

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.

The screenshot shows the CMS interface for a club administrator. On the left, there are two main sections: 'Memberships' and 'Mailing Lists'. The 'Memberships' section lists several members with their roles and a 'Leave' button for each. The 'Mailing Lists' section lists various mailing lists with an 'Unsubscribe' button for each. A blue arrow points from the 'Unsubscribe' button for 'Documentation Test Group' to the 'Club Administrator' section on the right. The 'Club Administrator' section lists the clubs: 'Quiz Bowl Club', 'Polytechnic', 'Systems Administrators', 'Test Club', and 'Symphonic Band'.

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

The screenshot shows the CMS interface for a club administrator. At the top, there is a list of budgets with columns for 'Entity ID', 'Name', 'Description', and 'Actions'. Below this, there is a 'Basic Information' section for the club. The 'Membership' dropdown menu is open, showing options: 'Add Member', 'Add External Member', and 'Export Membership'. A blue arrow labeled '1' points to the 'Membership' dropdown menu, and another blue arrow labeled '2' points to the 'Add Member' option.

- 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


Add Member to Test Club

Add Single Member

RCS ID or RIN*

Title*

Member

Tags

☐ President

☐ Treasurer


Add member

Add Members in Bulk

RCSID's, one per line*

Add Members

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


Test Club

Anthony Barbieri was added to Test Club.

Burdets

Name	Actions
Test Club FY 2006 (New Budget 1154534773) (Draft)	Edit Copy Modify Delete
Test Club FY 2008 (New Budget 1149864991 Copy 2006-06-09 10:57:33 349669-04 Copy 2006-06-09 10:57:54 776164-04) (Draft)	Edit Copy Modify Delete
Test Club FY 2005 (Steve's test) (Draft)	Edit Copy Modify Delete
Test Club FY 2005 (Two Years Old Copy 2005-11-02 09:29:27 906-05) (Draft)	Edit Copy Modify Delete
Test Club FY 2005 (Marcus' Test Budget asfddf) (Draft)	Edit Copy Modify Delete
Test Club FY 2004 (Historical)	Review Copy
Test Club FY 2005 (Historical)	Review Copy
Test Club FY 2006 (Martha's Test Budget) (Draft)	Edit Copy Modify Delete
Test Club FY 2006 (Sale-ing club) (Draft)	Edit Copy Modify Delete
Test Club FY 2005 (Default Budget2) (Draft)	Edit Copy Modify Delete

Actions

[Web Portal](#)
[Mailing Lists](#)
[Exit](#)
[Delete](#)
[Add Group](#)
[Membership](#)
[Assign Officers](#)

Officers

★ [David Raab](#)(Super Documentation Admin)

Groups

Documentation Test Group

View Mailing Lists

Test Club Officers

No Mailing Lists

Basic Information

Entity ID
9

Name
Test Club

Description
This club was created for testing purposes only. Please ignore.

Organization Type
General Clubs

FOAPAL Fund
123456

FOAPAL Org
1000

Union Recognized
No

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

The screenshot shows the 'Test Club' page. At the top, there's a header with the club name and a logo. Below it, there's a 'Budgets' section with a table of budgets. To the right of the budgets is an 'Actions' column with buttons like 'Edit', 'Copy', 'Modify', and 'Delete'. Below the budgets is an 'Actions' bar with buttons: 'Web Portal', 'Mailing Lists', 'Add', 'Delete', 'Add Group', 'Membership', and 'Assign Officers'. Below that is an 'Officers' section showing 'David Raab(Super Documentation Admin)'. Below the officers is a 'Groups' section with three groups: 'Documentation Test Group', 'Test Club Officers', and 'Testing'. Each group has a 'View Mailing Lists' button. A blue arrow points to the 'Add Group' button in the 'Actions' bar. To the right of the groups is a 'Basic Information' section with fields for 'Entity ID', 'Name', 'Description', 'Organization Type', 'FOAPAL Fund', 'FOAPAL Org', 'Union Recognized', 'Election Term', and 'None'.

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

The screenshot shows the 'Add Group to Test Club' page. It has a header with the club name and logo. Below it is a form with a 'Group Name' field containing 'Documentation Test Group' and an 'Add group' button.

- 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.

The screenshot shows the 'Test Club' page. It has a header with the club name and logo. Below it is an 'Officers' section showing 'David Raab(Super Documentation Admin)'. Below the officers is a 'Groups' section with three groups: 'Documentation Test Group', 'Test Club Officers', and 'Testing'. Each group has a 'View Mailing Lists' button. A blue box highlights the 'Documentation Test Group' and a blue arrow points to it. To the right of the groups is a 'Basic Information' section with fields for 'Name', 'Description', 'Organization Type', 'FOAPAL Fund', 'FOAPAL Org', 'Union Recognized', 'Election Term', and 'None'.

- 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.

Add Member to Documentation Test Group

Add Single Member

RCS ID or RIN*

Add member

Add Members in Bulk

RCS IDs, one per line*

Add members

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.

