LINK TO GET INVOLVED

Cougar Link

Utilizing News, Rosters, Galleries and Documents for Your Organization

COUGARLINK

http://cougarlink.kean.edu

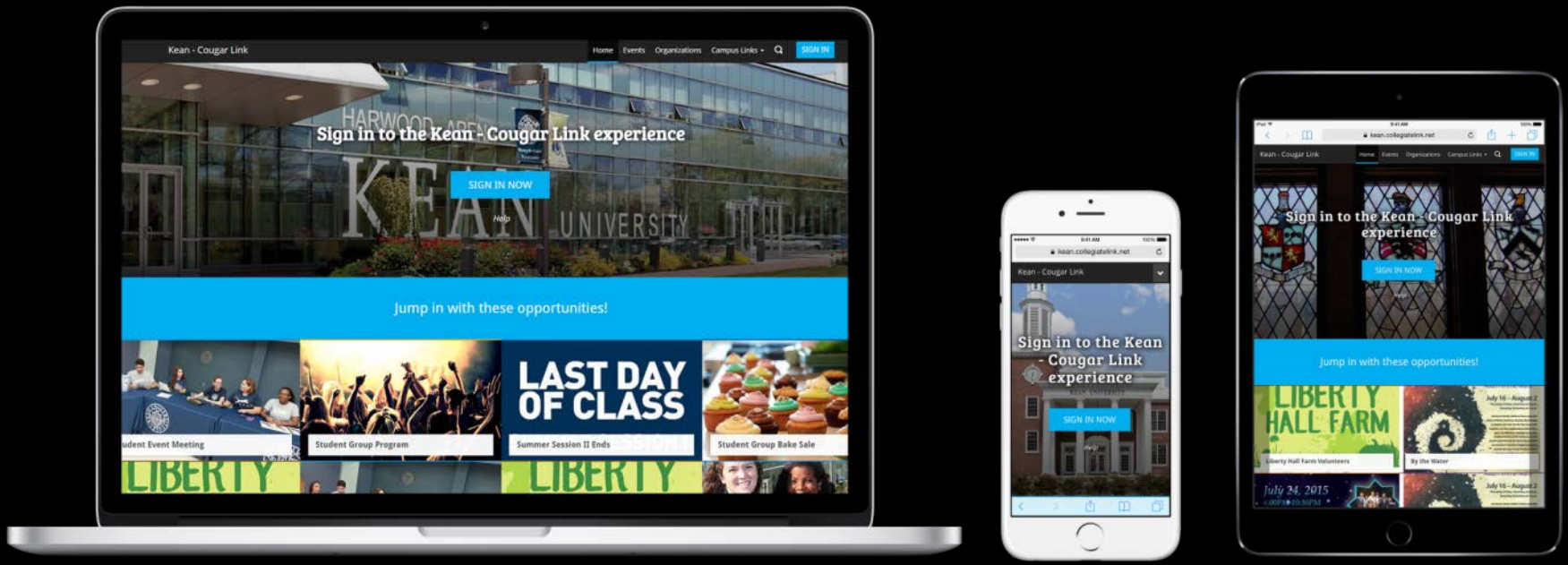
Updated 7/27/15

Cougar Link:

Utilizing News, Rosters, Galleries and Documents for Your Organization

1. Redesigned Cougar Link
2. Cougar Link Homepage
3. Signing In to Cougar Link and Logged In View
4. Navigating To Your Organization's Page
5. Leader View: Organization Page
6. Organization Administration: News
7. Organization Administration: Roster & Messaging
8. Organization Administration: Gallery
9. Organization Administration: Documents

Responsive Design



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Public View

COUGAR LINK HOMEPAGE

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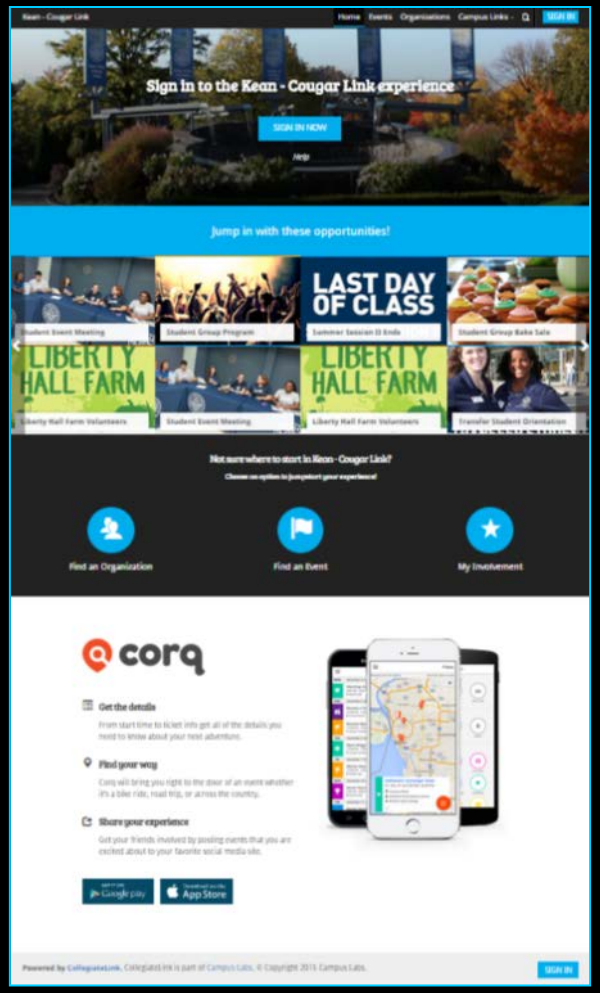
Cougar Link Homepage



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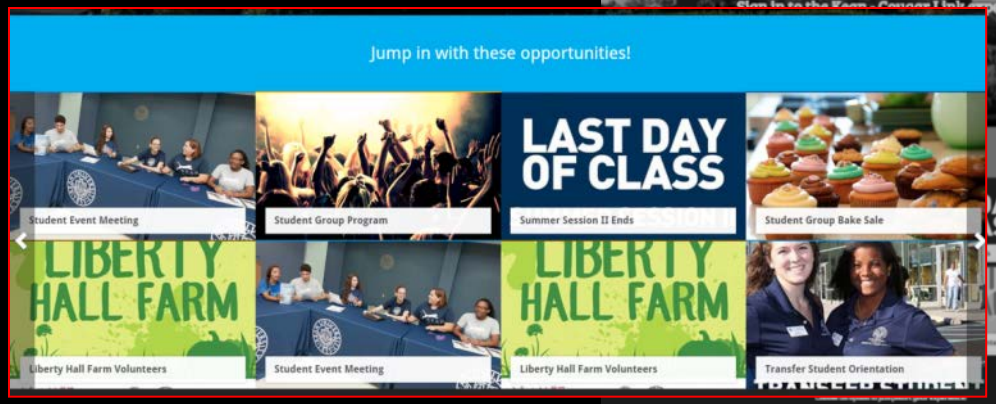
Cougar Link Homepage

OPPORTUNITY BOARD



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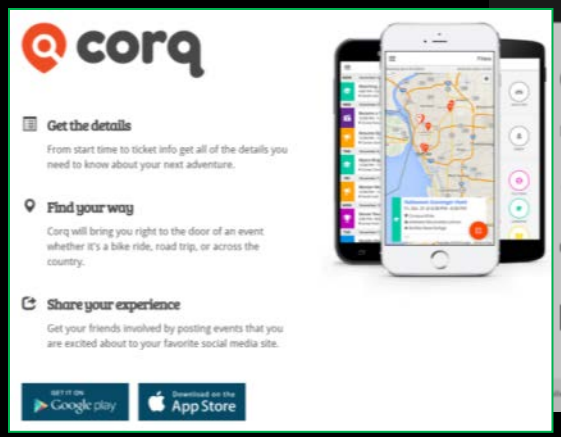

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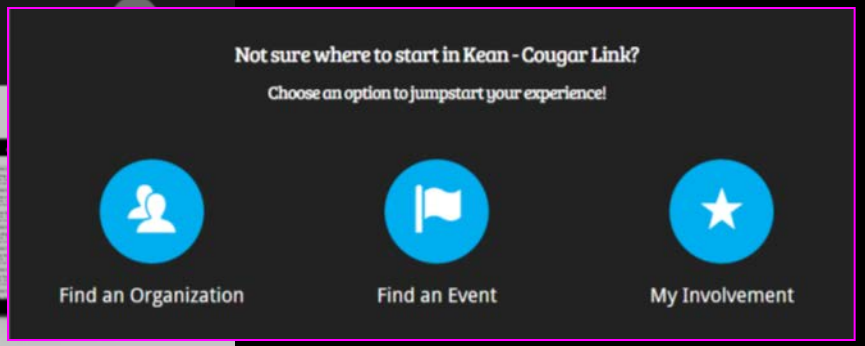

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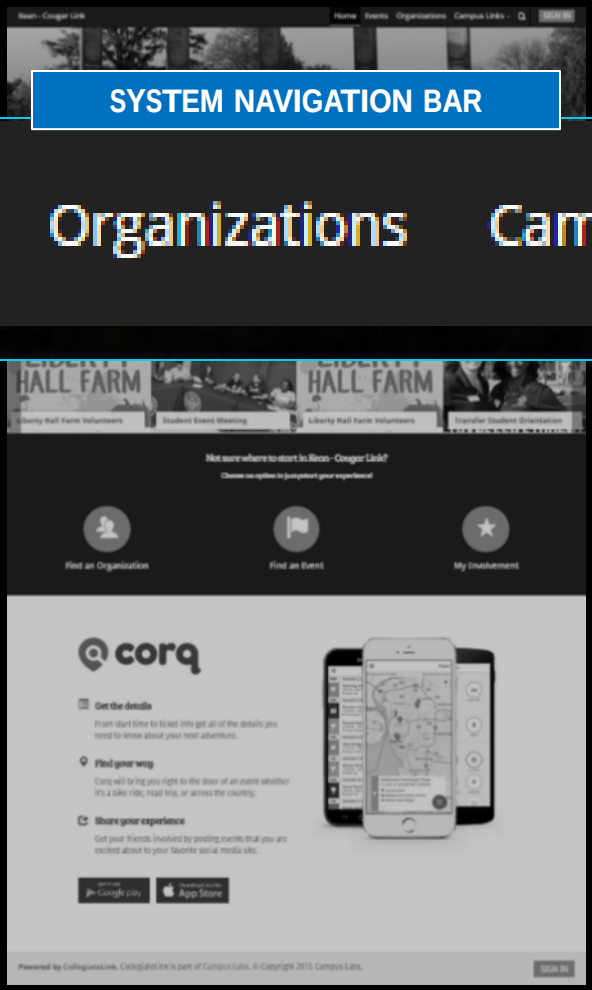
Cougar Link Homepage



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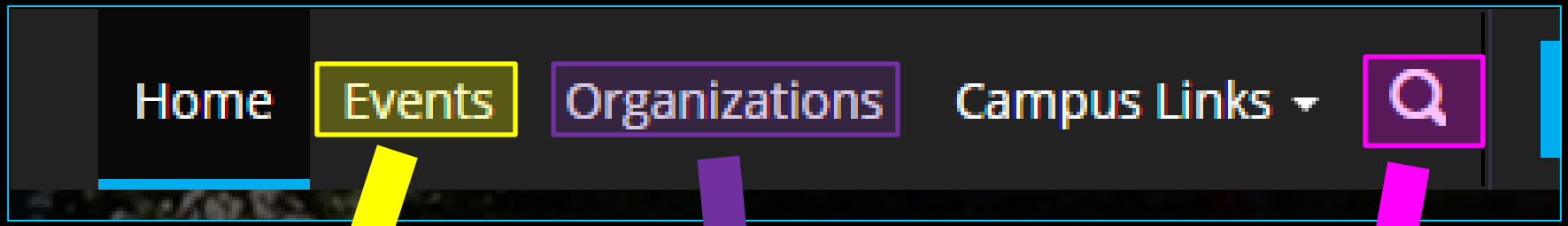
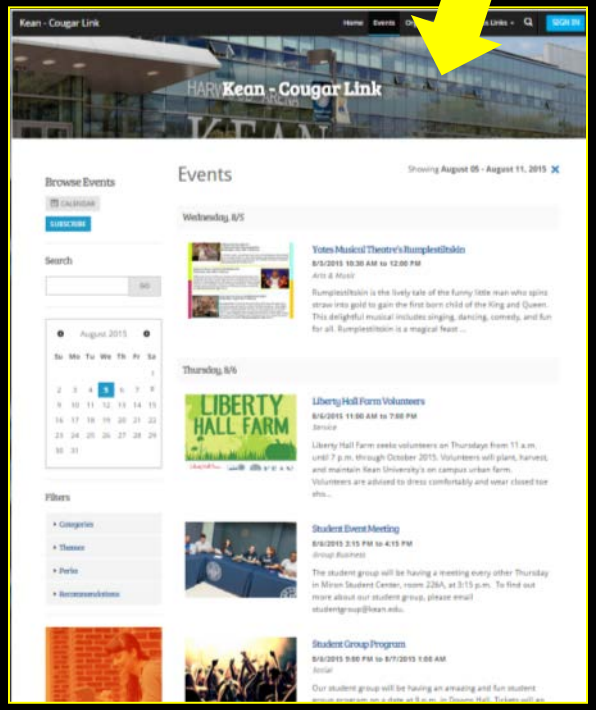
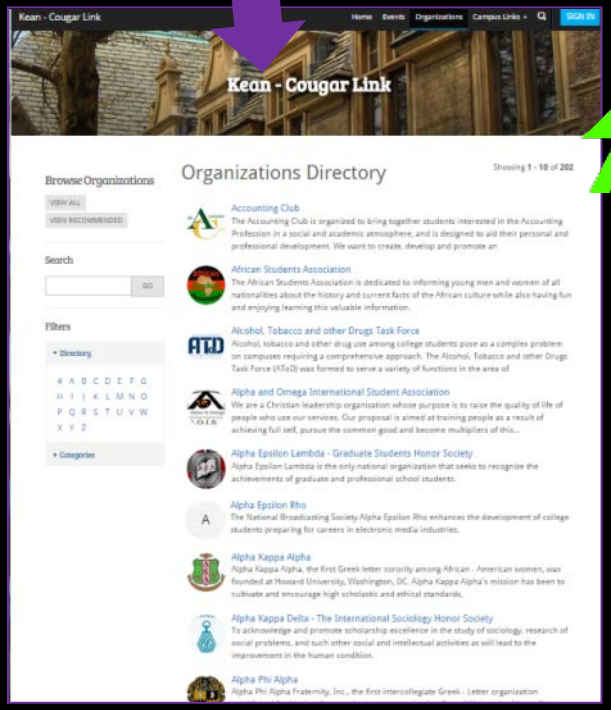
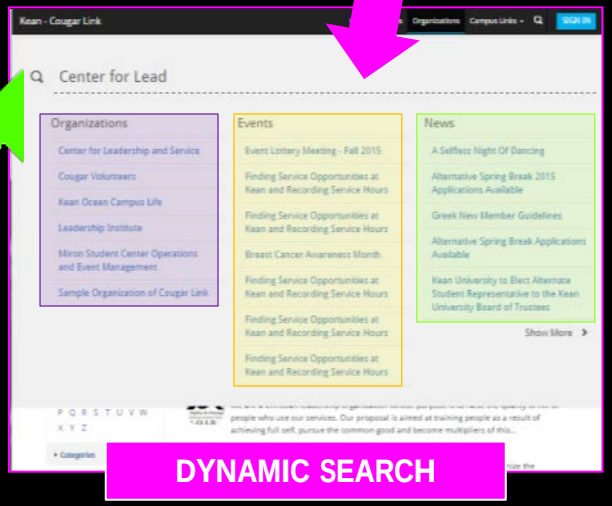
Cougar Link Navigation Bar









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SIGNING IN TO COUGAR LINK AND LOGGED IN VIEW

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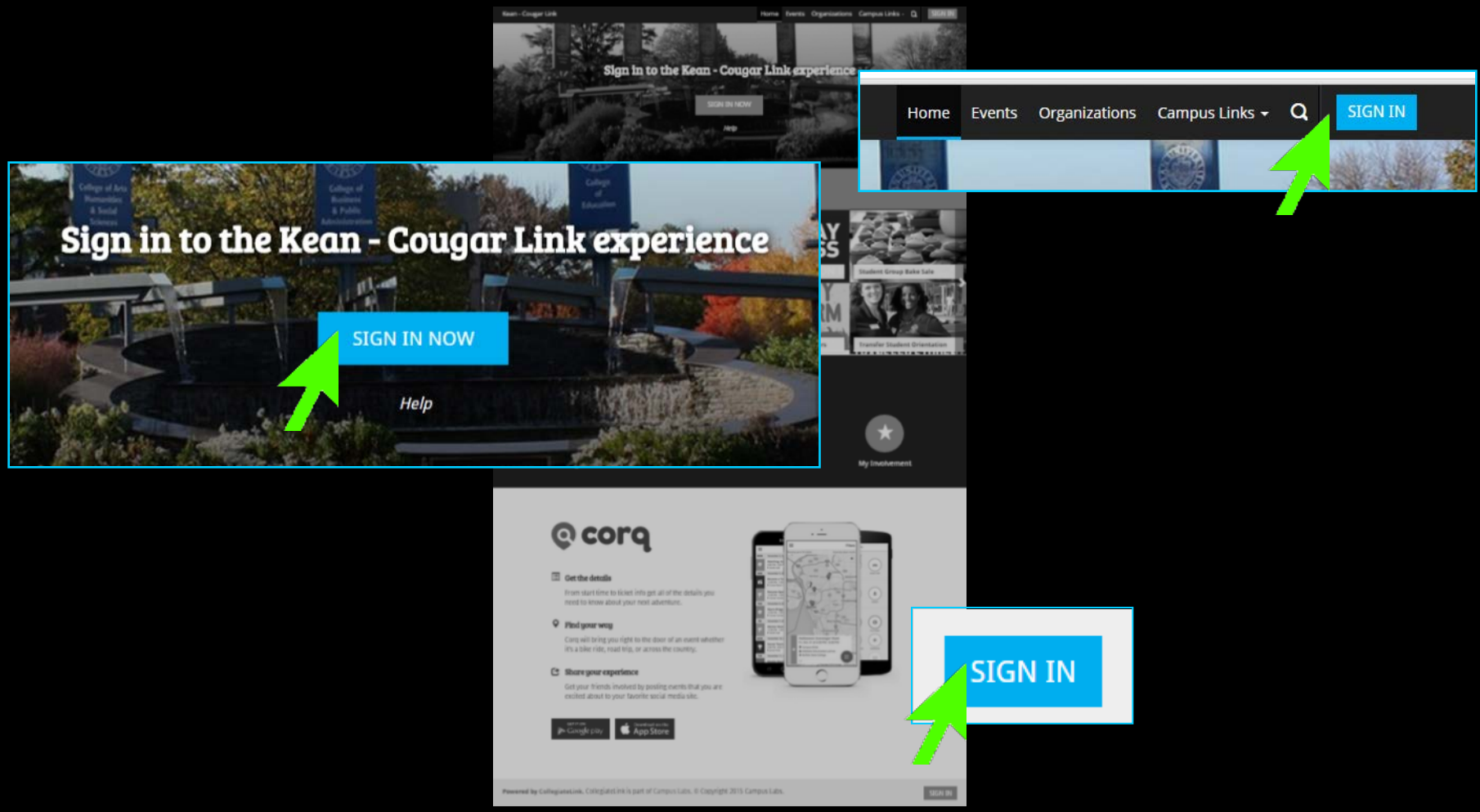
Signing In To Cougar Link



