Collegiate Link FAQ for Club and Student Organization Leaders

What is Collegiate Link?
Collegiate Link (CL) is a database that chronicles student organization profiles, membership rosters, and events, as well as other engagement opportunities from around campus. All student clubs and organizations must be registered with updated information on CL in order to be recognized within the university as a student group. A new registration period will be open to all student organizations at the start of each academic year where students will be required to update their organization profiles. All club communication will be through Collegiate Link so ensure that you are checking the events, announcements, and opportunities posted daily!

Who needs to use Collegiate Link?
All student clubs and organizations will need to use CL in order to be registered with the Student Activities Office as a student group. This includes fraternities, club sports, and student government organizations.

Why do I need to use Collegiate Link?
Collegiate Link is an incredible resource! If interested in joining a club or organization, individual students can browse Collegiate Link to gain more information and insight about the organizations they are interested in. Students can request to join a club through the database as well. Organizations can market events and opportunities on Collegiate Link so students browsing can learn about ways to get involved around campus. Clubs and organizations can also post photos, recruit members, message peers, and advertise events on Collegiate Link. Being registered on Collegiate Link is the only way organizations will be eligible to reserve tables and windows in Scandling, book space for meetings, and register club events.

How do I register my club?
Registration is easy! Use the HWS CollegiateLink Club and Student Organizations manual.
*Remember that only presidents can register their club!

What about the Involvement Expo and Student Leader Summit?
The Involvement Expo and Student Leader Summit registrations will take place through CollegiateLink. We will inform you via email and through your CollegiateLink profile when those registrations are available in mid-August!

What is the process for New Clubs to register?
All new clubs must get approval from Hobart Student Government and William Smith Congress before being recognized by the Office of Student Activities. Follow these quick steps to begin the process:

1. Develop a constitution: On the Student Activities Collegiate Link page you will find a sample constitution under the “documents” tab. Use this to develop the basic principles that will guide your club or student organization.
2. Recruit! Find a faculty or staff member on campus that would be willing to serve as your advisor and begin scouting out potential members. Talk to friends and classmates about whether or not they would be interested in joining your club once it’s approved.

3. Get club status! Hobart Student Government and William Smith Congress approve all recognized clubs through a simple presentation process at their weekly meetings (Tuesday, 8pm in Coxe Hall). If your club is open to all HWS students, you will want to prepare a presentation about your club idea and request a time on the meeting agenda by emailing wsc@hws.edu and hsg@hws.edu. If your club is College-specific, you will only need to present to that College.

4. Register your club! Once you’ve received club status from Hobart Student Government and William Smith Congress, visit the HWS Collegiate Link site to “Register a New Organization” and wait for approval from the Office of Student Activities!

Who can register an organization in Collegiate Link?
Only the club or student organization president can register an organization in Collegiate Link.

What is the difference between having club status and being a registered organization?
Recognition by Hobart Student Government and/or William Smith Congress is what allows you to receive club status. Club status means that you are an approved club that can then be registered by the Office of Student Activities. The registration process for groups that receive Club Status is done through HWS Collegiate Link at the link “Register a New Organization.”

What about Event Registration?
Use the instruction document in the HWS CollegiateLink Club and Student Organization manual titled Registering a Club Event to register all club events (even meetings!). This process has completely replaced the paper form previously used by the Office of Student Activities.

What about Service Hours?
Use the instruction document in the HWS CollegiateLink Club and Student Organization manual titled Adding Service Hours to add any service hours on behalf of your club or organization.

I’m having trouble!
If you are a club leader or member, contact the Office of Student Activities for assistance with navigating CollegiateLink at 315-781-3513 or via email: studentactivities@hws.edu
HWS CollegiateLink is a service meant to manage student involvement opportunities. From here you can access clubs and other organizations, and forms to apply for programs through Student Activities, the Center for Engagement and Service Learning, etc.

The first time you log in, you will have to provide your name and e-mail address.

To log in and register to Collegiate Link:

1. Go to Collegiate Link at https://hws.collegiatelink.net
2. At the upper right, click Log In
3. At the login page, enter your HWS username and password
4. Click Sign In
5. On the registration page, enter the following:
   - First Name
   - Last Name
   - HWS E-mail Address
6. Click Create my account
HWS CollegiateLink is a service meant to manage student involvement opportunities where you can manage clubs and student organizations, view and access important forms, and record involvement experiences. Contact Student Activities with any questions about this process!

