GARNET GATE

QUICK REFERENCE SHEET



ADDING AND EDITING EVENTS

By posting events on your organization's Garnet Gate page, you are able to let your organization members see what's going on, as well as to publish certain events to the public so that potential new members can see what fun events your organization is hosting! This feature can be particularly useful if you're hosting an open house, meet and greet, or recruitment event.

- Click Manage (appears on left side ribbon when you hover over your organization's profile photo) --> Events
 --> Create Event
- Complete all required fields
- In event box: Enter a description of the event you're hosting.
- Time and place: Select the **Add Location Manually** option and input where your event is being held.
 - Be sure that before you do this, you've already completed the Space Reservation process through 25Live.
- Visibility: who can see the event?

• For different types of events, you'll want different privacy settings on them. For example, not all events are open for the entire student body to attend, so you'd want to set those as Members Only. You can still post about the fun your members have at these events by adding an article on Garnet Gate that the public can see or by highlighting it on your organization's social media.

• RSVP questions:

 If you're hosting an event with food or off campus, here would be a great place to ask people as they RSVP if they have dietary restrictions, need transportation, or anything else you might need to know!

• Event evaluation questions:

- These questions could be filled out by attendees following the event as a means of evaluating how it went, but if you plan on using this feature you can add the questions to the event submission when you create it!
- Add a photo! This feature can help make your event more appealing to the outside world, especially if it's an open house or recruiting event!

• Complete submission!

UPDATING YOUR ROSTER

As your organization's roster changes each semester with new and graduated members, it's important that you make sure your Garnet Gate roster reflects these changes for *many* reasons. This will effect if members are allowed to reserve space on campus for your organization, if they're recognized by the University as a member of your organization, and if they receive organization communications from you through Garnet Gate.

- Manage (appears when you hover over your organization's profile photo in the left hand ribbon) -->
 Roster --> Invite People
- Make sure you enter all members' **UofSC emails** since that's the account their Garnet Gate is associated with.
- Enter each member's email (one per line), and when you've finished press **Send Invitations**.
- That will move them into the Pending section.
- Your members will stay in the pending section until they accept the invitation in their email; if it gets lost, there's an option to resend it so they can accept. That is the ONLY way to have your roster be accurate.
 - Make sure they add as much information as they can to their Garnet Gate accounts so they can receive organization communications!

TRANSITIONING OFFICERS

When leadership teams change, it's important that you update your officers in Garnet Gate to reflect those changes.

- Manage (appears when you hover over your organization's profile photo in the left hand ribbon) -->
 Roster
- Starting with members stepping into new positions, click the pencil beside each person's name and check the box next to the position they're starting.
- Repeat that process, but for transitioning people out of positions by *unchecking the boxes* beside the positions they're finishing. **Make sure to do yourself last** so that you can complete the process!
- Be sure to press save between each new change you make.
- **Make sure to add new officers first and then remove old ones. Remove yourself last because as soon as you're removed you lose privileges, so if you do it out of order, you won't be able to complete the process.**

ADDING/EDITING POSITIONS

Use this step-by-step if you need to update officer privileges in Garnet Gate or if you need to add a new position in your organization. Note that this is different than editing *who* holds a certain position. Visit the Transitioning Officers step-by-step for that.

- Manage --> Roster --> Manage Positions
- To add a new position: Select Add Position. Add what privileges this position holds in Garnet Gate by checking and unchecking the boxes on that screen. Refer back up to the Transitioning Officers step-by-step to add which member serves in this position.
- To edit an existing position: Click the name of the position you want to edit (it should be hyperlinked) and check/uncheck boxes to reflect the changes you want to make.

COMMUNICATING THROUGH GARNET GATE

By the use of group messaging tools, you can send out a mass email or text to your organization members to quickly make an announcement or get information out. Additionally, you can select to send the message to certain groups of people (ex.: all officers, all members of a certain committee, all new members, etc.) through the "And/Or these specific" members tool. Be sure your roster is updated for this feature to work!

- Access it by clicking Manage --> Roster --> Messaging --> press Create (blue button with white plus sign) in the top right.
- Choose between an email (Relay) or text (SMS) to send out to your members.
- Create a title and select recipients. For all organization members, press Select All in the bottom of the left column; for a certain type of member (officers, *x* committee members, seniors, new members), select those options in the two columns in the middle of the form.
- Press Create.
- Compose the body.
- Send!

ADDING POSTS TO YOUR PAGE

By using the Articles tool in Garnet Gate, your Garnet Gate account can serve as your organization's website in a sense! The News (articles) tool functions similarly to a blog post feature, so this will allow you to use your Garnet Gate page as a website. This feature is great to use for giving potential members a peek into the community, spirit, and fun your organization has to offer; keep it as updated as you can!

- Manage --> News --> Create Article
- Press **Create** in the top right when you've added all the features you want!
- Updating Your General Information:
 - Updating your Gallery:
 - Manage-->Gallery
 - Here you can add new photos or new photo albums for people to click through when they navigate to your Garnet Gate page.
 - Updating your Description:
 - Manage-->About
 - Use these fields to update the general description and contact information of your organization; remember you can NOT change your organization's name here without first completing the Name Change Request Form

RUNNING ELECTIONS

Garnet Gate is a great place to run elections when it's time to transition officers! As long as your roster is updated so everyone can access the election, all you have to do is set up the election and you're good to vote!

- Click Manage --> Elections --> Create Election
 - Give the election a title and make it active for only the voting period.
 - Press Save.
- Navigate back to the Elections tab and click on the name of the election you're running (it should be hyperlinked).
- Click **Ballots** in the top ribbon --> **Create Ballot**.
 - Give the ballot a title (position name), press **Save**.
 - Under "Add New," select the type of ballot you want. If you're selecting positions, use multiple choice. If you're looking for feedback or need nominations or fill in the blank, you can select that type of ballot as well.
 - Fill in the pop up box for the ballot and press **OK**.
- Make a separate ballot within the same election for each position.
 - For example, if the election is "2022-2023 Leadership Team,"
 you would need to create separate ballots within that election
 for President, Vice President, etc.
- Under **Publishing Options** on the election page, check the box to add an alert on your organization's Garnet Gate page. That'll allow easy access for members to vote!