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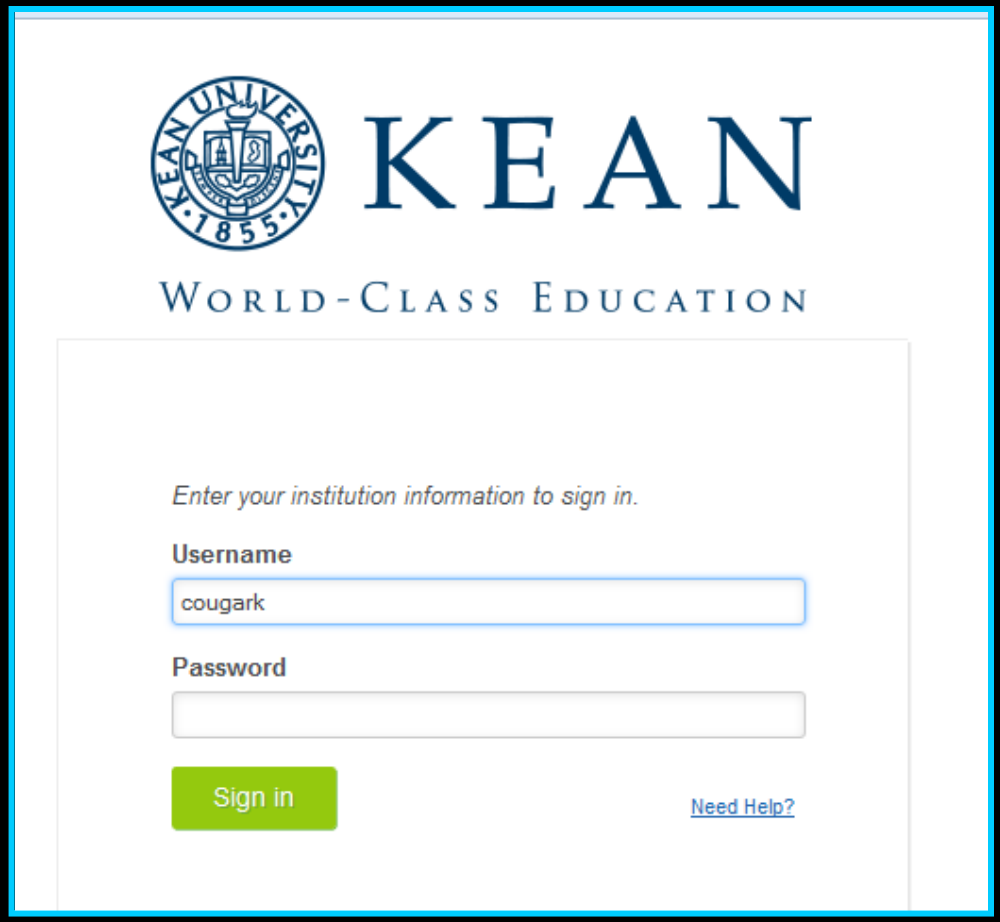
Signing In To Cougar Link

- Enter your Kean Google username (without "@kean.edu") and password
- Click "Sign In"



NAVIGATING TO YOUR ORGANIZATION'S PAGE

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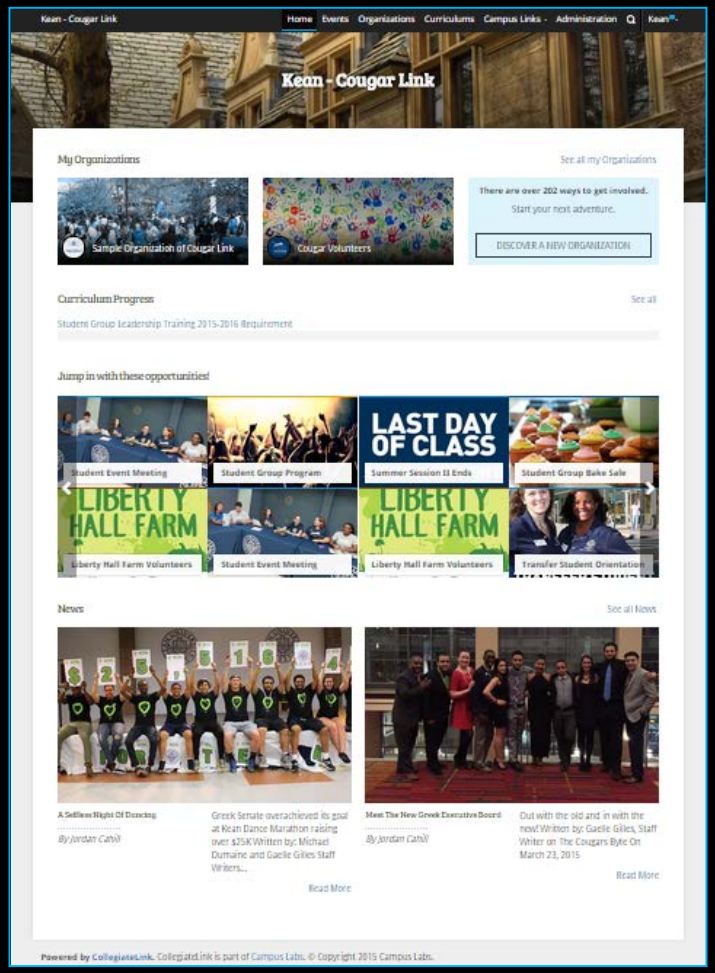
Logged In Homepage



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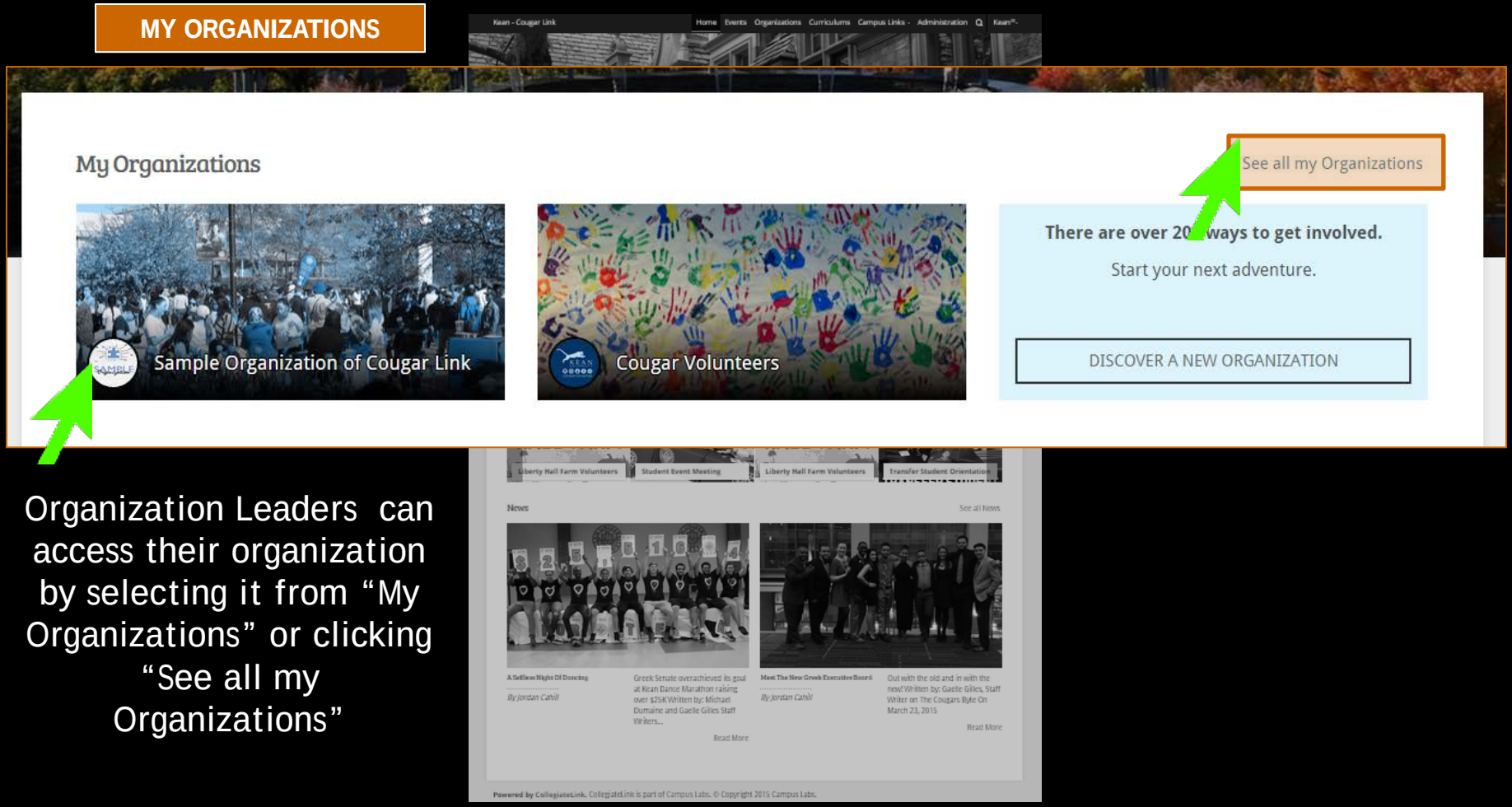
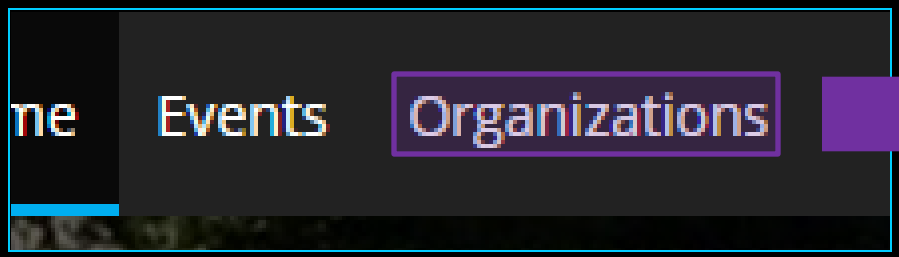
My Organizations

MY ORGANIZATIONS

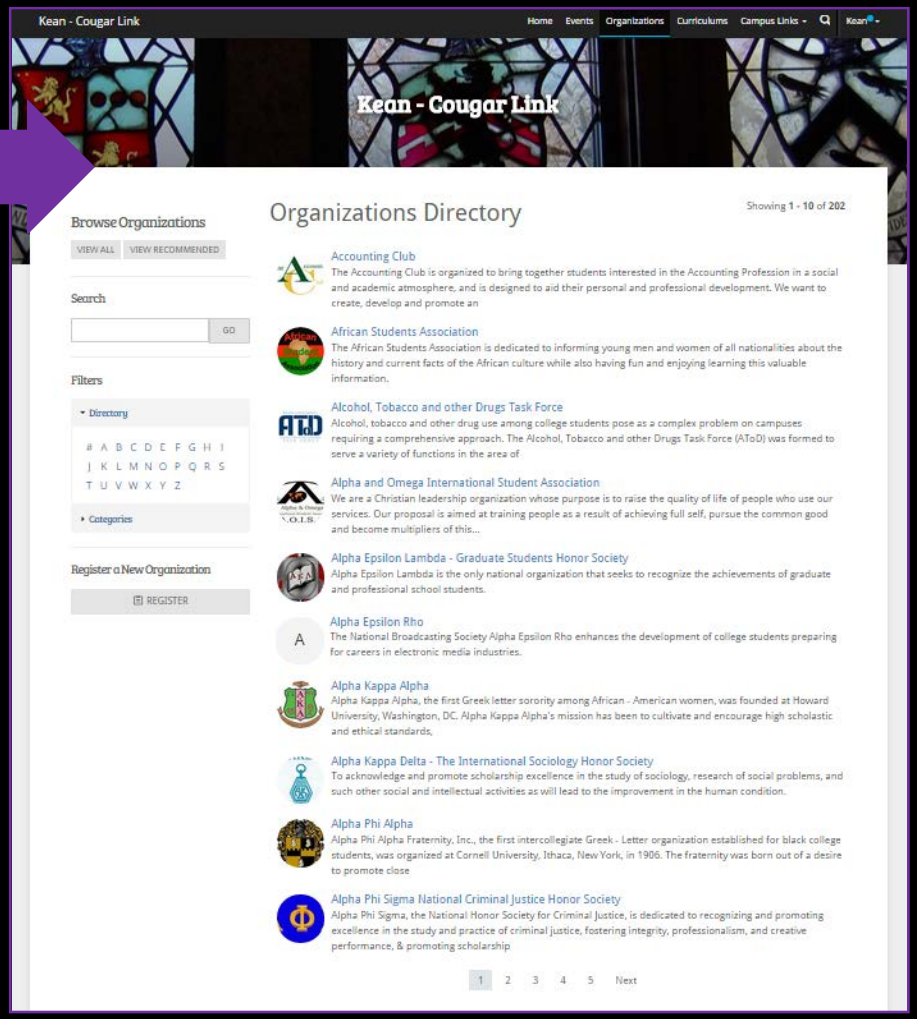


Organization Leaders can access their organization by selecting it from "My Organizations" or clicking "See all my Organizations"

Organizations Directory



Organization Leaders can also navigate to their organization using the Organizations Directory by selecting “Organizations” from the system navigation menu at the top.



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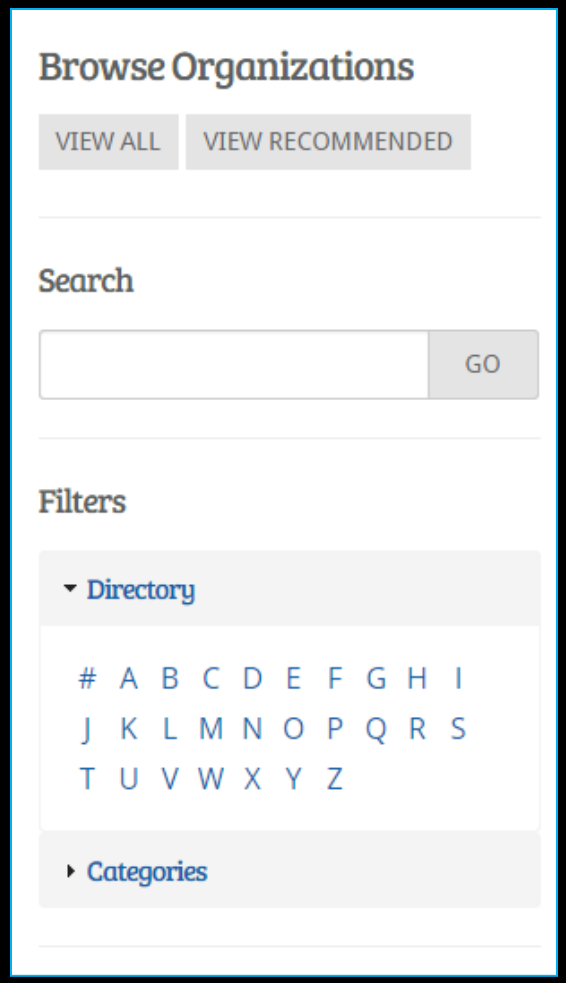
Navigating the Organizations Directory



Organizations can be found by:

- Searching for keywords
- Applying filters:
  - Directory (Alphabetical)
  - Categories
    - Cultural Organization
    - Fraternity
    - Funded Group
    - Governmental Group
    - Greek Organization
    - Etc…

Leader View

ORGANIZATION PAGE

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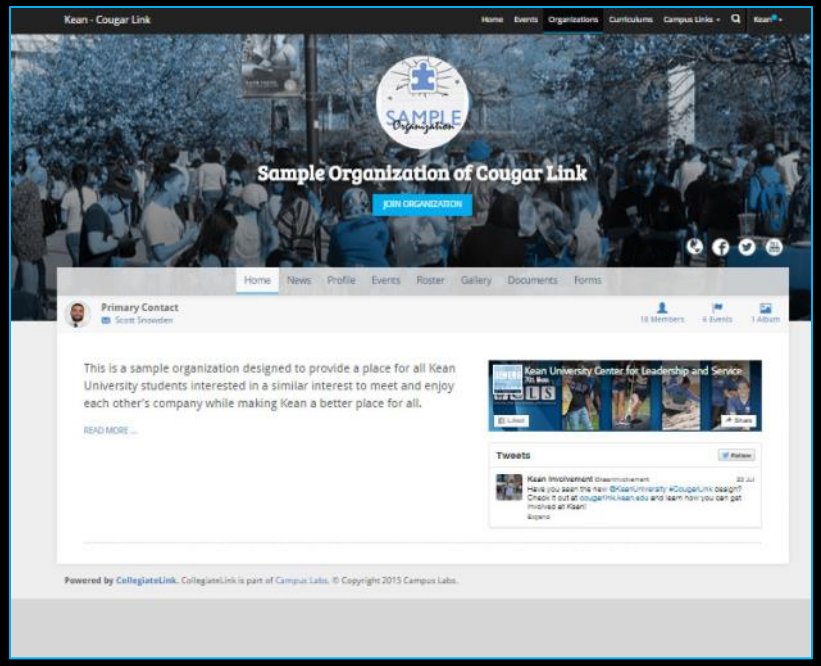
Organization Page

