



TEXAS A&M UNIVERSITY - SAN ANTONIO

JagSync 

TRAINING



How do I get to JagSync:

The screenshot shows the JagWire website interface. At the top left is the Texas A&M University San Antonio logo. The main navigation bar includes 'HOME' and 'Home Community / Home'. The central area is titled 'CAMPUS EVENTS & ACTIVITIES' and features a calendar for July 2018. The calendar shows events such as 'Bi-Weekly Meeting' and 'Jaguar Leadership Institut...'. On the right side, there is a 'GET INVOLVED' section with a list of links: 'JagSync', 'Student Government Association (SGA)', 'Volunteer/Service-Learning', and 'IMLeagues'. A blue arrow points to the 'JagSync' link. Below this is an 'ANNOUNCEMENTS' section with the text 'You currently have no announcements.' and a 'REQUEST AN ANNOUNCEMENT' section with a link to 'JagWire Announcement Request'.

- Login to JagWire with you **username and password.**
- The JagSync link is located under “Get Involved”



Discover unique opportunities at Texas A&M University-San Antonio

🔍 Search Events, Organizations and News Articles



Find Organizations

Join a new organization and utilize discussion, news posts, and group messaging.



Attend Events

Discover events happening on campus or in your area.



Track Involvement

Record your activities and memberships on campus to showcase your Involvement.

How do I get to JagSync:

jagsync.tamusa.edu



Switchboard - Explore



Explore

- Default view for all users
 - Discovery view allows students to search for organizations to join, events to attend, and news posts to read
 - Students can view organization pages and access content created by organizations
-



Overview of Explore Page (Public Facing)

- Alerts
- Memberships
- Events
- Latest News
- Campus Links



Switchboard - Manage

- Takes you to your Action Center
- Organization leaders can manage content for organization pages
- Take action on forms, events, and registration submissions



Manage



Overview of Manage/Action Center (Behind the Scenes)

- Provides a central hub for student leaders and administrators to manage their personal to-dos
 - Approving form submissions, re-registering an organization, creating and managing content for an organization or branch
- Lists of your memberships
- List of items that need your review
- Can easily navigate to the “Manage” view of your organizations
 - When you click on an org in Action Center, you will see a summary of the organization's information, including its name, membership total, and primary contact.



Re-registering your Organization

- You can view which of your organizations might be up for registration by accessing your [Action Center](#) for the organization. To access Action Center, click the Switchboard Icon on the top right hand corner of your Engage community and click "Manage".



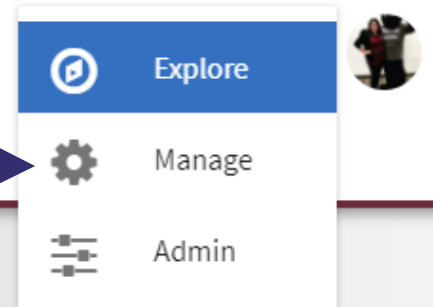
HOME

EVENTS

ORGANIZATIONS

NEWS

FORMS

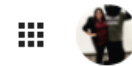


Explore Texas A&M University-San Antonio



Re-registering your Organization

- From your Action Center home page, you will see a list of your organizations. From here, there are two ways you can go about re-registering your organization.











Action Center

Manage your organization content and review submissions.

My Memberships

[REGISTER AN ORGANIZATION](#)

 Fraternity & Sorority Life	 Jaguar Leadership Institute	 Recreational Sports 
 Student Activities 	 Student Government Association	 Student Organization Training



