

Let's Talk About...

SBEngaged

SBENGAGED OVERVIEW:

HOW TO USE SBENGAGED TO ITS BEST POTENTIAL

**STUDENT
ENGAGEMENT
& ACTIVITIES**

   @SBEngaged

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WHAT IS

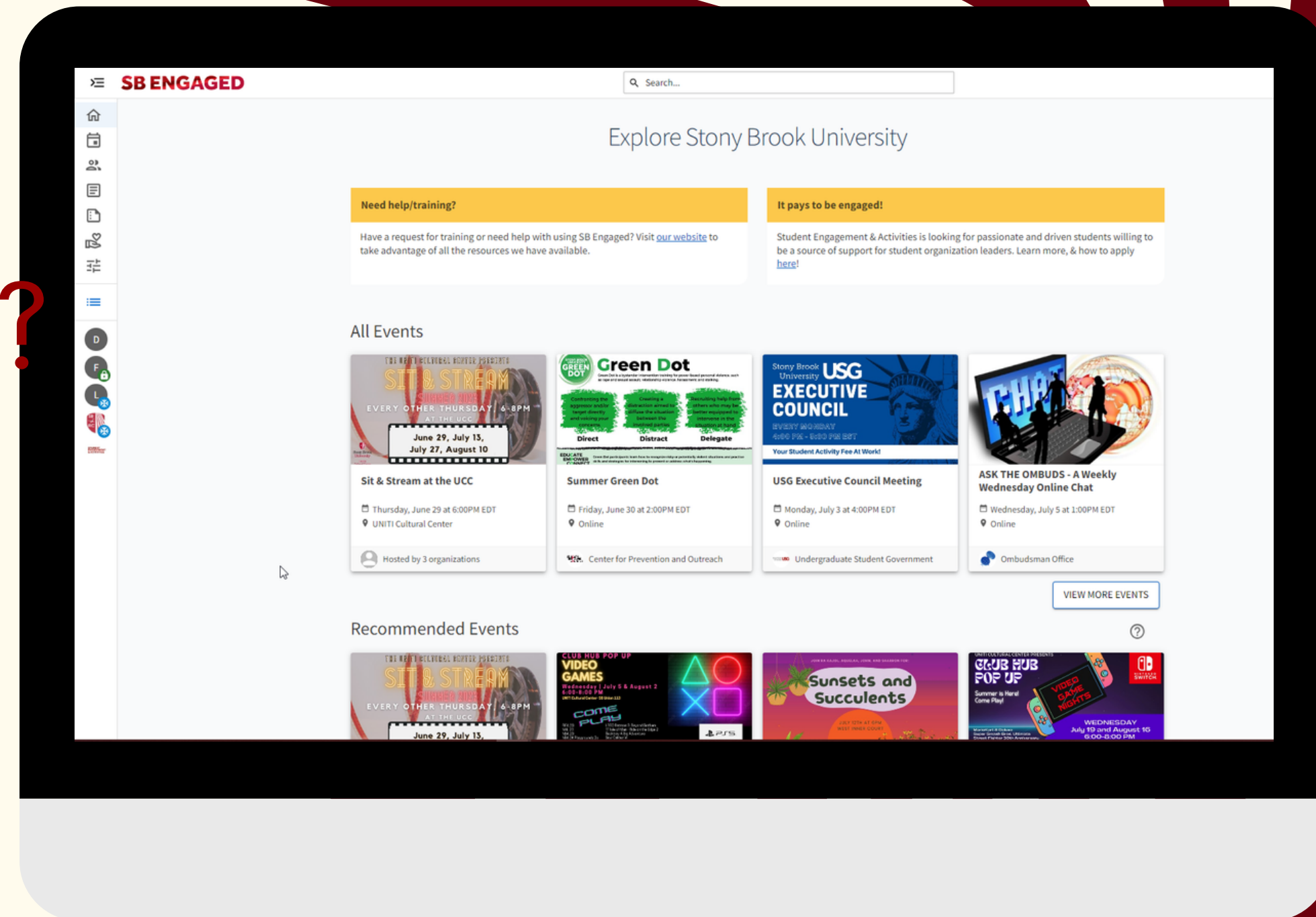
SBEEngaged?

SBEEngaged is the online platform where all of our recognized student organizations and campus departments have pages on campus to promote their events and meetings.

WHAT CAN

SBEEngaged do for me?

- Explore campus organizations and departments
- Find and RSVP to meetings and events
- Track and manage student involvement
- Stay informed with news



Lets Check Out...

Navigating

A series of horizontal stripes in light grey, cream, and red colors, separating the top text from the bottom text.

SBEEngaged

Understanding Your Account

Your account can be customized to your preferences. Depending on your involvement, you have certain access points. To log into SBEEngaged, use your NetID and Password. Let's first check out our account.

