RSO WORKSHOP

Presented by ODC
Who are we?
Brieanna

- Kenosha, WI
- Psychology
- CfLI Experience
  - Second Year at CfLI
  - ODC Team Lead
Grace

- Eagan, Minnesota
- Information Systems & Management Major within the WSB

Involvements
- President of Delta Sigma Pi
- Co-President of Information Systems Society
- Volunteer with Big Brothers Big Sisters
- Member of TedxUW-Madison

CfLI Experience
- ODC Team Member
- Undergraduate Leadership Certificate Advisor
Ellorie

- Middleton, WI
- Human Development and Family Studies
- Second year as ODC
- Clubs
  - Camp Kesem
  - Wisconsin Track Club
  - Madcity Spitters
What do we do?
What we do

- Virtual Front Desk
  - Email
  - Phone Calls
  - 1:1 Help

- Student Organization
  Registration Applications

- Projects

- Leadership and Social Justice
  Development
Wisconsin Involvement Network (WIN)
WIN Overview

**Roster**
Up-to-date list of your members

**Forms**
Create an entirely customizable form for whatever you need

**Service Hours**
Track the hours members commit to your org

**News**
Post relevant articles or updates to your members

**Events**
Input all upcoming events for members

**Attendance**
Simple & consolidated way to track attendance
Example of News Section

Example of Service Hours Section
How can WIN be used as a Marketing Tool?

You can customize:

- Gallery of pictures
- Add a video
- Links to social media and website
- Profile picture
- Upcoming events are visible to the entire student body
Delta Sigma Pi is a co-ed professional business fraternity that includes over 80 members in Business related fields. We strive to develop professional skills, leadership, ethics and service.

Our members enjoy high-quality training, frequent events with business leaders, opportunities to mentor and be mentored by experts in their fields, and supportive friendships that foster both professional and personal success and fulfillment. We also offer 18 positions within our organization that range in their focus, to give our members leadership experience in any area they have interest.

More than 250,000 people have been initiated into Delta Sigma Pi nationally. One of the biggest benefits to your membership in the Fraternity is the networking opportunities a group of this size offers. From the day you are initiated and throughout your career, this expansive network is available to you.

Even with the abnormality of this semester, our leadership is committed to accomplishing our goals. We still full semester planned with targeted Diversity and Inclusion initiatives, networking events with chapters across the country, fundraising and community service plans with the MACC fund and YWCA, personal and professional development opportunities, and plenty of events to just spend time with our Brothers (safely!).

Visit our website and socials to learn more!
Example

Who is the Delta Sigma Pi Psi Chapter?

Contact Information

3275 Grainger
975 University Avenue
Madison, WI 53706
USA
E: gplunkett@wisc.edu
P: 651-895-7050
WIN: Deep Dive - Election
Defining Election Parameters

Log into WIN and head to the Action Center

Click on the Action Center for your org

Click Create an Election and begin filling out the form!
Setting Up the Ballots

Create Ballot

*Name

Access Restrictions

If **General Access** is enabled, all users will be able to complete this ballot. If **General Access** is disabled, you can allow or deny access to the ballot to specified lists of users.

**General Access**

[Enable] [Disable]

Eligibility Lists

[Save] [Cancel]
Form Building

*President:
- Amanda Mintz
- Nate Adams
Adding Images to Election Choices

1. Go to the Action Center for your organization by clicking on your Switchboard and selecting Manage.

2. Open your organization tool drawer and select Gallery.

3. Select Create New Album. Enter a name for the album and a brief description. Indicate who can view the photo album based on their position. Click Create Album. If you are wanting to add photos to an existing album, you can bypass this step!
Adding Images to Election Choices

4. Click on the title of the album.

5. Click “Add Photos”.

6. Select the file(s) from a saved location and include a caption. (you may also drag and drop multiple images from your desktop into the upload area. This feature is dependent on specific technology in modern browsers, your browser may not support drag and drop.

7. Click *Upload All*. 
Adding Images to Election Choices
Adding Images to Election Choices

*President:
- Amanda Mintz
- Nate Adams
Adding Images to Election Choices
Adding Images to Election Choices
Viewing Election Results
Viewing Election Results

Fall Concert Voting

Show percentages based on:
- The total number of votes cast
- The total number of voters
WIN: Deep Dive - Event Form
WIN: Deep Dive - Event Form

