Updating your organization’s Bobcat Connect page

Login to Bobcat Connect using your FSU credentials and navigate to your organization’s page and click “Manage Organization” in the upper right corner.

From the page below, click on the three horizontal bars in the upper left corner to expand the menu.

This menu will let those with the proper permissions (assigned by the group) to access the organization’s roster, elections, events, gallery, and more. By default, the president, vice president, secretary, treasurer, and advisor have access to these management functions. To give additional members management access, navigate to the “Roster” option from the menu. From this page, click “Manage Positions”. You can click on any position listed to configure what accesss they will have to the organization’s page.
On the Roster page you can also do the following:

- Update your organization's primary contact - it's best to use your president or advisor as your primary contact
- End Memberships of members who have left the group or graduated - this keeps your page organized and makes it easier for potential new members to figure out who is currently a member
- Invite People - this is the easiest way to add new members to your page. You will need each member's email address to invite them. If they do not receive an email with their Bobcat Connect invitation, email Megan Dignan - mtdignan@frostburg.edu for assistance.
- Edit a current member's position - click the pencil icon to select a new position

About

Clicking the three horizontal bars will open the menu again. Selecting the “About” tab will allow you to update your organization's profile picture, description, contact information, and social media pages. Having a profile picture that is either your logo or a group picture instead of the default gray icon will make your organization seem more inviting and professional. It is also very important to keep all of your organization information up to date so potential new members are able to get in contact with you.
Events

Navigating to the “Events” tab of the menu will bring you to a page where you can submit your organization’s events, meetings, forums, etc. Approved events will be displayed on your organization’s page as well as the Bobcat Connect homepage. Make sure you are as descriptive as possible in your event details and include a contact person for any questions.

News

The “News” tab of the menu will allow you to add an article about your organization. This feature can be used to highlight organization or member achievements, awards, or anything else noteworthy about your organization.

Gallery

The “Gallery” tab of the menu will take you to your organization’s photo albums. You can also create a new album from this page. Saving all of your organization’s pictures in one place is a great way to archive your organization’s events, members, growth, and achievements throughout the years.

Documents

The “Documents” tab of the menu will take you to your organization’s files. This space can be used as an archive of important documents such as your organization’s constitution, meeting minutes, sign up sheets, etc.

Forms

The “Forms” tab of the menu you can create and manage forms for your organization. Forms can be used for things like event proposals.
Elections

You can host elections virtually through Bobcat Connect. From the menu, click “Elections” and then click “Create Election” in the upper right corner.

Creating an election:

• On the first page you can name the election, give instructions for filling it out and set a start and end date and time. Click "Save"
• On the next page click "Create Ballot", name the ballot and click "Save"
• From this next page you can create the structure of the ballot and you will have to create one section at a time. For example, if you want to create the section where they can select President, you would select "Radio Button List", in "Question Text" you can put Please select one candidate for President, and then in the "Answer Text" section you would enter one candidate name per line. You would repeat this step to add additional portions to the ballot for Vice President, Secretary, etc.

Service Hours

If your organization requires or encourages service hours, you can track them through this section of your organization’s Bobcat Connect page.

General Reminders

• The Office of Student Activities & Fraternity and Sorority Life suggests updating your organization’s Bobcat Connect page at the end of each semester so as members change positions or graduate there is not a lapse in communication between our office and your organization

• Your organization page will be frozen if it has not been updated by the beginning of the next semester. This means your organization will not be able to reserve any space on campus and will not be included in any promotional materials or organization events like the Student Involvement Fair or Block Party. You will need to update any missing/inaccurate information before your page is unfrozen. Your organization’s listed president and vice president will receive a notice to update the page or confirm that it is correct before the deadline to avoid being frozen.

• Have any questions? Contact Megan Dignan - mtdignan@frostburg.edu or Robert Cooper - rmcooper@frostburg.edu