Prospective Member View

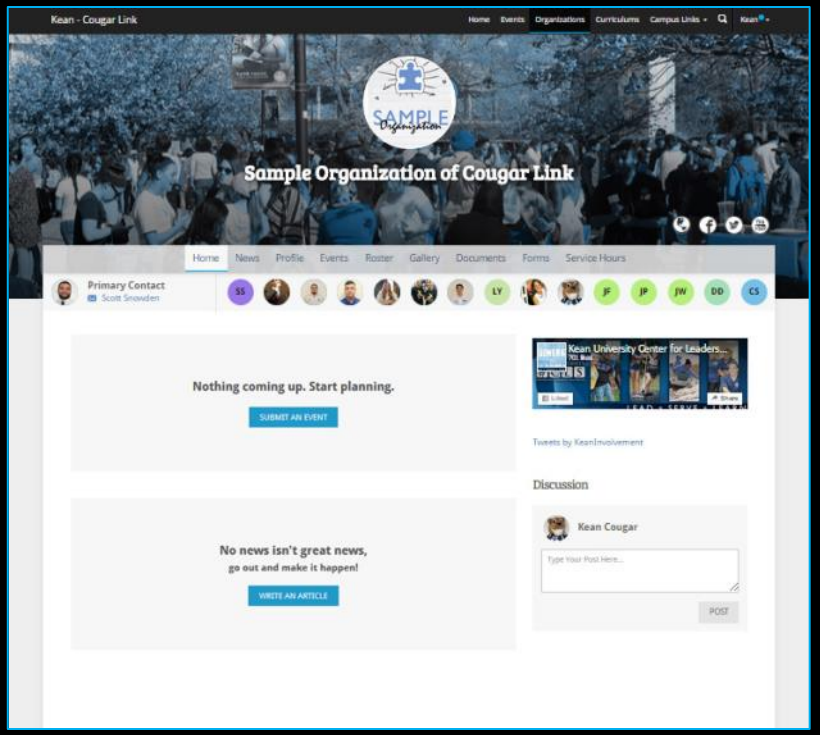
Member & Leader View

Organization Page: No Activity

Prospective Member View



Leader View



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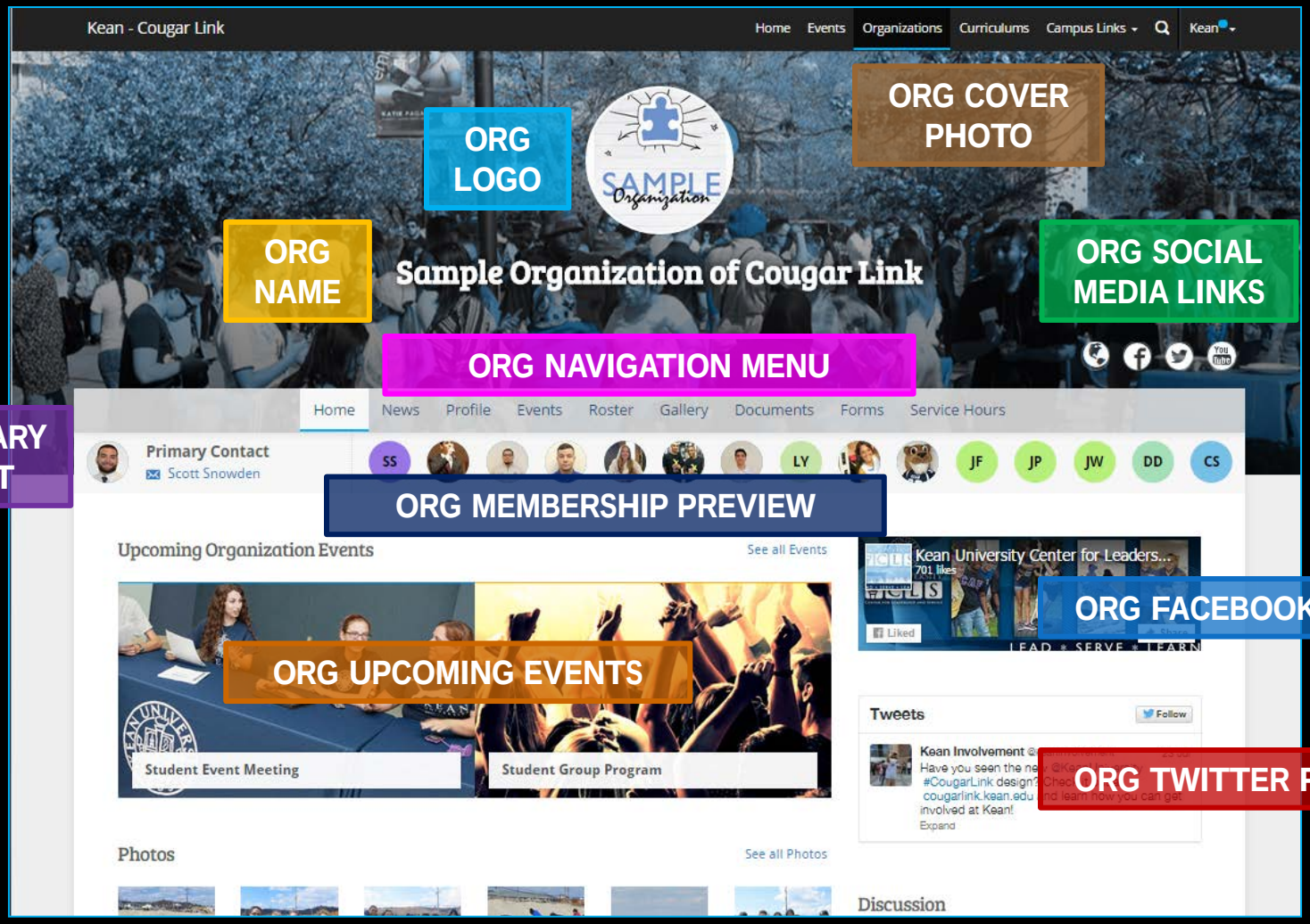
Organization Page



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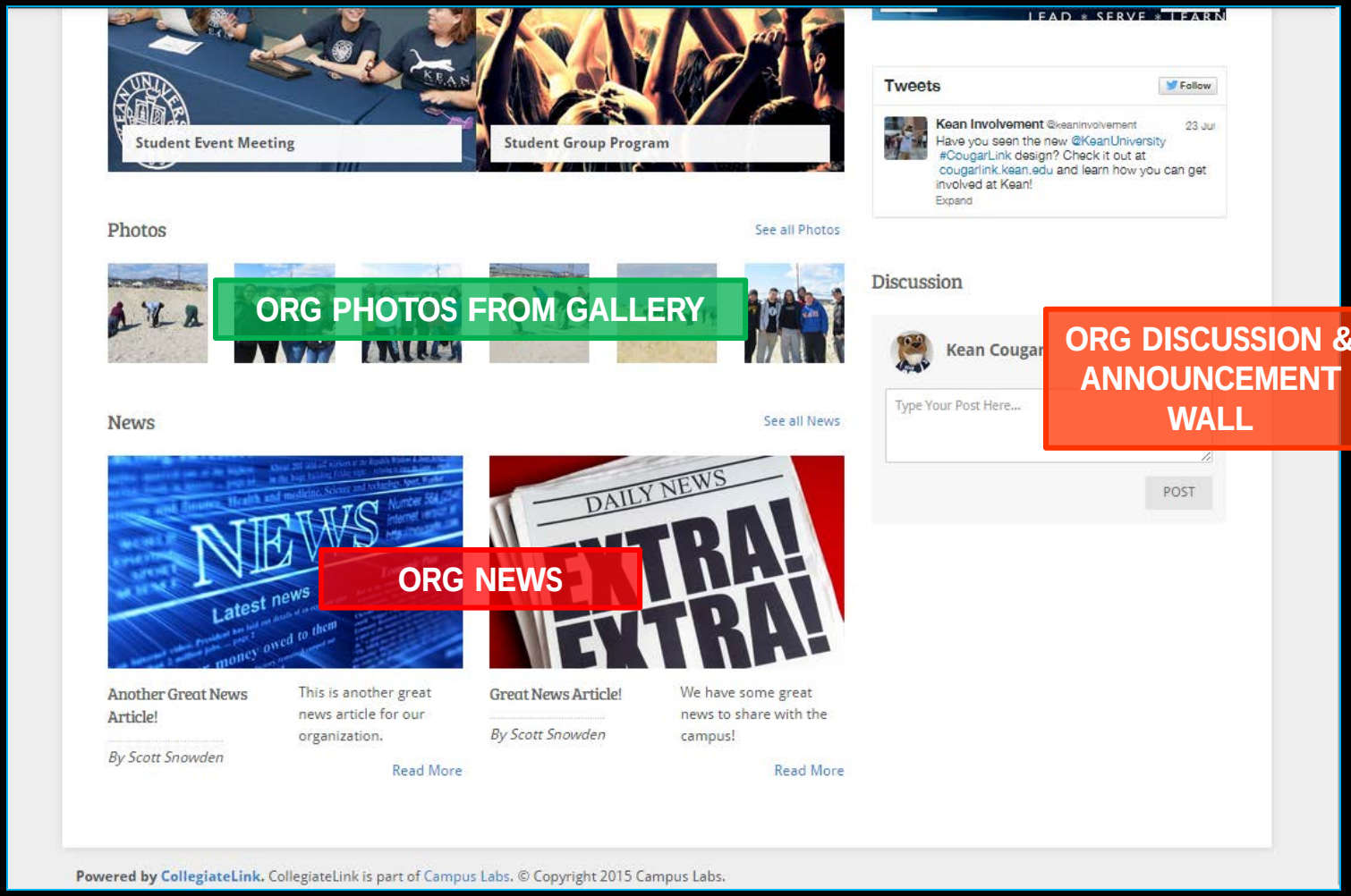
Organization Page



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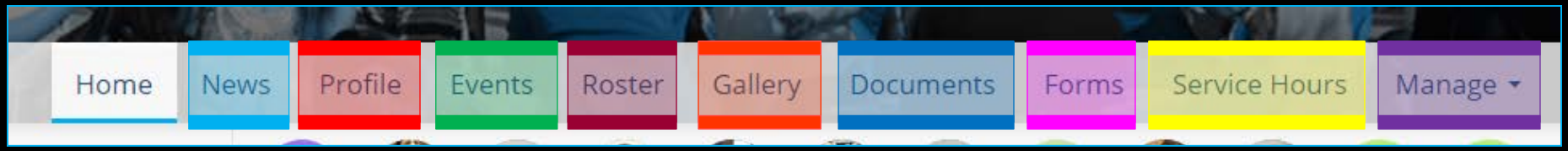
Organization Menu



- News
  - View organization news
  - Create an organization news article
- Profile
  - View full organization profile
  - Edit organization profile, contact information, external website and social media links and profile picture
  - Detailed contact information for advisor and executive board members
- Events
  - View upcoming and past event list
  - View events calendar
  - Connect calendar through RSS or iCal feed
  - Manage events (view or cancel events)
- Roster
  - View full organization roster
  - View organization executive board and leadership
  - Message members by creating email relays or through SMS text messages
  - *Manage roster*
    - *Edit positions of members*
    - *Message members*
    - *End memberships to remove former members*
    - *Invite people to join*
    - *Approve prospective members*
  - *Create and manage positions and user permissions*

Items italicized in light blue are only available to users with President, Secretary and/or Primary Contact position user permissions

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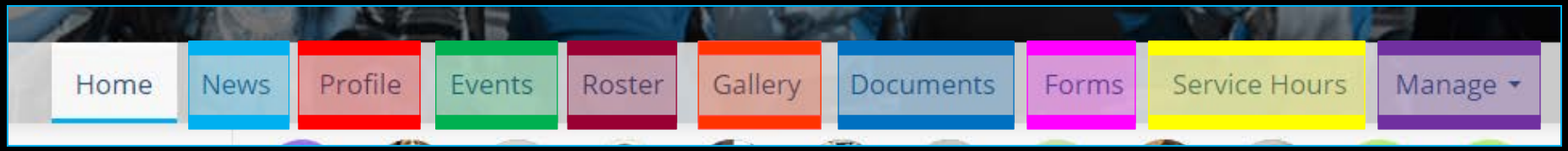
Organization Menu



- Gallery
  - View organization photo albums
  - Upload organization photos
  - Edit photo captions or remove photos
- Documents
  - View organization constitution
  - View organization documents (newsletters, brochures, etc…) and paper forms
  - Upload organization documents
- Forms
  - Access online forms to complete
  - Create and edit online forms
  - Manage (approve or deny) online form submissions

Items italicized in light blue are only available to users with President, Secretary and/or Primary Contact position user permissions

- Service Hours
  - Submit your personal service hours to the organization for approval
  - View your personal approved, denied and pending service hours for the organization for the given time range
  - *Manage service hours to view all approved, denied and pending service hours for the organization for the given time range*
  - *Manage service hours by approving or denying member service hour submissions*
  - *Submit service hours on behalf of organization members for automatic approval*
- Manage
  - *Select and edit organization interests that will allow users to be matched with the organization*
  - *Upload and edit organization cover photos*

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Organization Administration

NEWS

COUGARLINK

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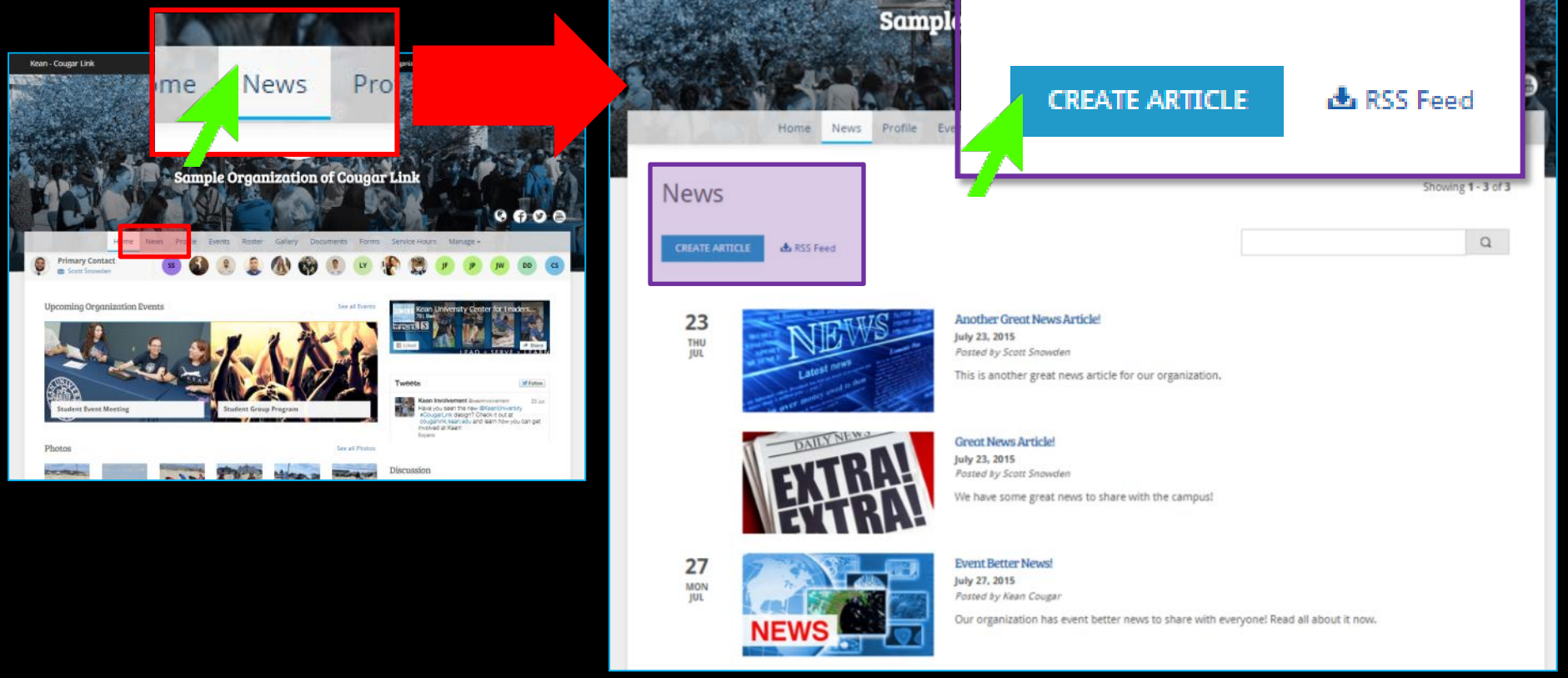
Creating News Articles



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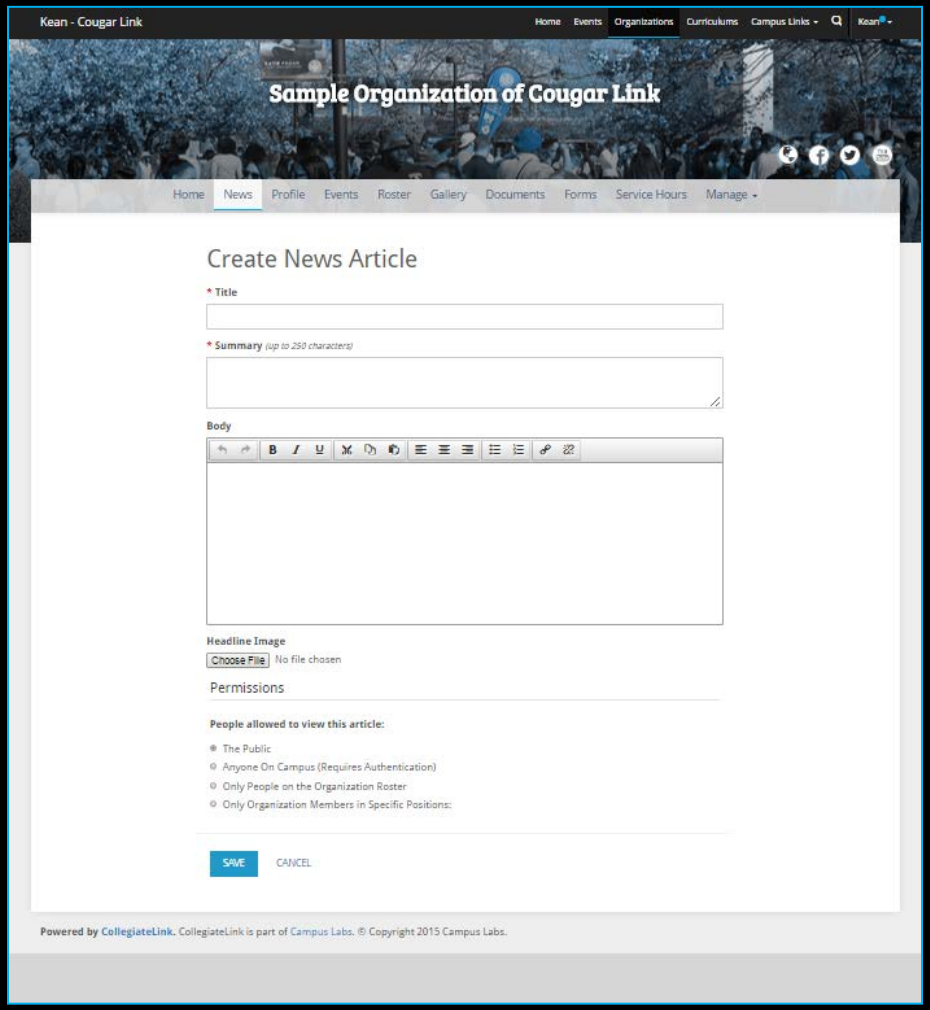
Create News Article