Budgets

Name	Actions
Test Club FY 2006 (New Budget 1154534773) (Draft)	Edit Copy Modify Delete
Test Club FY 2008 (New Budget 1149864991 Copy 2006-06-09 10:57:33 349669-04 Copy 2006-06-09 10:57:54 776164-04) (Draft)	Edit Copy Modify Delete
Test Club FY 2005 (Steve's test) (Draft)	Edit Copy Modify Delete
Test Club FY 2005 (Two Years Old Copy 2005-11-02 09:29:27 906-05) (Draft)	Edit Copy Modify Delete
Test Club FY 2005 (Marcus' Test Budget asfddsf) (Draft)	Edit Copy Modify Delete
Test Club FY 2004 (Historical)	Review Copy
Test Club FY 2005 (Historical)	Review Copy
Test Club FY 2006 (Martinez' Test Budget) (Draft)	Edit Copy Modify Delete
Test Club FY 2006 (Salem's club) (Draft)	Edit Copy Modify Delete
Test Club FY 2006 (Default Budget2) (Draft)	Edit Copy Modify Delete

Actions

Web Portal Mailing Lists Delete Add Group Membership Assign Officers

Officers

Test Club Dash/Super Documentation Admin

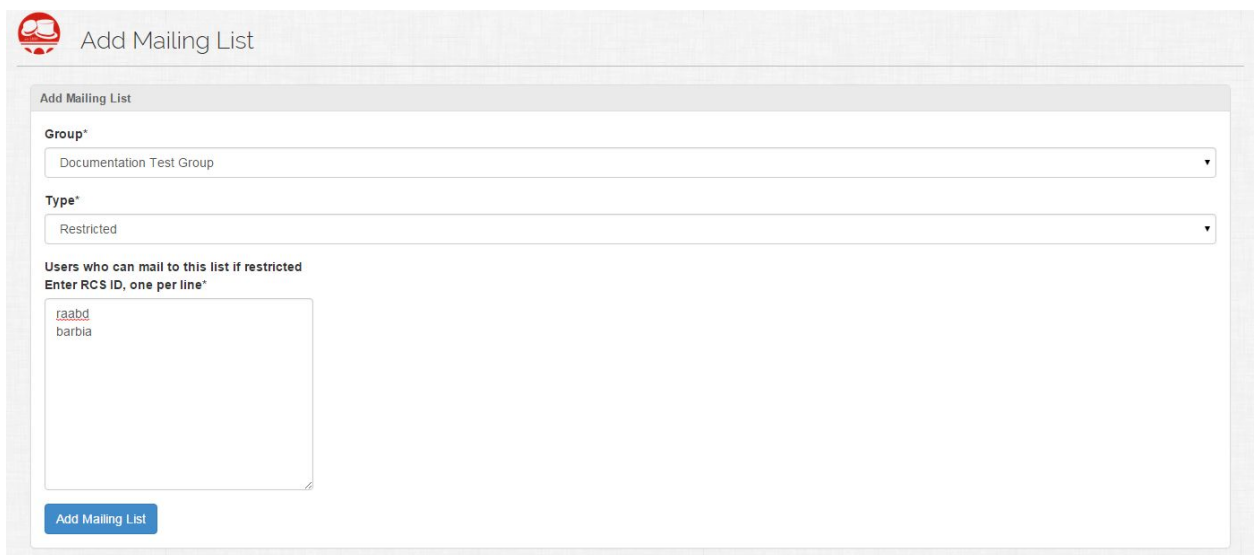
Basic Information

Entity ID
9
Name
Test Club
Description
This club was created for testing purposes only. Please ignore.

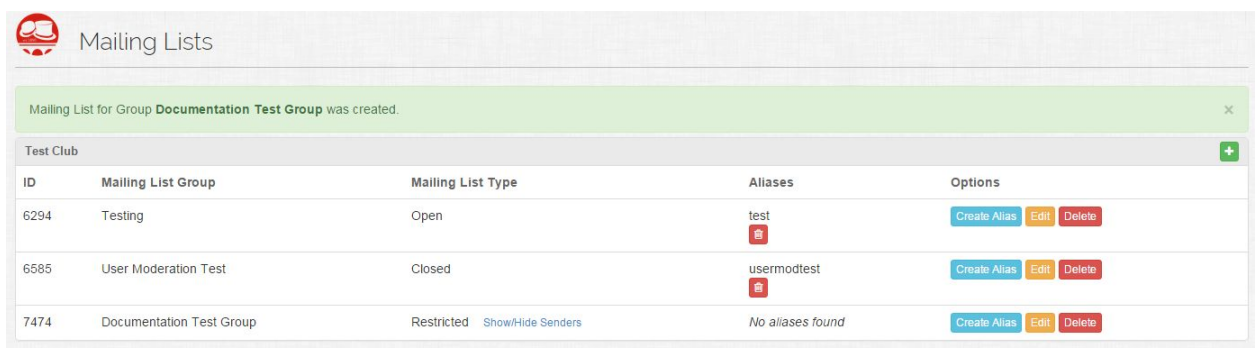
- Click on the green plus icon to create a new mailing list.

