Navigating Torero Orgs
Why Use Torero Orgs?

- Use ToreroOrgs to:
  - Manage membership lists
  - Complete Funding Requests for ASBC
    - ASBC takes into account an org’s membership on ToreroOrgs when deciding funding allocations
  - Events
  - Elections
  - Create Forms
  - Collaborate with other orgs
Student Org Listserv

- Student Org Listserv
  - Email group used to send out Student Org communications
  - Automatically adds entire membership list
  - All critical information pertaining to Student Orgs is distributed via the Student Org newsletter
- Make sure to keep an eye out for Student Org Listserv updates!
The “About” tab is a great source of information for ToreroOrgs users who may be interested in your organization. Make sure to keep this updated! Interested students will use this to find out more about your organization. The “About” tab provides information regarding:

• Your organization’s mission/purpose
• Your advisor
• Important organization officers
• Meeting times/dates/locations
• Where to find more organization info
Navigating the Roster Tab

① The “Roster” tab is the hub for communicating with members, keeping membership lists updated, and assigning new roles and positions for members.

② Invitation Button: Allows for invitation of up to 500 new members at a time (Great for after Fall/Spring Alcala Bazaars!)

③ Messaging Button: Send messages to members in general or specific groups/members (e.g., only officers, etc.)

④ Manage Roster: See member list, check member status, and more!

⑤ Manage Position: Create and edit position roles and access within the organization’s ToreroOrgs page.
Navigating the Roster Tab

Membership status
• **Current**: have been accepted by the organization/accepted the membership request
• **Pending**: those that have been invited by the organization and have not yet accepted
• **Prospective**: have requested to be part of the organization, but not yet accepted

Primary Contact
• Only person who can make updates in the roster or the positions
  • Primary Contact can grant permission to another member to make updates
• Primary Contact role is automatically assigned to the person who registers org
Funding Requests on ToreroOrgs

• IMPORTANT: An Event Registration Form (EvR) must be submitted prior to submitting an ASBC funding request

• Only members of your organization on ToreroOrgs can submit ASBC funding requests!

• Benefits of Using ToreroOrgs for Org Finances:
  • Faster allocation notification
  • Transparency with funding throughout organization
  • Can review previously allocated requests from past years
Creating Events

• Create events within ToreroOrgs that can be advertised within your organization or to the entire ToreroOrgs network

• You can also view events your organization has put on in the past

• **Important:** This is not the same as submitting an Event Registration request (EvR).
Elections

- You can create elections for positions within your organizations
- Private elections can be made open to only your organization’s members
- Different functionalities and alerts are available to fit the needs of your org’s elections
Other Resources on ToreroOrgs

• **Forms:** Create applications, questionnaires, ranking, quizzes, and more. You can view forms that are active or archived in this tab.

• **Documents:** Make your organization’s common documents available online for member use.

• **Gallery:** Upload photos from your events for members and interested ToreroOrgs users to see.
Questions?

• If you have any questions regarding the material in this slideshow, please contact the Involvement Consultants:

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