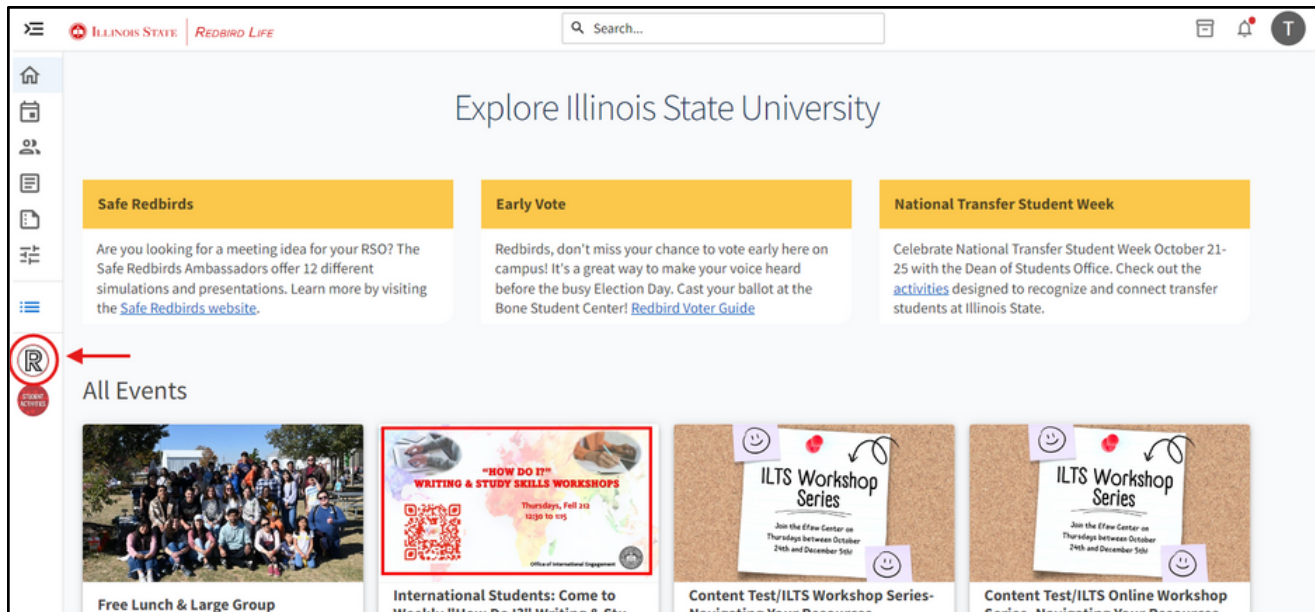


MANAGE ROSTER

Redbird Life
Involvement Starts Here

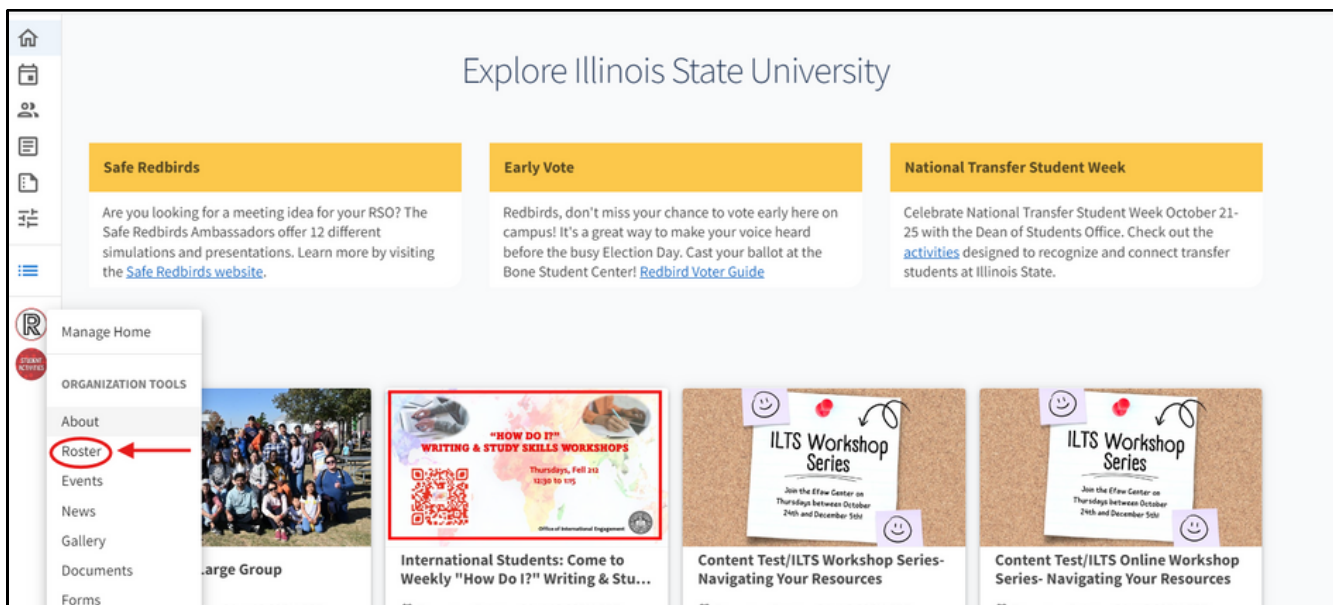
1 Go to Redbird Life at RedbirdLife.IllinoisState.edu

