

Engage Guides:

Managing the “About” Section



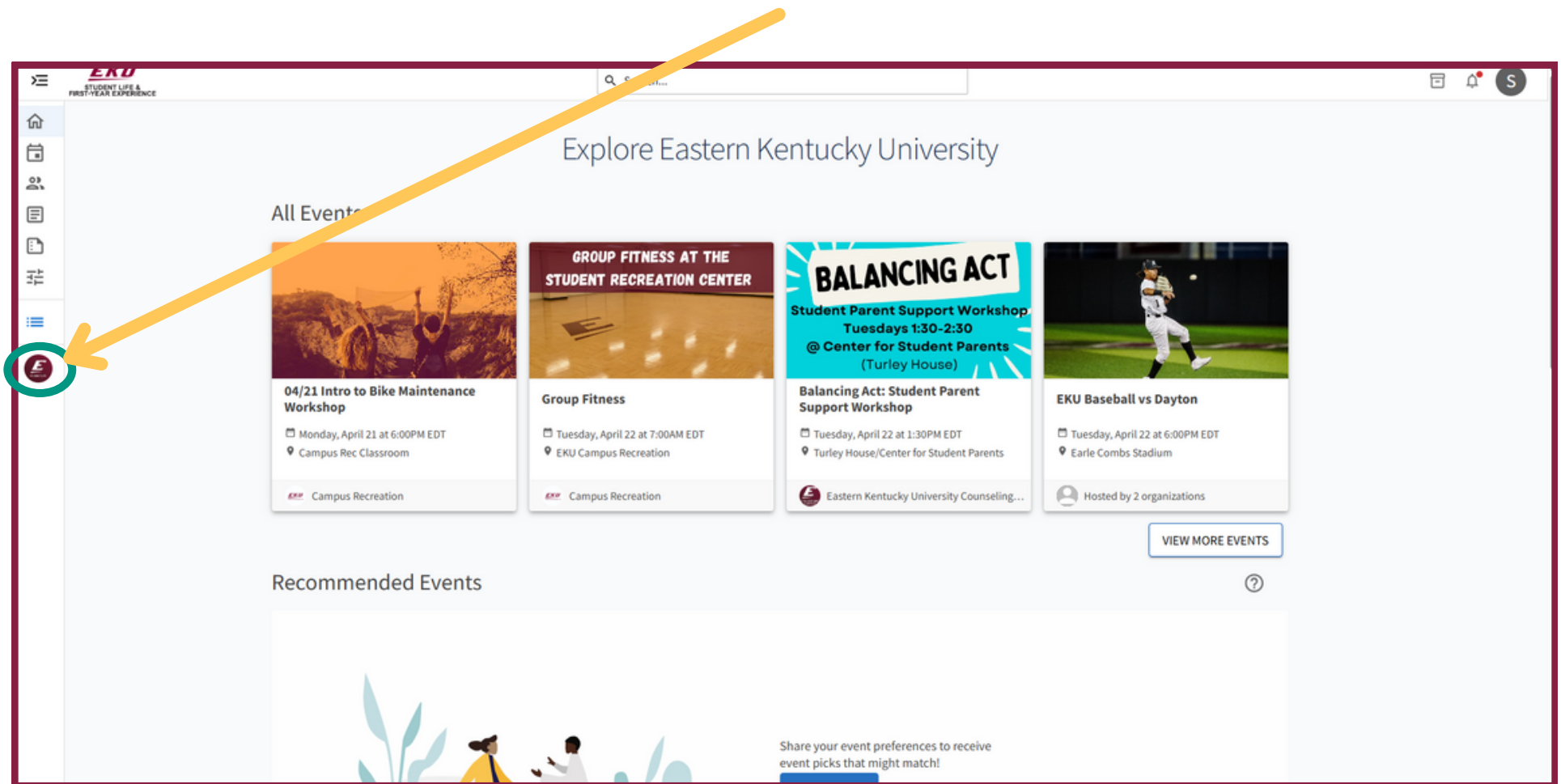
Student Life & First-Year Experience

Table of Contents:

Navigating to the Managing the About This Organization Page	3-5
Organization Details:	6-7
• Summary	6
• Full Description	7
Contact Information	8
External Websites & Social Media	9
Additional Information	10

Step 1:

Find the organization you wish to manage from the left-side menu on your screen.



