# OrgSync StoutReach Partners

Introduction

Welcome to StoutReach, UW-Stout's civic engagement program to connect students to volunteering opportunities! Here are some important OrgSync features that will help get you started:

What is OrgSync?

- OrgSync is an online community management system for higher education institutions
- It is the primary way that UW-Stout manages its 160+ student organizations
- StoutReach, University Housing, and Alumni/Archive departments are also featured (see "umbrellas")
- OrgSync is where we will feature your organization and volunteering opportunities/ events. You will be provided with a "portal" within the StoutReach umbrella.

UW-Stout Community Structure
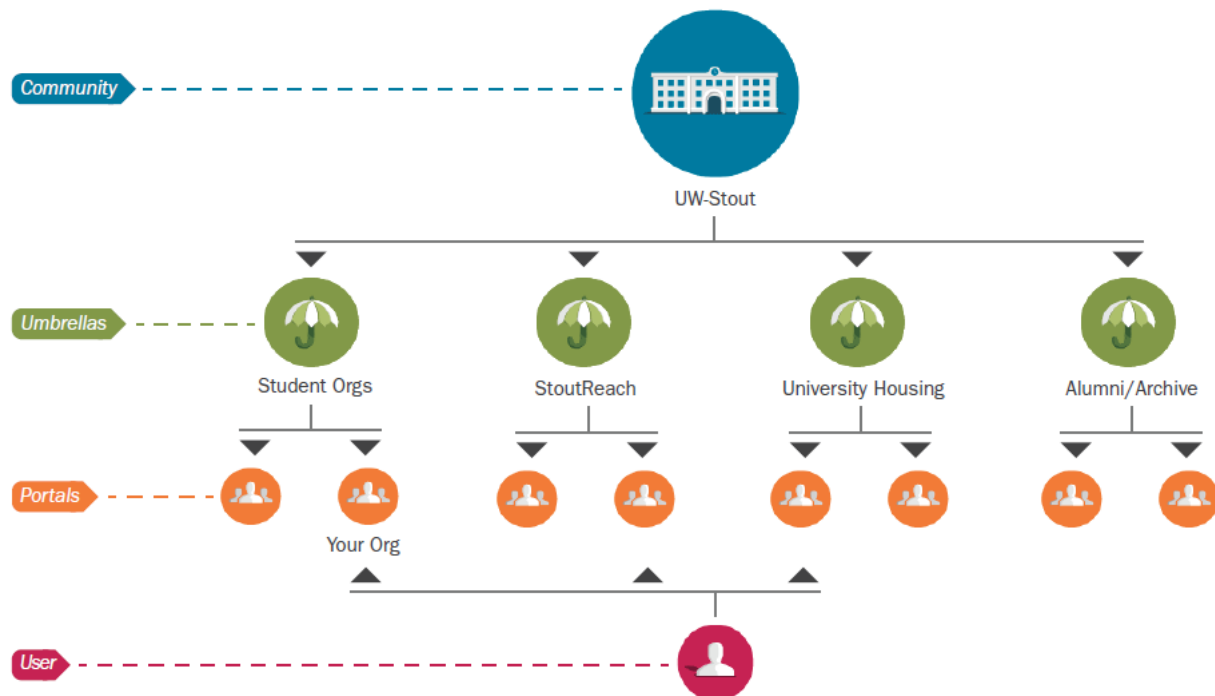
How do I log in?

- First, you must "Accept and Join" our e-mail invitation
- Upon acceptance, please complete the registration process, which requires you to provide basic information about your organization.
- Once you are officially approved (**or if you already have an OrgSync account**), go to https://orgsync.com/login/university-of-wisconsin-stout to login in for future reference.
    - "Service Partner Sign In" on the upper, right-hand side
    - *Note*: A password will be required for sign in.

UW-Stout's Community Homepage

This is the page that is presented after logging in. It is a snapshot of what is all taking place on campus. Here are a few important tools for you to know:

Organizations

- This is where students will go to search for involvement opportunities, including StoutReach service partners. Your portal will be featured alphabetically among all other portals. Students can view the exclusive list of StoutReach partners if they filter their search to the "StoutReach" umbrella.

Events

- This is called the "Community Calendar." It is where students will go to view events that are open to all students on oddslot campus (vs. closed events for specific members of student organizations, etc.). This also includes StoutReach volunteering opportunities.

