

# Office of Student Activities presence Guides

## How to update your roster

This guide outlines how to update the roster of your organization in the middle of the year if membership or officers change. If you are looking to transition your organization from one year to the next including roster updates, please see the “How To Transition” Presence guide

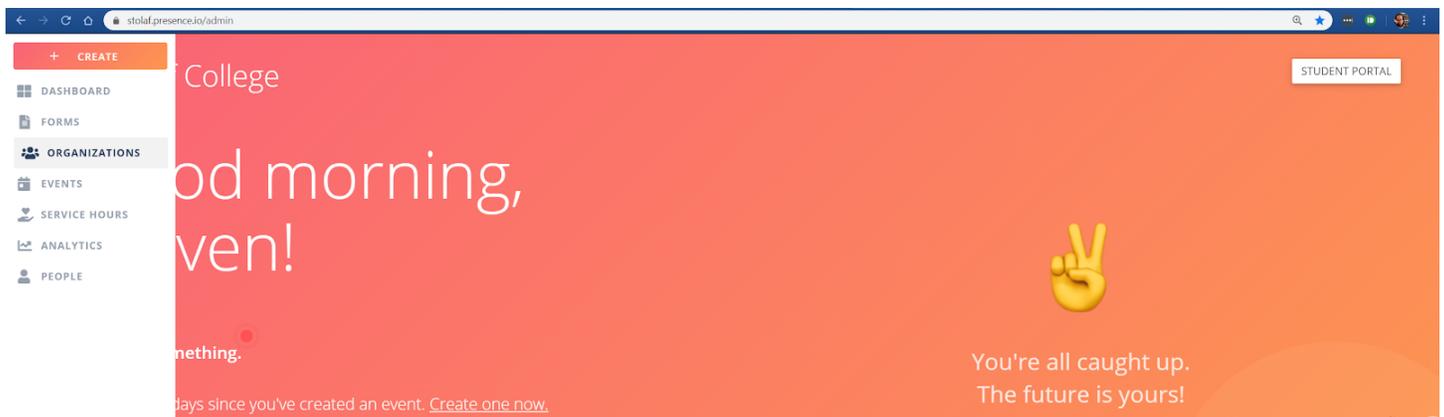
### Step 1:

Log in at [stolaf.presence.io/admin](http://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](mailto:osa@stolaf.edu) with the organization name and your position within that organization.

### Step 2:

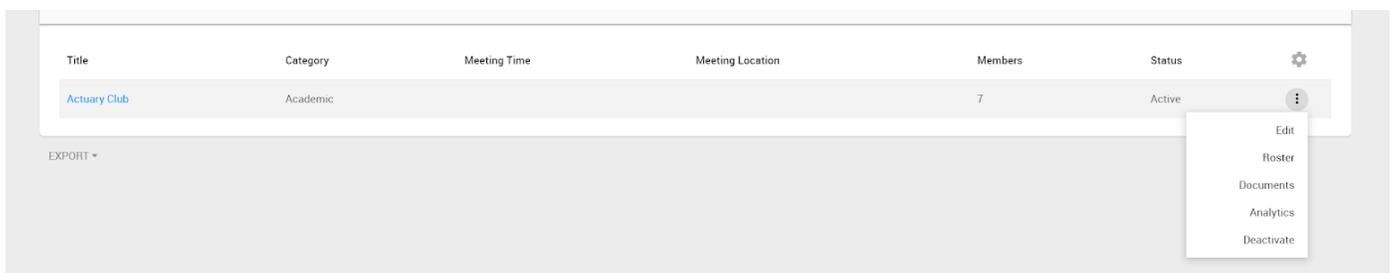
Move your mouse to the left side of the screen and a menu will expand. Click on “organizations” (as shown in the screenshot below).



### Step 3:

You will now see the list of organizations you have access to (as pictured below). If you do not see your organization, please email [osa@stolaf.edu](mailto:osa@stolaf.edu)

- To make updates to your roster, click the three dots on the right side of your organization’s name and then click “Roster”.



### Step 4:

Scroll down to the “Members” section. To add a member, click the “Add Members” button.

**Step 5:**

A box will appear for you to search for a member by name or username. Once you find the member's name and you're adding them as a member, click "Add". If you're adding an officer, click the small arrow next to "Add" and select "Add & Edit".

- "Add & Edit" will bring up a dialogue box where you can then select the position of the officer. Since the position names may not exactly line up with your organization's titles, please click the one that is the closest match to what you're looking for
- Added members will need to accept an email invite to your organization.

**Step 6:**

To remove a member from your organization, find the individual's name in the "Members" section and click the pencil icon on the right side of the name column. Once you click the pencil icon, a dialogue box will pop up. Click "Deactivate" to remove that member.

**Step 7:**

If you need to change your roster by a large amount (adding or removing fifteen or more members), please contact the Office of Student Activities at [osa@stolaf.edu](mailto:osa@stolaf.edu) and they can help you batch change your roster.