Step 2:

Click your org's icon to open the management tab for your organization.

Explore Eastern Kentucky University

All Events

04/21 Intro to Bike Maintenance Workshop
Monday, April 21 at 6:00PM EDT
Campus Rec Classroom
Campus Recreation

GROUP FITNESS AT THE STUDENT RECREATION CENTER
Group Fitness
Tuesday, April 22 at 7:00AM EDT
EKU Campus Recreation
Campus Recreation

BALANCING ACT
Student Parent Support Workshop
Tuesdays 1:30-2:30
@ Center for Student Parents (Turley House)
Balancing Act: Student Parent Support Workshop
Tuesday, April 22 at 1:30PM EDT
Turley House/Center for Student Parents
Eastern Kentucky University Counseling...

EKU Baseball vs Dayton
Tuesday, April 22 at 6:00PM EDT
Earle Combs Stadium
Hosted by 2 organizations

[VIEW MORE EVENTS](#)

Recommended Events

Share your event preferences to receive event picks that might match!

Step 3:

Click the "About" button in the management tab.

The screenshot shows the Eastern Kentucky University (EKU) Student Life & First-Year Experience management interface. The sidebar on the left contains a navigation menu with the following items: Manage Home, ORGANIZATION TOOLS, About, Roster, Events, News, Gallery, Documents, Forms, and Elections. The 'About' option is highlighted with a green circle and a yellow arrow. The main content area is titled 'Explore Eastern Kentucky University' and displays 'All Events'. There are four event cards visible:

- 04/21 Intro to Bike Maintenance Workshop**: Monday, April 21 at 6:00PM EDT, Campus Rec Classroom, Campus Recreation.
- GROUP FITNESS AT THE STUDENT RECREATION CENTER**: Tuesday, April 22 at 7:00AM EDT, ECU Campus Recreation, Campus Recreation.
- BALANCING ACT Student Parent Support Workshop**: Tuesdays 1:30-2:30, @ Center for Student Parents (Turley House), Tuesday, April 22 at 1:30PM EDT, Turley House/Center for Student Parents, Eastern Kentucky University Counseling...
- EKU Baseball vs Dayton**: Tuesday, April 22 at 6:00PM EDT, Earle Combs Stadium, Hosted by 2 organizations.

Below the events is a 'Recommended Events' section with a placeholder image and a prompt to share event preferences to receive event picks that might match! A 'VIEW MORE EVENTS' button is located below the event cards.

Organization Details - Summary:

The "Summary" section allows you to update your organization's tagline.

Organization Details

Description

-1 characters remaining

*Summary (Displays on the Organization Directory)

The mission of Student Life & First-Year Experience is to enhance the quality of life of Eastern Kentucky University students by supporting the University's commitment to the academic success and holistic development of every Colonel. Our goal is to fo...

Full Description

↶ ↷

B *I* U ✂ 📄 🗑

☰ ☰ ☰ 🔗 🌐

This is the Engage site for EKU Student Life & First-Year Experience. Use this site to get messages about upcoming events on campus. You can call 859-622-3855 or email studentlife@eku.edu with questions.

Tip: If you create a link to a YouTube or Vimeo video in your description, it will embed the video at the location of your link.

