

# Organization Tool Menu Walkthrough

The **Organization Tool Menu** allows you to create and manage content for your organization. Access the Organization Tool Menu by following the steps below:

1. Log into [BearthatHQ](#)
2. Click your organization's icon on the left to open the Organization Tool Menu. You may only see certain tools in the Organization Tool Menu for a particular organization. The tools you have access to will be based on your position within the organization.
3. You may see any one of the following tools. Click the linked name of the tool to explore a more detailed walkthrough.

The screenshot displays the BearkatHQ web application. On the left, a vertical sidebar contains navigation icons and labels: Home, Events, Orgs, News, Forms, Service, Paths, and Admin. Below these is a section titled 'ORGANIZATION TOOLS' with a list of options: About, Roster, Events, News, Gallery, Documents, Forms, Elections, Finance, and Service Hours. A large black arrow points to the 'Events' option in this menu. The main content area is titled 'Explore Sam Houston State University' and features three yellow header cards: 'Student Organization Required Training (SORT)', '2025-2026 Student Organization Handbook', and 'Required Student Organization Meeting'. Below these is an 'All Events' section with four event cards: 'Bearkat Picnic' (Monday, August 25 at 11:00AM CDT, Austin Hall Quad), 'AOII FDOC Tabling' (Monday, August 25 at 12:00PM CDT, LSC Plaza), 'Required Student Organization Meeting' (Monday, August 25 at 1:00PM CDT, LSC 320), and 'Trivia Night at the Kat Klub' (Monday, August 25 at 6:00PM CDT, LSC Kat Klub). A 'VIEW MORE EVENTS' button is located at the bottom right of the events section.

**Manage Home:** Your current page provides a summary of your organization. On this page, you will see your organization profile photo, the name of the organization the number of members, and the name of the Primary Contact.

**About:** In the About tool, you can update some of your organization's basic details, such as the profile photo, description, summary for the organization directory, contact information, and social media links.

**Roster**: The Roster tool includes your ability to manage positions for the organization, send organization messages, invite members, remove members, and approve pending memberships.

**Events**: The Events tool allows you to create and manage your organization's events. Submit an event request, or manage an individual event, including inviting attendees, tracking participation, or changing an event's details.

**News**: The News tool helps you share what your organization is doing with the community. You can create, edit, and delete News posts from this area.

**Gallery**: The Photo Gallery helps you create a more visually appealing organization homepage. Photos are a great way to show off the exciting things your organization has done! Your gallery photos will be showcased at the top of your organization's public-facing page.

**Documents**: The Documents tool allows you to create a shared storage space for important organizational files. You can share these files publicly or only with certain members or Position holders within your organization.

**Forms**: Use the Forms tool to move any of your organization's paper forms into Engage. Use forms for sign-ups, interest forms, applications, and more!

