Common Tasks Done by Club Officers in CMS

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Adding a student to a club:

1) Sign into CMS using your RCS ID
2) Get to your club's page by clicking on the link in the bottom right corner of the screen called: Club Administrator.

3) Once there, click on where the page says Membership and select Add Member.

4) You can add individual members by entering their RIN or RCS id. If you are adding a lot of people, you can also enter them in RCS only, for right now

5) You will get a green confirmation message similar to the one below if you are successful.

Adding a new mailing list for your club:

Note: The workflow as of right is to create a group, then to create a mailing list that is tied to that group. In order to edit your mailing list once it is created, edit the group it is tied to.

1) Create a group for the mailing list:
   - Go into your club's page and then click on Add Group

   - Type in what you want your group to be named and then click add group.

   - The next step is adding people to your group. In order to do that, you have to select the group you just created from your club's homepage.

- Then click on Membership and select Add Members
- You can add students to groups using the exact interface as you would for adding them to clubs.

2) Now, you have to create a new mailing list and add the group you just created to your new mailing list.

- From your club's homepage, click on the item titled Mailing Lists.

- Click on the green plus icon to create a new mailing list.

- First, it will ask you to select a group of people to receive emails sent to this group. This will most likely be the group you made in the previous step. Second, it will give a choice of making the list Open, Closed, or Restricted:
  - Open means that **any** email address can emails to the members of the list. For example, anyone can send emails to sysadmin@union.rpi.edu and everyone on the team receives the email.
  - Closed means that only members of the list (and all of them) are able to send emails to the list.
  - Restricted means that only senders with the RCS ids you list below will be able to send to the list.
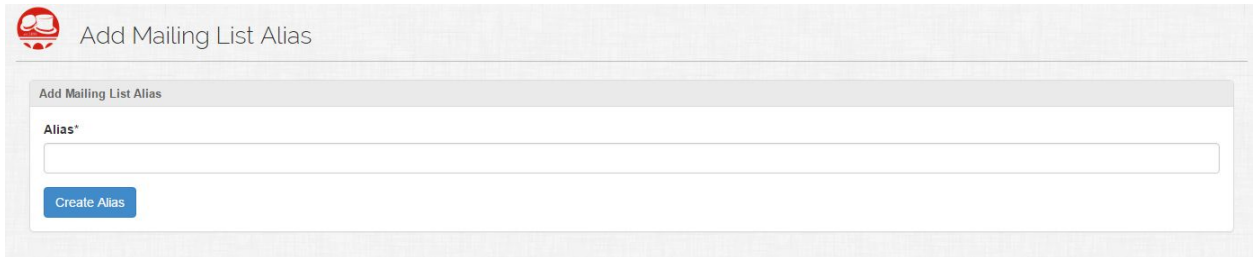

- Now you have to give your mailing list an alias. The alias is the part of the email address that comes before union.rpi.edu. For example, sysadmin is the alias for the mailing list sysadmin@union.rpi.edu

- Once you create an alias for your list, you are ready to send emails to it and they will be delivered to all members of your list.

Assigning Officers to Your Club:

- In order for a student to be assigned as an officer for a club, they need to be added as members of the club first. See page 2 for instructions on how to do that.
- From your club's homepage click on the button that says Assign Officers.

- You will see that your club's officer list is a group and you add people to it by clicking on Membership and selecting Add Member.

- You can your officers individually by RIN or RCS ID. You can add them in bulk by entering all of their RCS IDs.

- In order to give your officers titles, go back to the main page of your club and select the notepad symbol next to their name and type in what their title is.

- Put in your officer's title in the title field. The President box gives your officer a star next to their name and Treasurer box gives them a dollar bill symbol next to their name.