Profile Picture

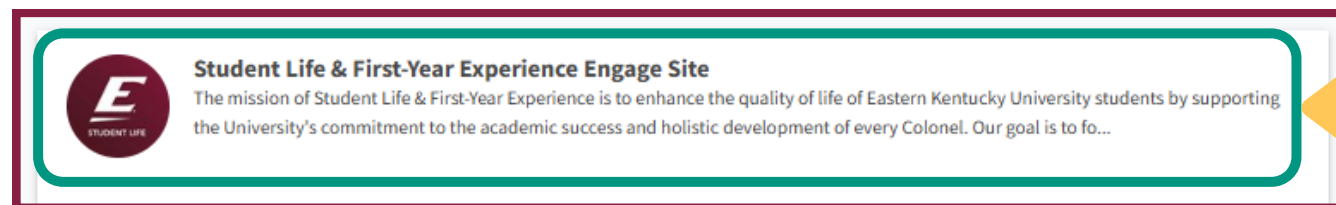


DELETE IMAGE

Upload a new image:

Choose File

No file chos



This is the public facing view of what the "Summary" section looks like.

Organization Details - Full Description:

The "Full Description" section allows you to update your org's biography.

Organization Details

Description

-1 characters remaining

*Summary (Displays on the Organization Directory)

The mission of Student Life & First-Year Experience is to enhance the quality of life of Eastern Kentucky University students by supporting the University's commitment to the academic success and holistic development of every Colonel. Our goal is to fo...

Profile Picture



DELETE IMAGE

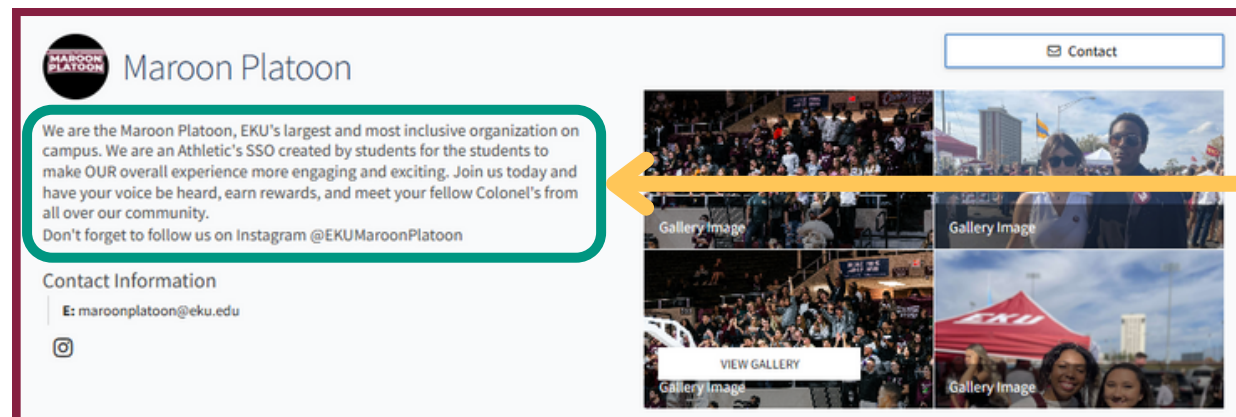
Upload a new image:
 No file chosen

Full Description



This is the Engage site for EKU Student Life & First-Year Experience. Use this site to get messages about upcoming events on campus. You can call 859-622-3855 or email studentlife@eku.edu with questions.

Tip: If you create a link to a YouTube or Vimeo video in your description, it will embed the video at the location of your link.



This is the public facing view of what the "Full Description" section looks like.

Contact Information:

The "Contact Information" section allows you to add ways for people to reach out to your organization.

Contact Information

Please note that the information you enter into the contact fields below will be displayed on your organization's public profile page and visible to anyone in or outside of your community.

In order to avoid potential spam or solicitation messages, you may wish to consider publishing a shared organization address, phone number, or email address rather than using your personal contact information.

Address

Street Address
225 Park Drive

Street Address Line 2
Powell Student Center, 152

City
Richmond

State/Province
KY

ZIP/Postal Code
40475

Country
United States

Phone and Fax

Phone Number
859-622-3855

Extension

Fax Number

Email

Email
studentlife@eku.edu

The "Address" section is where you can list your organization's mailing address.