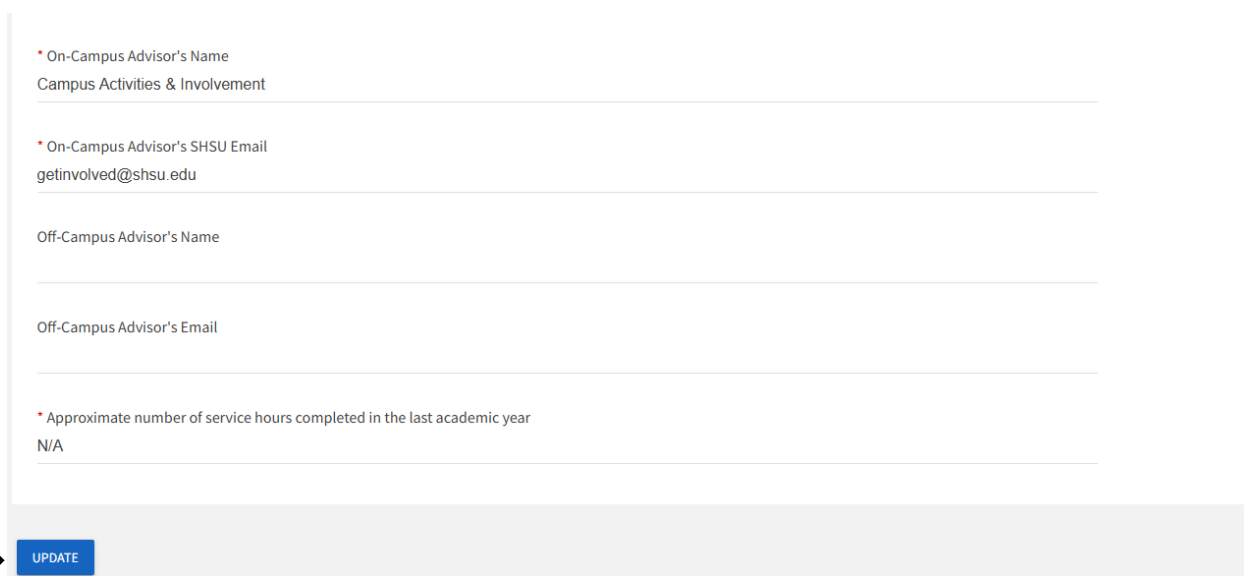
**Elections**: The Elections tool allows you to create elections for you organization, either for the entire community to vote on, or exclusive to organization members.

# About

To make changes to an organization page, you must be either the primary contact or hold an officer position within the group that has been assigned access to administrative features.

When updating the organization's information, you will be able to update your organization summary, contact information, social media information and profile picture. If you are adding links to social media pages, make sure they are set to public, not private. You can also update any additional fields requested by your campus' administrators.

When you're done making changes, click *Update* to save.



The screenshot shows a form with the following fields:

- \* On-Campus Advisor's Name  
Campus Activities & Involvement
- \* On-Campus Advisor's SHSU Email  
getinvolved@shsu.edu
- Off-Campus Advisor's Name
- Off-Campus Advisor's Email
- \* Approximate number of service hours completed in the last academic year  
N/A

A large black arrow points to a blue button labeled "UPDATE" at the bottom left of the form.

*Note: Information listed in the External Page Links section will be made available on your organization home page and will be shown on the public side of the site. Users that are not logged into the system will be able to see this information, so do not include anything that shouldn't be public.*

**Reminder:** According to [SHSU's Student Organization Handbook](#), student organizations must update their BearkatHQ About page as soon as changes occur. It is your student organization's responsibility to maintain this page to receive communications and updates from the Department of Campus Activities & Involvement.

# Roster

This tool allows you to manage your roster and keep your information up to date.

The roster will show you a list of all your organization's members and information about your organization's primary contact. The primary contact is person designated to be the main point of contact for your organization.

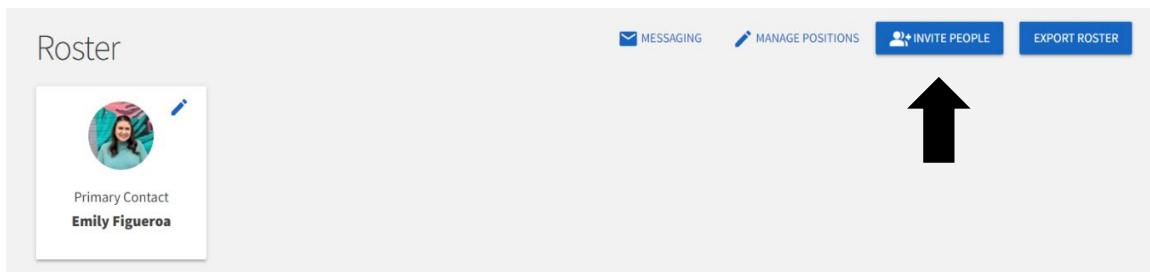
The screenshot shows the 'Roster' management page. At the top, there are four buttons: 'MESSAGING', 'MANAGE POSITIONS', 'INVITE PEOPLE', and 'EXPORT ROSTER'. Below these is a profile card for the 'Primary Contact' Emily Figueroa. The main section is titled 'Manage Roster' and includes tabs for 'CURRENT', 'PENDING', 'PROSPECTIVE', and 'TERMS AND CONDITIONS'. Under the 'CURRENT' tab, there are buttons for 'END MEMBERSHIP' and 'END ALL MEMBERSHIPS', along with a search bar. A table lists the current members:

