

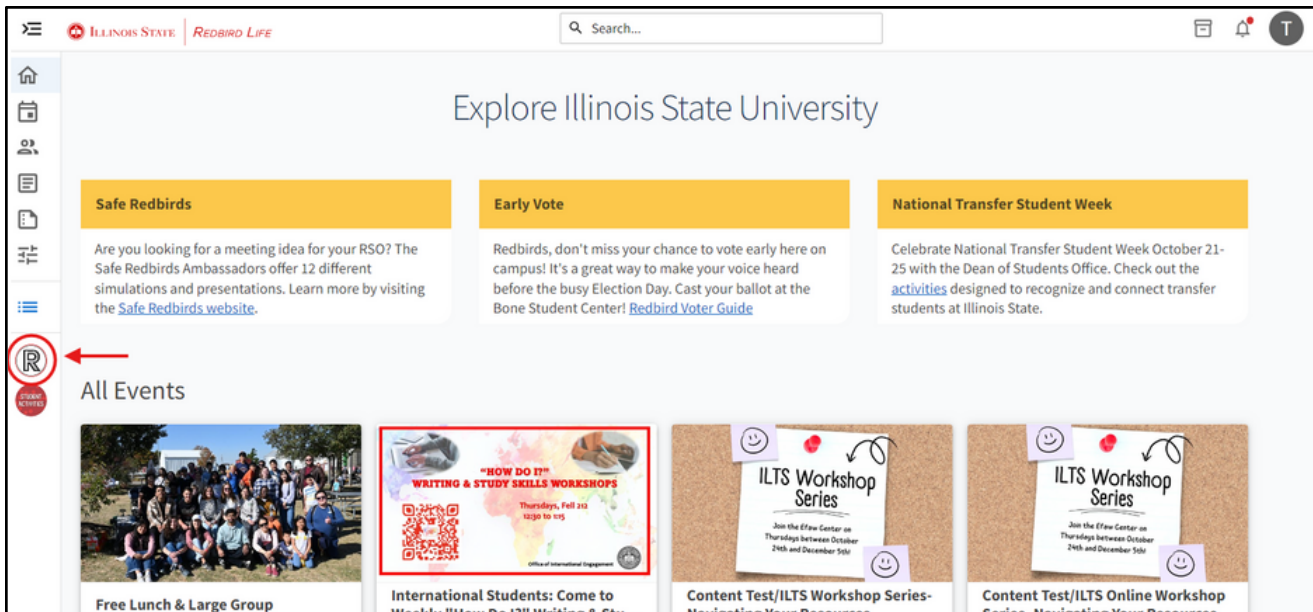
EDIT POSITIONS

Redbird Life
Involvement Starts Here

1

Go to Redbird Life at RedbirdLife.IllinoisState.edu

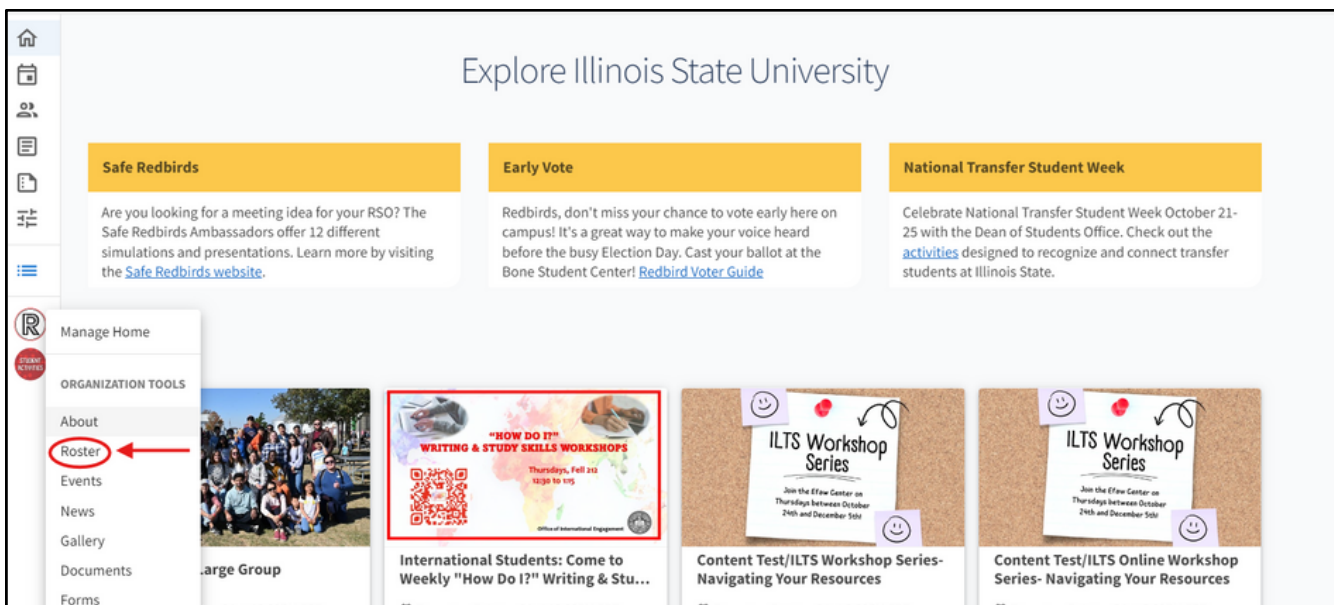
On the left-hand menu, select the RSO you want to edit.