- It’s a simple process!
- Just login onto WIN
Upcoming Virtual Fair Events

<table>
<thead>
<tr>
<th>Event</th>
<th>Host(s)</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring 2021 Virtual Student Organization Fair</td>
<td>University of Wisconsin - Madison</td>
<td>Invited</td>
</tr>
<tr>
<td>02/03/2021 6:00 PM CST - 02/03/2021 8:00 PM CST</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Name</td>
<td>Status</td>
<td>Start Date</td>
</tr>
<tr>
<td>----------------------------------------------------------------------</td>
<td>------------</td>
<td>------------------</td>
</tr>
<tr>
<td>Spring 2021 Virtual Student Organization Fair</td>
<td>Approved</td>
<td>2/3/2021 6:00 PM</td>
</tr>
<tr>
<td>Co-hosted event managed by University of Wisconsin - Madison</td>
<td></td>
<td></td>
</tr>
<tr>
<td>RSO Leader Skills: Effectively Using WIN</td>
<td>Approved</td>
<td>12/3/2020 6:00 PM</td>
</tr>
<tr>
<td>Fostering an Inclusive Environment</td>
<td>Approved</td>
<td>11/18/2020 4:30 PM</td>
</tr>
<tr>
<td>Tips and Tricks on Hosting Successful RSO Meetings &amp; Events</td>
<td>Approved</td>
<td>10/22/2020 1:30 PM</td>
</tr>
<tr>
<td>Exploring Involvement Opportunities</td>
<td>Approved</td>
<td>9/23/2020 6:00 PM</td>
</tr>
<tr>
<td>Leadership Certificate Informational Session</td>
<td>Approved</td>
<td>3/3/2020 6:30 PM</td>
</tr>
<tr>
<td>Leadership Certificate Informational Session</td>
<td>Approved</td>
<td>2/27/2020 6:30 PM</td>
</tr>
<tr>
<td>Leadership Certificate Informational Session</td>
<td>Approved</td>
<td>2/26/2020 6:30 PM</td>
</tr>
<tr>
<td>Spring Student Organization Fair</td>
<td>Approved</td>
<td>2/11/2020 5:00 PM</td>
</tr>
<tr>
<td>Fall 2019 Leadership Certificate Ceremony</td>
<td>Approved</td>
<td>12/4/2019 5:00 PM</td>
</tr>
<tr>
<td>Leadership Certificate Informational Session</td>
<td>Approved</td>
<td>10/1/2019 6:30 PM</td>
</tr>
<tr>
<td>Leadership Certificate Informational Session</td>
<td>Approved</td>
<td>9/18/2019 6:30 PM</td>
</tr>
<tr>
<td>Leadership Certificate Informational Session</td>
<td>Approved</td>
<td>9/17/2019 6:30 PM</td>
</tr>
<tr>
<td>Fall 2019 Student Organization Fair</td>
<td>Approved</td>
<td>9/12/2019 5:00 PM</td>
</tr>
</tbody>
</table>
Create Event

Basic Details

*Event Title
Ellorie's Awesome Club Event!!!!!!!!!!!!

*Theme
Social

*Description
I decided to make a fun zoom event for all my friends and anyone willing to enjoy in fun online games with random people!

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.

Additional organizations co-hosting this event
N/A
Time and Place

Start Date: 04 Dec 2020
Start Time: 05:00 PM

End Date: 04 Dec 2020
End Time: 08:30 PM

Location: Online
Online Location: https://discord.gg/Q2QGuQ6b

Add another date:
Settings

*Who can RSVP

Anyone

Limit number of available RSVP spots

Allow Guests

Organization Representation

When RSVPing, the respondent will be prompted to select an organization from a list of their current memberships that they can choose to represent at this event

Allow respondents to represent an organization

RSVP Questions

Include questions for respondents to complete when they RSVP

Question Instructions

Include a summary or instructions about the questions the respondent is about to answer

Add Summary

There are currently no Custom Questions
RSVP Questions
Include questions for respondents to complete when they RSVP

Question Instructions
Include a summary or instructions about the questions the respondent is about to answer

☐ Add Summary

Question 1
* Add your question text
What is your favorite color?

Preview
* What is your favorite color?

☐ This question is required
☐ Add question description

Question Type
Event Cover Photo

Upload Photo

Click to select an image

Instructions

Your Cover Photo helps draw attention to your event. To make sure your image looks great, choose a high resolution photo that's eye-catching, high quality, with a central focal point.

Guidelines for image files

Use the following guidelines to get the highest quality Event Cover Photo.

Dimensions: Image should be 1300px by 780px or larger and horizontal in orientation. All images will be cropped to a 1.67:1 aspect ratio.

File Type: JPG, JPEG, GIF, PNG and PDF.

File Size: Use a photo that's no larger than 10MB.

General: Avoid images that have text or logos. PDF files will not have a preview and can not be cropped.
Your submission is almost complete.

As an administrator you can skip the Branch Custom Fields for this event submission.

**Skip Custom Fields**
Select this option to complete the event submission without adding or revising custom field data.

If you are revising a submission, the original custom field response data will be retained, which you can review from the confirmation page that follows.

**Continue to Custom Fields**
Select this option to add or revise custom field data using the same workflow as a user without administrative access.

[COMPLETE SUBMISSION] [CONTINUE TO CUSTOM FIELDS]
Ellorie's Awesome Event!!!!!!!!!!!!

Host Organization
Center for Leadership & Involvement

Location
Online

Online Location
https://discord.gg/Q2Q5uQ6b

Begins
Friday, December 04, 2020 at 5:00 PM CST

Ends
Friday, December 04, 2020 at 8:30 PM CST

Event Rating
0.0

STATUS
Approved

VISIBILITY
The Public

RSVP SETTING
Anyone

EVENT ATTENDANCE
0 Invitees
0 Attended
0 Absent
0 Excused
Events, why was I denied?

- Have to submit attendance for ALL in-person events

- Common Denials
  - COVID regulations
  - Naming
  - Missing information
Community for Org Leaders