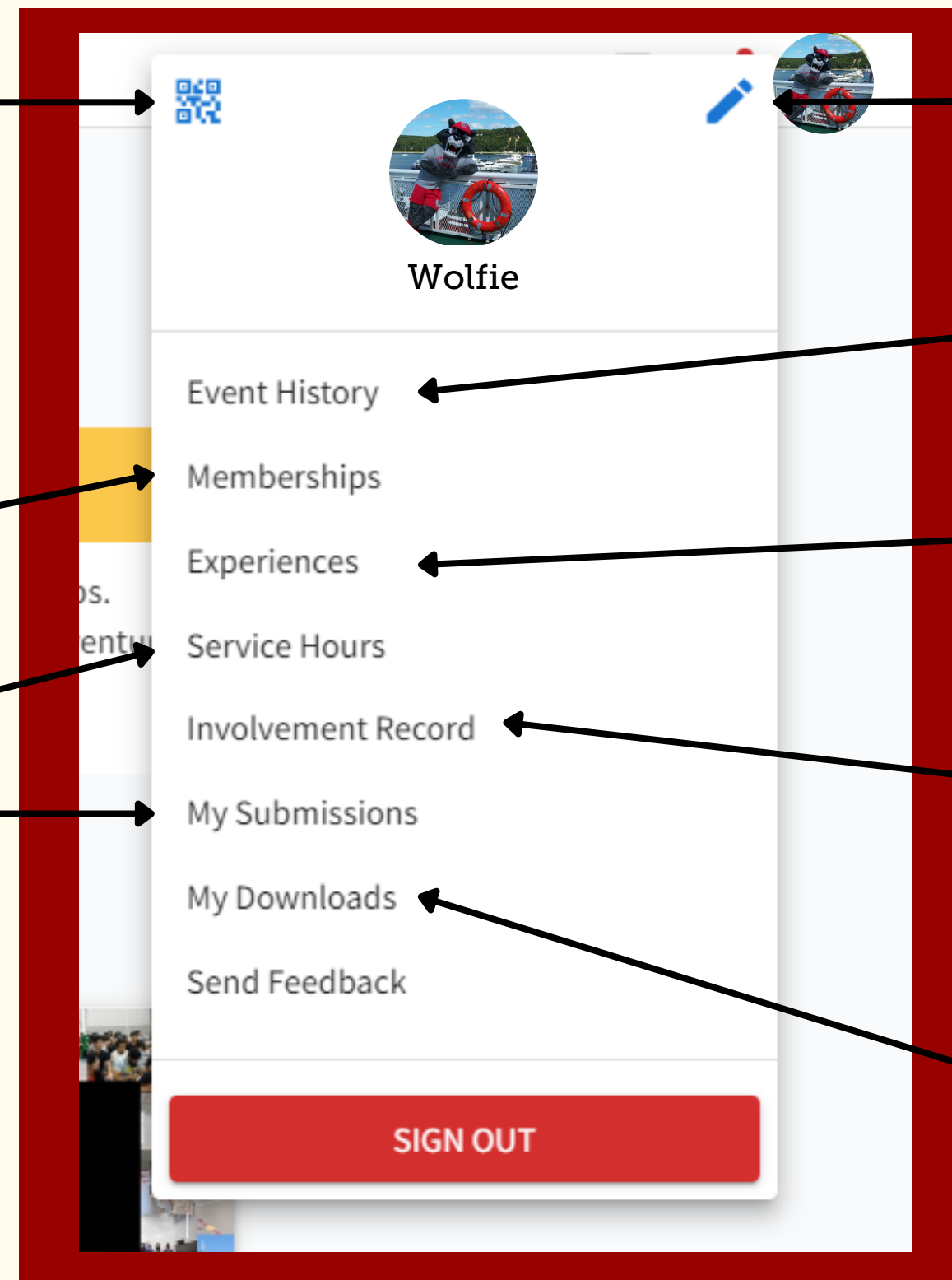
To find your account, click the right hand corner of SBEEngaged -- this can be your initial of your first name or a photo!

Your **Event Pass** is a unique code that allows you to quickly check-in to events happening on campus. On Corq, you can save this pass to your mobile wallet for easy access.

Memberships houses your past and current memberships in organizations. You can also view positions held in the organizations which you have held/hold a role in. You can write reflections about the group or choose to leave the organization.

Use the **Service Hours** feature to submit hours on behalf of your organizations membership or requirements.

Access your form **submissions** at any time, whether they are in progress, awaiting approval, or already decided upon.



Your **Account Settings** can be edited using the Pencil Icon

In the **Event History**, you can see events you've attended and checked into. You can also add reflections about your experience attending.

Experiences houses all of the events you have attended that have an attached Experience Category.

Involvement Record highlights your out-of-classroom experiences such as events attended, organization in which you have joined or held positions, and self-reported experiences you have submitted. This can be used to showcase your leadership experience.

My **Downloads** is the tool where you can find all tracked attendance records or any other reports that you might need for your organization.

FINDING

Events ON Campus

MAKE SURE YOU ARE SIGNED INTO SBENGAGED USING YOUR NETID & PASSWORD -- THIS WILL ALLOW YOU TO SEE A FULL LIST OF EVENTS. GO TO THE LEFT HAND MENU AND CLICK ON THE CALENDAR ICON TO SEE ALL EVENTS.

The screenshot shows the SB Engaged website interface. At the top left is the 'SB ENGAGED' logo and a search bar. A left-hand navigation menu includes icons for home, calendar, and user profile. The main content area is titled 'Events' and features a filter sidebar on the left with sections for 'Dates' (Today, Tomorrow, This Weekend, Ending After), 'Online' (checkbox), 'Themes' (dropdown), 'Categories' (dropdown), and 'Perks' (dropdown). The main event list displays several cards, including 'USG Executive Council Meeting', 'ASK THE OMBUDS - A Weekly Wednesday Online Chat', 'Sunsets and Succulents', 'Sit & Stream at the UCC', and 'USG Executive Council Meeting'. A 'SHOW PAST EVENTS' link is visible in the top right of the event list area.

By default, the current week's events will be displayed but you can click on any date on the calendar or jump to a different week

You can filter events by certain themes or categories to narrow down your search

Filtering by Perks allows you to see events that have free food, free stuff or the option to receive credit.

Click on the event to see the date, time, location and any additional information or to RSVP. If you RSVP for the event, reminders will be sent to you to make sure you've planned the time to attend.

FINDING

Organizations ON Campus

CLICK ON THE PEOPLE ICON ON THE LEFT-SIDE MENU TO ACCESS STUDENT ORGANIZATIONS AND CAMPUS DEPARTMENTS ON CAMPUS. FILTERING BY CATEGORY CAN HELP NARROW YOUR SEARCH OR SEARCH A KEYWORD TO FIND GROUPS THAT MATCH YOUR INTEREST.

SB ENGAGED

Search...

