Student Group Management System (SGMS)
Advisor Guide 2.0
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1. Adding a Channel to Your Portal

I. Enter your username and password on the Portal Login page.

II. Click on the Content Layout link in the upper left hand corner.
III. Select My Tab or My Tab 2.

IV. Click on the New Channel button.

V. On the drop down menu, select “Other” and then click Go.
VI. Select “Student Organizations Advisors” from the drop down menu.
VII. Click Add Channel.
2. Logging in to SGMS2

I. After adding the Student Organizations Advisors Channel to one of your tabs, that tab will now look like this.

II. To log in as an advisor to view your student groups, click **Advisor Login**. You are now logged in to Symplicity.
3. Student Organization Homepage Overview

The Home Page is the starting point for SGMS.

I. To view the day’s events and programs sponsored by all student organizations, select the **Calendar**.

II. To view your student organizations, click **Student Organizations**.

III. To view events and programs sponsored by one of your student organizations, select **Events**.

IV. To view your account information, including your name, contact information, and department, click **My Account**.

V. Log out of SGMS when you are finished.
4. Student Organizations Dashboard

**Student Organizations Overview**
To view your student organizations, click **Student Organizations**. (See 3, II.)

Click on the **View** button to open a student organization.
I. The **Roster** lists all students who are members of the organization.  
II. Organization constitutions and by-laws are found under **Documents**, as well as any other documents your organization might need (resources, schedules, etc.)  
III. The **Links** tab lists any links to external websites that your organization uses frequently.  
IV. Students may upload photos from events or other functions they host in the **Photo Gallery**.  
V. Any approved events being sponsored by your organization are listed in **Events**.  
VI. On the **Blog**, students can write about upcoming events or post meeting minutes.  
VII. **Organization Notes** come from the Student Programming Office.  
VIII. **Staff Notes** are also handled by the Student Programming Office.
4.1 Roster and Emailing Your Organization

By clicking on Roster (See pg. 8), you are able to view all current members of your student organization, as well as students who have been invited to join or have indicated an interest in joining.

To email students in your organization, you will need to generate an Excel spreadsheet of all members.

I. Click on Batch Options
II. Select Save As Excel
III. Click on Entire List
IV. This will automatically generate a spreadsheet of your students' email addresses, allowing you to copy and paste them into a new email.
4.2 Documents

Organizations are required to upload a copy of their Constitution and By-Laws to their Symplicity Group page. However, any other useful documents for your organization may be posted here.

To upload a new document,

I. Click on **Add New Document**
II. Enter a **Title**
III. Select the level of **Visibility** and the **Type of Document** (ex. Constitution, Minutes, Other)
IV. Click **Choose File**. This will open a new window of your documents.
V. Select the file you want to upload and click **Open**
VI. Click **Save**
VII. Your file has been uploaded to Symplicity. To view it, click **Back To List** and find it listed with your other documents

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### Documents

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<thead>
<tr>
<th>Actions</th>
<th>Title</th>
<th>Visibility</th>
<th>File Name</th>
<th>Type of Document</th>
<th>Size</th>
<th>Last Modified</th>
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</thead>
<tbody>
<tr>
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<td>Event Jam Service Plan (description of days &amp; times)</td>
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<td>May 17, 2011 11:05 am</td>
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</tr>
</tbody>
</table>

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4.3 Links

Links that will be useful to the students in the organization and its advisors can be listed on Symplicity.

To add a new link,

I. Click on **Add New Link**
II. Enter a **Title**
III. Copy the **URL** for the link (ex.: http://www.ysu.edu)
IV. Select the **Type** and **Visibility**
V. Click **Save**
VI. Your link has been added to Symplicity. To view it, click **Back To List** and find it listed with your other links
4.4 Photo Gallery

Student organizations are encouraged to add photos of their events to the Symplicity group.

I. Click on **Add New Photo**
II. Enter a **Title** for the photo
III. Select it’s level of **Visibility** (Members only is the default setting)
IV. Click **Choose File** to select a photo to upload.
V. Select the photo to be used and then click **Open**
VI. Click **Save**. The photo will be uploaded to your Photo Gallery
4.5 Events
Advisors are capable of viewing events sponsored by their student organization.

I. Click the Events tab

II. **Current/Upcoming Events** shows future events which have been approved by the Office of Student Programming.

III. **Pending Events** display events which are waiting for approval by the Office of Student Programming.

IV. **Past Events** keeps track of all events which your organization has sponsored or hosted in the past.
5. Reactivating an Old Group

I. Call Carrie Anderson in the Student Programming Office at 330-941-4702 for a reactivation password.
II. Select the "Reactive an Organization" tab.
III. Locate the Group that you would like to reactivate.
IV. Click on "Apply to reactivate the Group."

Since this is the first year of using the Community On-line registration system, all current student organizations must register as new student organizations. Please click the "New Organization Registrations" and then click on "Register A New Group" in order to out the registration form.

Thank you for understanding. Next May each current group will need to use the "Reactive an Organization" tab.

SUMMIT TEST GROUP

ATHLETIC / SPORTS

Sally Kenney - Senior Advisor Sally Kenney has been advising students in the College of Health and Human Services since 1988. Before becoming an Academic Advisor, she worked as a Comprehensive Social Studies Teacher in the Austintown school system. Sally has earned both a bachelor's degree in Education and a master's degree in Higher Education Counseling from YSU. Married with two grown sons, Sally enjoys high school football (which her ...
V. Enter reactivation password.
VI. When retaining members and advisors, click on each of their names to highlight them. Press the “Ctrl” button on your keyboard while clicking each individual name to highlight multiple members or advisors.

**Members**

All officers shall be currently enrolled at YSU, in good academic standing, and no more than two officers may be registered for less than eight hours during each semester of the academic year (fall and spring).

VI. **Hold the Ctrl button on your keyboard while clicking on each person.**

**Add/Replace Member**

**Advisors**

Organizations shall have at least one advisor who is currently a full-time faculty or staff member. Limited service faculty may serve as an advisor with the permission of the Student Program Office.

VI. **Hold the Ctrl button on your keyboard while clicking on each person.**

VII. Check to make sure all information in the form is correct. Update information where needed.

VIII. After reading over the Terms of Agreement, check that you agree.

IX. Click Save.

X. You will receive an email confirming that your request has been received. Once approved, you will receive an additional email notifying you of your group’s status change.
6. Changing your Account Information

6.1 Edit your SGMS Profile

I. Click on My Account (See 3, IV)

II. Click Edit

III. Make changes to the fields which require editing

IV. Click Save. Your Account Information has been updated.