1. Select a single organization to view

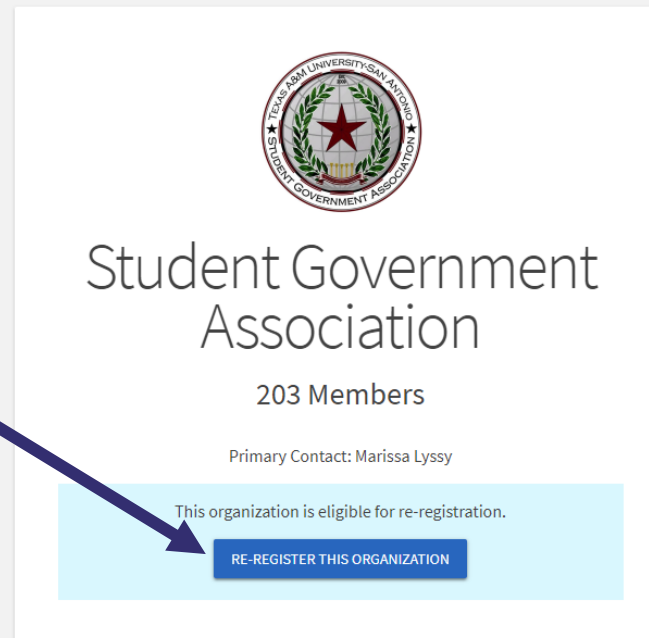
- Click the name of an organization to navigate to the management section for that organization. If the organization is eligible for registration, you will see the following message:


JagSync  Action Center



☰ Student Government Association

Click *"Re-Register this organization"* to start the re-registration process.




Student Government Association
203 Members
Primary Contact: Marissa Lyssy
This organization is eligible for re-registration.
[RE-REGISTER THIS ORGANIZATION](#)



2. View re-registration eligibility of all organizations

- On your Action Center homepage, select the "Register an Organization" button on the right hand side.

JagSync  Action Center




Action Center


Manage your organization content and review submissions.


My Memberships

REGISTER AN ORGANIZATION


 Fraternity & Sorority Life

 Jaguar Leadership Institute

 Recreational Sports

 Student Activities

 Student Government Association

 Student Organization Training

(Showing 1-6 of 6)



2. View re-registration eligibility of all organizations

- On the next screen, you'll be shown a list of all the organizations on campus. Locate your organization by scrolling through using the "Next" button. If your organization is eligible for re-registration, you will see the blue "Re-Register" button to the right of the org. You may also see that an existing submission is already in progress for your organization.

Re-Register Existing

Find an organization to re-register

A&M-SA Volunteers Available	RE-REGISTER
Admissions Available	RE-REGISTER
Alamo Project Management Institute - Student Branch Available	RE-REGISTER
Alumni Affairs Available	RE-REGISTER
American Marketing Association Available	RE-REGISTER

NEXT >



Important Information

- If you do not have permission to Register, it means you do not have the appropriate permissions. If you think you should be able to re-register your organization, please contact Cristina.Dominguez@tamusa.edu
- When you re-register an **existing organization**, many of the steps might already be complete if they were also included in your initial registration process.
- Click through the process and update any information that needs to be changed, or complete any new steps.
 - At the end of the registration process, you will see a page labeled **NEXT STEPS**; make sure you review that page carefully.