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**To log in and register to Collegiate Link:**

1. Go to Collegiate Link at [https://hws.collegiatelink.net](https://hws.collegiatelink.net)
2. At the upper right, click **Log In**

3. At the login page, enter your **HWS username and password**
4. Click **Sign In**

5. On the registration page, enter the following:
   - **First Name**
   - **Last Name**
   - **HWS E-mail Address**

6. Click **Create my account**
7. You will be taken to your HWS CollegiateLink Profile Page- Click “Edit Profile”

8. Review the options for editing your profile and add any information necessary. Click “Update” to save changes.
9. Navigate to the top of the page along the gray bar and click the link “Organizations,” located to the right of “Home.”

10. Once on the “Organizations” page, locate the “Register a New Organization” button near the bottom of the column on the left side of the page.

11. Begin the Registration Process by reading the brief instructions and click “Next.”

12. Upload your club or student organization constitution by clicking “Choose File” to browse on for the file on your computer. This step is required! If you need to create a constitution, visit the Student Activities CollegiateLink profile (search under “Organizations” tab and use the sample constitution provided in the “Documents” tab.

![Register a New Organization button](image1.png)

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### 2014-2015 Student Organization Registration - Step 3 of 7

1. Select a file to upload as your organization’s constitution/bylaws.

2. [Choose File] No file chosen

![Registration Form](image2.png)
13. Indicate your organization’s “categories” by clicking on the ones that apply under “Available Categories” so that they are moved to “Assigned Categories.”

Choosing categories that your organization falls into allows CollegiateLink to recommend your organization to a student who indicates interest in that category as well as when students search organizations by category.

14. Use the drop down list under “Position” to select “President/Primary Contact” and add your information below. Be sure to use your HWS email address.

We will provide information at a later date to populate your officer and membership lists.
15. **Indicate your organization's “interests.”** Choosing interests that your organization fits into allows CollegiateLink to recommend your organization to a student who identifies with those interests.

![Select and Rank Interests](image)

16. **Add a profile picture for your organization.**
   This can be a group photo or logo that represents your group.

   *These can be changed by Presidents and Secretaries at any time.*

![Profile Picture](image)
17. Review your registration for completeness and click “Submit for Approval” for registration approval by the Student Activities Office!

18. Upon submitting for approval, you will be taken back to your profile where the list of any registrations that you have completed can be found. These are pending until the Office of Student Activities approves them. **Upon approval, you will receive a notification by email and in your message box of CollegiateLink.**
19. Navigate to your “Interests” tab on the left side of the page. Here, you can add personal interests that are connected with your personal profile on CollegiateLink. Doing so will allow CollegiateLink to match you with organizations and events that also identify with those interests.

20. Congratulations! You’ve completed the registration process for Fall 2014.

    Be sure to look out for more updates from the Office of Student Activities on how we will be utilizing CollegiateLink to register events, manage club rosters, track co-curricular involvement, and service hours!
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4. Click Sign In
5. Once on your personal profile page, click the drop down at the top titled “My Involvement” and click “Memberships” to navigate to the organization that you would like to create a form for.

6. Under “Current Memberships” click the drop down arrow on the organization that you are creating the article for and click “Organization Site.”
7. Once on the profile page for the organization that you are creating an event for, navigate to the “News” Tab on the left hand side and click.

8. Click “Create Article”.

9. Begin creating your news article by completing the fields provided.

   **Title**: Title of your news article (for the public to see).

   **Summary**: A few sentences summarizing the article (viewable before clicking on to the full article).

   **Body**: Body of the text- full article!

   **Headline Image**: Any image you want associated with the article.

   **Permissions**: Who do you want to see this article?

10. **Save** the article!
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*Please note, event registration is only open to Presidents, Vice Presidents, and designated Event Coordinators. To receive training, contact Jessie Marullo-Stamp.

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6. Under “Current Memberships” click the drop down arrow on the organization that you are creating the event for and click “Organization Site.”
7. Once on the profile page for the organization that you are creating an event for, navigate to the “Events” Tab on the left hand side and click.

8. At the upper right hand side of the page, click “Create Event” to begin registration for your event.
9. On the event form, complete at the fields indicated. Keep in mind:

- The name you **title the event** is the name that the public will see.

- The **location field** is the place where you can request your ideal location - this will be submitted to Student Activities for reservation and approval. On the next page, you will have the ability to indicate an **alternate location** - please be sure to list one or two should your first choice be unavailable.

