

WILLIAM & MARY TribeLink

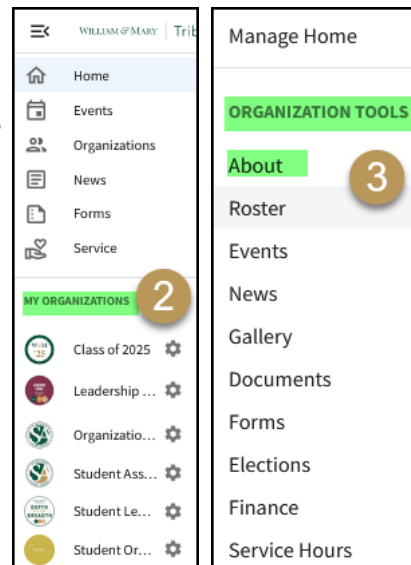
How To Manage Your Organization's TribeLink Directory Page

TribeLink serves as William & Mary's official directory of Recognized Student Organizations. Each organization has the ability and responsibility to manage their own page for this directory. It is important to make sure that the page is kept up to date with relevant information. Here's a guide to help organization leaders update the information about the organization

General Instructions to Access the About the Organization Page

To manage the content on the organization's TribeLink page you will need to access the organization's management menu in TribeLink. Here are some instructions to get to that page, instructions for the specific functions can be found throughout this resource.

- 1) Log into TribeLink (tribelink.wm.edu)
- 2) Click on the gear icon next to your organization name in the left hand menu on your screen under "My Organizations"; this will open a menu of organization tools. If you have not expanded the left hand menu, simply click on the organization profile picture and this will open the menu of organization tools.
- 3) Select "About"



Information You Can Update

Summary Description - this is what will appear on the directory listing

Full Description - you can write a longer description about your organization if you would like;

Profile Picture - this will appear on the directory

Contact Information - as this information is visible to the general public, do not list the contact information of individual members, to help protect their privacy and avoid potential spam or solicitation messages. If the organization does not have a shared address, phone number, or email address, you can leave this blank

External Website - if your organization has a website, link it to your TribeLink page here. If you don't, TribeLink can be an easy way to get information out about your organization

Social Media Links - you can list all of the links to a wide range of social media accounts your organization may have

Additional Information - most of this section is just information you need to provide/update for Student Leadership Development and is not visible to the public

Other Features and Information Visible On Your Page

There is additional content that you can manage on your page like a photo gallery, officer list/roster, events, news, forms, and documents. Be sure to check out the [How To Guides](#) to help you navigate updating those sections.

At the top of your organization's page, there are two buttons that people may use to reach out to the organization. Leaders of the organization should keep up with these communications.

A (JOIN) - Prospective members may click this button to learn more about joining the organization. The organization will receive a notification in the "Roster" section, under the tab marked "Prospective," and from there can take appropriate action. This could include simply approving (or denying) the request to join, or you can send back a message with information about the process for joining, like attending a required meeting, submitting an application, or auditioning, etc.

B (CONTACT) - Individuals may reach out to your organization by using the "Contact" button in TribeLink. This message will be sent to the Primary Contact of the organization (or their designees); these can go to their email or their Notifications section in the User Drawer, depending on how their account is set up. It's important that the Primary Contact (and designees) check the Notifications section in their User Drawer for new messages, so they can respond in a timely manner to these communications.



Additional Questions?

Email tribelink@wm.edu or check out the Engage Help Center for online resources like:

[Updating your Organization](#)
[Organization Tool Menu](#)