Select	First Name	Last Name	Positions
<input type="checkbox"/>	Anissa	Paniagua	
<input type="checkbox"/>	Emily	Figueroa	Administrator

**Messaging:** As a Roster manager, you have the ability to send messages to your organization members. Click *Messaging* at the top of the *Roster* page to create a message relay.

This screenshot is identical to the one above, but it includes a large black arrow pointing from the left towards the 'MESSAGING' button in the top navigation bar, highlighting it as the correct action to take.

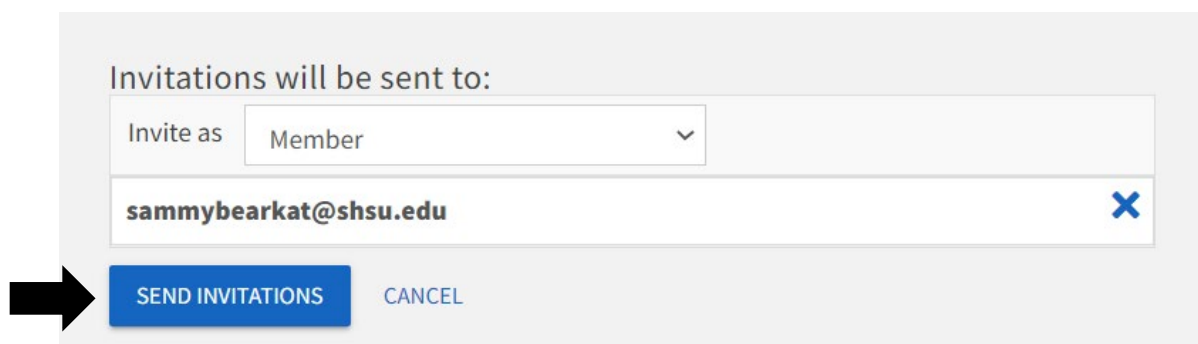
**Inviting members:** Invite members to join your organization by clicking *Invite People* at the top of the *Roster* page.



Type in one or more than one email addresses (one per line) then select *Add E-Mail Addresses*.

A screenshot of the 'Invite People' form. At the top left is a link '← BACK TO ROSTER'. The main heading is 'Invite People'. Below it is a paragraph: '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.' Below this is a section titled 'E-mail addresses' with a large text input area. The email address 'sammybearkat@shsu.edu' is entered in the first line. At the bottom left of the form is a button labeled 'ADD E-MAIL ADDRESSES'. A large black arrow points to the right towards this button.

Select what position you would like to invite the members as, then hit *Send Invitations*.