- If you have an event that **requires multiple date reservations** (takes place multiple times - like club meetings or club sport practice schedules), click **“Add date”** for each recurrence needed (i.e. add each Monday of the semester if it’s a weekly meeting).

- The **description of your event** will be seen by the public, please be sure it is detailed and informative.

- Under **“Show to”** you will want to choose who will see your event; **“HWS Students and Staff Members”** will be anyone that can log in to the CollegiateLink site with an HWS username and password, **“Invites invited by a host”** will be anyone that you send an invitation to attend the event to, **“Only members on the roster”** will be anyone who is listed as a member on your roster page in CollegiateLink, and **“Anyone in the world”** will be viewable to anyone visiting the HWS CollegiateLink site.

- Be sure to select all the **event categories** that your event falls into - this tool allows CollegiateLink to recommend events to students based on their indicated interests.

- Under **“Who can RSVP,”** choose **“No One”** if your event is open to anyone that you’ve designated to view your event, **“Anyone”** if your event is open to group that you’ve designated to view your event but you need to know attendance numbers, and **“Only Invites”** if your event is invitation only.

- If you are limiting RSVP’s, **indicate the number of RSVP’s** that your event can accommodate, if limited.

- **“Event Contact Person”** indicates the club member that anyone viewing the event can contact with questions about the event.

10. Complete the rest of the event form by following the instructions provided. Review event details one last time and submit to your Student Activities Advisor for approval using the **“Submit for Approval”** button. **All event communication will take place through CollegiateLink so be sure to check back often for event communications from your Student Activities Advisor!**
Collegiate Link Tool from Campus Labs
Managing Your Roster

HWS CollegiateLink is a service meant to manage student involvement opportunities. From here you can access clubs and other organizations, and forms to apply for programs through Student Activities, the Center for Engagement and Service Learning, etc.

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Collegiate Link Tool from Campus Labs
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5. Once on your personal profile page, click the drop down at the top titled “My Involvement” and click “Memberships” to navigate to the organization that you would like to create a form for.

6. Under “Current Memberships” click the drop down arrow on the organization that you are managing the roster for and click “Organization Site.”
7. Once on the profile page for the organization that you are creating an event for, navigate to the “Roster” Tab on the left hand side and click.

8. Click “Manage Roster” at the top of the page to begin editing.

9. To edit roster members, click “Edit Positions” and assign or un-assign them a position when prompted.

10. To accept requests to join your organization, visit the Prospective tab to approve or deny membership requests.

11. To invite people via email to your organization, click “Invite People.”
12. Enter HWS email addresses into the field provided and click “Add Addresses.” A drop down will appear below the text field and provide the option to assign a position to the invitees- if inviting a group of members, be sure to leave it on “Member.”

![Invite People](image)

13. Click “Send Invitations.” Those individuals will then appear under your “Pending” tab on your membership roster until they accept your invitation to join your organization.

14. To end an individual’s membership on your roster, click the check box next to their name and click the button “End Membership.”
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6. Under “Current Memberships” click the drop down arrow on the organization that you are creating the event for and click “Organization Site.”
7. Once on the profile page for the organization that you are creating an event for, navigate to the “Forms” Tab on the left hand side and click.

8. Click “Manage Forms” and then “Create Form” to begin a new form.

9. Start by titling your form—choose a name that will make sense to those who will be completing the form (i.e. Relay for Life Registration Form).

10. Click “Active” to make the form available to use. Unclick “Active” if you do not want the form to be viewable.

11. Determine your start time and end time.

12. Clicking “Allow Multiple Submissions” means that an individual can complete this form as many times as they would like.

13. Determine who you want to access this form: General Access is for anyone to have access to this. Member means anyone on your roster. The rest of the options are for forms that are specific to positions held by members on your roster. Only they will be able to view the form if they are selected.

14. Click Save and Add Questions to start your form!
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6. Under “Current Memberships” click the drop down arrow on the organization that you are submitting the service hours for and click “Organization Site.”
7. Once on the profile page for the organization that you are creating an event for, navigate to the “Service Hours” Tab on the left hand side and click.

8. Click “Add Service Hours” at the top of the page to begin adding.

9. Add all appropriate service hours by completing the fields provided. *Note: You should only add service hours that YOU personally performed, on behalf of the organization. This form is not suited for a total groups service hours to be added. Each member has access to do this for their club.

Verification Contact is only needed if this is a required service hour submission!
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6. Under “Current Memberships” click the drop down arrow on the organization that you are creating the election for and click “Organization Site.”
7. Once on the profile page for the organization that you are creating an event for, navigate to the “Elections” Tab on the left hand side and click.