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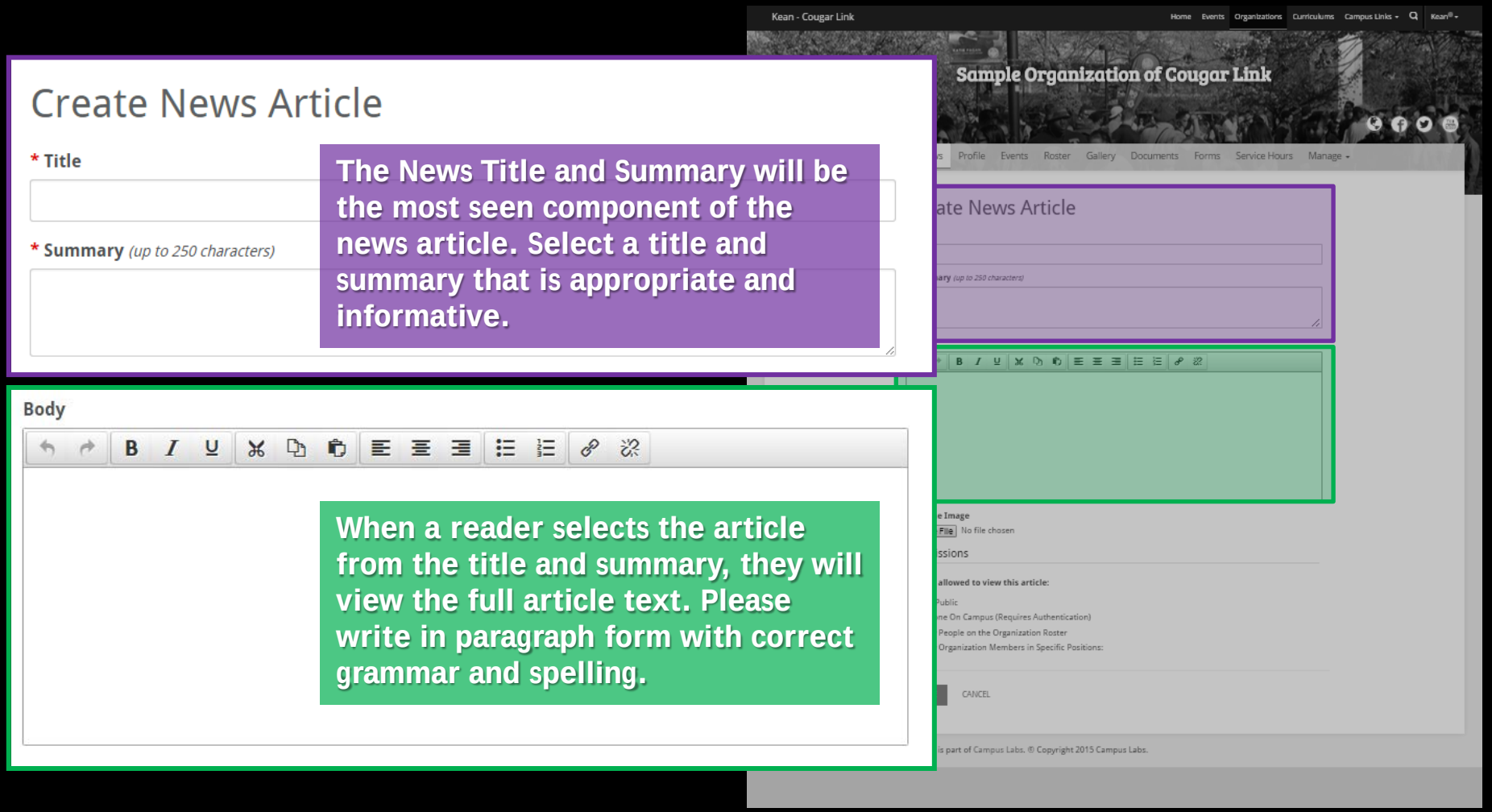
Create News Article



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Create News Article

Headline Image

Choose File No file chosen

The headline image can be in any image format and the image itself should help communicate the article topic. Select a headline image that is appropriate.

Permissions

People allowed to view this article:

- The Public
- Anyone On Campus (Requires Authentication)
- Only People on the Organization Roster
- Only Organization Members in Specific Positions:

The article permissions will determine which users can view the article.

- **The Public**
- **Anyone On Campus (Requires Authentication)**
- **Only People on the Organization Roster**
- **Only Organization Members in Specific Positions**

SAVE CANCEL

When you are done creating your News Article, click "SAVE" to public the article in Cougar Link.

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Organization News Tips

- Always use proofread your content for spelling and grammar errors.
- Know your audience (based on viewer permissions) and target your message.
- News Articles can be used for announcing:
  - Organization Accomplishments
  - Event Ticket Sale Information
  - Application and Contest Deadlines

Organization Administration

ROSTER & MESSAGING

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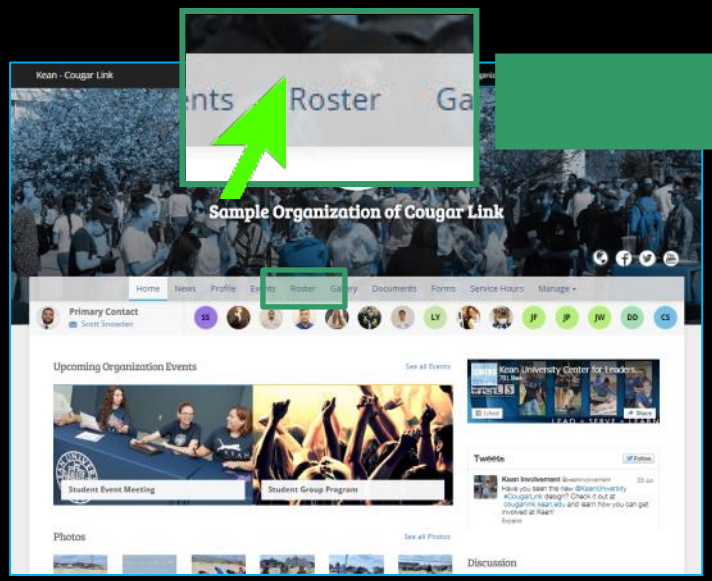
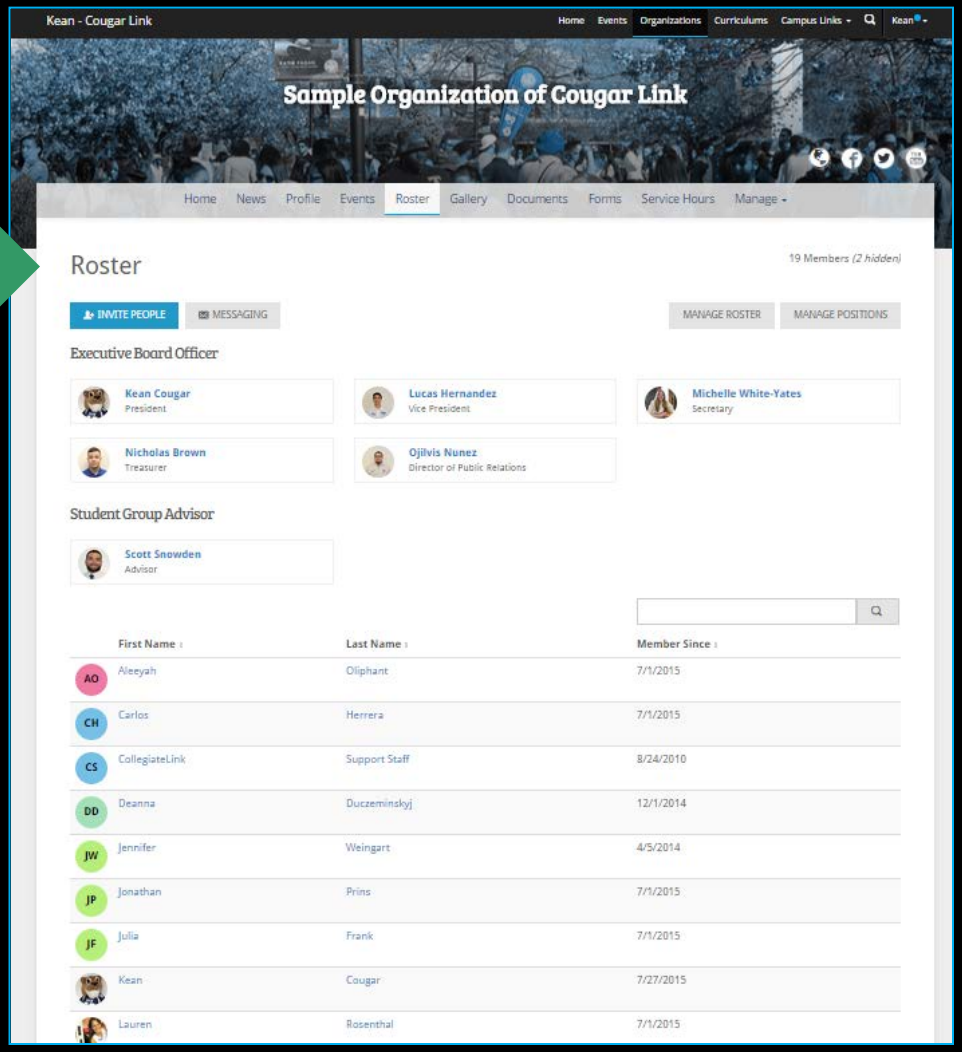
Your Organization Roster





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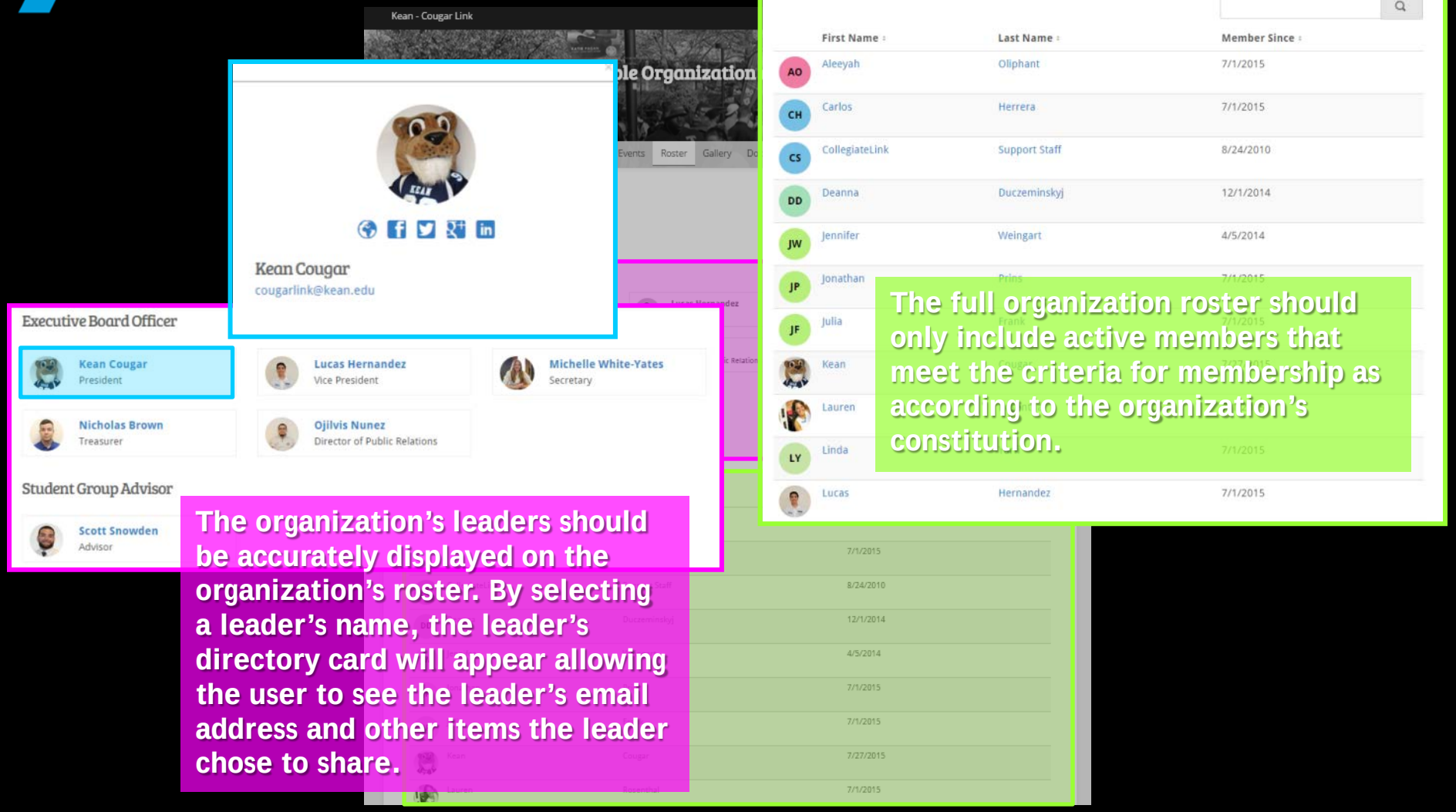
Your Organization Roster



The full organization roster should only include active members that meet the criteria for membership as according to the organization's constitution.

The organization's leaders should be accurately displayed on the organization's roster. By selecting a leader's name, the leader's directory card will appear allowing the user to see the leader's email address and other items the leader chose to share.

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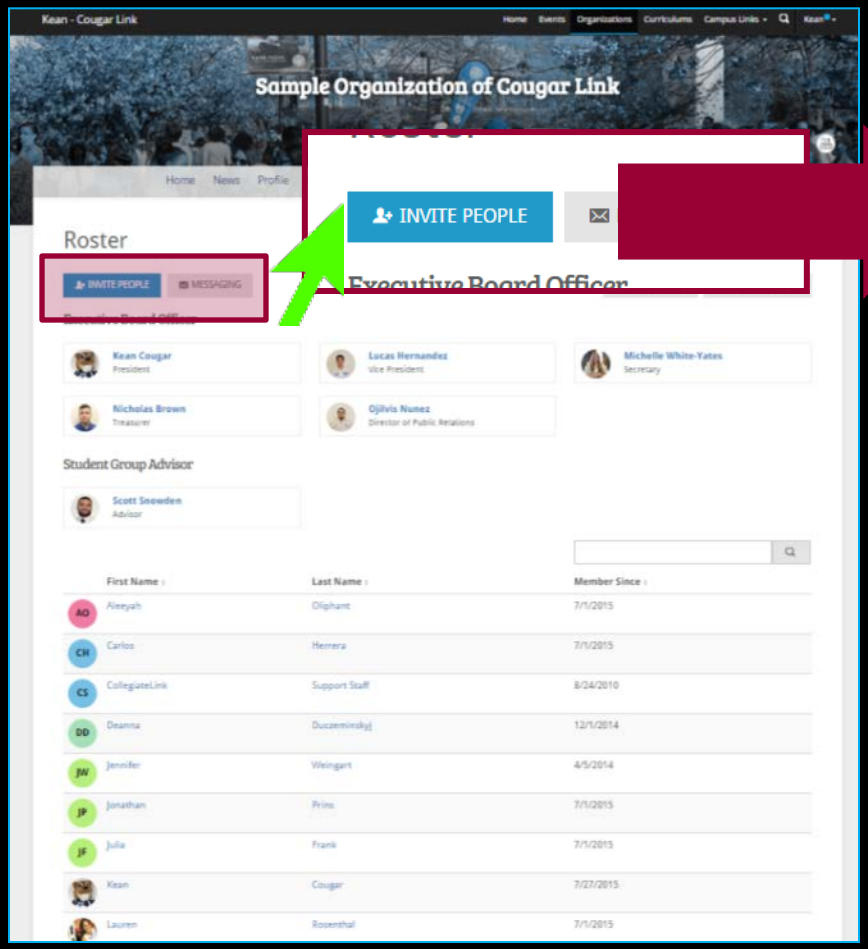
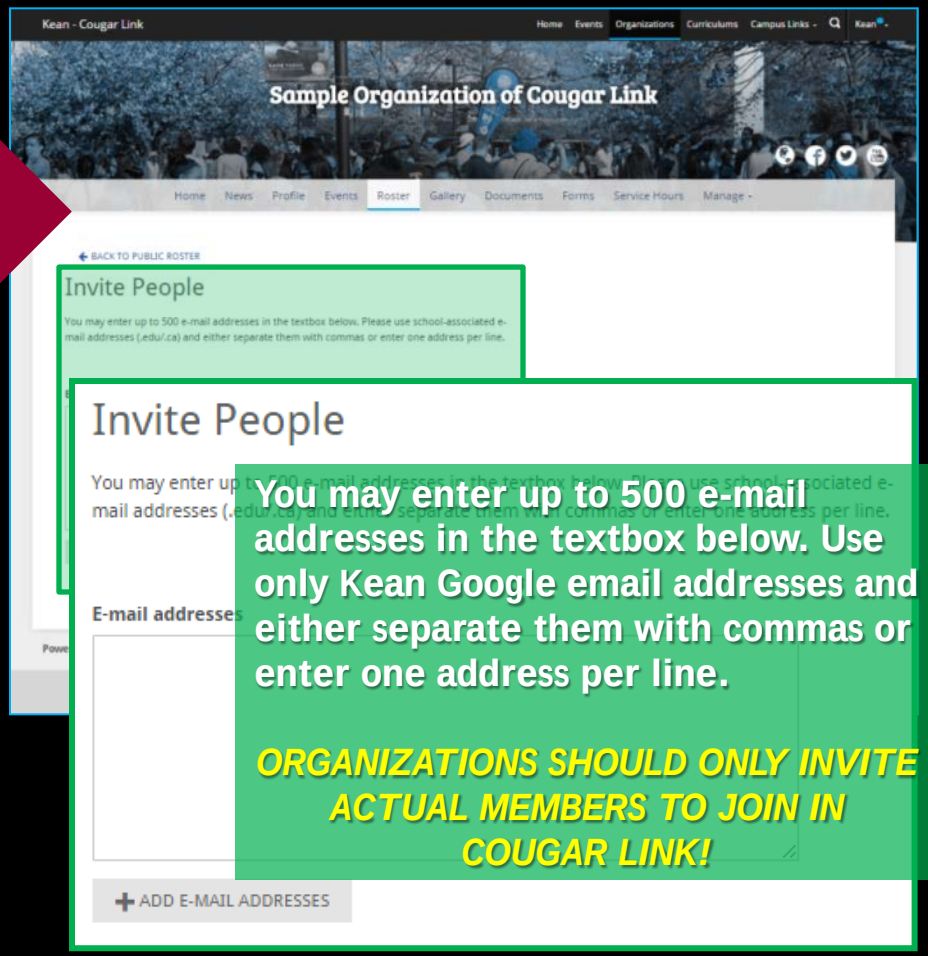
Invite People