Organizations

Search Organizations

Categories

Select categories

REGISTER AN ORGANIZATION

- AAPI Mentorship Network**
The AAPI Mentorship Network @ SBU was established to connect Stony Brook University's Asian, Asian American, and Pacific Islander students to faculty and staff mentors.
- Academic and Transfer Advising Services**
Advises sophomores, juniors, seniors, and second bachelor degree students in the College of Arts & Sciences, College of Business, School of Journalism and School of Marine and Atmospheric Sciences.
- Academic Success and Tutoring Center**
We offer free academic support services for undergraduate students including one-on-one and small group course-based tutoring, one-on-one skill-based tutoring, and peer assisted learning (Supplemental Instruction). www.stonybrook.edu/tutoring
- Actors Conservatory**
Actors Conservatory is a group of students at Stony Brook University dedicated to creating a diverse, collaborative community for students to express themselves and their creativity through any and all aspects of theatre.
- Afghan Student Organization (ASO)**
Afghan Student Organization aims to provide an inclusive environment to celebrate the rich cultural heritage of Afghanistan.

Categories:

- Academic/ Honor Society
- Activism/Advocacy
- Campus Department
- Community Awareness/Service
- Cultural
- Fraternities & Sororities
- Graduate
- Leisure Activities
- Media
- Performance
- Religious/Spiritual
- Sports

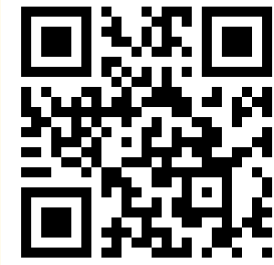
Choose an organization to view contact information, upcoming events & more!

STAY INFORMED: ONLY JOIN RECOGNIZED ORGANIZATIONS
Check SBEngaged for up to date organizations status & recognition. Organizations not found on SBEngaged have not been approved by the University

SBEEngaged ON THE GO WITH **Corq!**

THE CORQ APP ALLOWS YOU TO ACCESS ALL THE GREAT FEATURES OF SBENGAGED FROM YOUR MOBILE DEVICE!

1 SEARCH UP CORQ IN YOUR PHONES APP STORE OR SCAN THE QR CODE



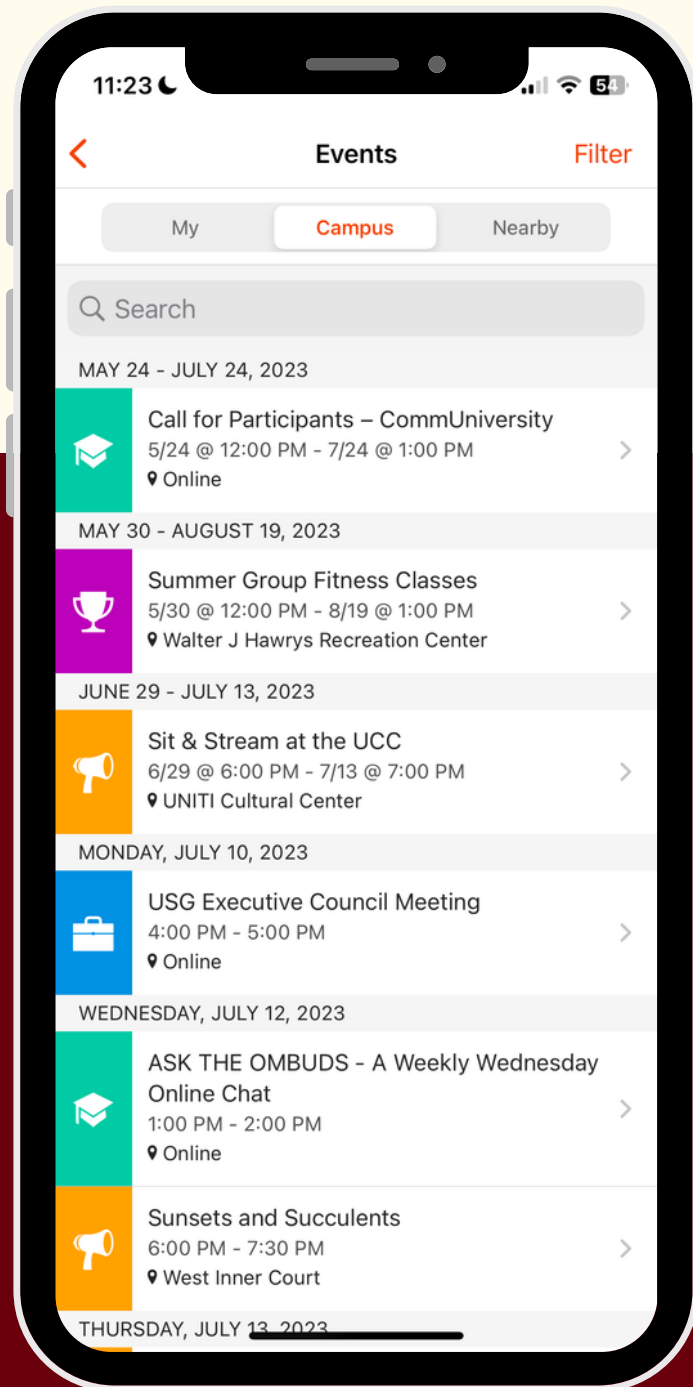
2 SELECT "SIGN IN TO YOUR CAMPUS" & SELECT STONY BROOK UNIVERSITY.