8. Click “Create Election” at the top to being a new election.

9. Name your election (i.e. Fall 2014 Re-Elections, Fall 2014 Executive Board Elections).

10. Choose your election to be “active” or “inactive.” Note: If the start date has already passed, and you make your election “active,” it will be live for individuals to vote. If your start date is in the future, and you make your election “active,” it will become active when your start date arrives. If your start date is in the future and you make your election “inactive,” it will NOT become active on your start date!

11. If you have special instructions that you’d like students to see prior to voting, include them under the Additional Instructions field and check the “Include Instructions” box.

12. Enter your start date/time and end date/time for the election (when you want the students to be able to begin voting, and when you want voting to end).

13. Check “Only Allow Users Listed on Roster of this Organization to Vote” if this is an organization specific election (i.e. you don’t want any one NOT on your roster to be able to vote)

14. Click “Save” to move on!
15. Next, create ballots for your election.

16. Name the ballot you are creating (i.e. 2015 Executive Board) and disable “General Access.” Enabling this feature would allow everyone on CollegiateLink to vote. Click “save” to begin creating your ballot!

17. Set up the ballot by creating an “Instruction” field that indicates the position and the individuals running (along with their bio and photo, if applicable).
18. Next, click “Radio Button List” to create your answer selections. The “Question Text” should read something like: “Please cast your vote below:” Then, in the “Answer Text” box, list one answer (candidate) per line (see example).

If you want students to be able to write in a candidate, list that as the last “answer” and see instructions below for creating a blank text box.

Click “OK.”

19. To add photos next to each answer, click on the question box that you just created that lists all of the potential candidates, and click the “edit” button.
20. Click the “Answers” tab at the top next to “Properties” and highlight the name you wish to add the photo to. Scroll down to the text box on the right labeled “Answer Text” and click the green “Insert/Edit Image” button.

21. If you have a DropBox account with a PUBLIC folder, then you can save the images you have collected from the candidates in that folder. If you do not have a DropBox account with a public folder, you can use the Student Activities account by visiting https://www.dropbox.com/login and using the email Marullo@hws.edu with the password: Elections.

22. Open the public folder in DropBox and right click on the photo you’d like to insert. Choose “Copy Public Link.”

![Image of DropBox folder with images and copy public link option]

![Image of copied public link]

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23. Insert the URL that you retrieve from your DropBox page to the image you’d like to add into “Image URL” text box. Below that, you can choose the alignment for the image: Text Bottom as well as the images dimensions. Suggested dimensions should be within the 200-300 range. You can edit them as needed to obtain the image size you desire. Click “Insert” and the image will appear next to the candidate’s name.

24. To create the text field for your “Write In” answer, highlight the “Write In Option” answer when editing the “Answers” tab of the candidate button list and click “Include Text Area.”

Click “Apply” and then “OK.”

25. Once you’re finished with creating that specific ballot, click “Ballots” in the top left hand corner and repeat the same steps for creating your next ballot!

26. Once all ballots have been assigned to the appropriate voting lists and content created, navigate to the “Publishing Options” tab along the top and copy the election link to send in an email to those voting, asking them to follow the link, log in to CollegiateLink when prompted, and complete their vote!
Election Alert
- Display an alert on the organization homepage when the election is active and voting is open

- You may use the URL below when encouraging others to vote in this election. You MUST use the URL below as election URLs copied from your browser address bar will NOT work for other users.

**Election Link**

https://hws.collegiatelink.net/organization/wsc/election/start/52081
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6. Under “Current Memberships” click the drop down arrow on the organization that you are wishing to edit the profile for and click “Organization Site.”
7. Once on the profile page for the organization that you are creating an event for, navigate to the **Edit Profile** button immediately under your profile picture.

8. Create any edits necessary in the fields provided. Required fields are marked as such.

   **Summary:** This is the small text provided on the organization directory before viewing your full profile.

   **Description:** This area is for a full description of your organization- use this to put any information that you feel is important to viewers to see!

   **Linking your Facebook or Twitter Feed:** Enter the URL or username in the fields provided and check the box below each that allow for your feed/tweets to be viewable on your organization homepage.

   **HWS Advisor:** Your HWS Advisor is the faculty or staff member that serves as your club advisor. This person is not your Student Activities Advisor!

   **Meeting Time & Location:** If you have a set meeting time and location, include that here. If you do not, simply put “N/A.”

9. Click **“Update”** to save your changes!