2

Select the Roster

On your RSO's Redbird Life page, select **Roster** from the menu on the left side of the page.

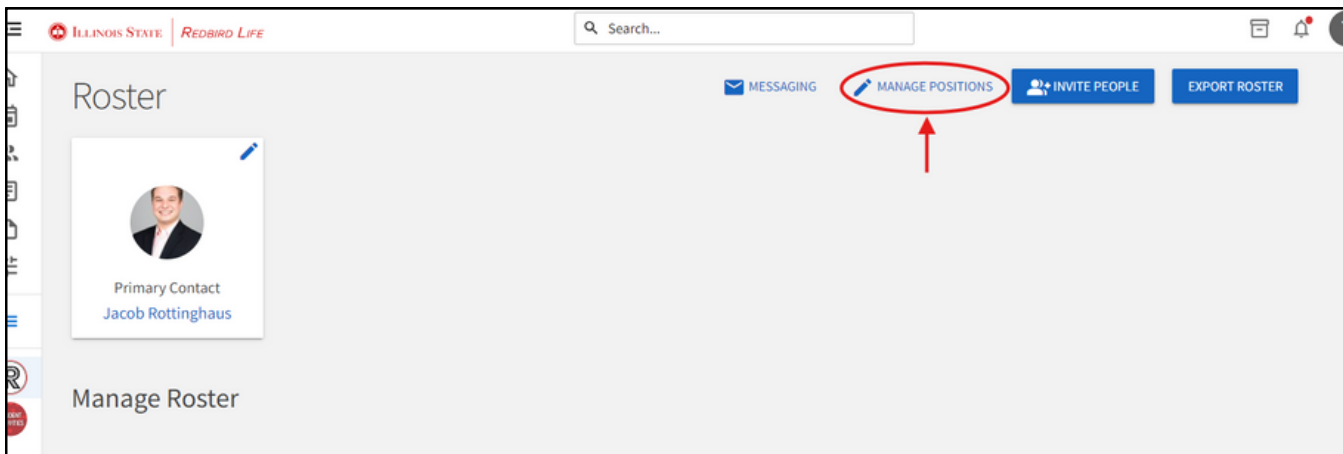


EDIT POSITIONS

Redbird Life
Involvement Starts Here

3 Create Positions

On the roster page, select **Manage Positions** near the top. Then, click the **+ Position** button on the left. In the **Position Name** section, enter the name of the position you want to create and make sure the **Active** box is checked. Under **Management Access**, set the appropriate access level for this position, then select **Create** at the bottom of the page.

A screenshot of the 'Position' creation page in the Redbird Life web application. The page title is 'Position'. Below the title, there's a description: 'Create a new position that is unique to your organization. You can grant no, all, or limited access.' The 'Position Name' field is circled in red with an arrow pointing to it. Below this, there's a 'Position Type' dropdown menu set to 'Member'. There are three checkboxes: 'Show holders of this position on the organization's public roster' (unchecked), 'Active (If not checked, the position will only be available as a Past Position)' (checked, highlighted with a red box and arrow), and 'Receive organization contact form emails' (unchecked). A yellow 'NEW!' button is next to the 'Active' checkbox. Below these is a section titled 'Set Management Access' with three radio button options: 'No Access' (selected, highlighted with a red box and arrow), 'All Access', and 'Limited Access'. Each option has a description of the access level.

EDIT POSITIONS

Redbird Life
Involvement Starts Here

4 Edit Positions

On the **Manage Roster** page, click the **pencil icon** next to the name of the person you want to update. From the dropdown list, select the position you'd like to assign to that member and then click **Save**.

Primary Contact
Jacob Rottinghaus

Manage Roster

CURRENT PENDING PROSPECTIVE TERMS AND CONDITIONS

END MEMBERSHIP END ALL MEMBERSHIPS Search

Select	First Name	Last Name	Positions
☐	Jacob	Rottinghaus	President 
☐	Jill	Benson	Treasurer 
☐	Kate	Piper	President 
☐	Michelle	Whited	RSO Advisor 
☐	Taylor	Whited	
☐	Taylor	Otterson	Vice President 

Primary Contact
Jacob Rottinghaus

Manage Roster

CURRENT PENDING PROSPECTIVE TERMS AND CONDITIONS

END MEMBERSHIP END ALL MEMBERSHIPS Search

Select	First Name	Last Name	Positions
☐	Jacob	Rottinghaus	
☐	Jill	Benson	
☐	Kate	Piper	
☐	Michelle	Whited	
☐	Taylor	Whited	
☐	Taylor	Otterson	

Manage Positions

Taylor Otterson

- ☐ Additional Officer
- ☐ Community Service Chairperson
- ☐ Historian
- ☐ Marketing Chairperson
- ☒ Member
- ☐ Membership/Recruitment Chairperson
- ☐ New Member Education Chairperson
- ☐ Officer

SAVE CANCEL