It's important to be signed in to view all events

FIND Events

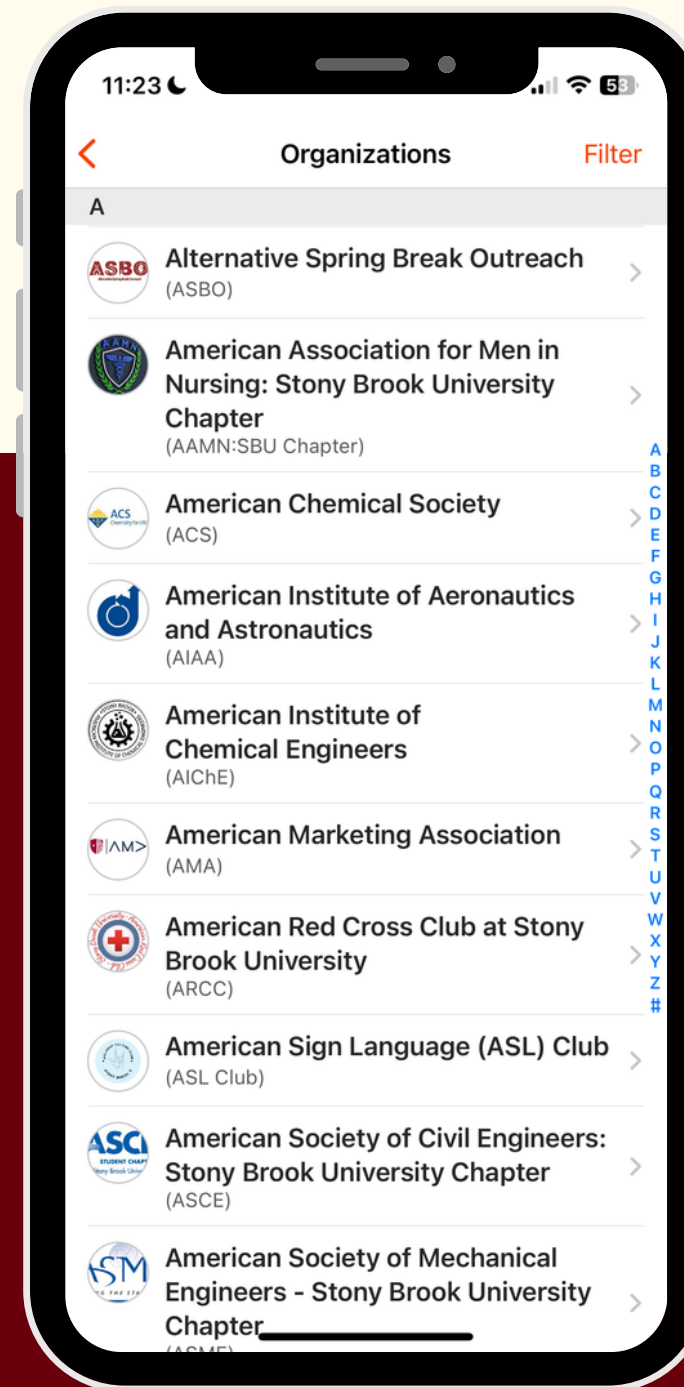
Browse through the upcoming events & even filter based on distance from your location, perks, event theme, or category!

After finding the event you're interested in, clicking on the event will allow you to see additional details. From here you can choose to add it to your calendar, find the location of the event, share with event with others or even RSVP.



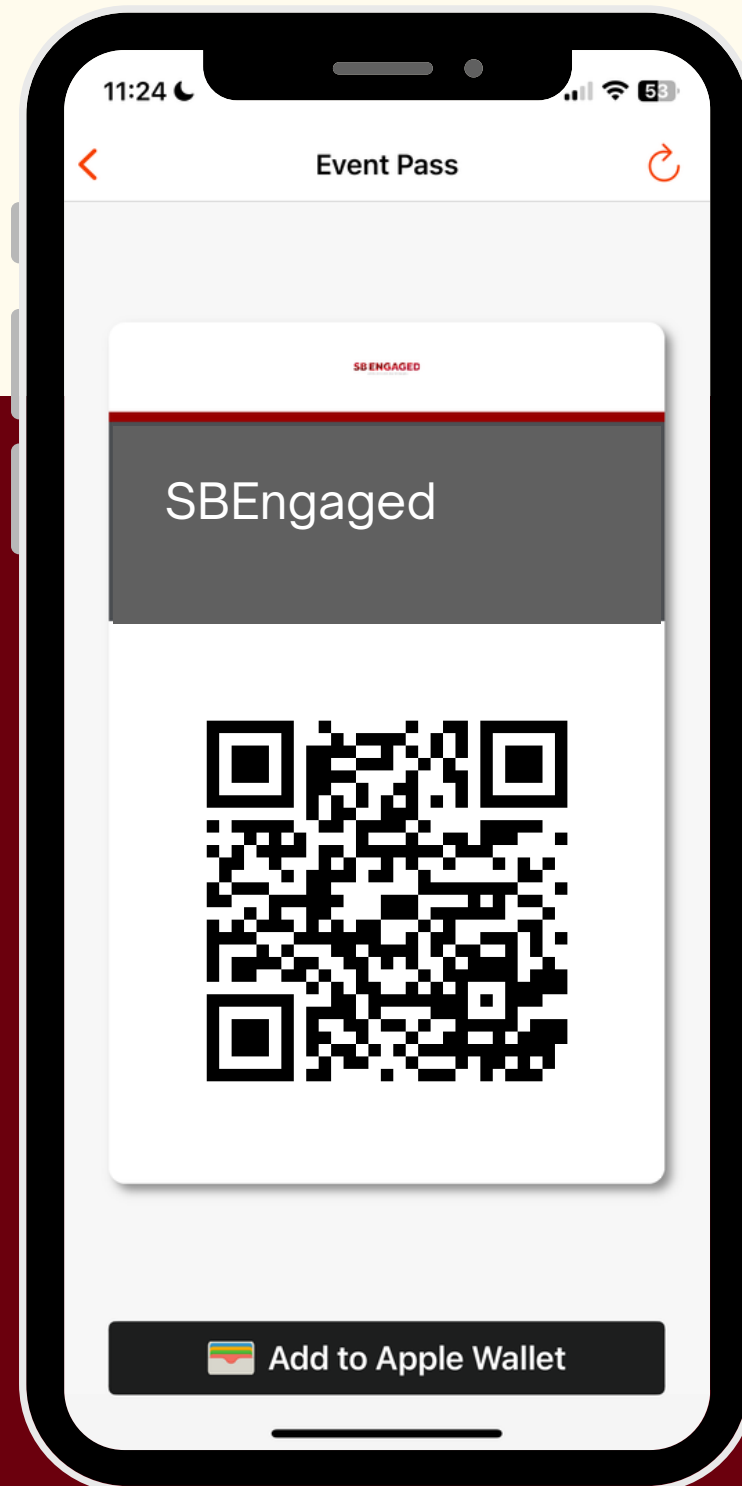
FIND Organizations

Click on "Organizations" for a comprehensive list & select "Filter" to narrow it down. Choose an organization to view contact information, upcoming events, and more!



