# Community Partner Resource Packet

# What is OrgSync?

OrgSync is an online community designed to keep Marymount students in touch with events, organizations, and services on campus. Think of it like a virtual student union, or Marymount's own social networking site. Every member of our campus has access to OrgSync and can explore MU's, student organizations, student services, and resources.

The *Empowering Students for Service* section of OrgSync is home to all service opportunities provided through Marymount University's Saints' Center for Service and its Community Partners. This convenient and easy to use platform allows students to see, search, and filter all available opportunities in one place.

**How OrgSync Can Benefit Your Organization**
By promoting your opportunities through OrgSync, your organization has access to an entire community of service-oriented students who want to get involved. Whether our students are looking for service hours to complete class, internship, or extra-curricular requirements, or just want to give back to the community, the Service Opportunities List is a comprehensive resource for our campus. OrgSync is the most effective way for your organization to stay in touch with Marymount University.

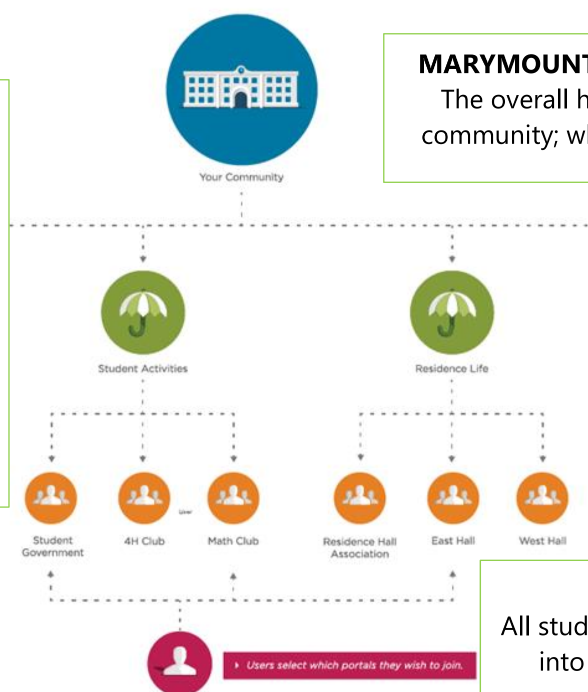
**OrgSync Structure**

**MARYMOUNT UNIVERSITY COMMUNITY**
The overall homepage for our OrgSync community; what you see when you log in

**UMBRELLA LEVEL**
Our OrgSync community has two umbrellas:

*Marymount University:* houses all student groups and student services offices

*Empowering Students for Service:* houses service opportunities and community partners




**ORGANIZATION PORTALS**
Individual group, office, or partner pages

**USERS**
All students are automatically loaded into the OrgSync platform and anyone with an MU email address can create an OrgSync account.

**Learn more** about OrgSync through this short [introductory video]

# Account Activation

## Logging in and Activating Your Account

*From An Email Invitation*

- Click the Accept Invitation button in your invitation email
- You will be taken to the OrgSync basic profile page.  Please enter the requested information.

*From the Marymount Portal (internal users)*

- Sign in to my.marymount.edu and click on Sign On Links from the lefthand menu
- Select OrgSync
- When you reach the OrgSync landing page, select Sign on With Campus ID on the top right
- Fill in your MU credentials and hit Log In

**If It's Your First Time**

- You will be directed to a "Basic Profile". Fill out any information that is not already entered that you would like to share on your profile.
- Once that is completed, click the "Marymount University" Banner on the top left to be directed to the home page.

## The Community Homepage

The Marymount University logo on the top left of the OrgSync page will always bring you back to the community homepage.

The **Home** tab is the main feed, populated with content from the portals.

The **Organizations** tab shows you every organization within our OrgSync platform, which includes service partners, student services offices, and student organizations.

The **Events** tab shows the full community calendar, populated by the portals.  These events are those held by student organizations or are aimed at providing resources to students. Service opportunities will also appear on this calendar.

The **Service Opportunities** tab shows the full list of service events. Users can filter events by partner, date, or category. All service partners are shown under the Partners tab. Service opportunities are created by partner portals and the Saints' Center for Service.

**Your Personal Drawer**

If you click on your name in the top right corner your personal drawer will open. Here you will be able to see messages and notifications, events from your portal/that you RSVP'd to, your profile options, and general settings.

