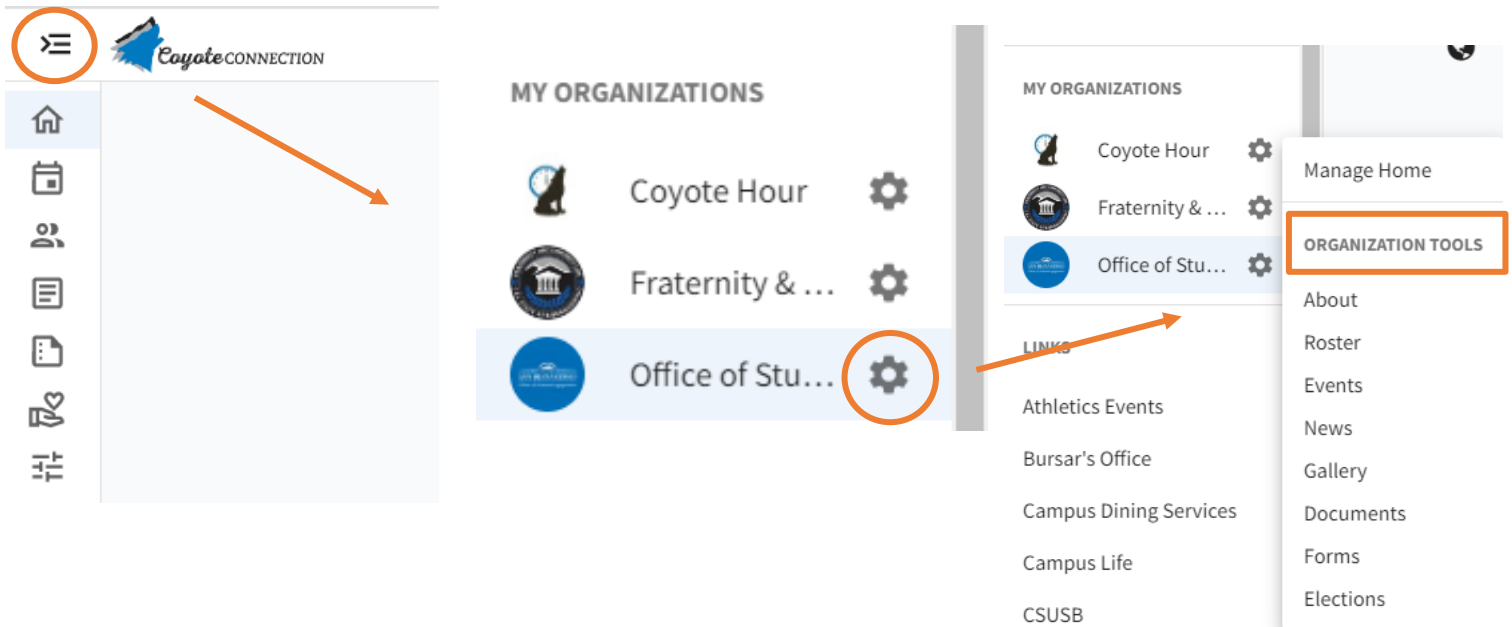


Organization Tool Menu Introduction

The **Organization Tool Menu** allows you to create and manage content for your organization. Access the Org Tool Menu by selecting your organization under *My Memberships* of the home page and then selecting *Manage Organization*.



Click the hamburger menu icon located to the top left of your screen to open the dropdown menu. Then, navigate to your organization bubble and select the gear icon to open your 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.

You may see one of the following tools depending on what role you are assigned in your organization.

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 Document 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!