THE Event Pass ON CORQ

YOUR EVENT PASS IS A UNIQUE CODE THAT ALLOWS YOU TO QUICKLY CHECK-IN TO EVENTS HAPPENING ON CAMPUS



1

Open CORQ app & sign in

2

Go to account profile & select event pass

3

Add the apps to your Apple Wallet or Android Pay. These options make it easier to access your Event Pass at a later date. You can also choose to take a screenshot of your pass or print it.

4

Once you've decided on how to store your Event Pass get out there and attend an event.

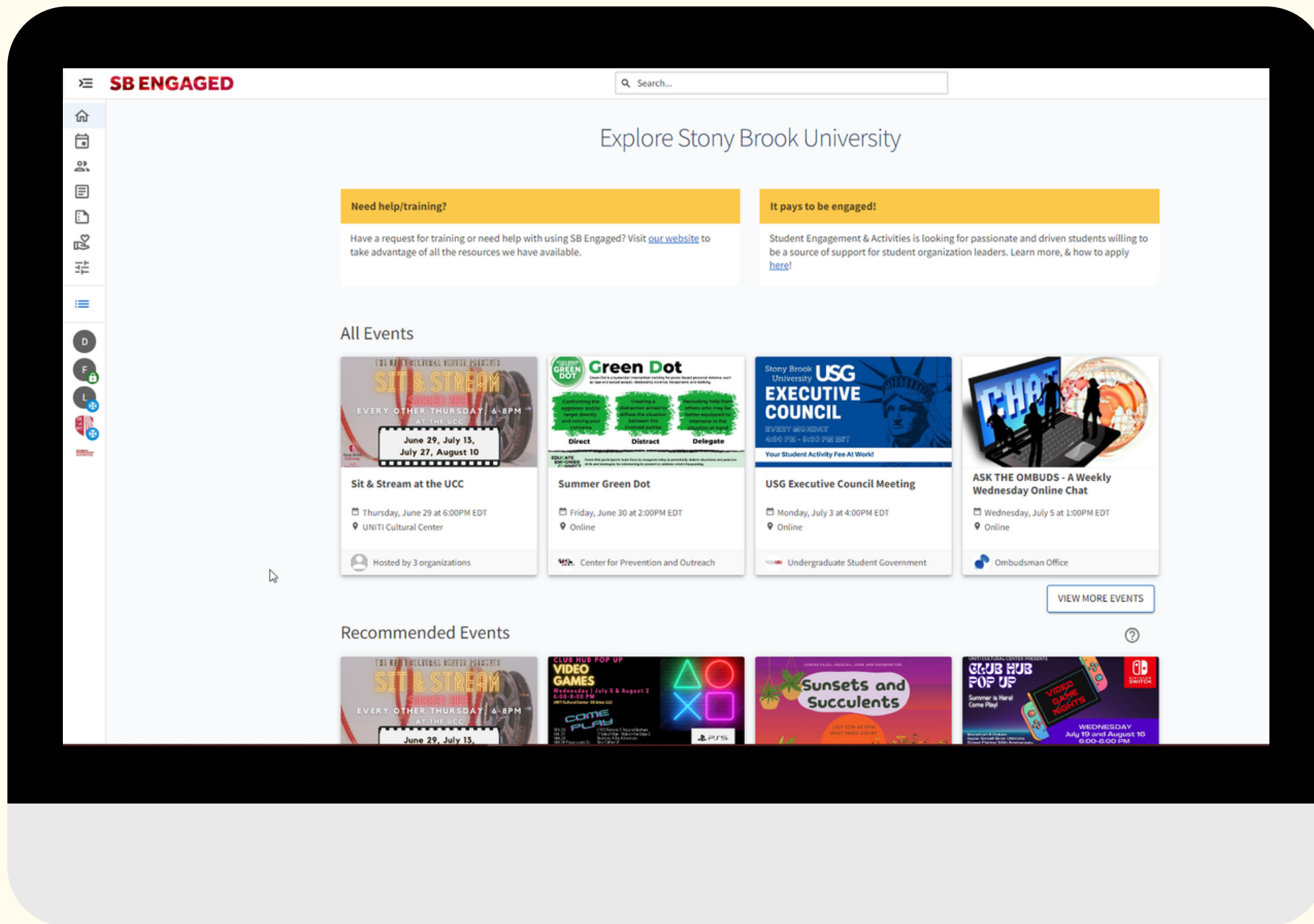
Let's Talk About...

SBEEngaged Management

For Position Holders

WHAT CAN

SBEngaged do for my organization?



- House documents and forms for your organizations
- Manage and promote your upcoming programs and meetings
- Stay up to date with important information shared
- Showcase information and accomplishments about your your organization in "News"
- Build membership for your organization