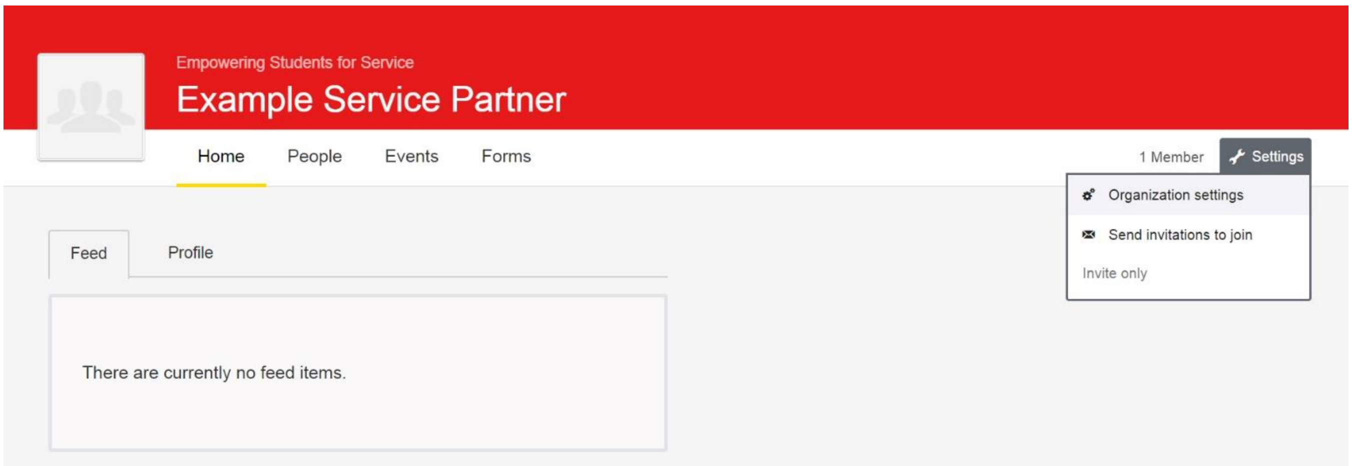
OrgSync

MARYMOUNT UNIVERSITY

# Partner Registration and Portal Setup

## Partner Registration

Once you have accepted your invitation to become your portal's administrator, you will need to set up and design your portal. Go to your portal and hover over the *Settings* option on the top right of the menu bar. Then select *Organization Settings*. This will bring you to the Partner Registration form, which gives Marymount all of the required information about your organization.