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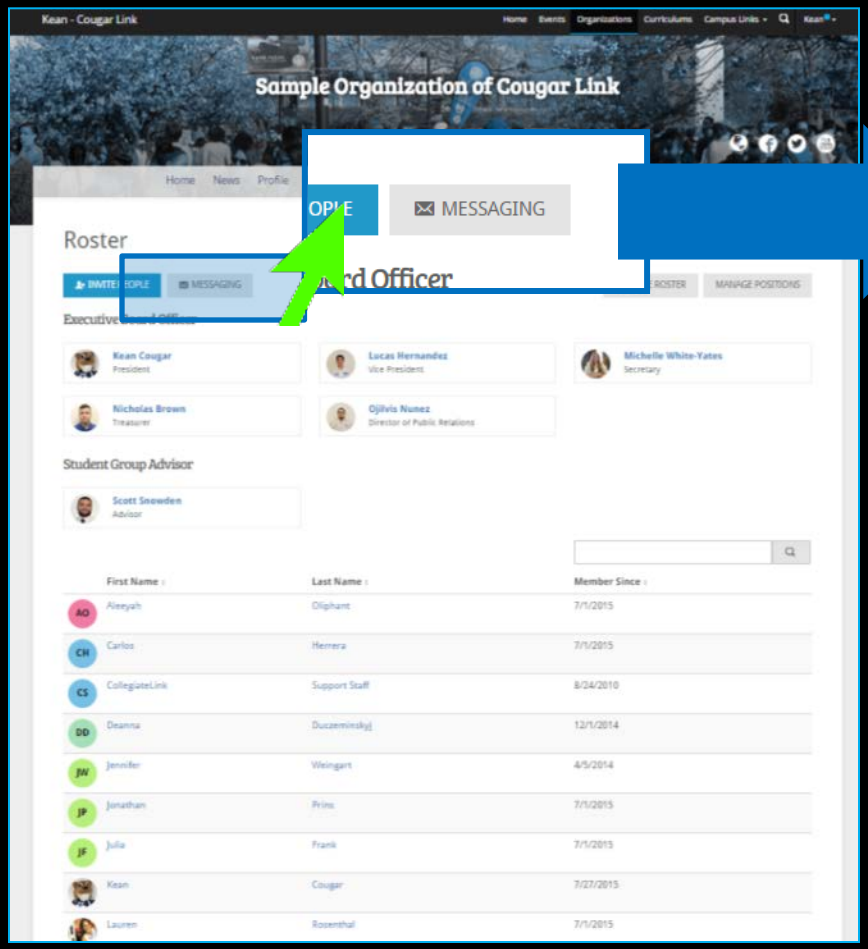
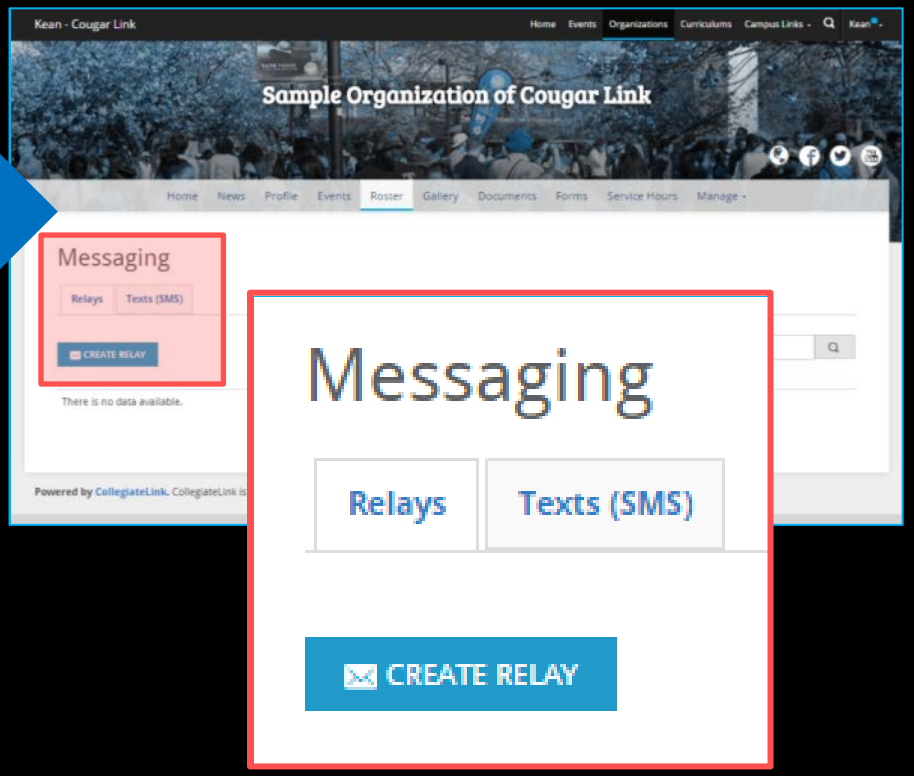
Messaging





Messages can be sent through email using a relay or through SMS text message to organization members.

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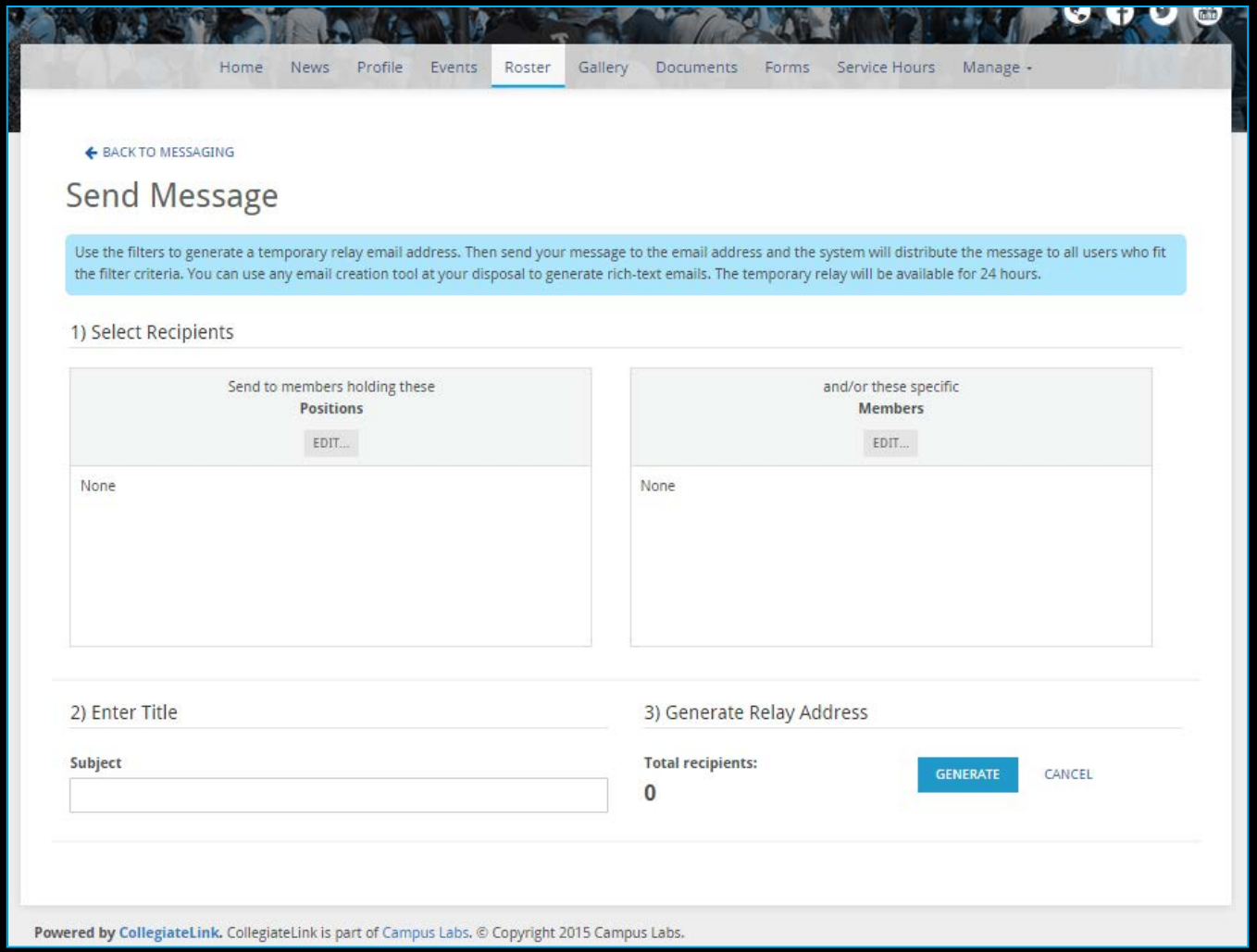
Create An Email Relay



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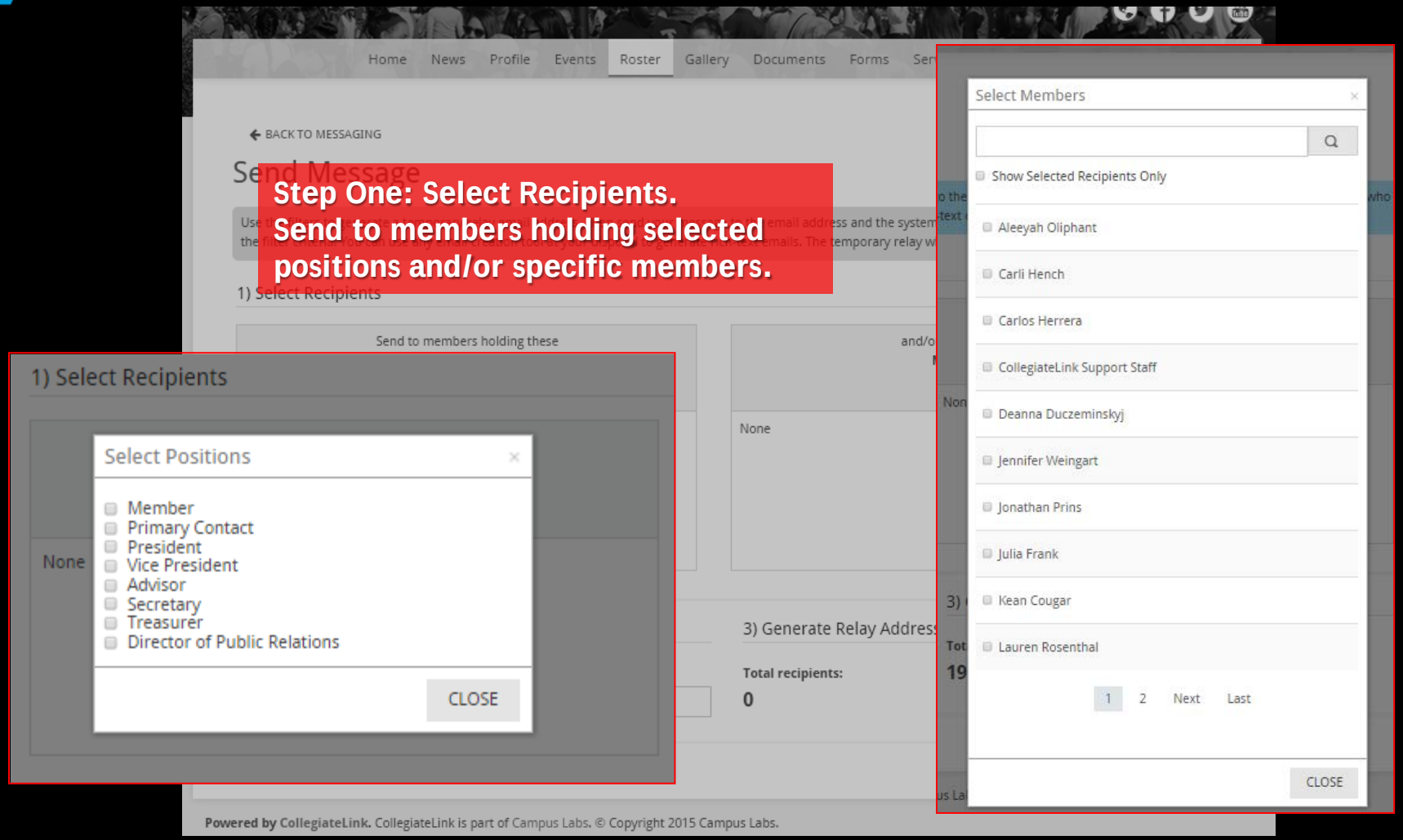
Create An Email Relay



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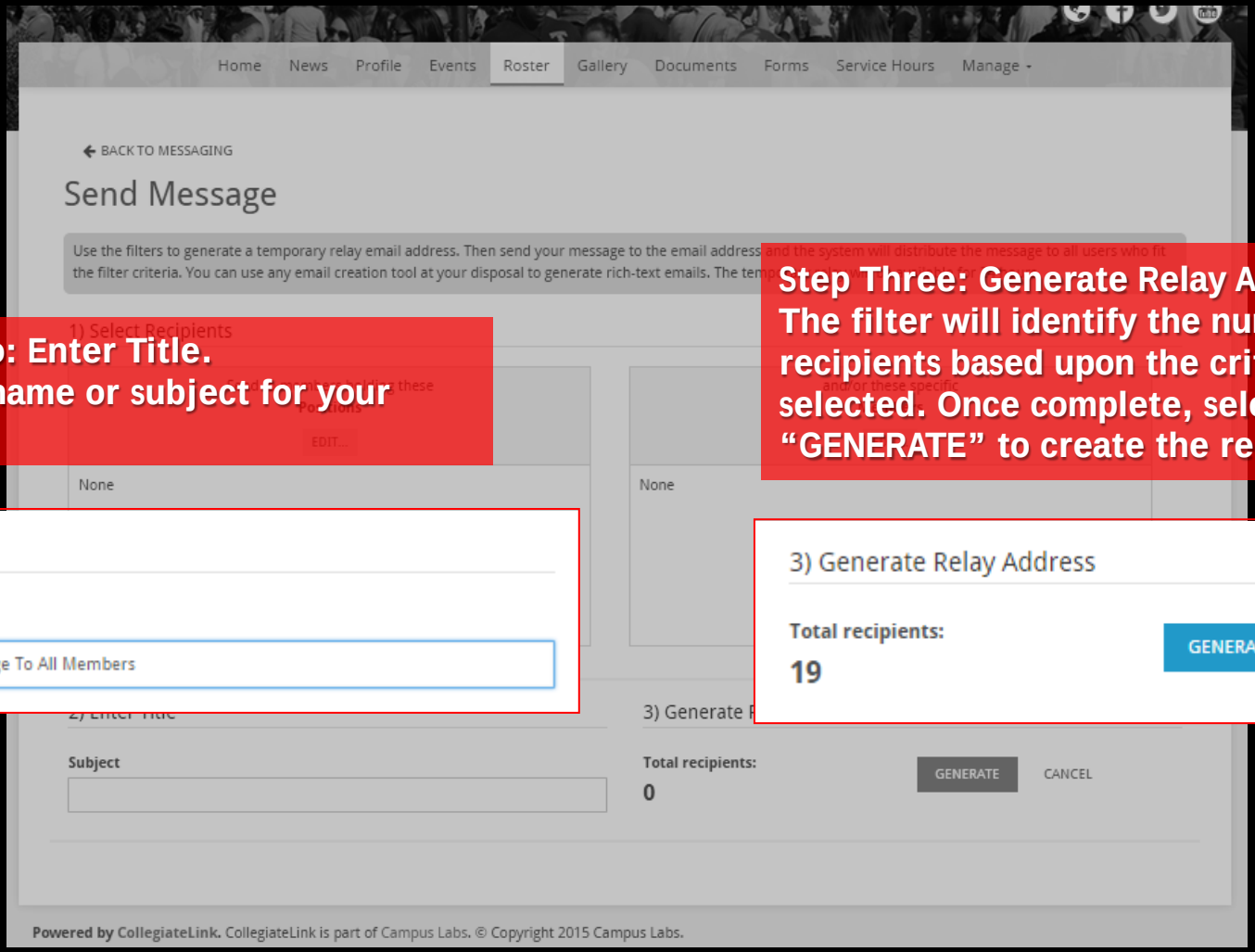
Create An Email Relay



Step Two: Enter Title.
Enter a name or subject for your relay.

Step Three: Generate Relay Address. The filter will identify the number of recipients based upon the criteria selected. Once complete, select "GENERATE" to create the relay.