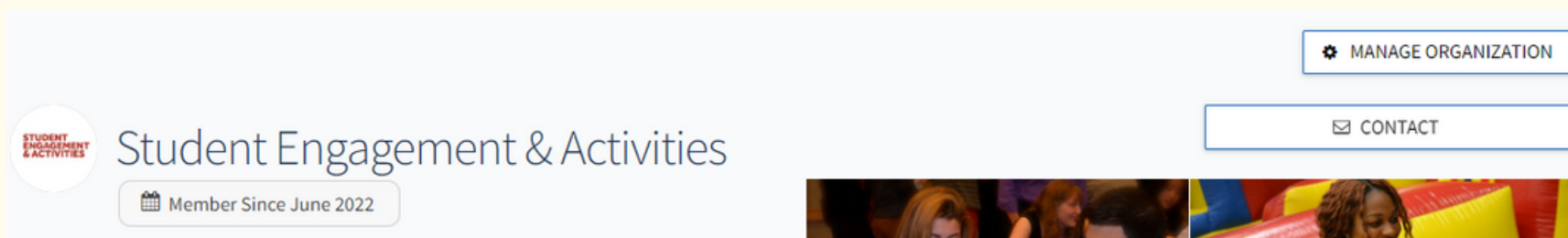
Manage Access

FOR YOUR

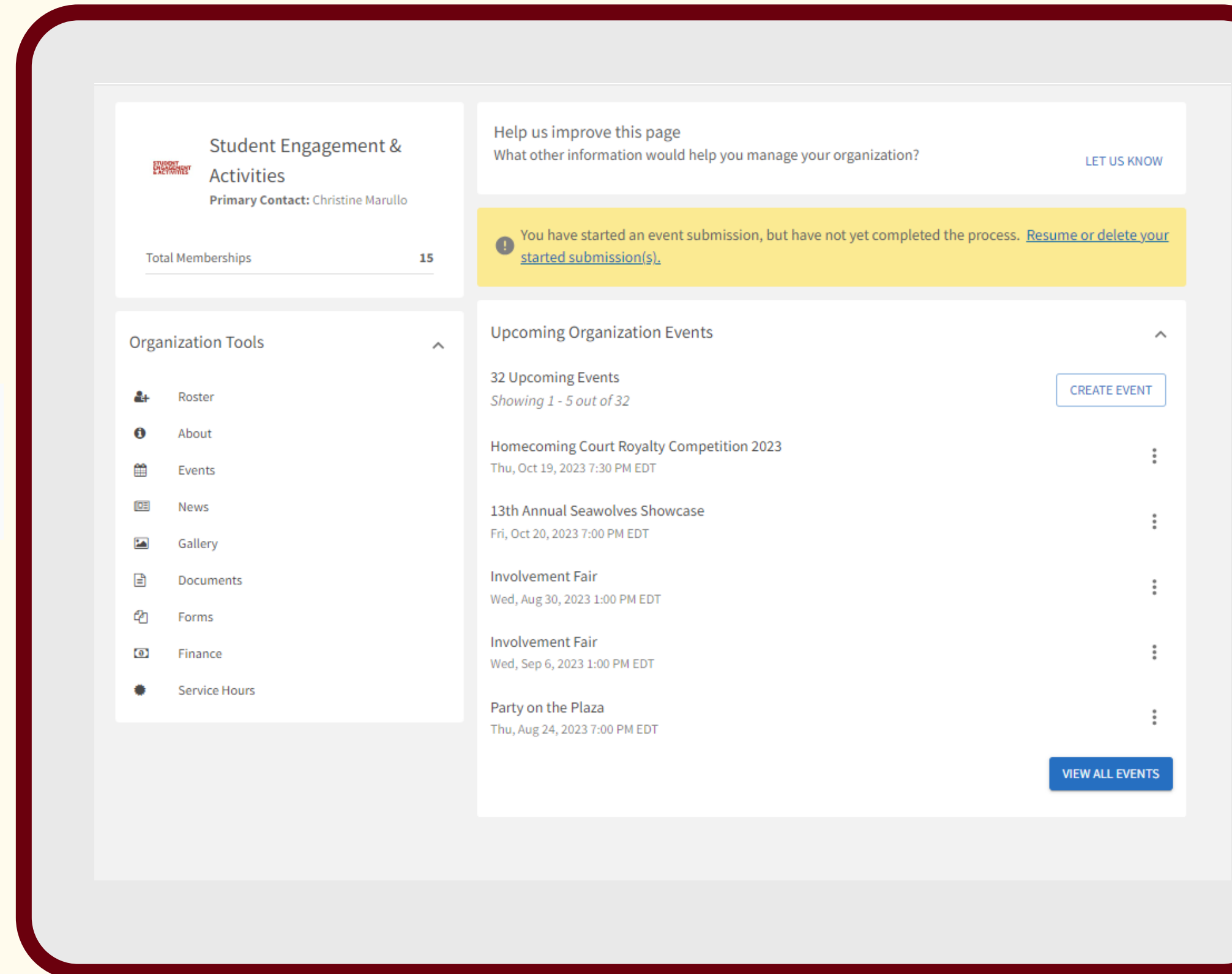
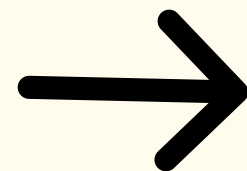
Groups Page

As a position holder in an organization, you have more access than others. When you accept a position for your organization, you are given management access. Depending on the position you have your access to functions may vary.

1. Log into SBEngaged
2. Click on your organization by going to the "My Organizations" section of your home page



3. Click on "Manage Organization" in the right corner above "Contact"
4. Your page should look like this



How To USE MY Organization's Page

LETS LOOK AT WHAT YOU ACCESS YOU HAVE IN MANAGING YOUR SBENGAGED PAGE

This area shows the name of the organization you are in "Manage" mode for, the primary contact, and your current membership total.

This is your organization toolbox section. We'll go in depth what each function does. If you are a position holder, your toolbox section will have all the areas you have access to, whether it is just a viewable mode or full access to adding or editing items.

Student Engagement & Activities
Primary Contact: Christine Marullo
Total Memberships 15

Help us improve this page
What other information would help you manage your organization? [LET US KNOW](#)

You have started an event submission, but have not yet completed the process. [Resume or delete your started submission\(s\)](#).