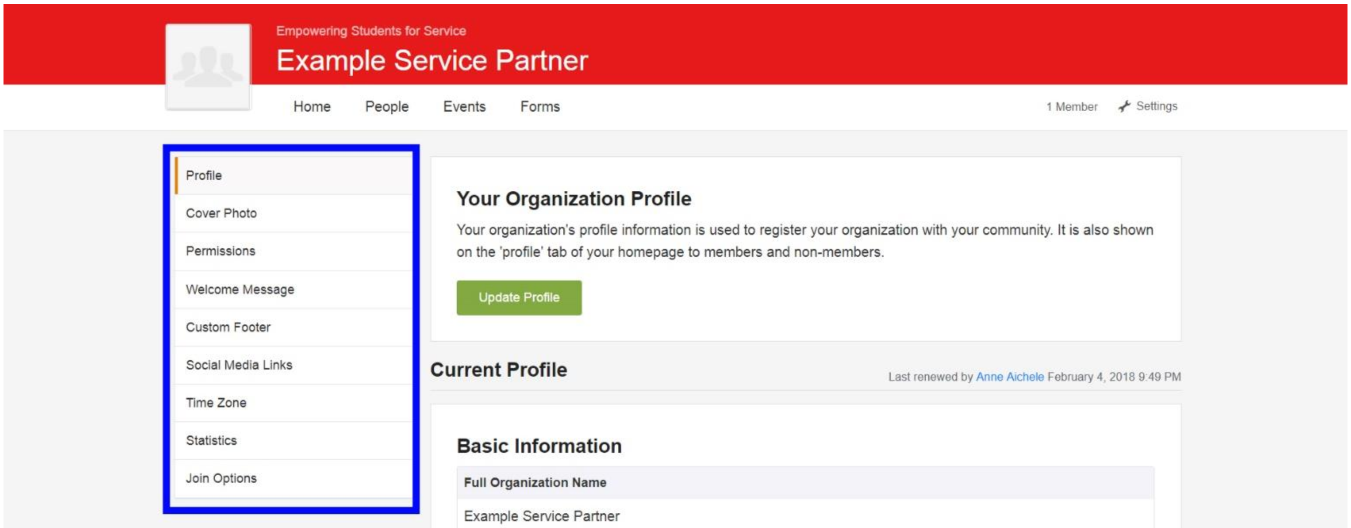

Select the green Update Profile button to begin your organization's registration process. We require a yearly update of this information, and OrgSync will remind you when it's time to renew your profile.

The Partner Registration Form is broken into four areas:

- **Basic Information** – organization name, an abbreviation for your organization, the category that best fits your organization's mission, a short description and keywords, and your profile photo (organization logo)
- **Detailed Information** – address and contact information, social media handles
- **Tax and Policy Information** – organization documents, tax ID number and exemption status
- **Risk Management Agreement and Information** – required MU agreement, organization conduct information, supervisory status, liability, emergency procedures

If you have any questions regarding specific form questions or information being collected on the registration form please contact the Saints' Center for Service.

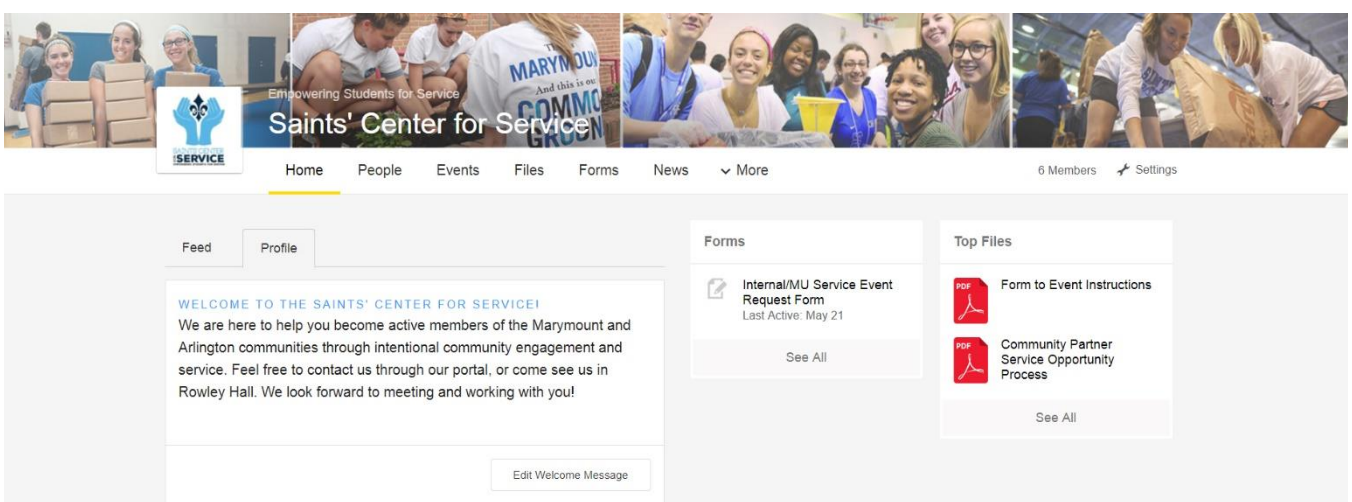
There are additional ways to customize the look and functionality of your portal within the Settings tool.




Your **Cover Photo** is the banner image that appears at the top of your portal (the red bar in the example above). You may want to include photos of your location, service events, or just a solid color that matches your brand. The recommended size is 2000 pixels wide x 320 pixels tall. The image must be a a jpg, png or gif.

