

Office of Student Activities

presence Guides

How to transition your organization

Transitioning your organization is the process by which new information is updated annually and ensures a smooth continuation of your organization from year to year. Transitioning happens primarily in the Spring Semester each year as new organizational leadership is selected and rosters change.

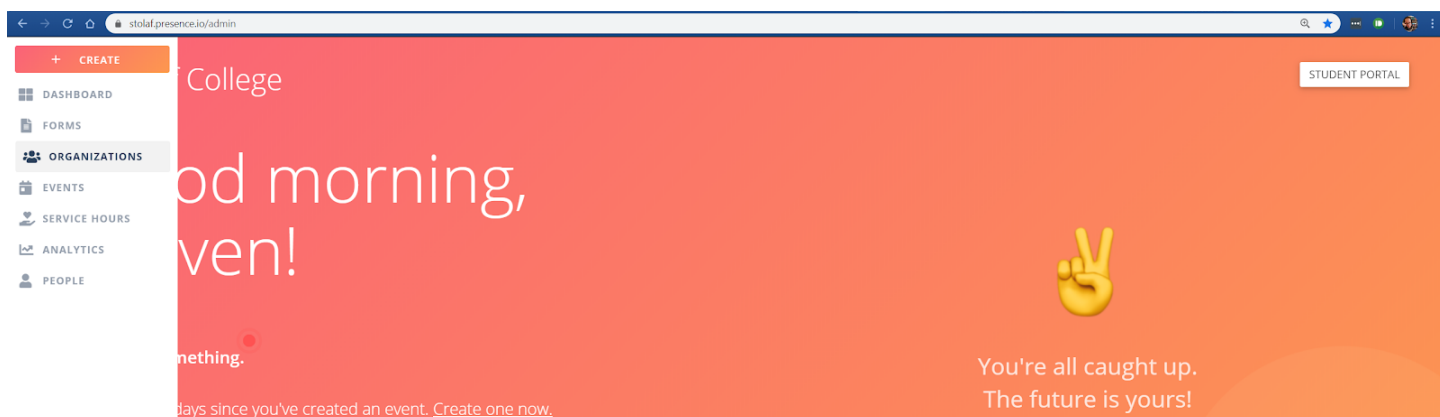
Step 1:

Log in at stolaf.presence.io/admin with your St. Olaf Username and Password.

- If you are unable to login and are an officer in your organization, please email osa@stolaf.edu with the organization name and your position within that organization.

Step 2:

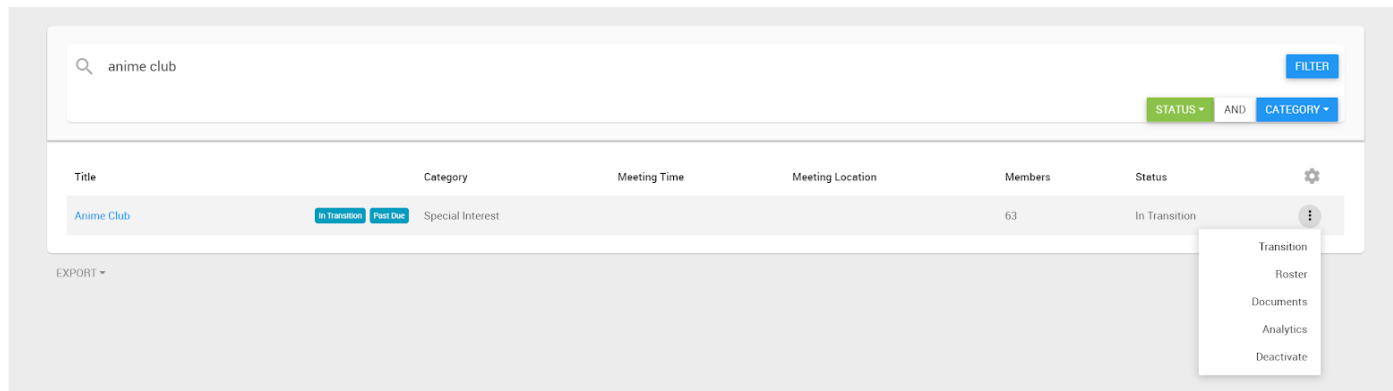
Move your mouse to the left side of the screen and a menu will expand and list “Organizations”. Click on “Organizations” (as shown in the screenshot below).



Step 3:

You will now see the list of organizations you have access to (as pictured below). If you do not see the organization you're attempting to transition please email osa@stolaf.edu.

- If your organization is in need of transition you will see an “In Transition” label next to your organization’s name (see the below example). To transition your organization click the three dots on the right side of the column and click “Transition” in the menu.



Step 4:

You will be brought to a screen where you are able to update your organization's information (do not change your organization's category or Lawson account number).

Step 5:

About half way down the screen you will be able to add members and officers to your organization. You will need at least seven members total including a president and a treasurer to continue being an active organization. Additionally, all organizations need to have at least one student contact and their advisor listed under the "Organization Contacts" section.

Step 6:

To add members type the individual's name into the "name" section, their email with @stolaf.edu into the middle section, and their position within the org in the next column, as seen below.

The screenshot shows a web form for adding members. At the top, there are three input fields: "Name" (with a sub-label "Name Surname"), "Email" (with the text "email@stolaf.edu" and a red "invalid entry" message below it), and "Membership". The "Membership" dropdown menu is open, showing options: "Committee Chair", "Member", "President", "Secretary", "Treasurer", and "Vice President". Below these fields is a section titled "Organization Contacts" which contains two more input fields: "Organization Contact" and "Organization Contact Position".

Step 7:

When finished click the "Submit for Approval" button in the top right corner of the screen and an Office of Student Activities staff member will approve or ask for clarification and edits of your response.