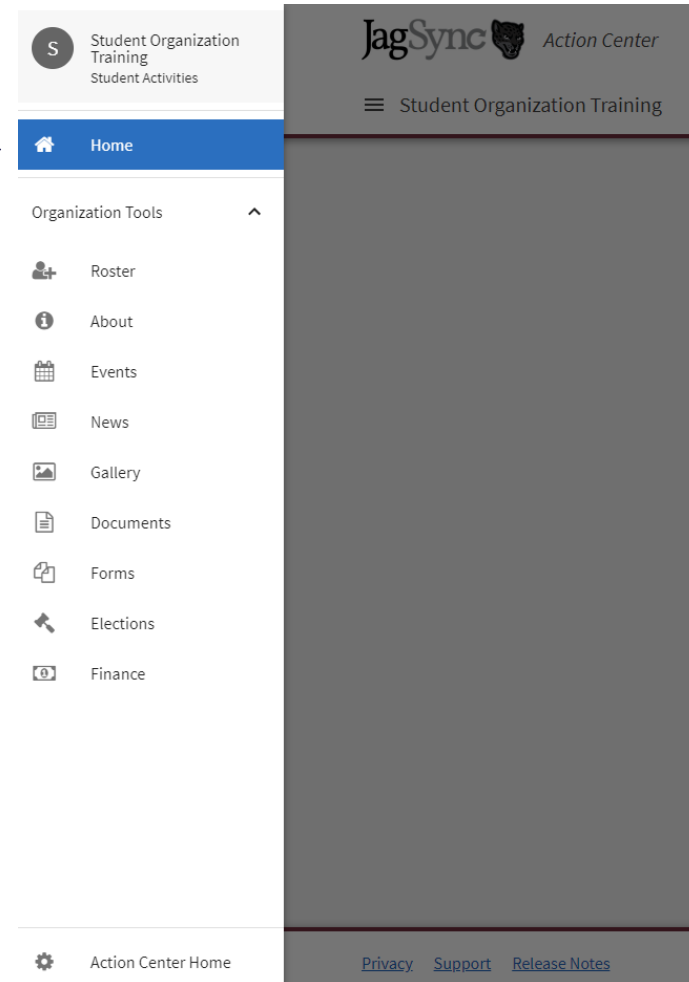


Managing Your Profile Page

JagSync  Action Center

☰ Student Organization Training

- Click on the “menu” icon to open up your tool “drawer”



The screenshot shows the JagSync Action Center interface. At the top, the JagSync logo and 'Action Center' are visible. Below the logo, the text 'Student Organization Training' is displayed with a hamburger menu icon to its left. The menu is open, showing a list of options: Home (highlighted in blue), Organization Tools (with an upward arrow), Roster, About, Events, News, Gallery, Documents, Forms, Elections, and Finance. At the bottom of the menu, there is a gear icon and the text 'Action Center Home'. In the background, a dark grey sidebar contains the JagSync logo, 'Action Center', and 'Student Organization Training' with a hamburger menu icon. At the bottom of the sidebar, there are links for 'Privacy', 'Support', and 'Release Notes'.



Managing Your Organization Profile Page

- **Home:** Action Center Home provides a summary of your organization. On this page, you will see your organization profile photo, the name of the org, the number of members, and the name of the Primary Contact.
- **Roster:** The Roster tool includes your ability to manage positions for the organization, send organization messages, invite members, remove members, and approve pending memberships.
- **About:** In the About tool, you can update some of your organization's basic details, such as the profile photo, description, summary for the organization directory, contact information, and social media links.
- **Events:** The Events tool allows you to create and manage your organization's events. Submit an event request, or manage an individual event, including inviting attendees, tracking participation, or changing an event's details.
- **News:** The News tool helps you share what your organization is doing with the community. You can create, edit, and delete News posts from this area.



Managing Your Organization Profile Page

- **Gallery:** The Photo Gallery helps you create a more visually appealing organization homepage. Photos are a great way to show off the exciting things your organization has done! Your gallery photos will be showcased at the top of your organization's public-facing page.
- **Documents:** The Documents tool allows you to create a shared storage space for important organizational files. You can share these files publicly or only with certain members or Position holders within your organization.
- **Forms:** Use the Forms tool to move any of your organization's paper forms into Engage. Use forms for sign-ups, interest forms, applications, and more!
- **Elections:** The Elections tool allows you to create elections for you organization, either for the entire community to vote on, or exclusive to organization members.
- **Finance:** If your campus utilizes the Organization Accounting/Finance feature, you will be able to submit financial requests for your organization.
- **Service Hours:** If your campus utilizes the Service Hours feature, you will be able to submit service hours on behalf of your organization's members.



- Creating An Event
- Creating a News Post
- Creating Forms
- Changing “position” names