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



2 Select Roster

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

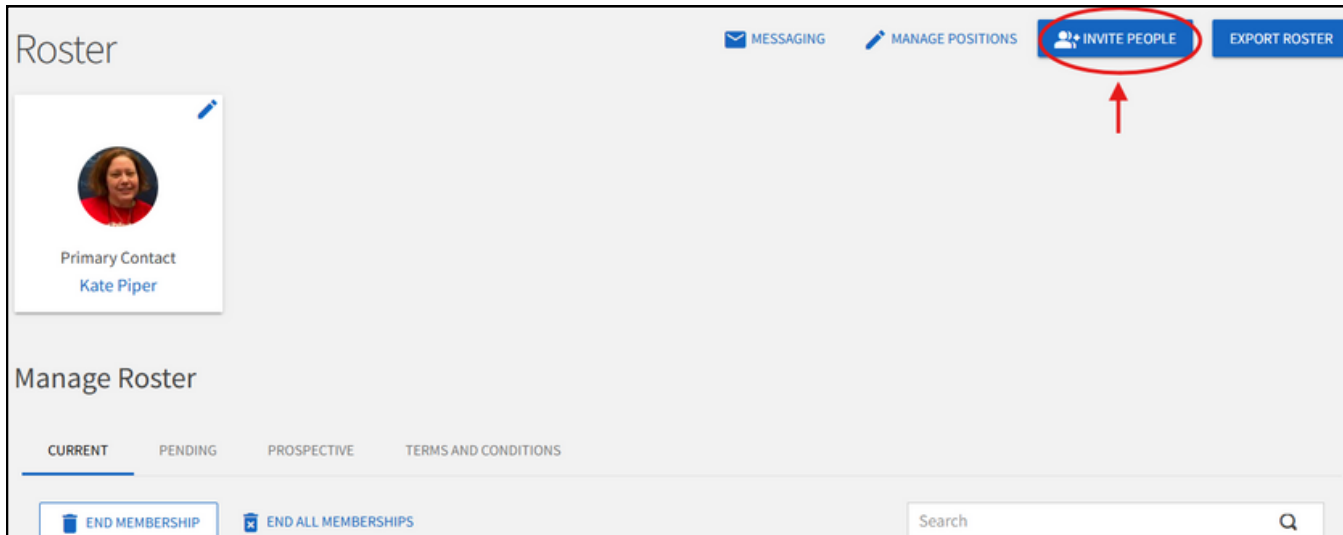


MANAGE ROSTER

Redbird Life
Involvement Starts Here

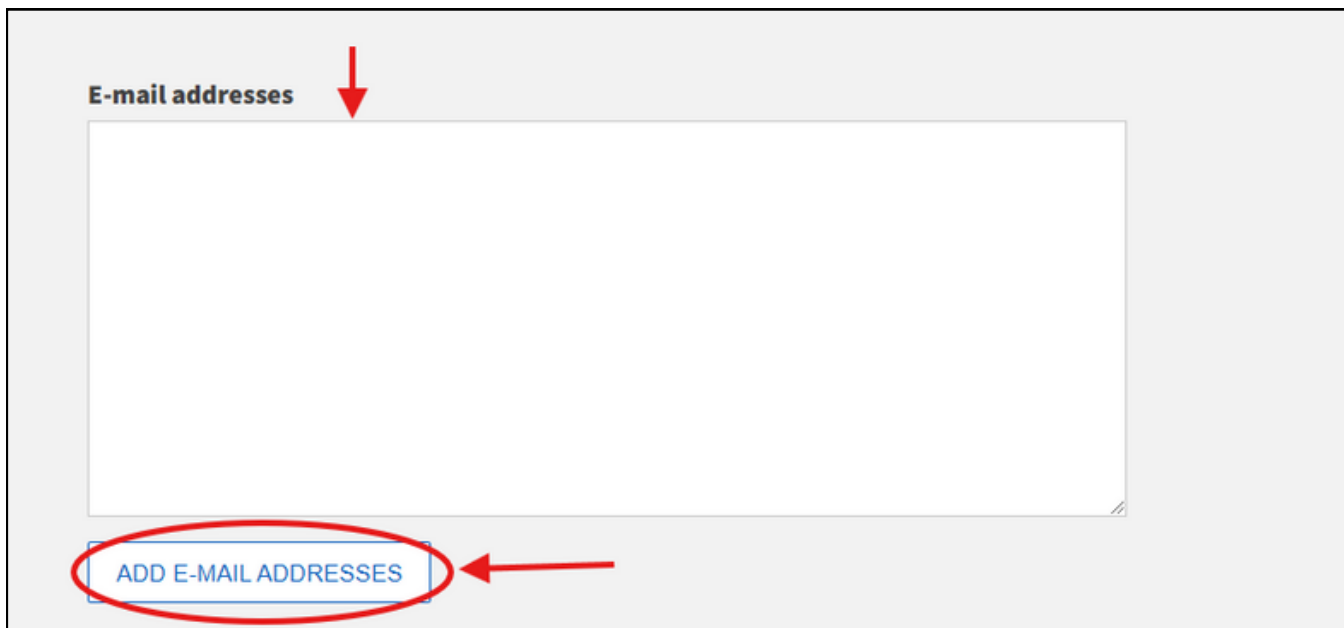
3 Invite People

On the Roster page, click **Invite People** in the upper right corner.