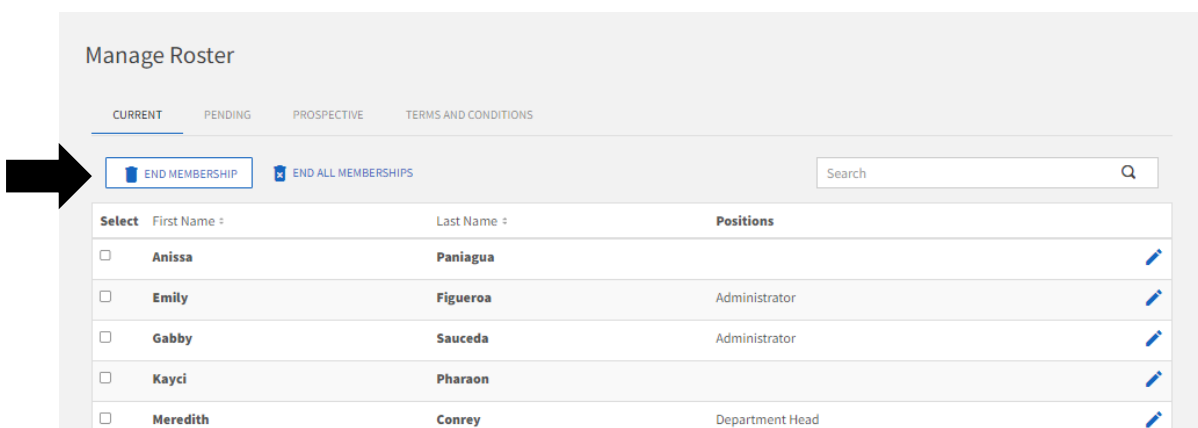
Invitations will be sent to:

Invite as Member

sammybearkat@shsu.edu

**SEND INVITATIONS** CANCEL

**Ending memberships:** Locate the member(s) you would like to remove and check the box on the far left of the members' names. Click *End Membership* at the top of the user list. A confirmation box will appear to let you know that ending this user's membership will also remove all their positions and permissions.



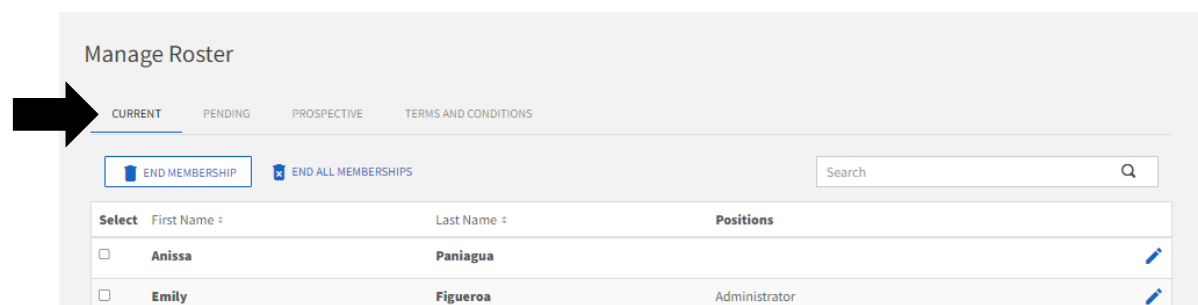
Manage Roster

CURRENT PENDING PROSPECTIVE TERMS AND CONDITIONS

**END MEMBERSHIP** **END ALL MEMBERSHIPS** Search

Select	First Name	Last Name	Positions
<input type="checkbox"/>	Anissa	Paniagua	
<input type="checkbox"/>	Emily	Figueroa	Administrator
<input type="checkbox"/>	Gabby	Sauceda	Administrator
<input type="checkbox"/>	Kayci	Pharaon	
<input type="checkbox"/>	Meredith	Conrey	Department Head

**Approving memberships:** As an officer, you also have control over who joins your organization. When you are updating the roster, you will see tabs for Current, Pending, and Prospective members. *Pending* members are those you have invited who have not yet accepted your request. *Prospective* members are those who have requested to join and are waiting on a decision.