Service Opportunities

- This is where students will go to specifically search for volunteering opportunities. They will see a list of volunteering opportunities featured from several organizations
- **IMPORTANT**: *You will see your opportunity <u>only</u> if you selected to share your event to the "Service Opportunities List" when you initially created it in your portal*).
- Students can click on the "Partners" tab as an alternative way to view all StoutReach partners.

Your Individual Service Portal

Your portal is where you will feature information about your service organization to students. To feature this information, StoutReach will be providing service partners with the following OrgSync tools:

Homepage
- This is what will be featured to students—make your portal welcome and inviting!
- The "Profile" tab includes your Welcome Message and organization information at the bottom (submitted in the registration process)
- "Smart panels" on the side → Tools used recently/ most often

Events/ Service Opportunities
- Here you can feature your organization's volunteering opportunities. This includes both one-time and ongoing opportunities.
- <u>Directions</u>:
    - o Select green "Create an Opportunity" button on the upper right-hand side
    - o Fill in the necessary information
    - o *Helpful tips*:
        - Always include a photo! Photo = more clicks.
        - Always check the box beneath "Service Opportunities List" to share to UW-Stout's Community Homepage, meaning it is visible to all students

- Student Sign-Up
  - Once you've created your event, students can sign up to attend right on OrgSync. Click on the event, and you'll visibly see who has RSVP'd.
- Tracking attendance
  - You can also track which students attended your service opportunity.
  - Directions:
    - Click on the event, and you'll see "Participation" on the right-hand side.
    - Click on the green "Add Participants" button. Search for the student's name within the "Full Community."
    - Finally, click the green "Save" button towards the bottom.

Files
- Please upload any **paper volunteer applications** for students to access here.
- You will also see StoutReach files that you are able to access (including this training checklist).

Bookmarks
- Please link any **digital volunteering applications** for students to access here.

Forms
- This features StoutReach forms that we require students to complete for our program.
- You can create your own forms for applications, registrations, surveys, assessments, and more if desired.

Photos/ Videos
- Upload any photos or videos that will help you promote your organization to students

Settings
- Go to "Settings > Organization Settings" in the upper right-hand corner to do the following:
  - Profile: Update and Renew your portal
    - *Note*: You will be required to renew your portal **annually** in September. This will automatically appear on your homepage.
  - Cover Photo: Upload a customized cover photo. StoutReach provides each organization with a standard photo, but you may change this if you so desire.
  - Welcome Message: Change your welcome message
    - *Hint*: To add any photos, click on the image icon (next to the anchor icon). You must provide a URL link (i.e. there is no copy/paste option). If your desired photo does not have this, you may upload it to an album in your "Photos" tool, which includes a URL link for each photo.
  - Custom Footer: Insert a footer for your portal
  - Social Media Links: Add any current social media links that will be featured in the upper right-hand corner of your portal (i.e. Facebook, Twitter, etc.)

Questions & Answers

Q: What does the hand icon mean?

A: This icon represents our StoutReach program. If you see it within your portal (i.e. files/forms tools) or elsewhere, it means that it is information is being filtered down to _all_ service partners and students from our StoutReach umbrella. If you do not see it, that means the corresponding information is specific to your portal.

Q: Can we add individual students to our portal?

A: To better maintain our StoutReach program, students will only be joining our "Stout Volunteers" portal. However, we will be directing them to where they can search for your individual portals as well as corresponding service opportunities.

Q: What is the difference between "Create an Event" and "Create an Opportunity"?

A: You will typically use the "Create an Opportunity" for your organization as it is meant to feature volunteering opportunities, which can then be featured on the "Service Opportunities" tab on the Homepage.

However, if you have an event within your organization that is _not_ service-related (e.g. volunteering meeting), then you can use the "Create an Event" feature. This cannot be linked to the "Service Opportunities" list on the Homepage, but it will show up within your portal. It can also be featured on the Community Calendar if you check the box beneath "Portal Sharing" when you create your event.

Help & Support

We realize that learning the features of OrgSync can be an information overload. Below are some resources available to you:

- StoutReach Specialist: Each service partner will have an assigned StoutReach Specialist staff, who will assist you with all your OrgSync questions and needs. _You may also direct any and all information to your assigned specialist if you do not wish to individually manage your OrgSync Portal._
- OrgSync Help Desk: This features a "Service Partner Getting Started Guide." Here is the link: https://help.orgsync.com/hc/en-us/articles/203702906-Service-Partner-Getting-Started-Guide.
- You are always welcome to e-mail us at stoutreach@uwstout.edu anytime.

Thank you for your time and efforts! We are grateful to have a partnership between your organization and StoutReach.