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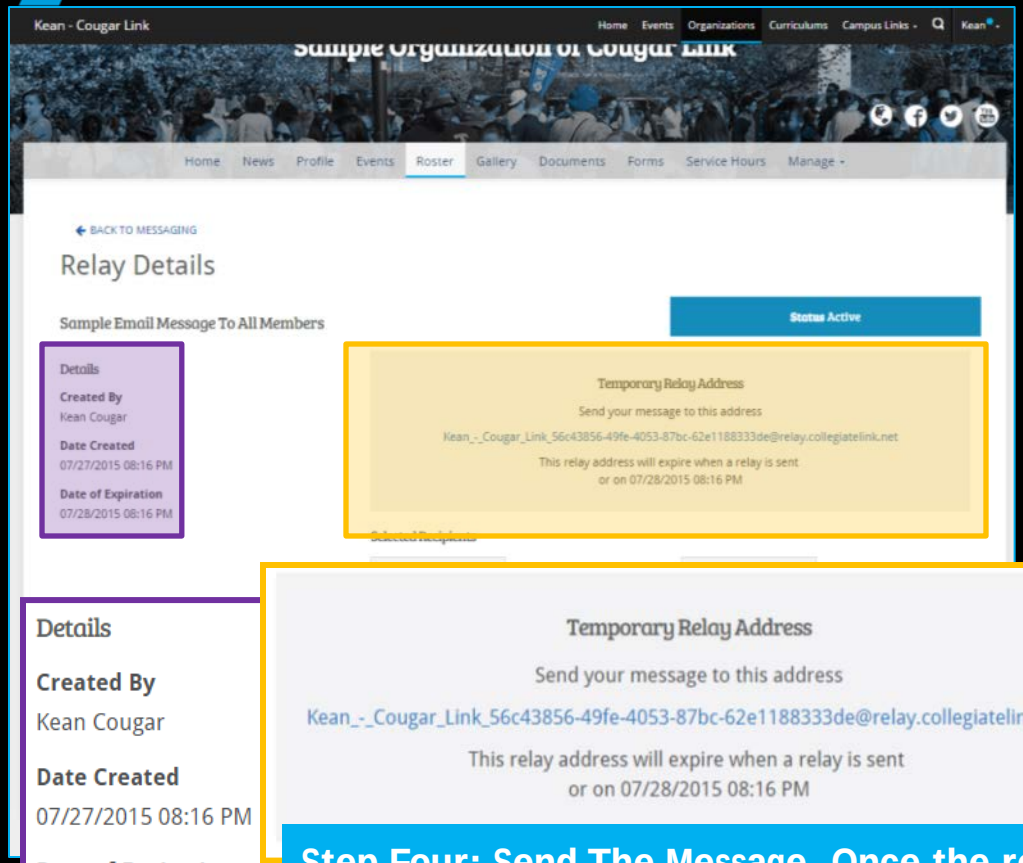
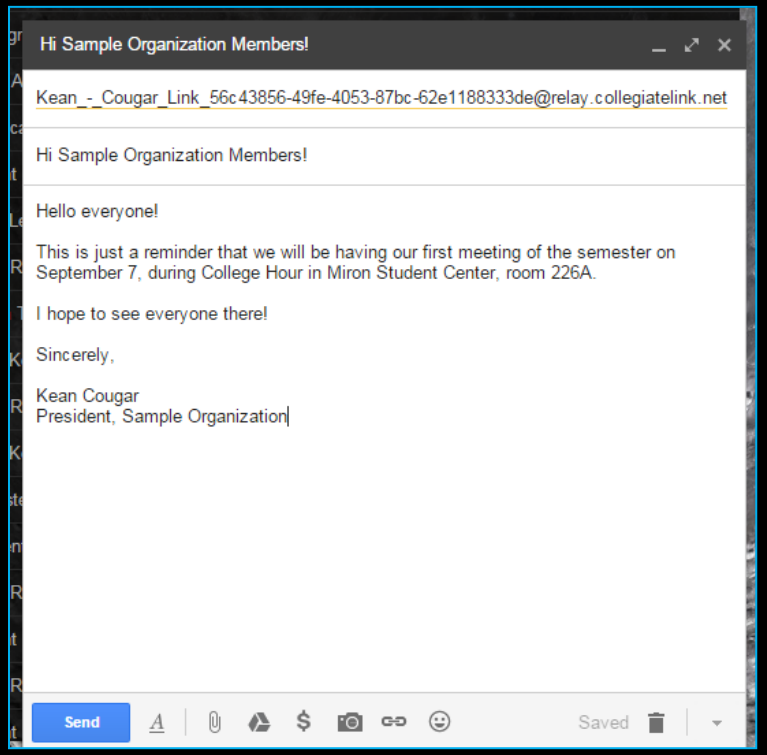
Sending An Email Using A Relay





Step Four: Send The Message. Once the relay email address is generated, you have 24 hours to send your email message. To send the message, simply open your email client (ex: Kean Google) and send your message to the relay address provided. Members will be able to reply directly to you.

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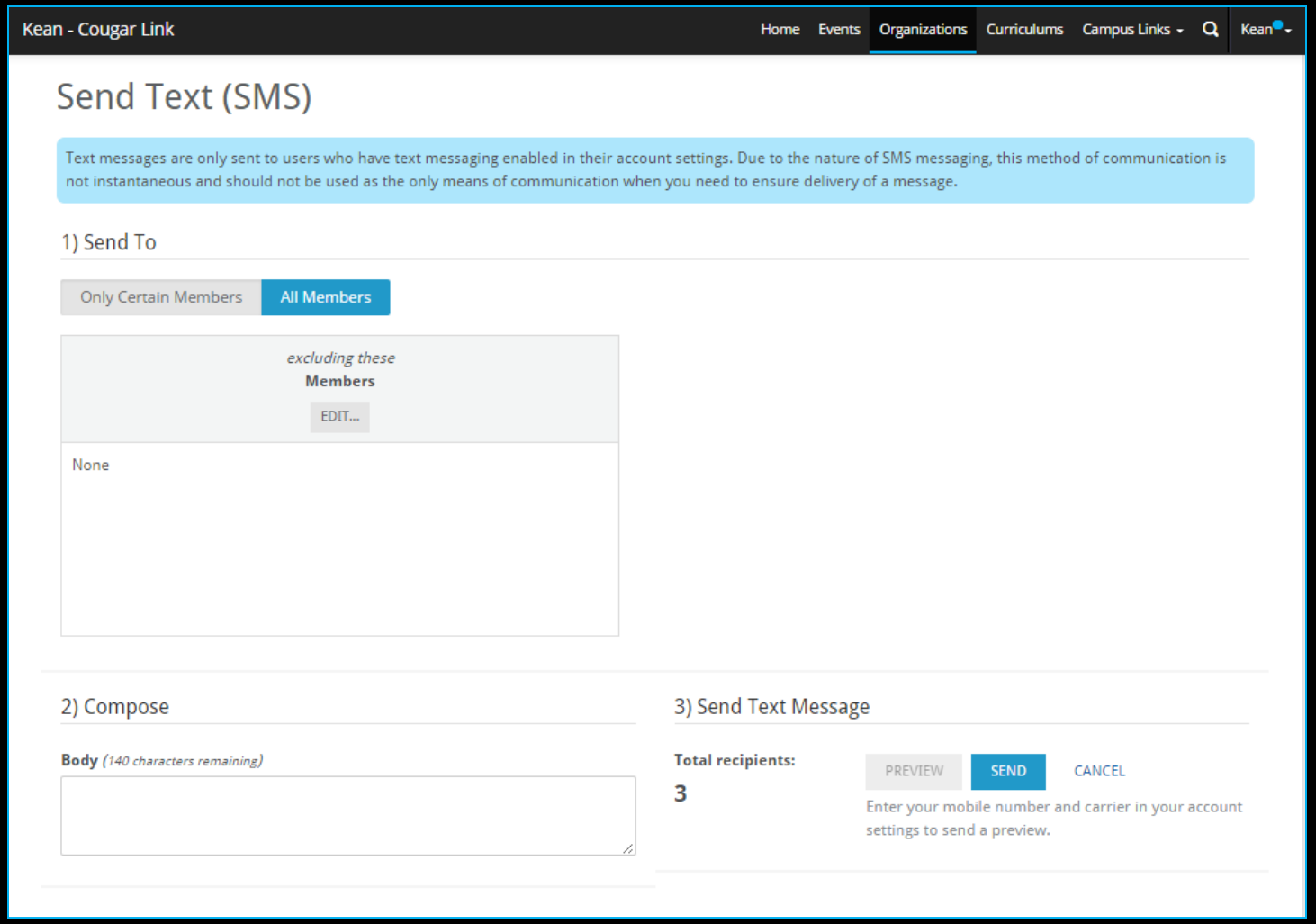
Send Text (SMS)



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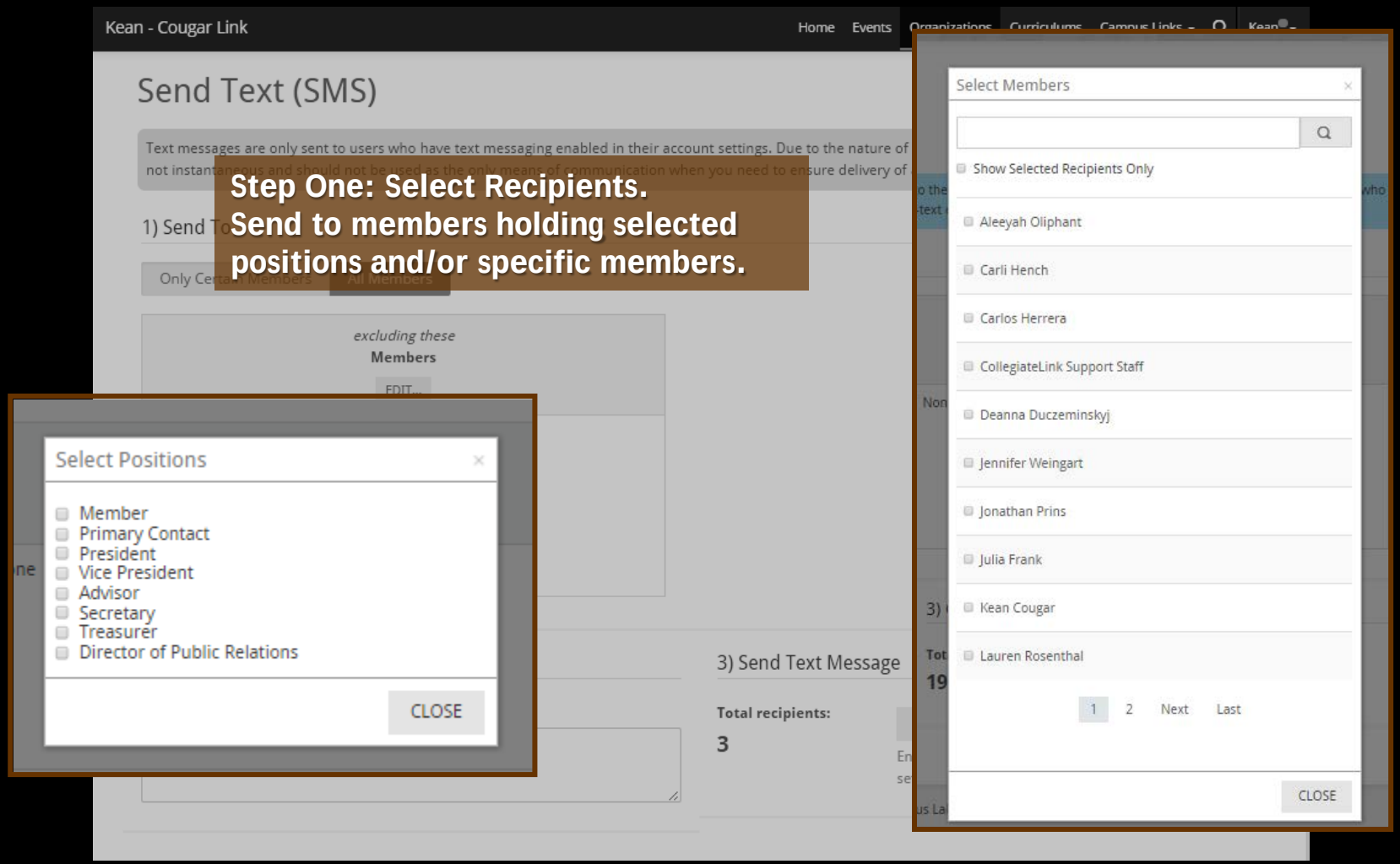
Send Text (SMS)



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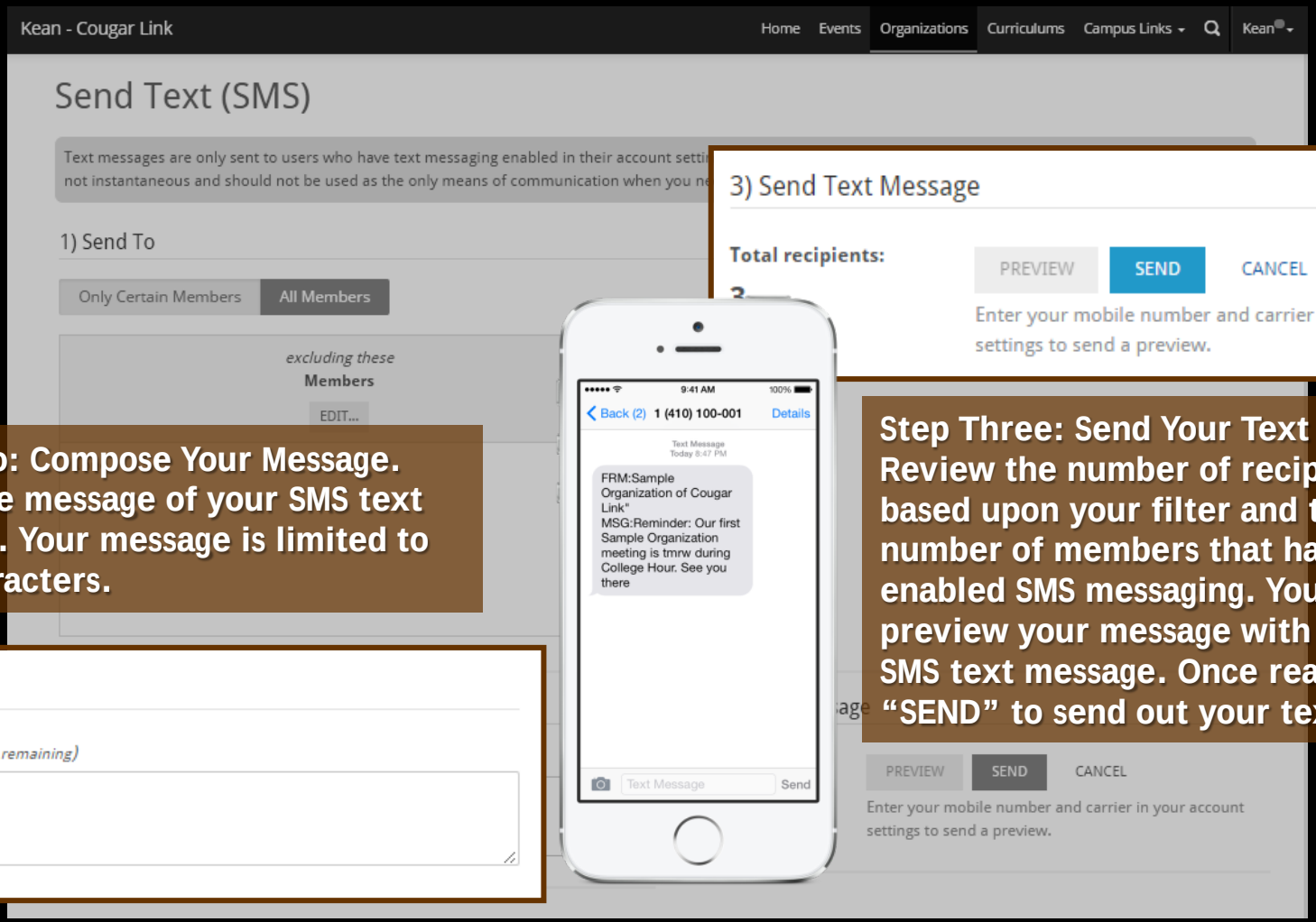
Send Text (SMS)

