

## How to Invite People to Join My Organization

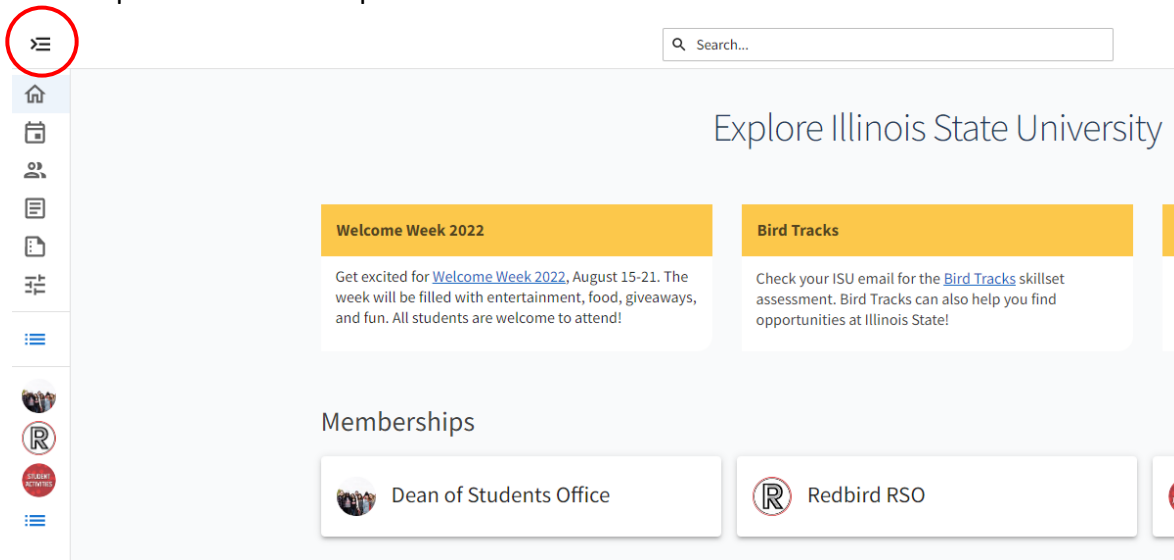
These instructions will discuss how to invite people to join your organization. Please note that to successfully invite people to join your organization, you must be an officer in that organization. Additionally, you may only invite people that are current Illinois State University students to join your organization.

### Log on to <https://RedBirdLife.IllinoisState.edu>

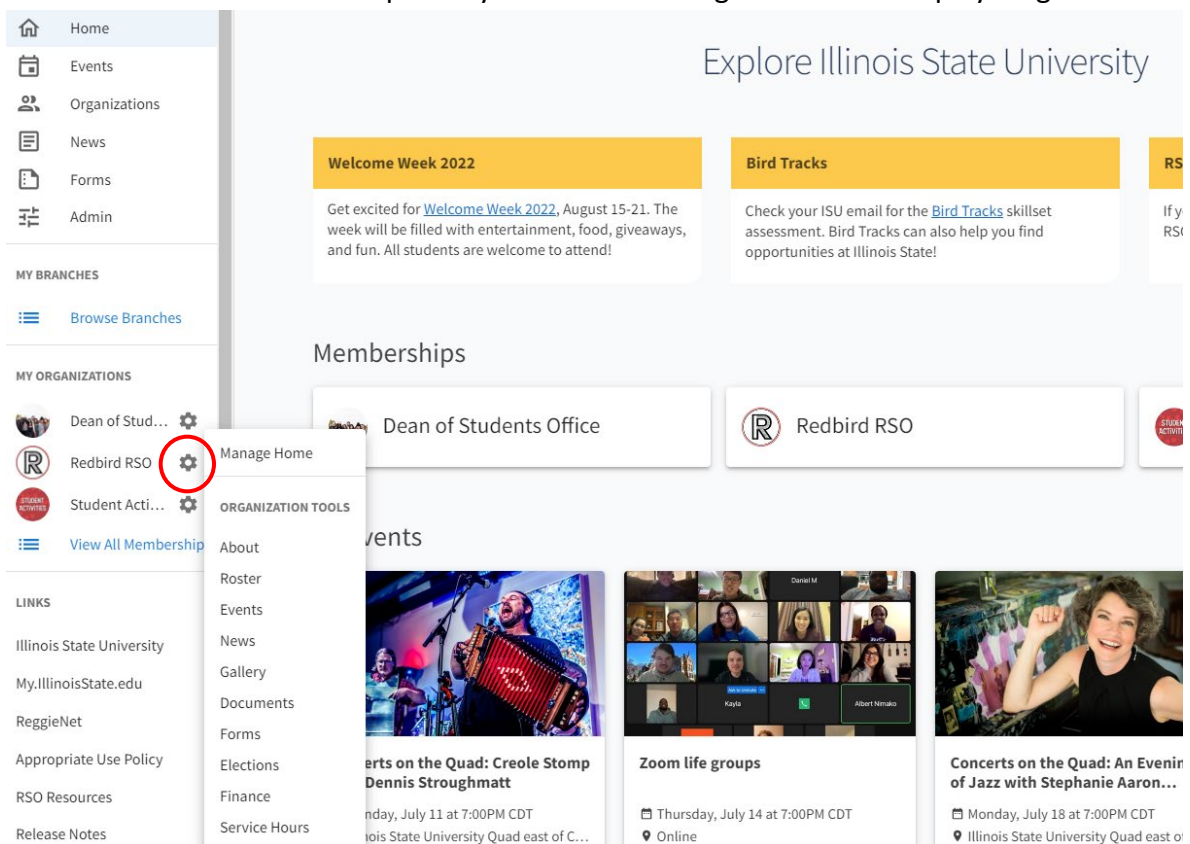
- Select 'Sign In' on the top right corner.
- Log in with your ULID.