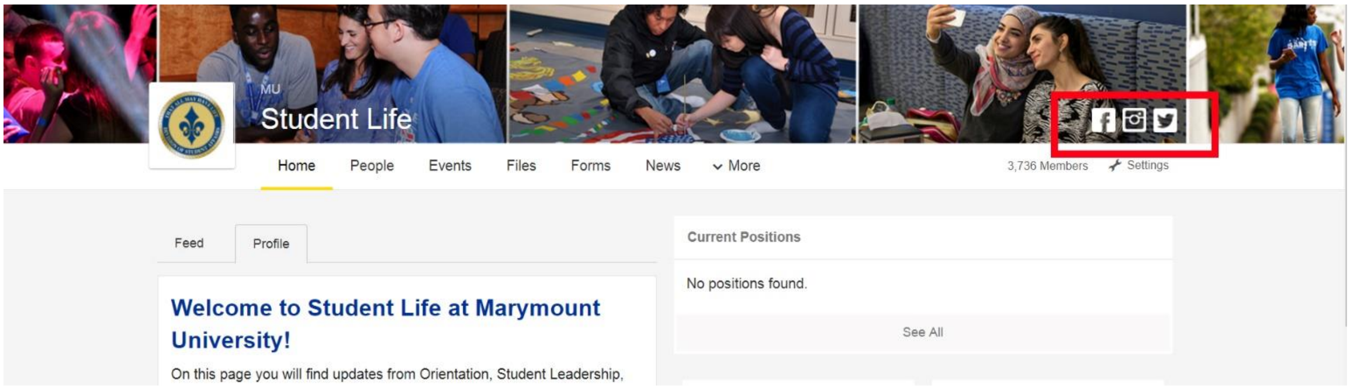
The **Permissions** area is the control center for the portal features. Here you can customize how the users of your portal access the various tools. The default settings were set up by OrgSync admins and should work for most organizations, but portal administrators always have the option to adjust the permissions to their needs. This page also provides explanations for the levels of access.

Your **Welcome Message** is a space to welcome users to your portal and write a brief summary about your organization's mission and goals. It is recommended that portals select the 'Show Welcome Message by Default' check box so that users are greeted with information when they visit the portal. An example welcome message is shown below.



The **Custom Footer** option allows you to add a short piece of text to the bottom of your portal. It is often used for hours, contact information, or locations. This can also be left blank.

Adding **Social Media Links** will add a linked shortcut to your profile cover photo. When these fields are entered, clickable icons will appear on the lower right side of your cover photo and can send users directly to your social media pages.



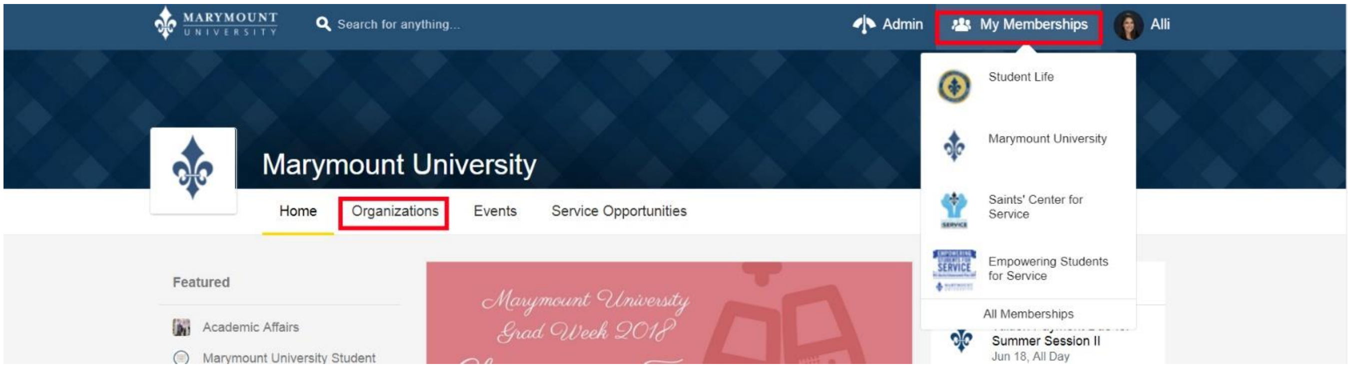

**Time Zone** is how you set the time zone of your organization. By default, all portals are set to Eastern Standard Time.

**Statistics** will show you the number of overall users, new users, and events within your portal in a given year.

**Join Options** allow you to control how users become members of your portal. Most casual users will not need to be members of your portal, but you may want to add colleagues and repeat volunteers so that you can communicate regularly. The recommended settings for community partners are that members are invited or join by request. Both of these options require administrator action and are the most secure ways to manage portal membership. More information about adding members is later in this guide.