Organization Tools

- Roster
- About
- Events
- News
- Gallery
- Documents
- Forms
- Finance
- Service Hours

Upcoming Organization Events

32 Upcoming Events
Showing 1 - 5 out of 32 [CREATE EVENT](#)

Homecoming Court Royalty Competition 2023
Thu, Oct 19, 2023 7:30 PM EDT

13th Annual Seawolves Showcase
Fri, Oct 20, 2023 7:00 PM EDT

Involvement Fair
Wed, Aug 30, 2023 1:00 PM EDT

Involvement Fair
Wed, Sep 6, 2023 1:00 PM EDT

Party on the Plaza
Thu, Aug 24, 2023 7:00 PM EDT

[VIEW ALL EVENTS](#)

See, create, and edit events in real time by viewing all approved events for your organization.

How To USE MY Organization's Page

YOUR ORGANIZATION TOOLS SECTION

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

In the **About** Section, you can update your information about your clubs profile, summary, contact information and social media links.

The **Event** tool allows you to create and manage your organization's events, including inviting attendees, tracking, participation or changing an events details.

Create **News** articles for your groups by clicking on the news tab to create an article promoting your organization.

ORGANIZATION TOOLS

About

Roster

Events

News

Gallery

Documents

Forms

Elections

Finance

Service Hours

Upload photos to the **Gallery** to create a more visually appealing Organization Homepage. Gallery photos are showcased at the top of your organizations home page

In the **Documents** feature you are allowed to create a shared storage space for important organizational files. You can share files publicly or only with certain members or officers within your organization.

Use **Forms** to move any of your organizations paper forms into SBEngaged. Use forms for application, sign ups, interest forms and more.

Use the **Elections** tab to create elections for your organization, either for the entire community to vote on, or exclusive to your members.

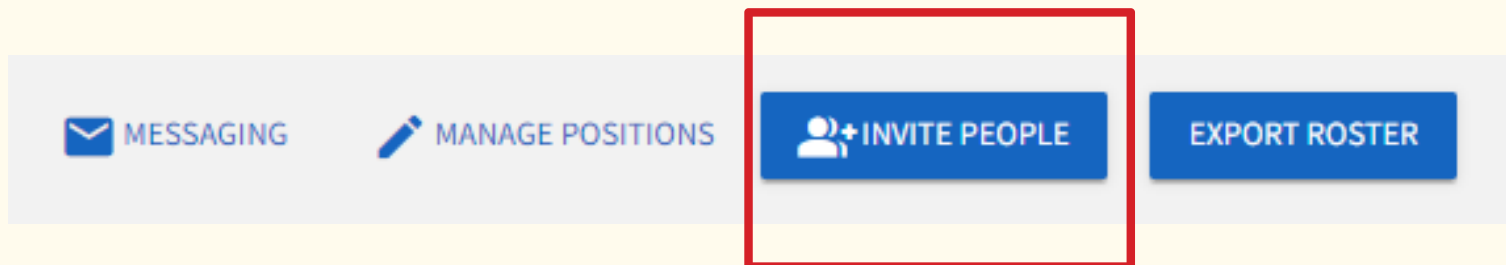
We currently do not use this feature

Use **Service Hours** feature to submit hours on behalf of your organization or approve members hours.

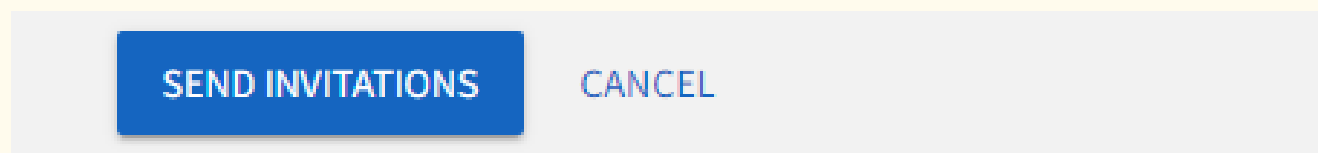
Roster Management

AFTER CLICKING MANAGE ORGANIZATION, CLICK ROSTER TO ACCESS ACCEPTING, INVITING AND APPOINTING POSITIONS IN YOUR ORGANIZATION

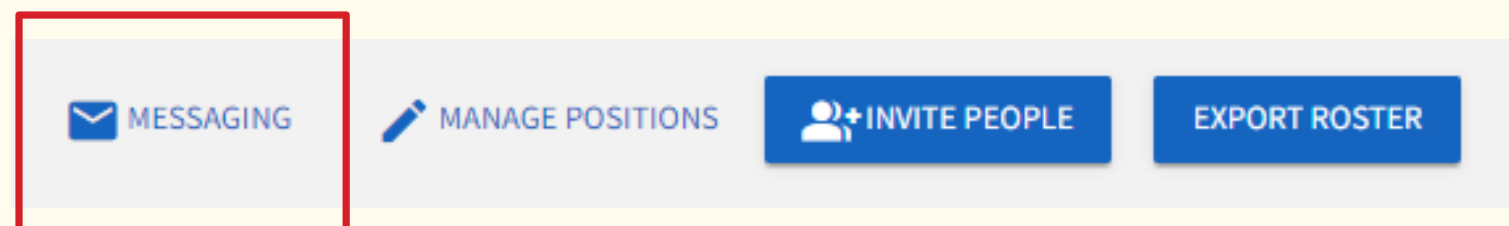
Adding Members



1. Add members by selecting "Invite People" from the Top Right Section
2. Add members by SBU email addresses in the text box. Separate emails by line. Press "Add email address" when you are done and then "Send Invitations" in Blue.