### Navigate to RSO Profile Tools

- Once you've successfully logged in to the system, select the button on the upper left side of the screen. This will expand the sidebar options.



- Click the "Gear Icon" next to the RSO profile you want to manage in order to display 'Organization Tools'.



## Manage Roster

1. Select the 'Roster' option from the ribbon on the left side of the page.
2. Click the blue 'Invite People' button on the top right of the page (Figure 3).

**Figure 3:**

☰ Braille Birds

### Roster

MESSAGING MANAGE POSITIONS INVITE PEOPLE

EM  
Primary Contact  
Erin McGovern

### Manage Roster

CURRENT PENDING PROSPECTIVE

END MEMBERSHIP END ALL MEMBERSHIPS Search

Select	First Name	Last Name	Positions
<input type="checkbox"/>	Anna	Froehling	Social Media Chairperson
<input type="checkbox"/>	Erin	McGovern	Vice President
<input type="checkbox"/>	Morgan	Cunningham	President
<input type="checkbox"/>	Rhoda Kay	Roberts	Treasurer
<input type="checkbox"/>	Tylor	Behrends	Additional Officer

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3. Enter the **University** emails of the people you'd like to invite to join your organization.
4. Click 'Add E-Mail Addresses' once you have finished entering the desired emails.
5. A menu will appear at the bottom of the screen, select what type of member these invitees are from the drop-down menu (figure 4).
  - Unfortunately, the system does not allow you to select a position for each member you are adding. So, it is recommended that you add members in batches based on position.

**Figure 4:**

**Invite People**

You may enter up to 500 e-mail addresses in the textbox below. Please use school-associated e-mail addresses (.edu/.ca) and either separate them with commas or enter one address per line.

**E-mail addresses**

ADD E-MAIL ADDRESSES

Invitations will be sent to:

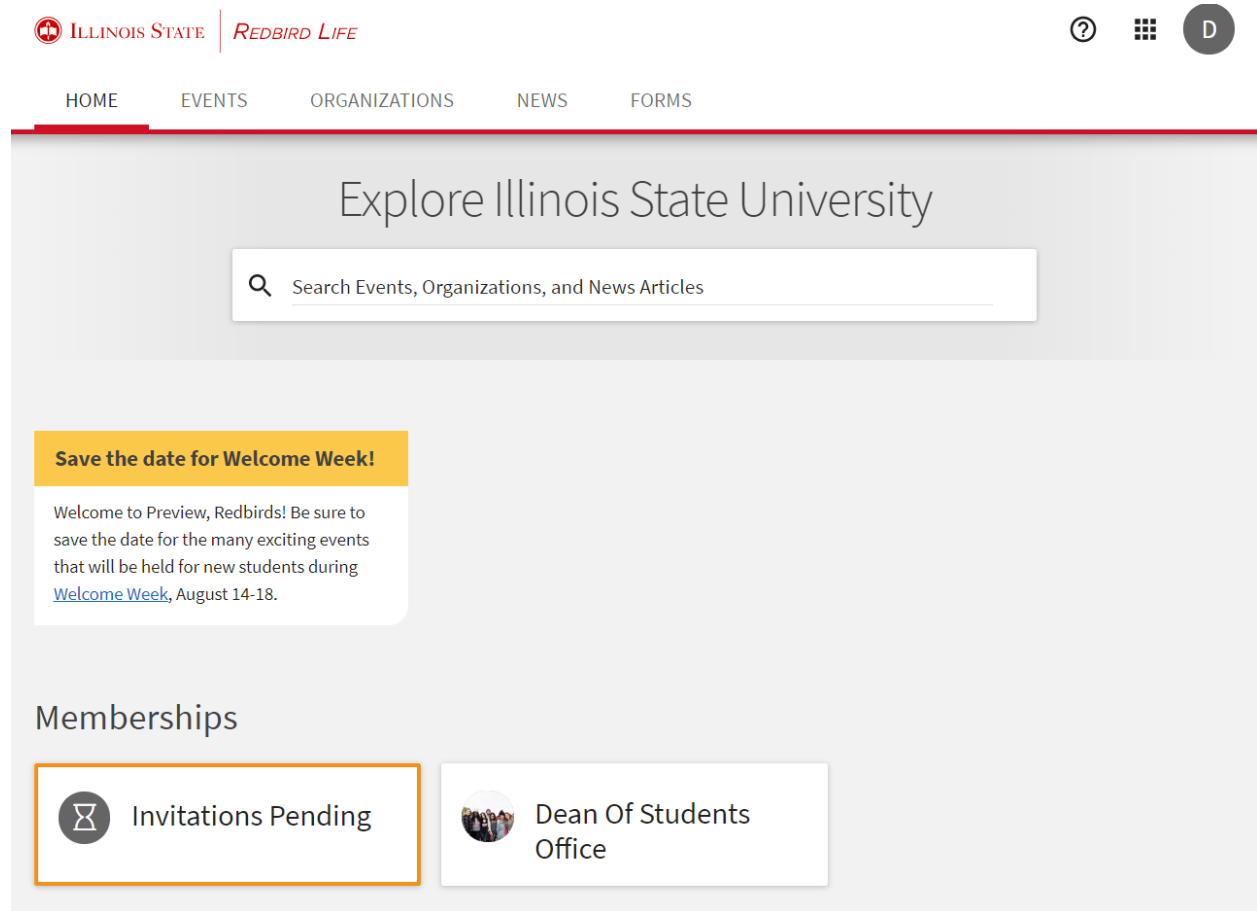
Invite as Member

dmsarge@ilstu.edu

SEND INVITATIONS CANCEL

6. Invitations sent to join the organization will appear under the 'Pending' heading on the previous roster page.
7. Invitations can be resent at any time.
8. When a person has been invited to join an organization, they will see a pulsing orange box on their Redbird Life home page labeled, 'Invitations Pending' (Figure 5).

Figure 5:

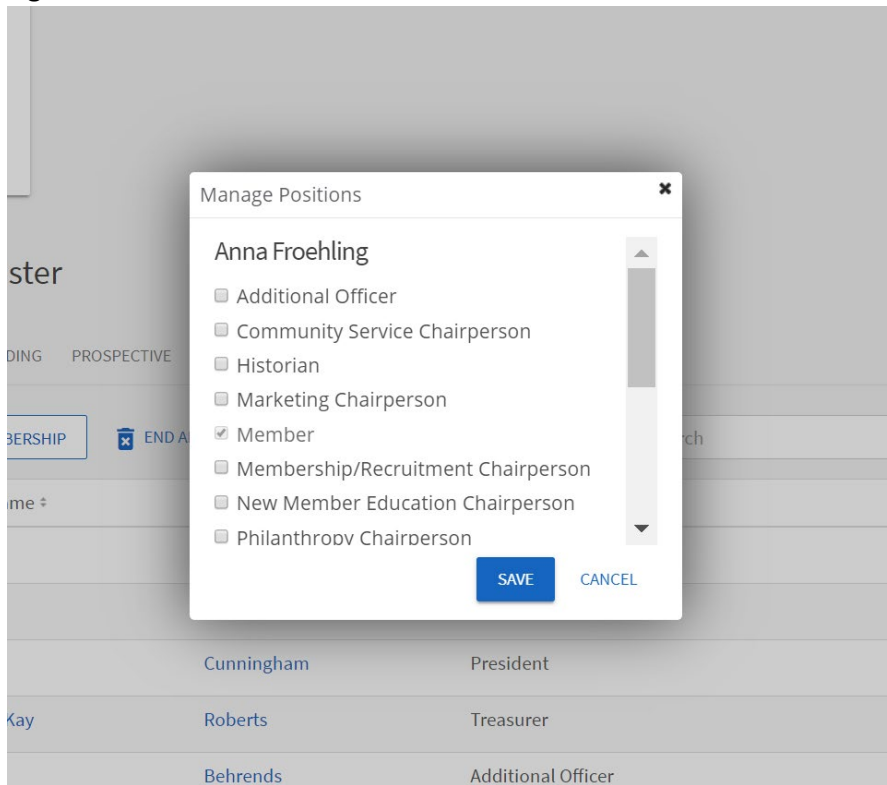


9. Once clicked, you will be able to see the invitations that have been sent to you.
  - You will be able to decide whether to accept or decline the invitation.
  - If you choose to accept the invitation, you will be able to select whether you would like to be shown as a member on the public roster or not.
  - If accepted, the organization will appear on the member's Redbird Life homepage under the 'Membership' heading.
  - If the invitation was declined, the invitation will no longer appear on the 'Pending' page.

## Editing Positions

1. Once on the 'Roster' page, make sure you have selected the 'Current' tab under the 'Manage Roster' heading.
2. Click the blue pencil next to the name of the member you'd like to change the position of.
3. Select the position from the list that you'd like to assign to the selected member (Figure 6).

**Figure 6:**



4. Select 'Save' when you are satisfied.

### **Creating a New Position:**

If none of the positions from the list fit the positions you use within your organization, Redbird Life gives you the ability to create a new position that fits your organization's needs.

1. On the 'Roster' page, select 'Manage Positions' near the top of the page.
2. Once on the 'Manage Positions' page, select the blue '+ Position' button.
3. On the 'Create Position' page, name the position you are wanting to create (Figure 7).

**Figure 7:**

Form Fields Marked with an asterisk (\*) are required.

## Create Position

### Position

Create a new position that is unique to your organization. You can grant *no*, *all*, or *limited* access.

**Position Name** should be the name of the position being created (i.e. Historian, Technical Guru, etc...) and not the name of the person who will or who is currently in the position. Once created you can assign the position to members on the **Manage Roster** page.

\*Position Name

Position Type  
Member

Show holders of this position on the organization's roster

Active (If not checked, the position will only be available as a Past Position)

### Set Management Access

No Access  
People with this position can access NO management features

All Access  
People with this position can access ALL management features

Limited Access  
People with this position can access the management features selected below

CREATE CANCEL

4. Select the type of position it is.
  - Most organizations will only need to choose between Member and Officer designations.
5. If you select 'Show holders of this position...' the position title will appear next to the member it is assigned to on the public roster.
6. Be sure to keep the 'Active' box marked.
7. Set the access this officer should have.
  - If 'Limited Access' is selected, you will be able to set which features that officer will be able to access.
    - i. Ex. A 'Reporter' position, may only need access to the profile, photos, and news features in the portal.
8. Once you are satisfied, click the 'Create' button at the bottom of the page.
  - You will have to go back to the main roster and set the member with this new position according to the previous section.

### How to Get Help:

For technical assistance, please contact the Technology Support Center by phone (309) 438-4357, or by email at [SupportCenter@ilstu.edu](mailto:SupportCenter@ilstu.edu).