The "Phone and Fax" section allows you to add your organization's phone and/or fax numbers.

The "Email" section is where you can add your organization's e-mail address.

Maroon Platoon

We are the Maroon Platoon, EKU's largest and most inclusive organization on campus. We are an Athletic's SSO created by students for the students to make OUR overall experience more engaging and exciting. Join us today and have your voice be heard, earn rewards, and meet your fellow Colonel's from all over our community. Don't forget to follow us on Instagram @EKUMaroonPlatoon

Contact Information
E: maroonplatoon@eku.edu

VIEW GALLERY

This is the public facing view of where the contact information is displayed.

External Websites & Social Media:

The "External Websites" section is where you can add a link for your organization's website.

External Websites

External Organization Website
<https://www.eku.edu/student-life-and-first-year-experience/>

The "Social Media" section allows you to add links for your organization's social media profiles.

Social Media

Facebook Page URL https://www.facebook.com/EKUOSL/	Twitter Username ekustudentlife
YouTube Page URL https://www.youtube.com/@ekustudentlifefirst-yearex8062/videos	Vimeo Page URL
Flickr Page URL	Instagram Page URL https://www.instagram.com/ekustudentlife/
TikTok Username @ekustudentlife	LinkedIn Page URL
Pinterest Page URL	Tumblr Page URL

Maroon Platoon

We are the Maroon Platoon, EKU's largest and most inclusive organization on campus. We are an Athletic's SSO created by students for the students to make OUR overall experience more engaging and exciting. Join us today and have your voice be heard, earn rewards, and meet your fellow Colonel's from all over our community.
Don't forget to follow us on Instagram @EKUMaroonPlatoon

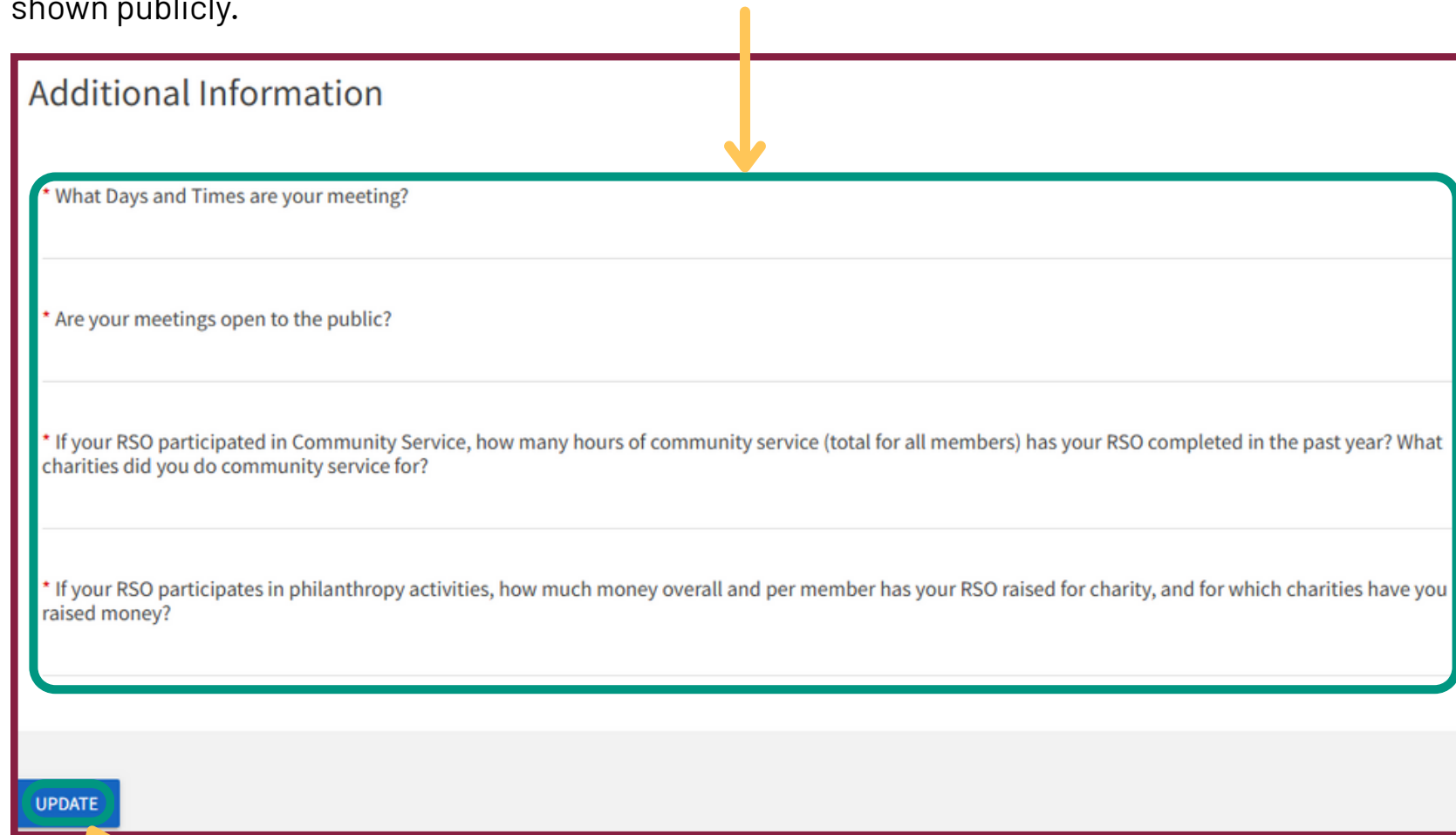
Contact Information
E: maroonplatoon@eku.edu

