Updating Organization’s Email Lists

All student organizations have three distribution lists: Member, Adviser/Officers and Senders.

Members Distribution List

Each organization has a membership distribution list called 'Student_Organization List - Members'.

Membership is automatically updated based on the member list in SPIN and cannot be updated by any other means.

Please see section 2 below for inviting new members to the SPIN roster.

Advisers/Officer Distribution List

Each organization has an Advisor/Officer distribution list called 'Student_Organization List - Adv Ofcr'.

Membership of the Advisor/Officer distribution list is automatically updated based on the designation of Advisor and certain officer types in SPIN. This list cannot be updated by any other means.

Please see section 1 below for assigning officer positions to current members.

Please see section 2 below for inviting new officers.

Senders Distribution List

Each organization has an allowed Senders distribution list called 'Student_Organization List - Senders'.

The Senders list designates who is allowed to send to the Members list - if the Members distribution list is restricted in SPIN. Please note that the Senders list is not in use for an organization unless the Members list is restricted in SPIN.

Senders lists can be edited at https://groups.uwsp.edu/. Only Authorized officers will see the Senders lists. Anyone who has been granted “Email Access” in SPIN is considered an authorized individual.
Update Rosters in SPIN

Managing the Organization’s Roster

From your organization’s page, click the “Roster” tab.

This will open the organization’s roster page. This will show what a logged in student will see on your organization’s page. Members will be hidden by default. Officers will be shown by default.

Note: Only organization position holders with “Roster” permission will be able to perform the following steps.

Section 1: Managing Officers and Members

Click “Manage Roster” at the top right of the page.

The “Current” tab will show all currently listed members, even those that are hidden in the public view.

You can remove members by checking the box and clicking “End Membership”.

You can add officer positions by clicking “Edit Positions”. Note: For more information on positions, refer to Section 3.

The “Pending” tab will show individuals whom you have invited to join but have not yet confirmed or denied the invitation.

The “Prospective” tab shows individuals who have asked to join your organization. You can “Approve”, “Deny”, or “Send Message” to these individuals.

Section 2: Inviting Members and Officers

Click “Invite People”.

If adding an officer, type one name into the E-mail address box.

Click “Add E-mail Addresses”.

The below column will appear on the right side. Use the dropdown menu to select the correct position.

If adding members or multiple officers, type all emails into the E-mail addresses box separated by commas or one per line.
Click “Add E-Mail Addresses”.

In the right column leave the dropdown menu as

**Recommendation:** If adding a large number of people, add all as members. It will be quicker to add them all first and to assign positions later.

Click “Send Invitations”

If successful, you will see "1 group invitation was successfully sent." at the top of the page.

You can view sent invitations under the “Pending” tab on the manage roster page.