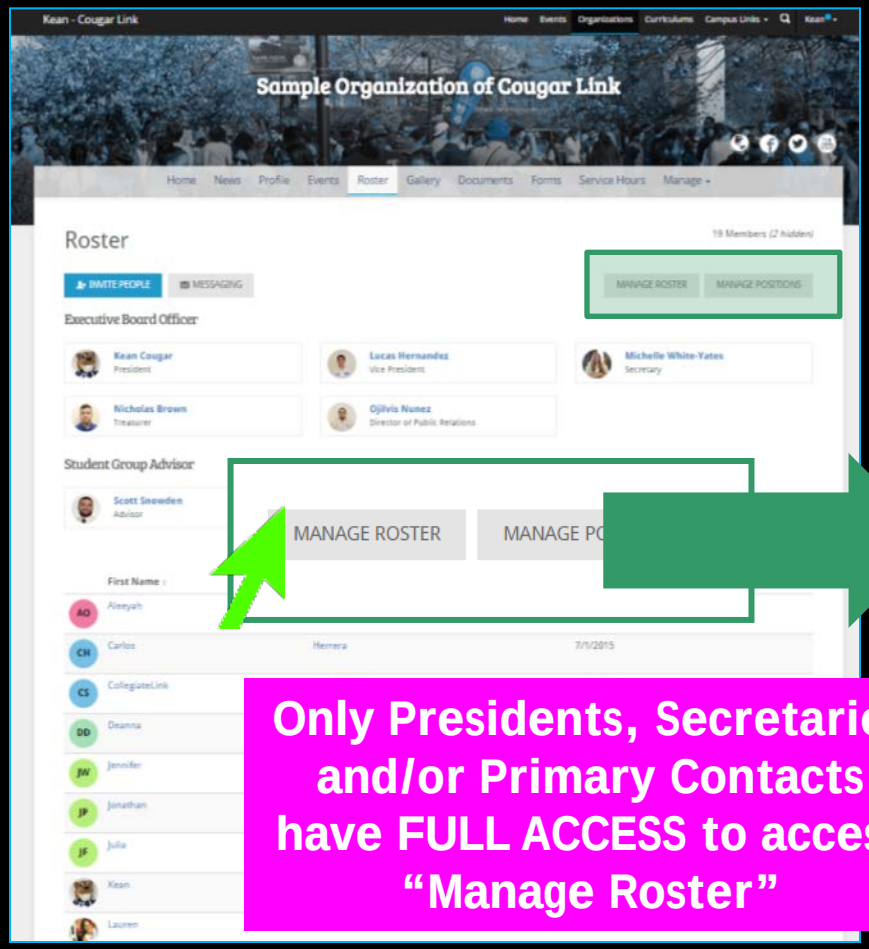


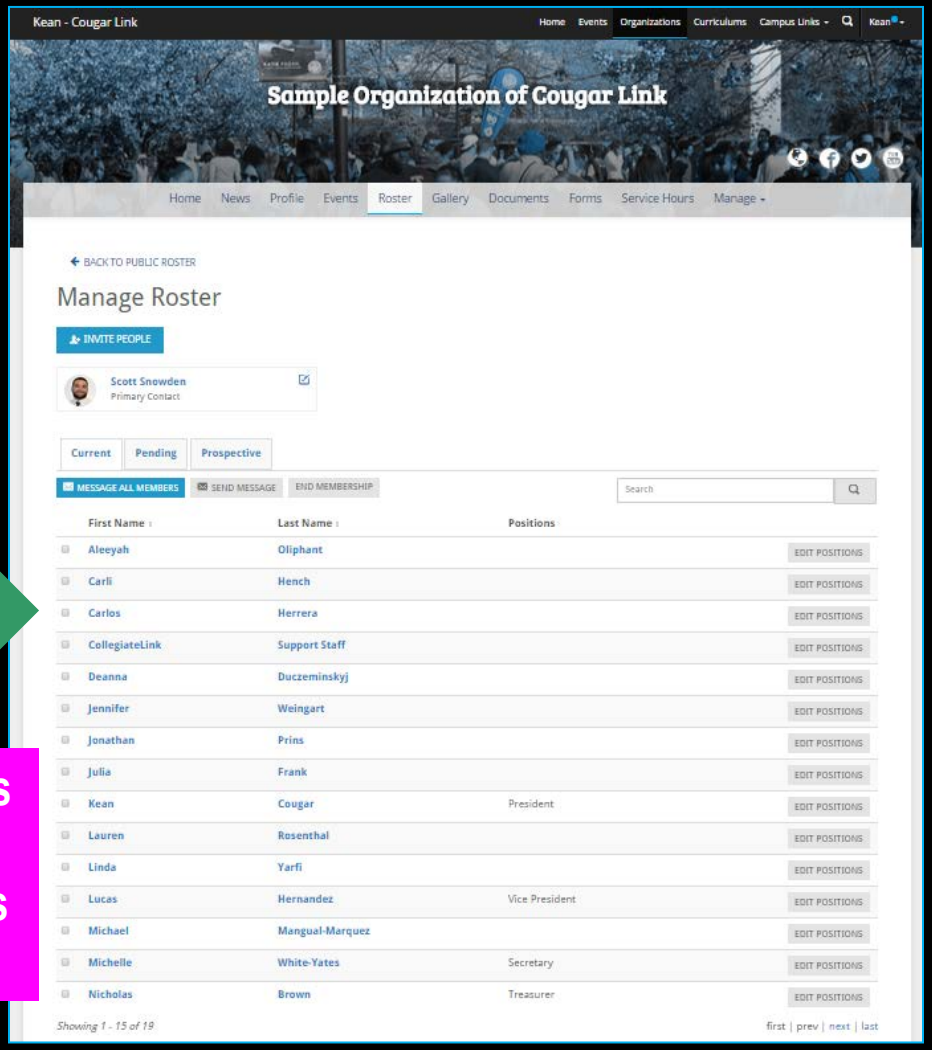
Step Two: Compose Your Message. Enter the message of your SMS text message. Your message is limited to 140 characters.

Step Three: Send Your Text Message. Review the number of recipients based upon your filter and the number of members that have enabled SMS messaging. You can preview your message with a test SMS text message. Once ready, click "SEND" to send out your text.

COUGARLINK http://cougarlink.kean.edu

Manage Roster





Only Presidents, Secretaries and/or Primary Contacts have FULL ACCESS to access "Manage Roster"

COUGARLINK

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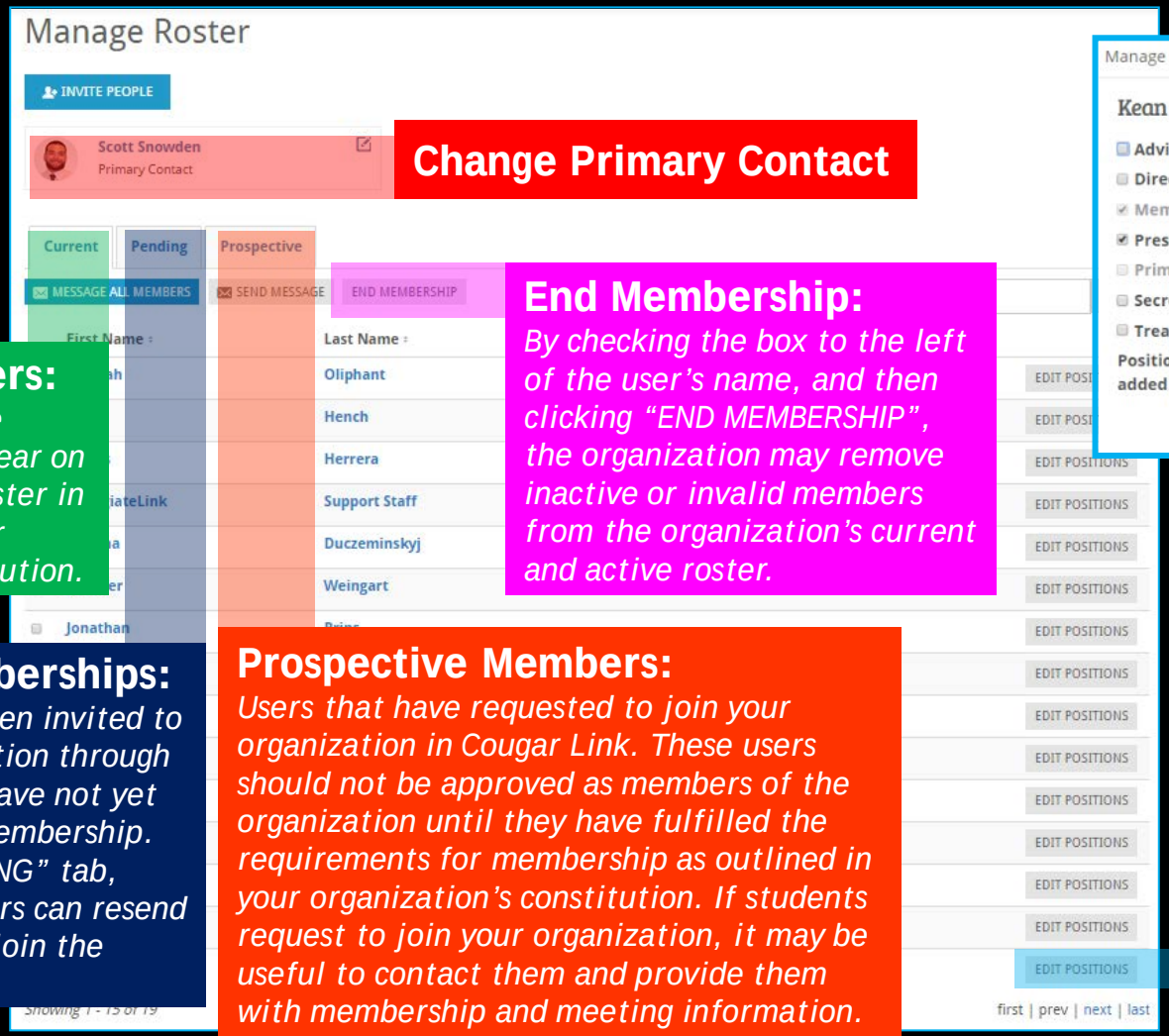
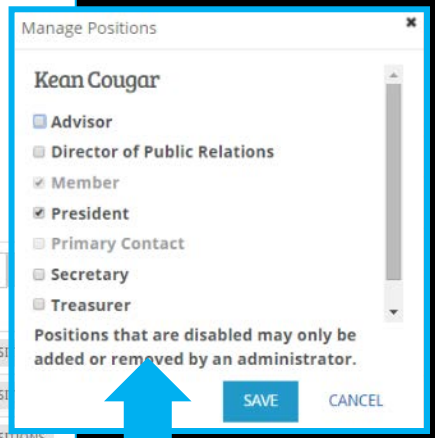
Manage Roster

Only Presidents, Secretaries and/or Primary Contacts have FULL ACCESS to access "Manage Roster"



Change Primary Contact



Current Members:

Only currently active members should appear on your organization roster in accordance with your organizations constitution.

End Membership:

By checking the box to the left of the user's name, and then clicking "END MEMBERSHIP", the organization may remove inactive or invalid members from the organization's current and active roster.

Edit Position:

To add or remove a position from a member, click the "EDIT POSITION" button to check or uncheck the member's position within the Manage Positions window. When done, click "SAVE".

Pending Memberships:

Users that have been invited to join your organization through Cougar Link, but have not yet confirmed their membership. Within the "PENDING" tab, organization leaders can resend the invitations to join the organization.

Prospective Members:

Users that have requested to join your organization in Cougar Link. These users should not be approved as members of the organization until they have fulfilled the requirements for membership as outlined in your organization's constitution. If students request to join your organization, it may be useful to contact them and provide them with membership and meeting information.

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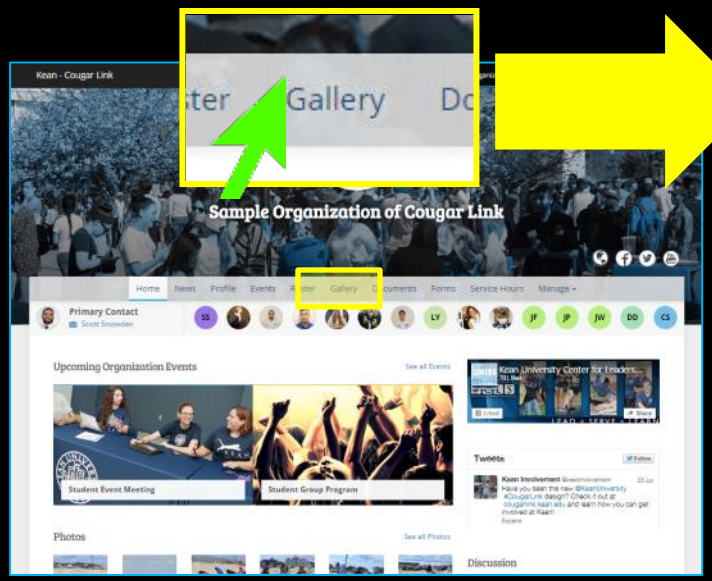
Organization Administration

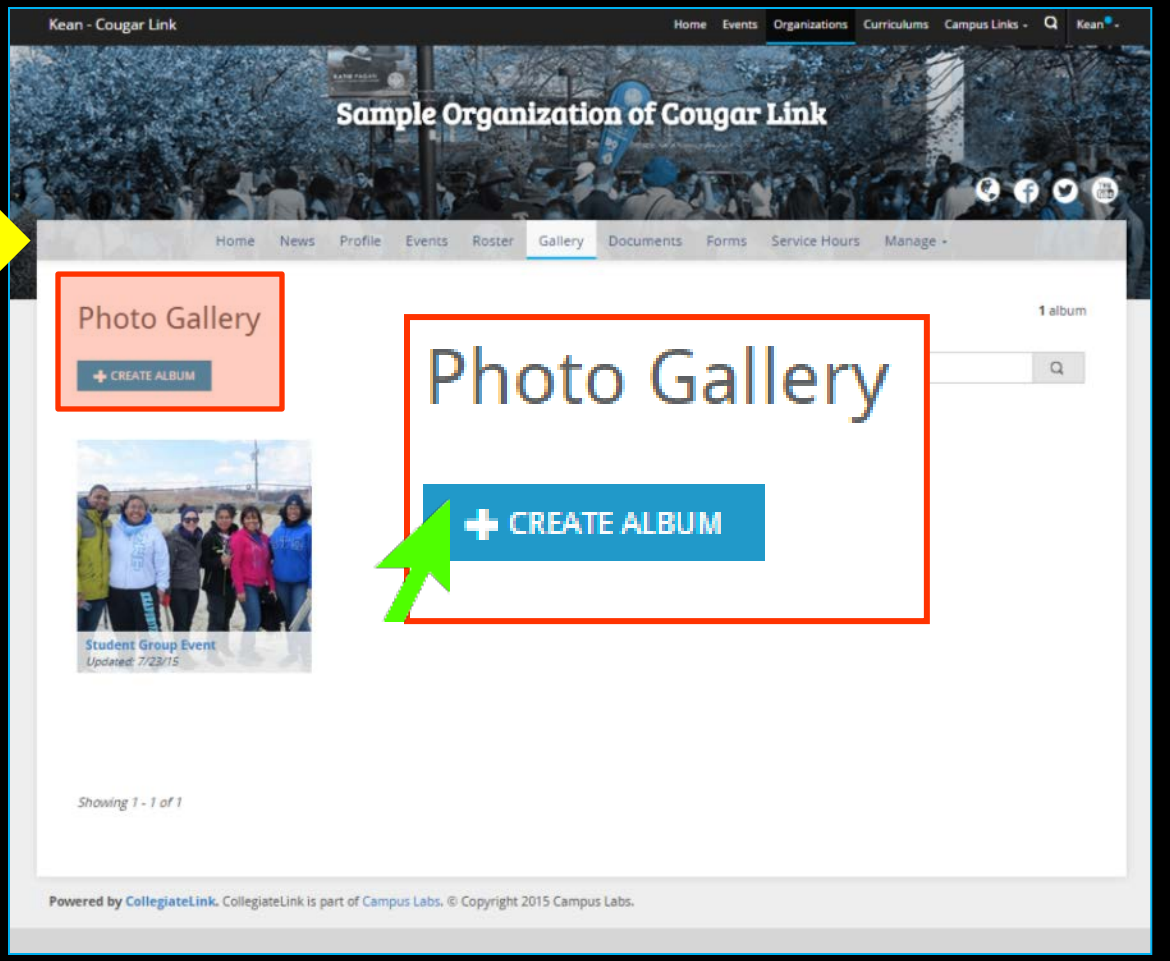
GALLERY

COUGARLINK

http://cougarlink.kean.edu

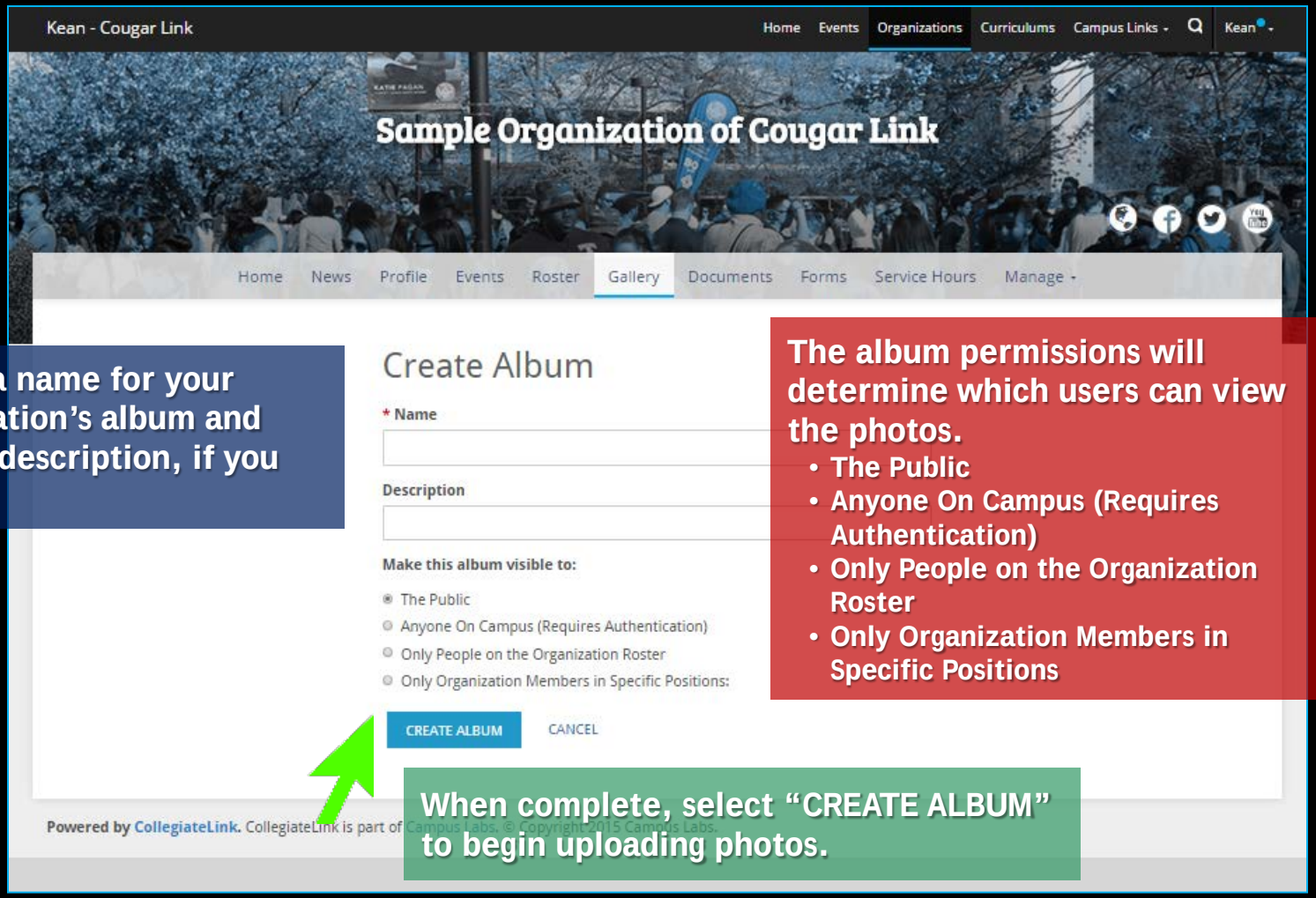
Creating An Album





COUGARLINK http://cougarlink.kean.edu

Creating An Album



Create a name for your organization's album and enter a description, if you choose.