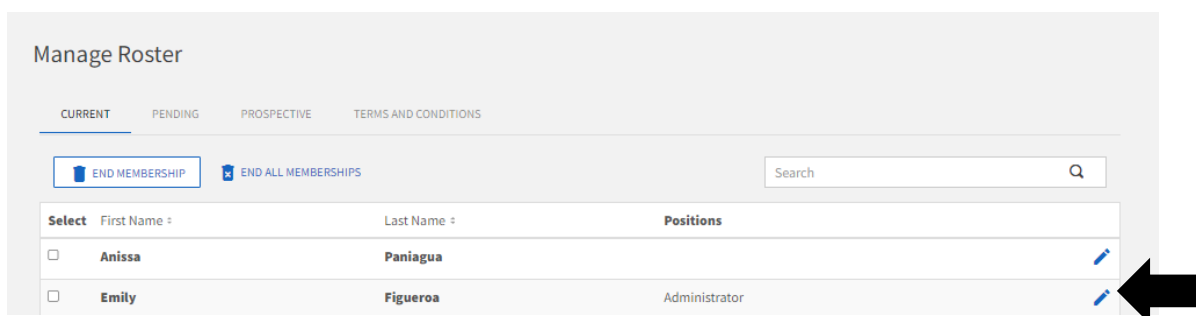
Manage Roster

CURRENT PENDING PROSPECTIVE TERMS AND CONDITIONS

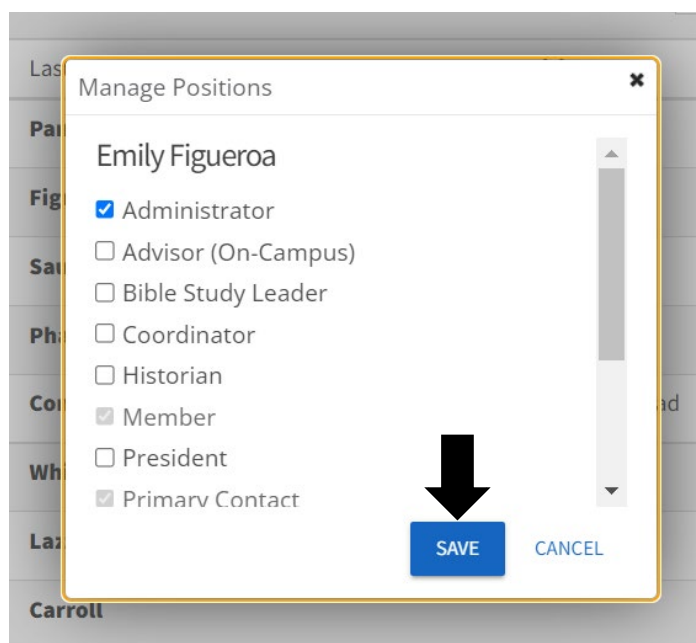
**END MEMBERSHIP** **END ALL MEMBERSHIPS** Search

Select	First Name	Last Name	Positions
<input type="checkbox"/>	Anissa	Paniagua	
<input type="checkbox"/>	Emily	Figueroa	Administrator

**Assigning people to Positions:** In the "Manage Roster" section, you can also edit the positions your different members hold. Click *Edit Positions* to the right of a username to take this action. A list of all available positions will appear. Assign a user to a position by clicking the appropriate checkbox and clicking Save.



Update the position type then select Save.