## Portal Features and Design

Your portal can be accessed at any time via the Organizations tab on the community homepage or the My Memberships button in the top right tool bar.

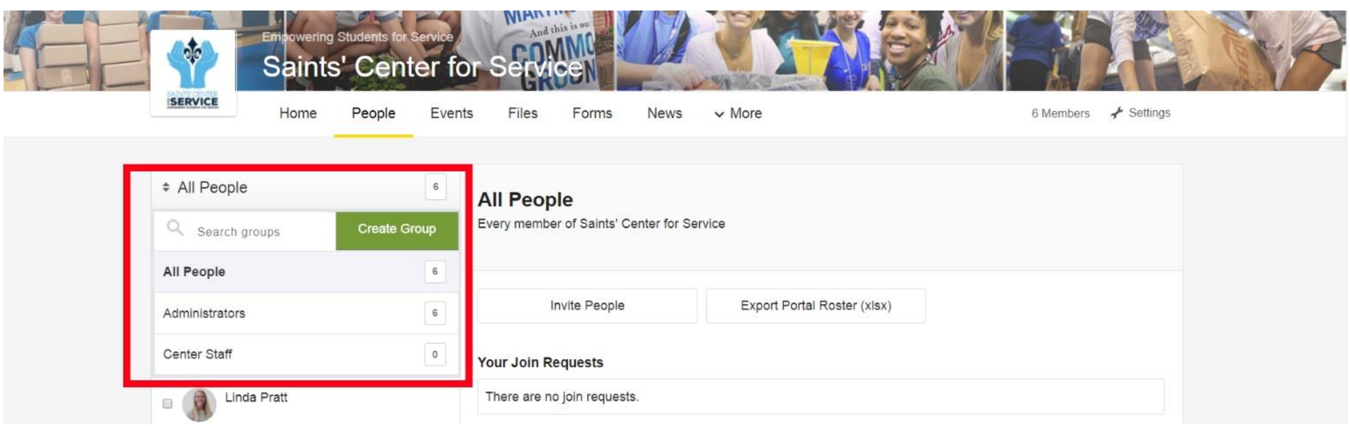



Once inside your portal, you will see a toolbar across the top.

**People Tab**

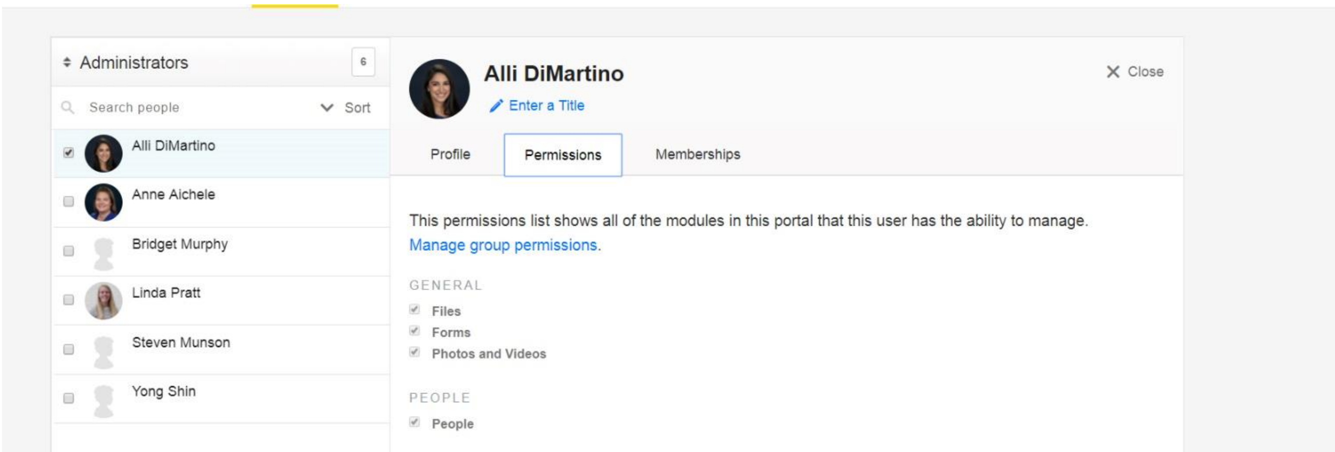
*Used for: managing your portal membership*

All members of your portal are listed in this tab. From this page you can invite members, create groups, and send messages. To **create groups** within your portal, click **All People** on the top left your roster list, then select the green **Create Group button**. Examples of a groups would be "Organization Staff", "Interns", "Regular Volunteers", etc.




