

# Navigating Torero Orgs



# Why Use Torero Orgs?

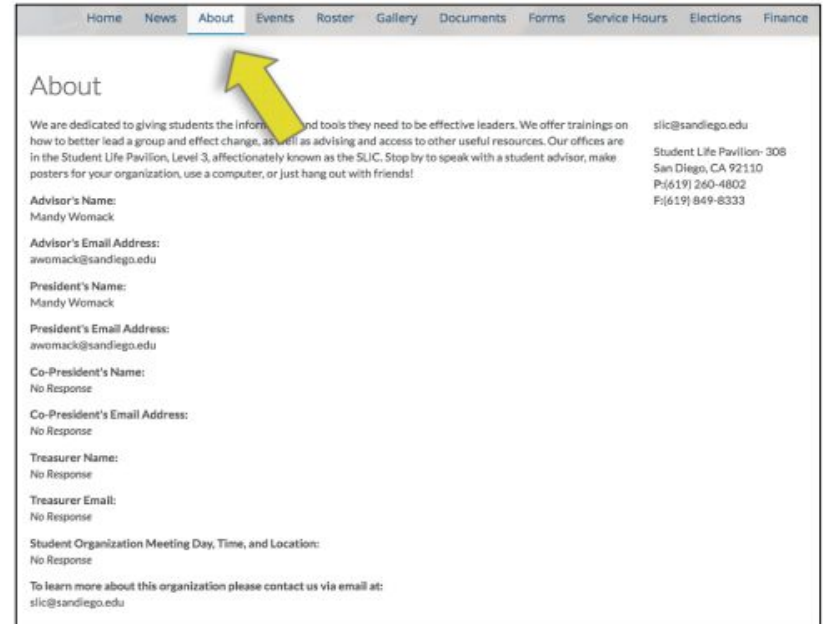
- Use ToreroOrgs to:
  - Manage membership lists
  - Complete Funding Requests for ASBC
    - ASBC takes into account an org's membership on ToreroOrgs when deciding funding allocations
  - Events
  - Elections
  - Create Forms
  - Collaborate with other orgs

# 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!

# A Snapshot of Your Organization

- 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



Home News **About** Events Roster Gallery Documents Forms Service Hours Elections Finance

## About

We are dedicated to giving students the information and tools they need to be effective leaders. We offer trainings on how to better lead a group and effect change, as well as advising and access to other useful resources. Our offices are in the Student Life Pavilion, Level 3, affectionately known as the SLIC. Stop by to speak with a student advisor, make posters for your organization, use a computer, or just hang out with friends!

slc@sandiego.edu  
Student Life Pavilion- 308  
San Diego, CA 92110  
P:(619) 260-4802  
F:(619) 849-8333

**Advisor's Name:**  
Mandy Womack

**Advisor's Email Address:**  
awomack@sandiego.edu

**President's Name:**  
Mandy Womack

**President's Email Address:**  
awomack@sandiego.edu

**Co-President's Name:**  
No Response

**Co-President's Email Address:**  
No Response

**Treasurer Name:**  
No Response

**Treasurer Email:**  
No Response

**Student Organization Meeting Day, Time, and Location:**  
No Response

To learn more about this organization please contact us via email at:  
slc@sandiego.edu

# Navigating the Roster Tab

3

5

2

The screenshot shows the 'Roster' tab interface. At the top right, there are three buttons: 'MESSAGING' (with an envelope icon), 'MANAGE POSITIONS' (with a pencil icon), and 'INVITE PEOPLE' (with a plus and people icon). Below these is a 'Primary Contact' section with a plus sign and the text 'No primary contact listed.' The main section is titled 'Manage Roster' and has three tabs: 'CURRENT', 'PENDING', and 'PROSPECTIVE'. Below the tabs are two buttons: 'END MEMBERSHIP' and 'END ALL MEMBERSHIPS'. To the right of these buttons is a search bar with the text 'Search' and a magnifying glass icon. Below the search bar is a table with columns: 'Select', 'First Name', 'Last Name', and 'Positions'. The table content shows 'There are currently no active members'. A large yellow arrow labeled '4' points to the 'END MEMBERSHIP' button. Three yellow arrows labeled '2', '3', and '5' point to the 'INVITE PEOPLE', 'MESSAGING', and 'MANAGE POSITIONS' buttons respectively.

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 Alcalá 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

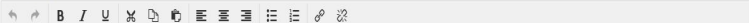
The screenshot shows a web form titled "Create Funding Request" with a sub-header "Request Details". The form includes several input fields: a text field for "Subject" (marked with an asterisk), a text field for "Requested Amount" (with "0" entered), a text area for "Description", a dropdown menu for "Account" (with a "SELECT..." button), and another dropdown menu for "Categories" (with "---- Select Category ----" selected). Below the "Request Details" section is an "Additional Information" section with a text field for "Email Address" (marked with an asterisk). At the bottom of the form, there is a note: "\* Please upload a PDF confirmation for your On-Campus or Off-Campus EvR. (Note: If you are requesting marketing materials only, you can upload a picture of the materials in the place of an EvR)" and an "UPLOAD FILE" button.

# Creating Events

Create Event

\* Event Title  \* Theme

\* Description



Additional organizations co-hosting this event

NEW

\* Start Date  \* Start Time  \* End Date  \* End Time

\* Location [ADD LOCATION](#)

- 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

Create Election Form fields marked with an asterisk (\*) are required

\*Name

Include Instructions

Additional Instructions

Rich text editor toolbar: Undo, Redo, Bold, Italic, Underline, Link, Unlink, Bulleted List, Numbered List, Indent, Outdent, Text Color, Background Color, Source, Preview.

Active

Start Date and Time: 7/24/2018 04:30 PM

End Date and Time: 8/24/2018 04:30 PM

Display an alert on the organization homepage when the election is active and voting is open

Only Allow Users Listed on the Roster of this Organization to Vote

# 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:

**Involvement Consultant Desk – SLP 308**

- **IC Desk Hours** – Mon-Thurs: 9AM-7PM, Fri: 9AM-5PM
- **Phone** – 619-260-4802 or x4802
- **Email** – [usdinvolvement@gmail.com](mailto:usdinvolvement@gmail.com)