Managing your Student Organization’s Roster in WIN

Accessing your Roster in WIN

1. Go to win.wisc.edu and click the ‘Login’ button in the top right-hand corner.
2. Once logged in, you can search your organization’s page in the ‘Organizations’ tab or by clicking on it in the ‘My Shortcuts’ tab.
3. On your organization’s page, the ‘Roster’ tab is located in the left column. (NOTE: Anyone within an organization is able to view the roster. However, to make changes, you must be listed as one of the four primary contacts.)

Inviting people to your organizations’ roster in WIN

1. Select “Roster” from left navigation, then “Manage Roster”
2. Top right hand corner of new screen, click “Invite People” button
3. Type any email addresses for students you would like to invite to join the student org
4. Which position would you like to invite them as? The default automatically invites them as a member but you can change this to “President,” “Treasurer,” or any other positions you have created in your roster (see below for instructions) under the “Invite As” drop-down list
5. Then select “Send Invitations” which will add the students to the pending tab until they accept

Creating positions for your organization

1. Select “Roster” from left navigation, then “Manage Positions” (also in left navigation)
2. This will bring you to any current positions for the organization
3. Click “Create New Position” button
4. Enter position name of your choice (e.g., Social Chair)
5. Choose where you want this position to appear in your roster: under “Members” or “Officers”
6. If you want this new position to be visible to the rest of the student org, which we recommend, select: “Show holders of this position on the organization’s roster”
7. Set Management Access: what the new position will have access to on the org’s WIN page
   a. If you choose “Limited Access”:
      i. Areas will appear such as, “Documents,” “Customization,” and “Events”
      ii. Choose what area(s) you would like the new position to have access to and how much access to each area (View or Full)
8. Select “Create” to save this new created position