider adding language to your description that makes it clear that your organization is open to both undergraduate AND graduate members. Here are some recommended phrases you could include:
 - This organization is open to both undergraduate and graduate members.
 - We encourage both undergraduate and graduate students to consider involvement in our organization
- Contact Information should be general for the organization, and shouldn't be for any one specific individual. You should list the organization's email/address, rather than that of one particular person.
- Check all the social media links you have listed on the organization's page. Maybe you have a broken link, or the link takes visitors to an out of date social media page/website. Are you missing any social media links?
- Make your organization's page more visually appealing by adding photos to your gallery. You can also embed a video in the organization description.
- Want "officers" to be listed on the page? Ask officers to update their privacy settings to make their position visible.
- If you have any Forms or Documents that are no longer active or should not be public, make sure you archive them or manage their privacy settings.

Organization Roster

- Remove any individuals who are no longer active in the organization (people who've dropped out or people who have graduated).
- When adding people to the roster, keep in mind that you can ONLY add them using their W&M email address. The platform does not recognize other email addresses (like gmail) for the purposes of membership in an organization.
- Check the Pending and Prospective member tabs on the organization roster.
 - You may need to resend invitations on the Pending tab (or send them an email reminding them to accept the invitation)
 - Review the names on the Prospective tab and take action on these requests to join the organization; you can accept, deny, or send a message to prospective members.
 - DO NOT accept requests to join from New Students until after the first day of classes

Positions (Leadership and TribeLink Page Management)

In combination with Roster management, Position management is really important to maximizing your organization's use of TribeLink. Organizations that maximize their use of TribeLink are able to do so, because they strategically share management of the page/functions across their leadership team, rather than limiting access to the Primary Contact.

- Review the positions your organization currently has set up in TribeLink and make sure they are configured how you want them, including active/inactive, management access, and whether they are displayed on the organization's public roster.
 - If you have set it up so they should be displayed on the organization's public page, but they are not showing up, ask the individual to check their privacy settings. An individual must configure their Organization Roster Settings to show up on a public roster.
 - You can also identify additional positions to receive messages when someone uses the "Contact" button on the organization's page; the current default is only the Primary Contact
- Verify who has been assigned to the position, and make sure you "unassign" the position from individuals who no longer hold those positions. For example - if J. Doe was the Secretary in 2019, but is no longer in that role, make sure to "unassign" that position from J. Doe.
- Check Secondary Contacts - we recommend you have no more than 2 Secondary Contacts. Additionally, your Primary Contact should not also be assigned the position of Secondary Contact.
- Add/Review Scheduling Contacts - we recommend that you identify one or two people, who are authorized by the organization to make room/space reservations with Student Unions and Engagement. Moving forward, reservation forms can only be submitted by the Primary Contact or a Scheduling Contact as listed in TribeLink.
- Faculty/Staff Advisors can be added to the roster! If you want to assign them the position of Advisor, make sure they are on the roster and then email tribelink@wm.edu to request they be assigned the position. This is the ONLY position that can't be assigned by the organization, and must be assigned by TribeLink admins.



Additional Questions?
Email tribelink@wm.edu