

Roster Update Instructions: Roster Updates Due Friday Jan 25th

Removing Members:

- Go to chapters RCC Page
- Click on Manage Organization
- Click on Three line Icon on Top left of screen
- Click on Manage Roster
- Check the box on left of member's name, you can check multiple member's names at once
 - Click End Memberships

Updating Live in/Out Status *** Housed chapters only***

- Go to chapters RCC Page
- Click on Manage Organization
- Click on Three line Icon on Top left of screen
- Click on Manage Roster
- Next to Member's name click the pencil
 - Select Live In or Live Out
 - Save and move to next member repeat step #5
- You can sort Roster by First or Last name by clicking on the Column Header

Adding New Members

- Go to chapters RCC Page
- Click on Manage Organization
- Click on Three line Icon on Top left of screen
- Click on Manage Roster
- Click on Invite People top right of Screen
 - Put a list of all invitees in the box by KU Email ex. F123G234@ku.edu
 - Invite all as Member
 - Click send invites
 - Text or message those members to check their emails and accept the invitation