Roster/Positions/Messaging

Managing the Roster

- As an officer of your organization, or a person with access to manage the Roster tool, you also have the ability to manage who is on the organization roster and the different roles they hold. Go to the Action Center for your organization to explore these options.
- **Inviting people:** Invite people to join your organization by clicking *+Invite People* at the top of the *Roster* page in Action Center.
- **Ending memberships:** Locate the member(s) you would like to remove and check the box on the far left of the members' names. Click *End Membership* at the top of the user list. A confirmation box will appear to let you know that ending this user's membership will also remove all of their positions and permissions. You can also end all memberships at once.
- **Approving memberships:** As an officer, you also have control over who joins your organization. When you land on the "Manage Roster" page, you will see tabs for Current, Pending, and Prospective members. *Pending* members are those you have invited who have not yet accepted your request. *Prospective* members are those who have requested to join and are waiting on a decision.
- **Assigning people to Positions:** In the "Manage Roster" section, you can also edit the positions your different members hold. Click *Edit Positions* to the right of a users name to take this action. A list of all available positions will appear. Assign a user to a position by clicking the appropriate checkbox and clicking *Save*.
-



Roster/Positions/Messaging

History Club Student Activities

Sync Action Center

History Club

Home

Organization Tools

- Roster
- About
- Events
- News
- Gallery
- Documents
- Forms
- Elections
- Finance

MESSAGING MANAGE POSITIONS INVITE PEOPLE

Click on the Messaging link in the upper right corner, followed by Create Relay on the page that loads.

← BACK TO ROSTER

Messaging

RELAYS TEXTS (SMS)

CREATE RELAY



Roster/Positions/Messaging

1. Select the positions or individual members that you would like to send the message to by selecting Edit.

Recommend selecting "Member" to get ALL members in your org.

Create Message Relay

Use the filters to generate a temporary relay email address. Then send your message to the email address and the system will distribute the message to all users who fit the filter criteria. You can use any email creation tool at your disposal to generate rich-text emails. The temporary relay will be available for 24 hours.

1) Select Recipients

Send to members holding these

Positions

EDIT...

None

Select Positions

- Member
- Primary Contact
- President
- Vice President
- Treasurer
- Student Organization Advisor
- Community Service/Philanthropy Officer
- Fundraising Officer
- Marketing/Publication Relations
- Secretary
- Social Event Coordinator
- Risk Management Officer

CLOSE

and/or these specific

Members

EDIT...



Roster/Positions/Messaging

Create Message Relay

Use the filters to generate a temporary relay email address. Then send your message to the email address and the system will distribute the message to all users who fit the filter criteria. You can use any email creation tool at your disposal to generate rich-text emails. The temporary relay will be available for 24 hours.

1) Select Recipients

Send to members holding these
Positions

[EDIT...](#)

Member

and/or these specific
Members

[EDIT...](#)

None

2) Enter Title

Subject

Reminder: General Meeting

3) Generate Relay Address

Total recipients:
106

[GENERATE](#) [CANCEL](#)

Enter a title for your relay to identify it later (this does not carry over to your message). When you're finished, click Generate.

You can see how many recipients it will go to.



Roster/Positions/Messaging

Status Active

Temporary Relay Address

Send your message to this address

JagSync_2.0_9b284e79-7e95-4a6d-b88d-f5e8264abfe5@relay.collegiatelink.net

This relay address will expire when a relay is sent
or on 09/05/2018 01:37 PM

On the new page, take the Temporary Relay Address (email address in blue text), open a new email in your preferred email account (e.g., Outlook), and add this into the "To" field. Then, just compose and send your message as normal!

Remember that messages are sent within the system and then out to an e-mail address if the user has not opted out of receiving messages via e-mail in their notification settings.



Why do I want to create an event in Jagsync?

- For events on campus
 - Room Reservations
 - Fundraiser request
 - To promote your event, receive RSVP's, etc.
 - To track participation
- For events off campus
 - To promote your event and track participation

*EVENTS SHOULD BE ENTERED
INTO JAGSYNC AT LEAST 2
WEEKS PRIOR TO THE EVENT
DATE*

ALL Student Organization Events should be entered in JagSync (on campus, off campus, conferences, service projects, etc.)



How to Create An Event/Room Reservation



HOME

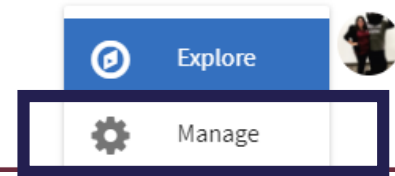
EVENTS

ORGANIZATIONS

NEWS

FORMS

1. Click on “Manage” from your home screen to take you to your ACTION CENTER



Action Center



Action Center

Manage your organization content and review submissions.