VIEW GALLERY

This is the public facing view of where the links for your organization's social media profiles are displayed.

Additional Information:

The “Additional Information” section allows you to add meeting information for your organization and enter an estimate of community service & philanthropy hours you all completed in the past year. This information is not shown publicly.



The screenshot shows a form titled "Additional Information" with a teal border. Inside the form, there are four text input fields, each preceded by a red asterisk. The first field is labeled "What Days and Times are your meeting?". The second field is labeled "Are your meetings open to the public?". The third field is labeled "If your RSO participated in Community Service, how many hours of community service (total for all members) has your RSO completed in the past year? What charities did you do community service for?". The fourth field is labeled "If your RSO participates in philanthropy activities, how much money overall and per member has your RSO raised for charity, and for which charities have you raised money?". At the bottom left of the form, there is a blue button with the word "UPDATE" in white. An orange arrow points from the top of the form area down to the first text input field.

Additional Information

* What Days and Times are your meeting?

* Are your meetings open to the public?

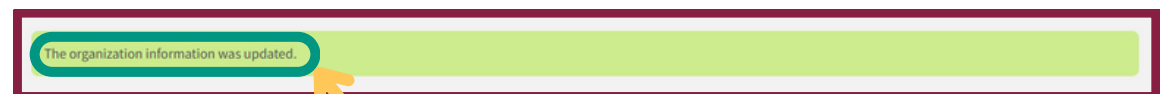
* If your RSO participated in Community Service, how many hours of community service (total for all members) has your RSO completed in the past year? What charities did you do community service for?

* If your RSO participates in philanthropy activities, how much money overall and per member has your RSO raised for charity, and for which charities have you raised money?

UPDATE



To save any changes made to your organization's Engage profile, click the blue “Update” button.



After your changes have been saved, this confirmation message will appear at the top of your screen.

Have Questions? Need More Help?

Feel free to give us a call or send us an email!

(859) 622-3855 | studentlife@eku.edu



Student Life & First-Year Experience