

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.

***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. ***

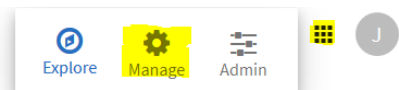
Step by Step Instructions for Updating the Primary Contact Information

Step 1: Log into TribeLink.

Step 2: Select "Manage" using the grid shaped icon in the top right corner of the screen - this will take you to the Action Center.

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Step 3: In the Action Center, select the organization you would like to manage.

Step 4: When you are on the organization's home page, you will use the menu on the left hand of the screen to access the various management functions you have.

Step 5: Select "Roster."

Step 6: 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.

Step 7: 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 to the resource on managing your organization roster.

Congratulations! You have successfully updated the Primary Contact information for your organization!

Roster



Manage Roster



Additional Questions?

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

[Organization Primary Contacts](#)

[Roster Walkthrough](#)