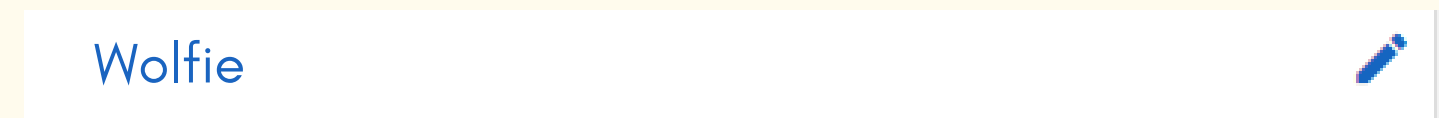
Contact Members



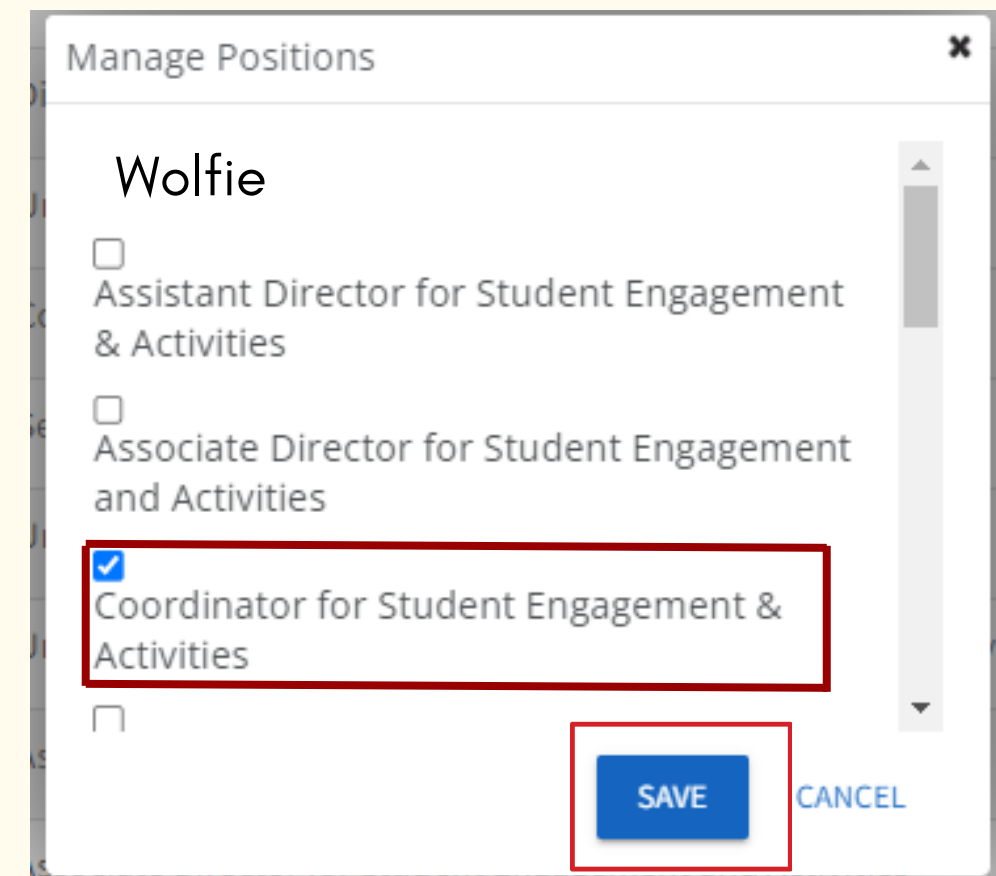
1. Select "Messaging" and click "Create Relay"
2. Create Message and then click "Generate"

Update Officer Positions

1. Find the officer and click the pencil next to their name



2. Select the updated position and press save.



CreateEvents

THERE ARE TWO WAYS TO CREATE EVENTS.

Student Engagement & Activities
Primary Contact: Christine Marullo

Total Memberships **15**

Organization Tools

- Roster
- About
- Events
- News
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- Documents
- Forms
- Finance

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Wed, Sep 6, 2023 1:00 PM EDT

Click the "Events" tab to open the events page. The "Create Event" button is in blue on the right side of the page to start the event form.

Create and access the event form in a breeze by clicking "Create Event" on your organizations management page.

Remember: Student organizations cannot advertise for events without an approval on SBEngaged.

Accessing Your **Approved Event**

AFTER AN EVENT IS APPROVED, YOU HAVE MANY FEATURES TO USE. CLICK ON YOUR EVENT AND CLICK **MANAGE EVENT** IN THE RIGHT CORNER TO VIEW THE FOLLOWING.

View all basic **Event Details** of your event by seeing the image, host organization, title, date, location and time. Visible in this view is the status of your event, who can see your event (visibility) and RSVP settings.

Need to change something in your event form? Click **Change Details** to resubmit your form for approval.

Cancelling an event on SBEEngaged will alert all who RSVP of the cancellation. Student organizations: Please let your program advisor know about the cancellation as well.

Turn on **Event Rating** in your Event form to gain feedback on how successful your event is!

[CHANGE DETAILS](#) [CANCEL EVENT](#)

The screenshot shows the event management interface for an event titled "Involvement Fair". At the top, there are two buttons: "CHANGE DETAILS" and "CANCEL EVENT". Below this is the "Event Details" section, which includes a featured image of the event, the title "Involvement Fair", and key information: Host Organization (Student Engagement & Activities), Location (SAC Plaza), Begins (Wednesday, September 06, 2023 at 1:00 PM EDT), and Ends (Friday, September 08, 2023 at 2:30 PM EDT). There is also an "Event Rating" section showing a 0.0 rating with five stars. Below the event details are three tabs: "STATUS" (Approved), "VISIBILITY" (The Public), and "RSVP SETTING" (Anyone). The "EVENT ATTENDANCE" section shows 7 Invitees, 0 Attended, 0 Absent, and 0 Excused. There are two main buttons: "TRACK ATTENDANCE" and "INVITATIONS & RSVPS". Below these are two rows of information: "ACCESS CODE" (K83MRD3) with a "COPY" button and a link to visit the Swipe URL; and "ATTENDANCE URL" (http://stonybrook.campuslabs.com/engag) with "COPY URL" and "VIEW QR CODE" buttons. A note at the bottom of the attendance URL section states: "Any Engage user who visits this URL within 72 hours after the event ends will be marked as 'Attended' for this event."

"Event Attendance" has information for tracking and inviting participants at your event.

Forgot to scan Event Passes, upload spreadsheet attendance here to **track attendance**.

View invitations and invite people by clicking this button.

This is your **access code** to Campus Labs Mobile Check In App!