2. From your ACTION CENTER, under MY MEMBERSHIP, click on the organization you want to create an event for

TEXAS A&M-SAN ANTONIO



How to Create An Event/Room Reservation

3. From your organization's Action Center, open the organization menu tools "drawer" and click on EVENTS



☰ History Club



Organization menu "drawer"



H History Club
Student Activities

Home

Organization Tools ^

Roster

About

Events

News

Gallery

Documents

Forms

Elections

Finance

Sync  Action Center

History Club

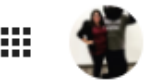


How to Create An Event/Room Reservation

4. Click on *Create Event* in the upper right corner.

JagSync  Action Center

History Club



 [+ CREATE EVENT](#)

Manage Events

Filter Status



Name ^	Status ↕	Start Date ↕	Action ↕
There is no data available.			



How to Create An Event/Room Reservation

Create Event

* Event Title * Theme

* Description

← → **B** *I* U ✂ 📄 📑 📑 📑 📑 📑 🔗 🗑

Additional organizations co-hosting this event

NEW

* Start Date * Start Time * End Date * End Time

* Location

+ ADD ANOTHER DATE

5. Enter an event title, theme*, description, start and end time, and desired location into their respective boxes.

You can also identify if the event will be co-hosted with other organizations or departments.



Themes

Each theme is tied to a default picture for the calendar.

- Arts and Music
- Athletics
- Cultural
- Fundraising
- Group Business
- Learning
- Service (i.e. volunteer service, not providing a service)
- Social
- Spirituality.
- Every event must be tied to one and only one event theme.



Event Details

Option

Anyone in the World

Students and Staff

Organization Members

People invited by Host

Description

Visible to everyone.

Only visible to logged in users to your campus site.

Only visible to the members of the organization associated with the event.

Only visible to those who were invited to the event.

Student Organizations should use this option



- **Select the appropriate Category from the drop-down menu**
- **Choose who is able to RSVP**
- **Select perks**
- **Upload a picture or flyer for your event.**
- **Click Next**



How to Create An Event/Room Reservation

6. On the page labeled “Basics” you will make a selection about what kind of request this is.

To make a room reservation select: **ON CAMPUS, I NEED TO RESERVE A LOCATION.**

Follow all instructions until you full submit your event request.



Manage Invitations/Track Attendance

- Track manually
 - Invitations - On the **Invitations** tab, you will see a list of users that were invited to the event. For each user, select the appropriate level of attendance (**Attended**, **Absent**, **Excused**, or **N/A**). You can also add additional comments about a user's attendance, if applicable.
 - Text Entry - You can enter attendee information in bulk, using either the users' **Jaguar email address** or their **J/K #**. So, if you collect users' information at an event, you can copy and paste that information into the text entry field and add that attendance data.
 - File Upload - .csv or .txt



Manage Invitations/Track Attendance

- Card Swipe
 - You can now check out card swipes in the event form.
 - On the Track Attendance page, copy the Swipe Access Code. Then, click the URL to go to the swipe page. Enter the access code and click Submit.
 - The system will process the entry and display either Success or Error. When you are finished, return to the Track Attendance page to view all of the cards that have been swiped.
 - **YOU DO NOT NEED A SCANNER TO USE THIS METHOD**
 - Your attendees can manually type in their K/J# in the bar and hit submit



User Drawer

- Manage your personal profile, privacy settings, notification settings
- View a historical and current list of submissions (e.g., events, forms, elections, organization registrations)
- Create and submit Self-Reported Experiences
- View notifications from the Engage site that are relevant to you, your submissions, and the organizations you manage



Cristina Dominguez
Account

Paths

Event History

Memberships

Experiences

Service Hours

Submissions

Notifications

Downloads

Get Ready to Vote

Sign Out





corq

CORQ

- Corq allows you to discover amazing events and groups around campus from your favorite mobile device.
- Once you download Corq, search for Texas A&M University-San Antonio