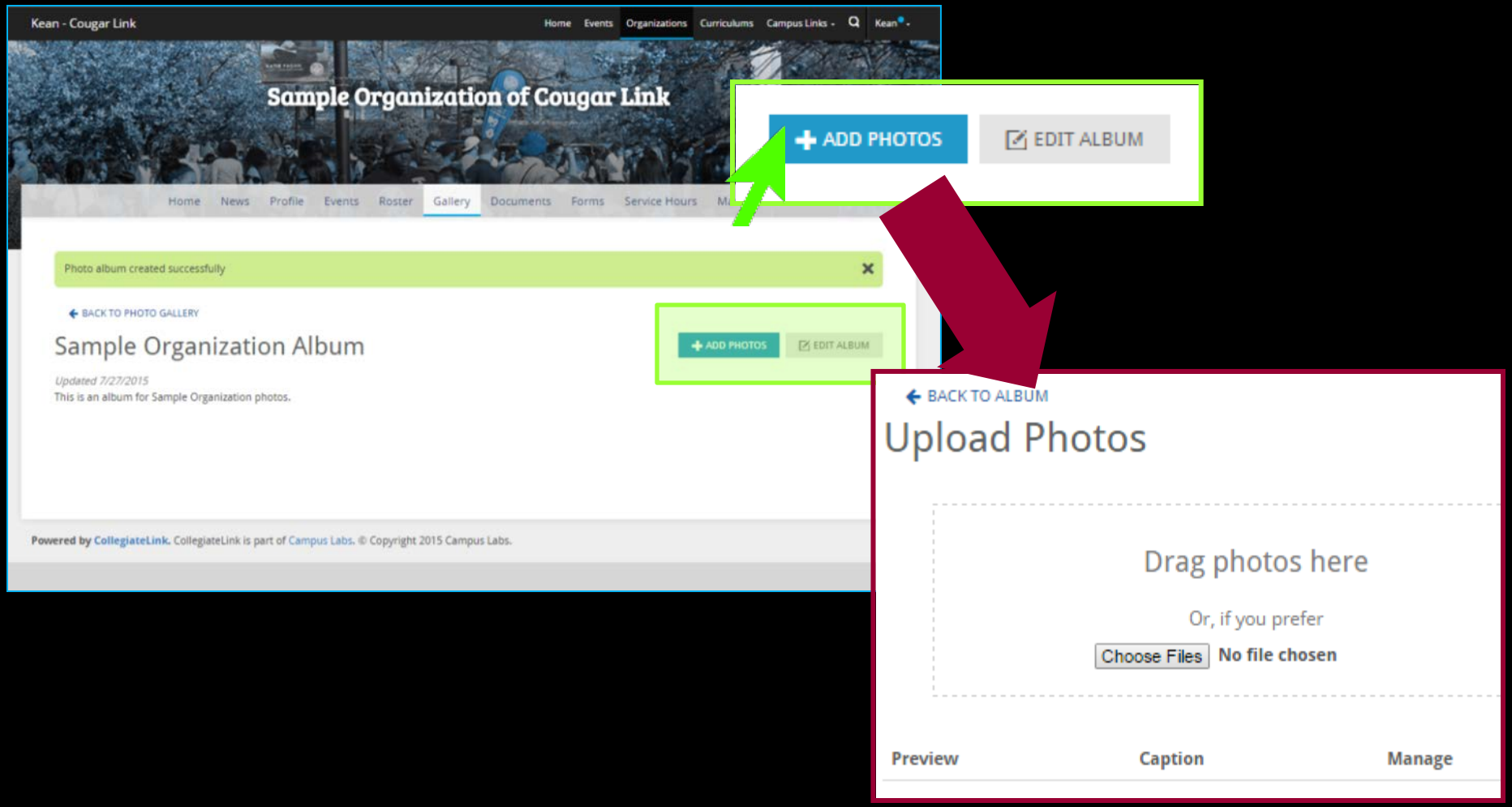
The album permissions will determine which users can view the photos.

- The Public
- Anyone On Campus (Requires Authentication)
- Only People on the Organization Roster
- Only Organization Members in Specific Positions

When complete, select "CREATE ALBUM" to begin uploading photos.

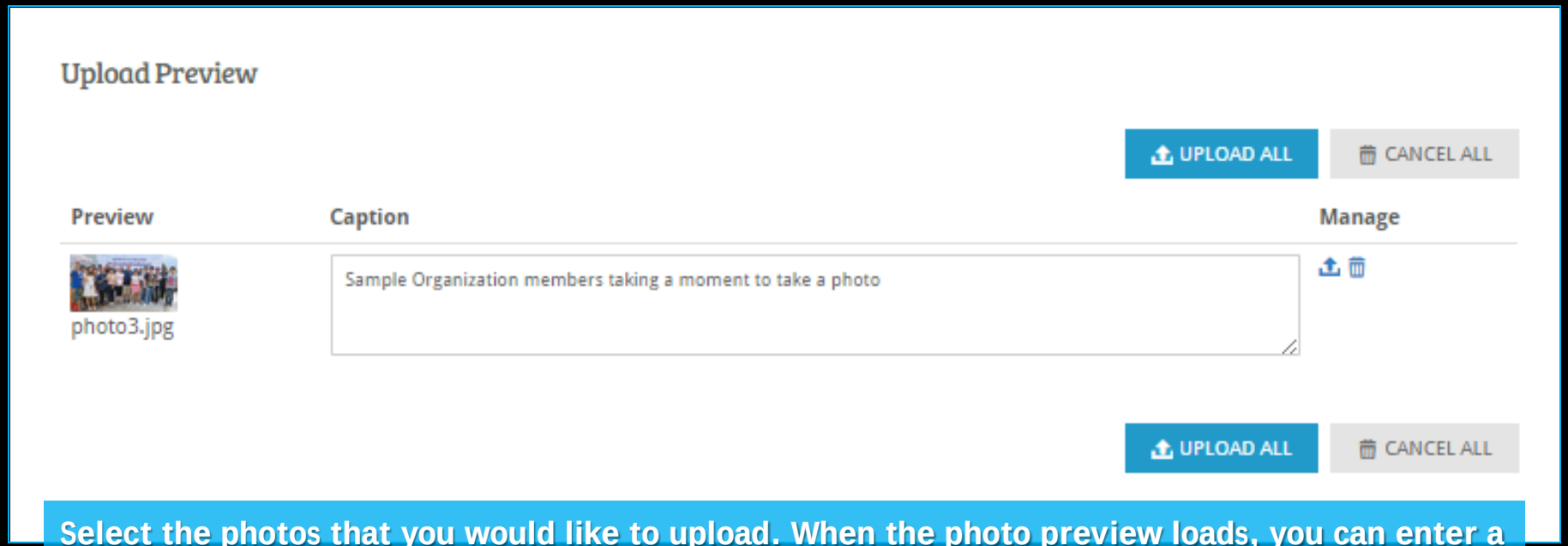
COUGARLINK http://cougarlink.kean.edu

Uploading Photos To An Album



COUGARLINK http://cougarlink.kean.edu

Uploading Photos To An Album



Select the photos that you would like to upload. When the photo preview loads, you can enter a caption for each photo. When you are done, you may select to "UPLOAD ALL", "CANCEL ALL" or upload or cancel each individual photo by selecting the manage icon to the right of the photo preview and caption box. When complete, you may return to your album to view the photos.

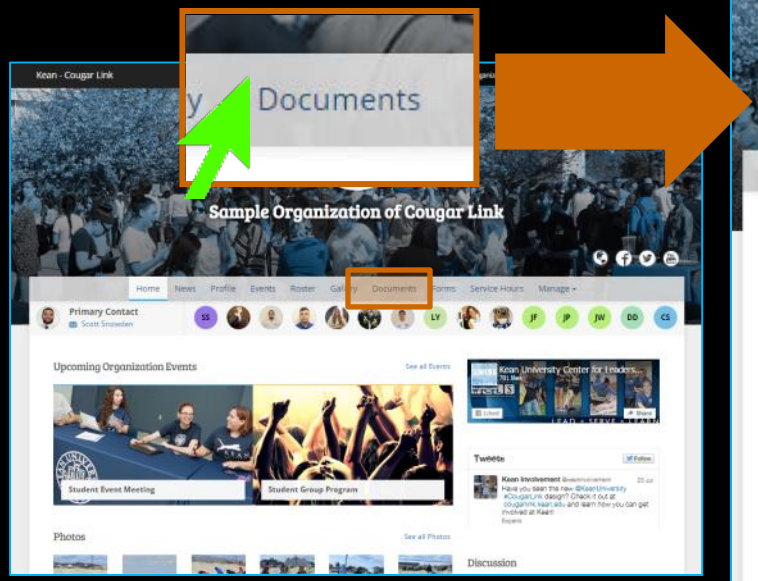
Organization Administration

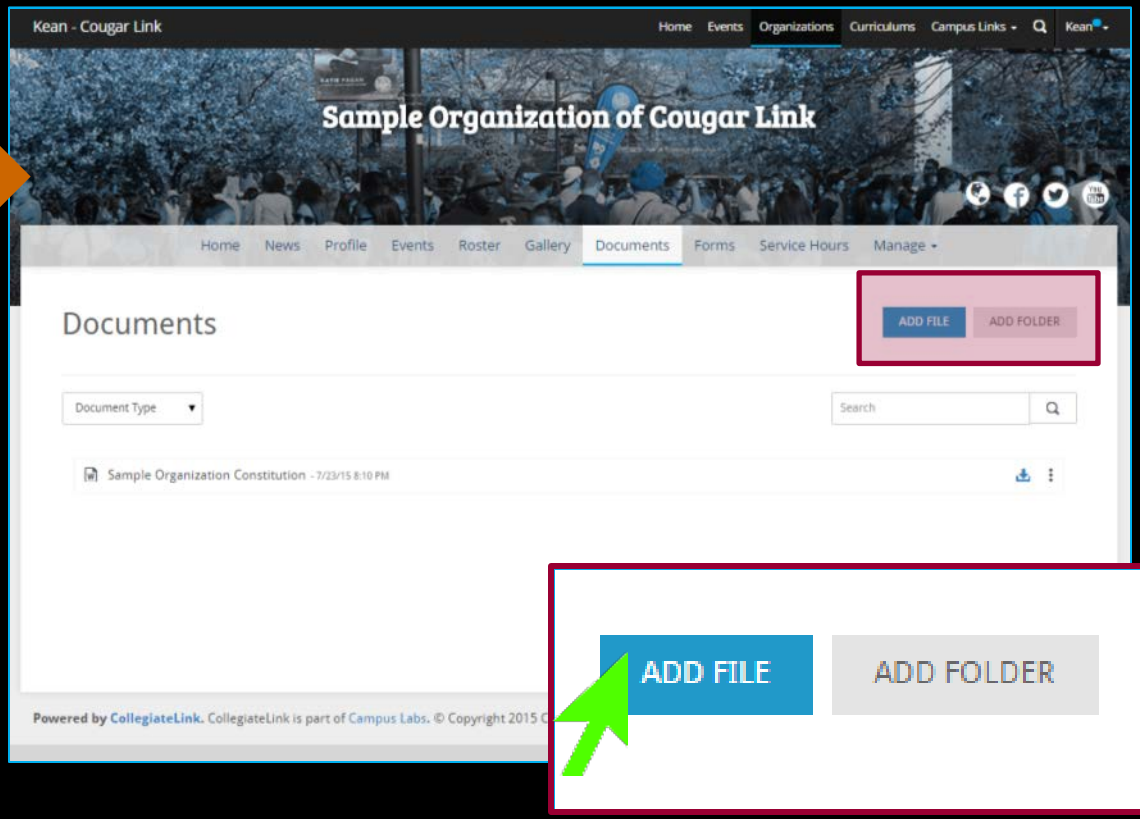
DOCUMENTS

COUGARLINK

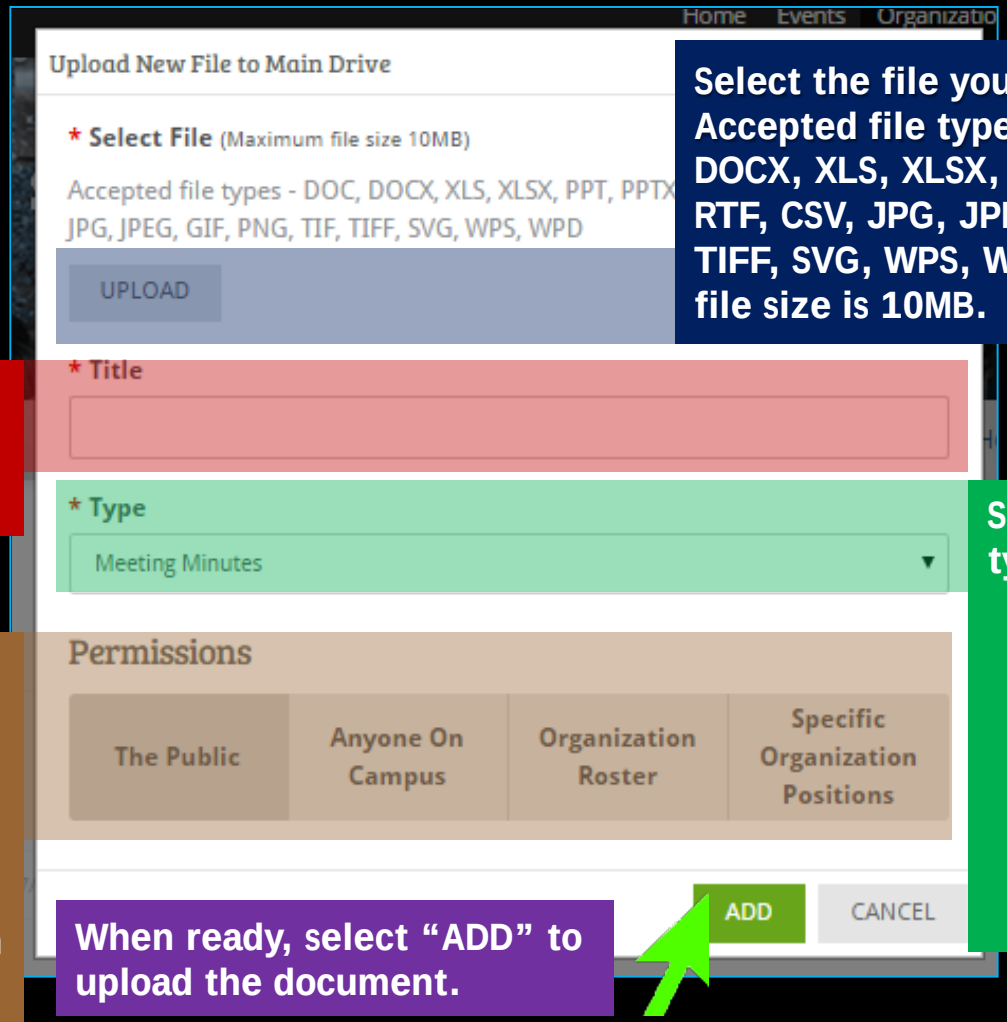
http://cougarlink.kean.edu

Uploading Documents





Uploading Documents



Select the file you would like to upload. Accepted file types include DOC, DOCX, XLS, XLSX, PPT, PPTX, PDF, TXT, RTF, CSV, JPG, JPEG, GIF, PNG, TIF, TIFF, SVG, WPS, WPD. The maximum file size is 10MB.

Enter the title of the document you would like to upload.

Select the document type:

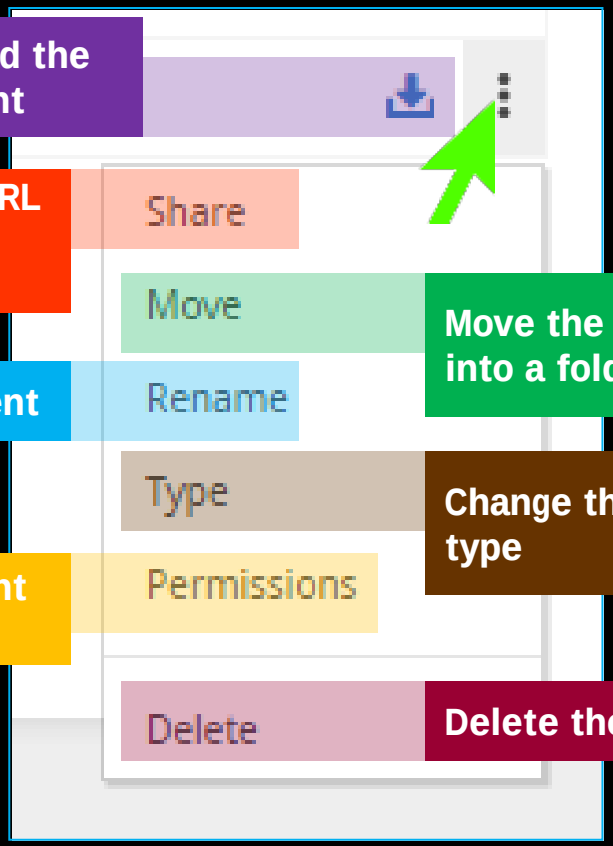
- **Constitution/Bylaws**
- **General Document**
- **Meeting Minutes**
- **Paper Forms**
- **Policies and Procedures**
- **Student Group Resources**

Select which users have access to view the document:

- **The Public**
- **Anyone On Campus**
- **Organization Roster**
- **Specific Organization Positions**

When ready, select "ADD" to upload the document.

Managing Documents



Download the document

Get the document URL to share with others for direct access.

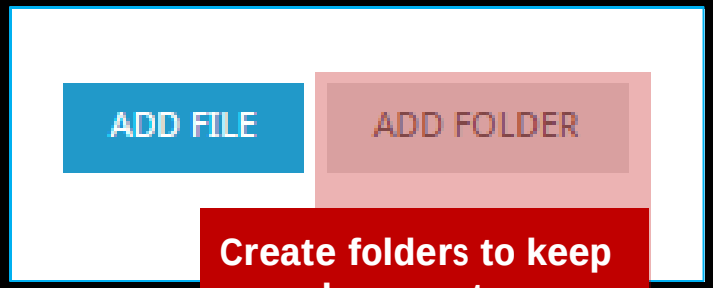
Move the document into a folder

Rename the document

Change the document type

Change the document view permissions

Delete the document



Create folders to keep your documents organized.

QUESTIONS?

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For More Information

- **Cougar Link Support**
  - cougarlink@kean.edu
- **Involvement Center**
  - Miron Student Center rm 303 – 908-737-5270
- **Center for Leadership and Service**
  - Miron Student Center rm 219 – 908-737-5170

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- EVENT & MEETING INFORMATION
- SERVICE HOUR TRACKING
- ONLINE CAMPUS BULLETIN BOARD
- CLUBS & ORGANIZATIONS
- CO-CURRICULAR TRANSCRIPT
- STUDENT ELECTIONS