

Student Organization COVID-19 Support

Hello Pointers,

As we continue monitoring COVID-19 pandemic and efforts to reduce the spread of the coronavirus, state and national health guidelines have changed rapidly. To mitigate public health risks to our university and community, UW-Stevens Point has shifted to online and alternate delivery through the end of the spring semester. We at Campus Activities and Student Engagement Office have put together a list of resources to help navigate and manage your student organization during this time:

1. Virtual Meeting Resources-

To run your meetings online you can use zoom or skype. The following links will give you an idea on how to use the two applications.

- **[Zoom Video Tutorials:](#)**

<https://support.zoom.us/hc/en-us/articles/206618765-Zoom-Video-Tutorials>

- **[Zoom Article on Getting Started:](#)**

<https://support.zoom.us/hc/en-us/articles/201362033-Getting-Started-on-Windows-and-Mac>

- **[How to Get Started with Skype:](#)**

<https://support.skype.com/en/faq/FA11098/how-do-i-get-started-with-skype>

2. Collaborating from Home-

In addition to virtual meetings if your organization is working on drafting documents or completing collaborative activities the following resources can prove to be helpful. You have access to both OneDrive as well as Microsoft Teams through your school email and the associated Office 365 feature.

- **[Microsoft Teams Video Tutorials:](#)**

<https://support.office.com/en-us/article/microsoft-teams-video-training-4f108e54-240b-4351-8084-b1089f0d21d7>

- **[Microsoft OneDrive User Information:](#)**

<https://support.microsoft.com/en-us/help/17184/windows-10-onedrive>

3. Elections-

If your organization has graduating members who are serving in officer positions, you can run elections by using SPIN.

To set up elections you will need to be a member of the organization who has access to manage the organization's SPIN page. The Primary Contact and any officers with Full Access within their organization can create an election. The primary contact/president of the organization can change these permissions through managing the roster and editing position permissions if needed, you can find instructions on how to do that below in *"Managing Roster and Positions"*.

To find the elections tab: Login to SPIN > Search for your organization > Manage Organization > Click on the 3 lines on the left side of the page > Elections.

Once you are in the elections tab this link will give you instructions on how to set up an election on SPIN: <https://engagesupport.campuslabs.com/hc/en-us/articles/204033084-Creating-an-Organization-Election>

4. Managing Roster and Positions-

If your organization has changes in membership or changes in positions that a member in your organization holds, you can manage your roster, positions, and specific position permissions.

To find the roster tab: Login to SPIN > Search for your organization > Manage Organization > Click on the 3 lines on the left side of the page > Roster.

Once you are in the roster tab:

- [Manage organization positions on SPIN:](#)

<https://engagesupport.campuslabs.com/hc/en-us/articles/205187790>

- [Create positions specific to your organization on SPIN:](#)

<https://engagesupport.campuslabs.com/hc/en-us/articles/204033724>

- [Manage your roster on SPIN:](#)

<https://engagesupport.campuslabs.com/hc/en-us/articles/115001617606-Roster-Walkthrough>

- [Invite new members on SPIN:](#)

<https://engagesupport.campuslabs.com/hc/en-us/articles/204033704>

- [Approve membership requests on SPIN:](#)

<https://engagesupport.campuslabs.com/hc/en-us/articles/204033714>

- [Remove members on SPIN:](#)

<https://engagesupport.campuslabs.com/hc/en-us/articles/204033744>

5. Forms, Applications, Non-Election Voting, and Data Gathering-

If your organization wants to send out applications or create polls you can do so using the forms feature of SPIN. This is a great feature to use as you can designate access to multiple members in your organization to review the submissions, collect file attachments, approve or deny submissions with closing comments, and export all submissions to easily manage your data using excel.

To find the forms tab: Login to SPIN > Search for your organization > Manage Organization > Click on the 3 lines on the left side of the page > Forms.

Once you are in the forms tab this link will give you instructions on how to set up a form on SPIN: <https://engagesupport.campuslabs.com/hc/en-us/articles/204032264-Forms-Walkthrough>

6. Sharing Organization Documents-

You can easily share organization documents using SPIN. To find the documents tab: Login to SPIN > Search for your organization > Manage Organization > Click on the 3 lines on the left side of the page > Documents.

Once you are in the documents tab this link will give you instructions on how to share files on SPIN: <https://engagesupport.campuslabs.com/hc/en-us/articles/204032404-Documents-Overview>

7. Sharing Announcements on SPIN-

You can share organization announcements such as elections results, event cancellations, recruitment information, and so on using the SPIN News tab. News articles will be posted on your organization homepage as well as go on the SPIN homepage.

To find the news tab: Login to SPIN > Search for your organization > Manage Organization > Click on the 3 lines on the left side of the page > News.

Once you are in the news tab this link will give you instructions on how to make news posts: <https://engagesupport.campuslabs.com/hc/en-us/articles/360019496052-News-Walkthrough>

8. Creating Events on SPIN-

You can create events on SPIN whether it be for future in-person events that you are planning or virtual events that will take place during the COVID-19 pandemic. SPIN events are a great resource to advertise your event, send invites to potential attendees, track attendance, and get feedback about your event.

To find the events tab: Login to SPIN > Search for your organization > Manage Organization > Click on the 3 lines on the left side of the page > Events.

Once you are in the events tab:

- [Use basic event features:](#)

<https://engagesupport.campuslabs.com/hc/en-us/articles/115001594463-Events-Walkthrough>

- [Create new events:](#)

<https://engagesupport.campuslabs.com/hc/en-us/articles/204033924>

- [Track event participation:](#)

<https://engagesupport.campuslabs.com/hc/en-us/articles/204032034>

9. Keeping Track of Your Organization Finances-

Self-isolation does not need to result in financial confusion for your student organization. All your student organization account balances can be found on SPIN.

To find the finance tab: Login to SPIN > Search for your organization > Manage Organization > Click on the 3 lines on the left side of the page > Finance.

Once you are in the finance tab, this link will give you instructions on how to manage your organization finances on SPIN: <https://engagesupport.campuslabs.com/hc/en-us/articles/204033784-Submitting-Purchase-Funding-Requests-for-Your-Organization>

For any questions regarding SPIN or student organization support please email cbenny@uwsp.edu.