ID	Mailing List Group	Mailing List Type	Aliases	Options
6294	Testing	Open	test	Create Alias Edit Delete
6585	User Moderation Test	Closed	usermodtest	Create Alias Edit Delete

- 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 email 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.

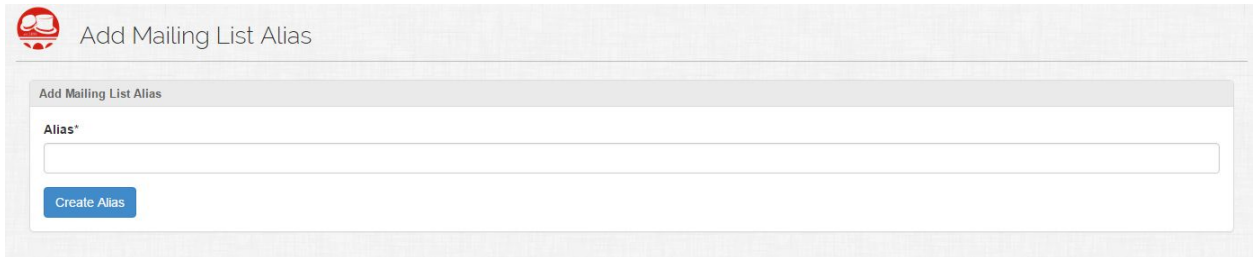


- Now you have to give your mailing list an alias. The alias is the part of the email address that comes before union.rpi.edu. For example, sysadmin is the alias for the mailing list sysadmin@union.rpi.edu



ID	Mailing List Group	Mailing List Type	Aliases	Options
6294	Testing	Open	test	Create Alias Edit Delete
6585	User Moderation Test	Closed	usermodtest	Create Alias Edit Delete
7474	Documentation Test Group	Restricted Show/Hide Senders	No aliases found	Create Alias Edit Delete

- 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.



The screenshot shows a web interface for adding a mailing list alias. At the top left is a red circular icon with a white speech bubble. To its right is the title 'Add Mailing List Alias'. Below this is a light gray box containing the form. Inside the box, the title 'Add Mailing List Alias' is repeated. Below the title is a label 'Alias*' followed by a large, empty text input field. At the bottom left of the form is a blue button with the text 'Create Alias'.

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.

The screenshot shows the 'Test Club' homepage. At the top, there's a header with the club name and a logo. Below it, there's a 'Budgets' section with a table listing various budgets and their actions (Edit, Copy, Modify, Delete). A blue arrow points to the 'Assign Officers' button in the 'Actions' section. Below the 'Actions' section, there's an 'Officers' section showing a list of officers, including 'David Raab'.

- 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.

The screenshot shows the 'Test Club Officers' page. It features a 'Members' section with a list of members, including 'David Raab'. A blue box highlights the 'Membership' dropdown menu, which includes options like 'Add Member', 'Add External Member', and 'Export Membership'. To the right, there's a 'Basic Information' section with details about the club, including its name, description, and organization type.

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


Add Member to Test Club Officers

Add Single Member

RCS ID or RIN*

Add member

Add Members in Bulk

RCS IDs, one per line*

Add members

- 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.

Budgets

Name	Actions
Test Club FY 2006 (New Budget 1154534773) (Draft)	Edit Copy Modify Delete
Test Club FY 2008 (New Budget 1149864991 Copy 2006-06-09 10:57:33.349669-04 Copy 2006-06-09 10:57:54.776164-04) (Draft)	Edit Copy Modify Delete
Test Club FY 2005 (Steve's test) (Draft)	Edit Copy Modify Delete
Test Club FY 2005 (Two Years Old Copy 2005-11-02 09:29:27.906-05) (Draft)	Edit Copy Modify Delete
Test Club FY 2005 (Marcus' Test Budget asfdds) (Draft)	Edit Copy Modify Delete
Test Club FY 2004 (Historical)	Review Copy
Test Club FY 2005 (Historical)	Review Copy
Test Club FY 2006 (Martha's Test Budget) (Draft)	Edit Copy Modify Delete
Test Club FY 2006 (Sale-ing club) (Draft)	Edit Copy Modify Delete
Test Club FY 2005 (Default Budget2) (Draft)	Edit Copy Modify Delete

Actions

[Web Portal](#)
[Mailing Lists](#)
[Exit](#)
[Delete](#)
[Add Group](#)
[Membership -](#)
[Assign Officers](#)

Officers

★ David Raab(Super Documentation Admin)

Groups

Documentation Test Group

Basic Information

Entity ID
9

Name
Test Club

Description
This club was created for testing purposes only. Please ignore.

Organization Type
General Clubs

FOAPAL Fund
123456

FOAPAL Org
1000

- 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.