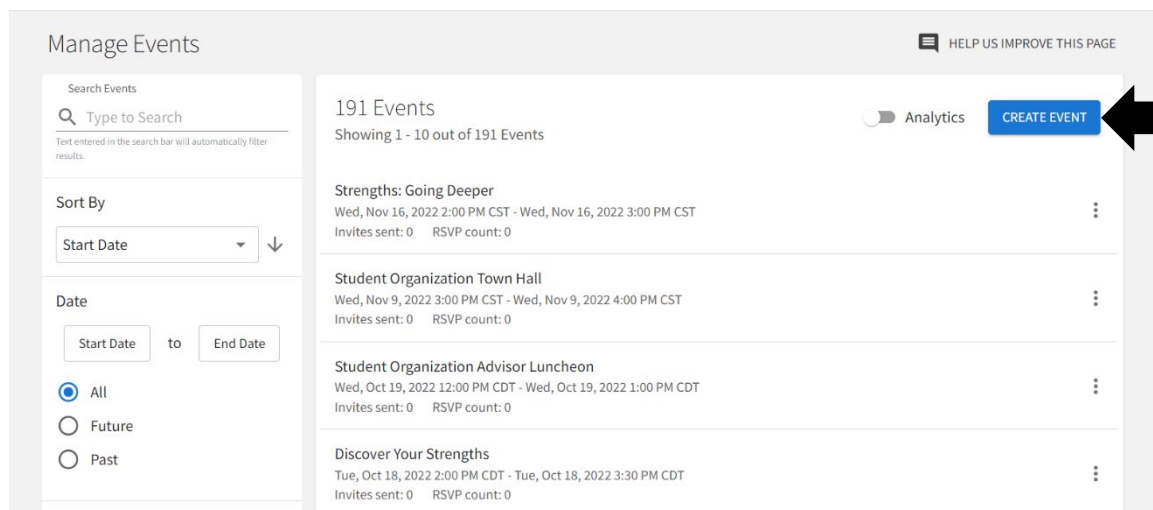


**Reminder:** According to [SHSU's Student Organization Handbook](#), student organizations must update their BearkatHQ roster within 3 business days of an election. This is a great time to update the officer list and remove any members who have left the organization. It is your student organization's responsibility to maintain an updated roster to receive communications and updates from the Department of Campus Activities & Involvement

# Events

The *Events* tool allows you to manage your organization's events from one central location. This walkthrough will provide you with the information you need to know to successfully manage your organizations events.

**Create an Event:** Look for the *Create Event* button at the top of the page. Remember, you will only see this option if you have full management access over events.



**Event Information:** The first page allows you to enter your event's basic information such as event title, theme, description, start and end time, and location into their respective boxes. You can also identify if the event will be co-hosted with other organizations. Required fields are marked by the red asterisk at their start.

**Multiple dates:** Click *Add Another Date* to create a recurring event.

**Location:** You can also choose whether to include a helpful map, courtesy of Google Maps, to your event details page. When submitting the details of an event, you can also add an online location as well as instructions for how to access it. Events can be exclusively online or combined with a physical location for both online and in-person attendance.

**Event Visibility** – Listed below are some features regarding how your event is show to the public.



Show-To	Determine whether the event should show to the public, authenticated users only, only members of hosting organizations (and cohosting organizations), or only to invited users
Event Categories	Associate the event with one or more event categories
Perks	Associate the event with one or more event perks (special benefits for your attendees)
Additional Information	Complete any additional fields that may be required by your campus. Depending on your institution's settings, your responses to these questions may show publicly on your published event page.

RSVP: The second page allows you to customize your RSVP settings. Use this tool to collect information from your attendees before the event or to set a specific attendee limit.

Post-Event Feedback: The third page allows you to collect quick feedback from your attendees after an event is over. You can choose to create a questionnaire that will be emailed out to attendees after the event.

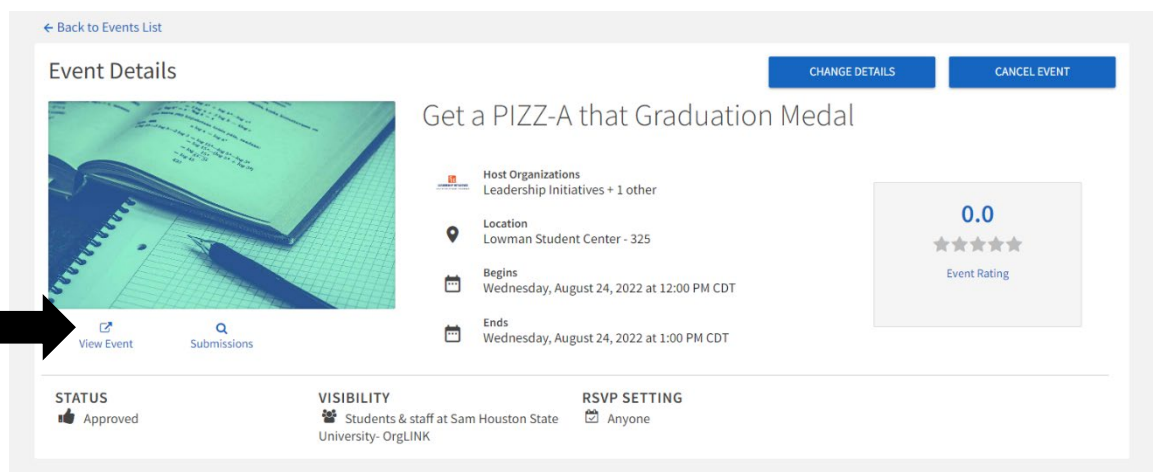
Event Cover Photo: The fourth and final page allows you to customize your event's cover photo by clicking *Choose File* and adding an image that you feel will draw attention to your event. We recommend a photo that is 1024px by 600px or larger, under 10MB. If you choose not to upload a photo, a default photo will be chosen for you based on the theme of your event.