4 Add Email Addresses

Enter the University email addresses of the people you'd like to invite, then click **Add E-Mail Addresses**



MANAGE ROSTER

Redbird Life
Involvement Starts Here

5 Select their Role

From the dropdown menu at the bottom of the page, choose the appropriate RSO position for each person (President, Secretary, Member, etc.) before sending the invitation.

E-mail address

- Treasurer
- RSO Advisor**
- Community Service Chairperson
- Historian
- Marketing Chairperson
- Membership/Recruitment Chairperson
- New Member Education Chairperson
- Philanthropy Chairperson
- Risk Management/Safety Officer
- Secretary
- Social Chairperson
- Social Media Chairperson
- Vice President
- Additional Officer
- Officer
- Sport Club Safety Officer

Invitation

Invite as: Member

totters@ilstu.edu

SEND INVITATIONS CANCEL

6 Send Invitation

Click the **Send Invitations** at the bottom of the page. The invitee(s) will receive an email inviting them to join your RSO.

1 organization invitation was successfully sent.

Roster

MESSAGING MANAGE POSITIONS INVITE PEOPLE EXPORT ROSTER

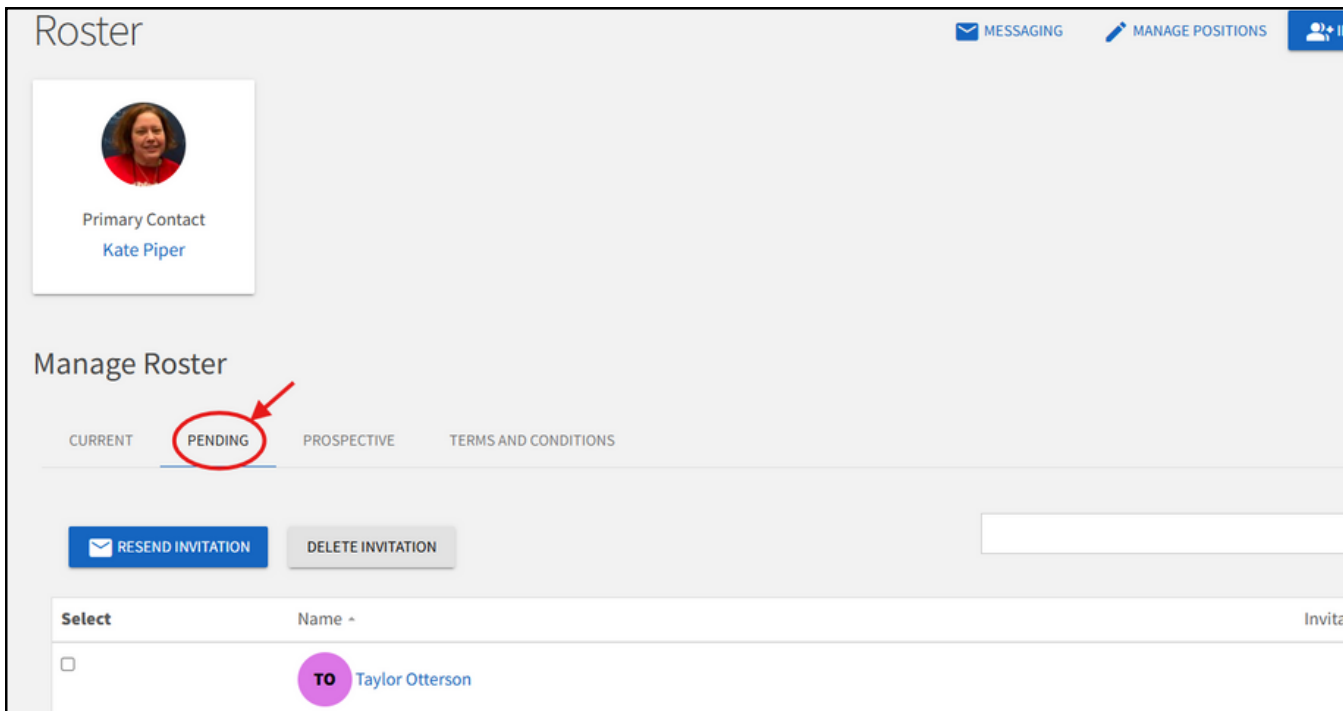
Primary Contact
Kate Piper

MANAGE ROSTER

Redbird Life
Involvement Starts Here

7 Pending Invitations

To view the current pending invitations, click on the **Pending** button under Manage Roster.



8 Prospective Members

To view prospective members (individuals looking to join your RSO), click the **Prospective** button under Manage Roster.

