Training for Student Organization Leaders: How to Manage Events + Organization Pages

Powered by Suitable
How to Request a New Activity

1. Navigate to your Activities tab (on the web app) to Request New Activity
2. Select Event

What kind of activity do you want to create?

The type determines how the activity is presented on the app. It also determines how students earn credit for the activity.

**Task**
Tasks can be configured to include validations such as self-report, reflection, submission, and administration approval.

**Event**
Events generate a smart code that students can scan to instantly receive credit for the activity.
3. Enter a Title and Description. Resource links and incentives are optional. Tag your organization in the Experience Tag field (if applicable)

For Student Orgs: Tagging the event will allow you to easily filter for your org’s events in the Activities tab and give your org more points!
4. The QR code will automatically be generated for an event

Choose how your students will receive credit for this event.

Select one or multiple validations that students must complete in order to receive credit for the event. If none are selected then students can receive credit by clicking to complete. More info on the various types of validations can be found at our help center.

You will receive a smart code for this event, and can download it from the activities page at any time.
5. Select the level and competencies that should be attached to your event (you can select more than one competency)
6. Set the date, time, and location of your event
7. Preview the event's information and send for approval
Managing your Event

Once your event has been approved, you will receive two emails: one informing you of its approval and another with the event’s QR code. You can also retrieve the QR code from the Activities tab. To do so, find the activity and select the 3 dots to the right of its date and time to expand it. Select **Get Smart Code**

- Two days after the event ends, you will receive a Completion Report via email, which specifies all students who attended and scanned the QR code.
- You can also retrieve this report on the web app. After expanding the activity menu on the right hand side, select Pull Completion Report to receive the attendance list via email.
How to Manage your Student Organization’s Page

To edit a student organization page:

1. Click on the 'Organizations' tab in the left-hand side bar.

2. Search for the student organization you would like to edit and click on that organization's card.

3. In the organization, choose 'Manage student org'.

- If you do not see this button, that means you have not been assigned as a leader of the organization.
- Contact your system administrator so you can be given edit privileges.
4. From here, you will be taken to the organization wizard, where you can make any necessary changes to the sections within the organization, including adding and removing sections.

- Once an edit has been made to a section, you can choose the ‘Save Edit’ option for that specific section, or the overall ‘Save Organization’ option at the bottom of the wizard.
- To delete the organization, choose ‘Delete Organization’ at the bottom left of the wizard.

5. Once all of your changes have been made, choose ‘Save Organization’ and return to your dashboard to view the Organizations tab and review the student organization.
To add a new section to a student organization:

1. Click on the 'Organizations' tab in the left-hand side bar.

2. Search for the student organization you would like to edit and click on that organization's card.

3. In the organization, choose 'Manage student org'.
4. From here, you will be taken to the organization wizard, where you can add a new section to a student organization by choosing ‘Add New Content Section.’

5. In this section, you can add resource links or use markdown functions to completely customize the information you provide to students. You can also make the section private or delete a section by clicking on the three dots option in the bottom left. Choose between three different privacy options or ‘Remove Section.’ The privacy options are:

- ‘Make section public view’: In addition to those with a Suitable login for the pathway, any individual without a Suitable login can view the content within the section.
- ‘Make section all student view’: All students with a Suitable login for the pathway can view the section.
- ‘Make section members only’: Only designated members of the student organization can view content within the section.

6. Once your new section is created, choose ‘Save Organization’ at the bottom of the organization wizard and return to your dashboard to view the Organizations tab and review the student organization.
Additional Support Articles for Reference

• Filtering for Activities on the Web App – Suitable
• Editing Student Organizations – Suitable
• Adding and Removing a New Section to a Student Organization – Suitable
• Requesting Activities – Suitable
• Student Organizations – Suitable