Once you have filled out all the necessary information for your student organization's event, you will be asked to fill out addition questions. Please figure out the following details before submitting your event on BearkathQ.

- Is this event on campus or off campus?
- Type of event (sponsored special event, mixer, date party, semi-formal/formal, etc.)
- Is this a recurring General Business meeting?
- Is this a tabling event?
- Will this event require AV/Amplified sound?
- Is this student organization affiliated with Fraternity and Sorority Life or SHSU Club Sports?
- Will this event be open to the general public or closed by invitation only?
- Approximately how many people will attend this event?
  - o Will this event have more than 200 people?
- Will this event have off-campus guests, off-campus speakers, or minors?

- Will alcohol be present at this event?
- Will the student organization be serving food at this event?
- Will the student organization be charging admission or accepting cash at this event?
- Event flyer
- Student organization Point of Contact
- Point of Contact Phone Number
- Point of Contact SHSU Email

Once these questions are answered and you have submitted your event, your student organization advisor and the Department of Student Involvement will need to approve the event. Upon approval, your will then be available for viewing and for the audience you selected to RSVP.



**Manage Events:** From your event list, you'll be provided a list of all the events you have going on, and you can filter by those that are approved vs those that have been cancelled, as well as those that are current or upcoming, those that are past, or by all events. Click on the name of an event to manage it further.

**Managing Tools** – Listed below are some managing features for your student organization's event.

Change Details	If you need to update information about your event, like changing the date or location, you can do so by clicking <i>Change Details</i> . This will walk you back through your event request process and allow you to make any changes as necessary.
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Cancel Event	If you no longer plan to host this event, "Cancel Event" allows you to send a message to all users who are involved in the event, including invitees. The event will remain on your page but will be listed as cancelled.
View Event	Select this icon to switch to see what your student organization's event looks like to the public.
Submissions	You can view the event request submission(s) for this particular event.

You can also invite users to the event, review RSVPs and track attendance from this page. You will also find a link and a QR code that you can share with individuals who wish to RSVP to your event.

EVENT ATTENDANCE

TRACK ATTENDANCE

INVITATIONS & RSVPS

6  
Invitees

0  
Attended

0  
Absent

0  
Excused

ATTENDANCE URL

<https://shsu.campuslabs.com/engage/event>

COPY URL

VIEW QR CODE

Any Engage user who visits this URL within 72 hours after the event ends will be marked as "Attended" for this event.

POST EVENT FEEDBACK

SEND NOTIFICATIONS

EXPORT FEEDBACK

Event Ratings and Evaluation Questions are anonymous and only visible to the Event Organizer and users with Management permissions.

Notifications cannot be sent unless attendance has been tracked by at least one attendee. Sending notifications will only alert attendees once, whether or not they've already given feedback on the event.

0.0

No ratings have been submitted

★★★★★

5 Stars

0

4 Stars

0

3 Stars

0

2 Stars

0

1 Star

0

**Reminder:** Please read through the [Student Organization Handbook](#) to better understand how to plan and upload your student organization's event.