- **Adding Administrators to Your Portal**
  - If the individual has not created an OrgSync account, select Invite People, insert their email address, and add them to Administrators Group (drop down menu at the bottom of the invitation page)
  - If the individual is already a member of your portal, go to the Administrators group and select Add Person to Group. You can enter their name in the box that appears.

- **Adding General Members to Your Portal**
  - If the individual has not created an OrgSync account, select Invite People and insert their email address.  You can add them to a group if necessary.
  - Once added to your portal, you have the option to select the level of access that each individual has by clicking on All People > finding their name > selecting Permissions.




**Events Tab**
*Used for: planning and promoting events and gathering RSVPS*
This tab shows a full list of your upcoming service opportunities.  Here you can manage events, see RSVPs, and manage event forms.  The next guide provides detailed instructions on adding events.

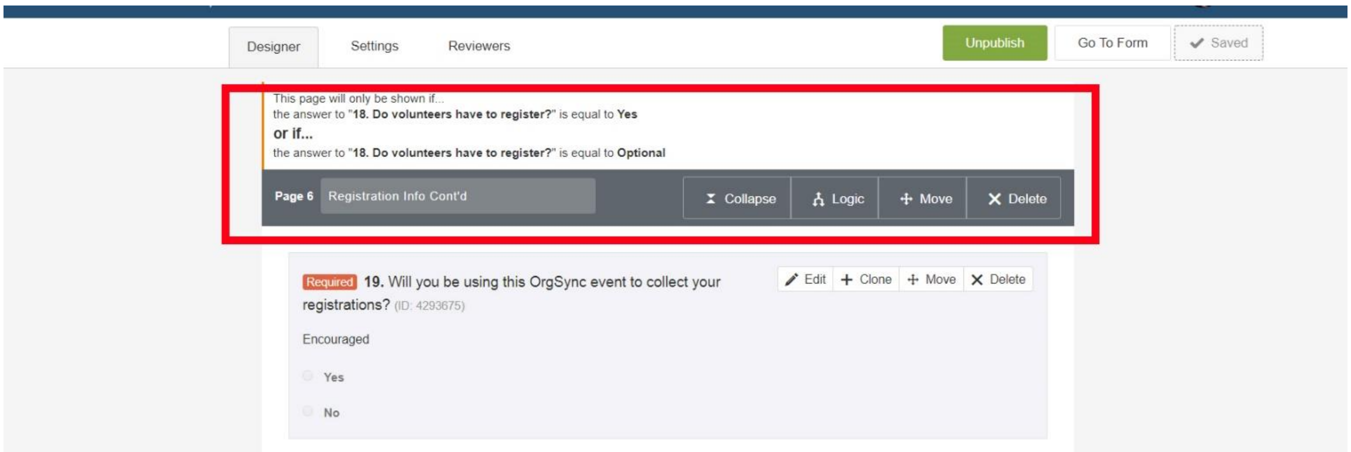
**Files Tab**
*Used for: adding important documents*
Files can include resources, event planning information, policies, volunteer information, waivers, etc. With each file you can customize the visibility settings, so you can share items both publicly and privately within your portal.

- **Public –** visible to anyone, can use provided link to share document in emails, on websites, or on social media.  Viewers do not need an OrgSync account for access
- **Marymount University –** visible and accessible to anyone who has an MU OrgSync account
- **Portal (Organization Name) –** visible only to those who are actually members of your portal
- **Selected Groups –** visible only to the members of the groups that you select (ex: administrator documents)

**Forms Tab**
*Used for: creating forms for sign ups, volunteer information, and other data gathering*
Forms can be shared publicly or privately based on visibility settings, and provide the option to require review/approval upon submission.

To create a form, select the green **Create a Form** button within the Forms tab. Enter the form title and a short description, then select Create Page. The Add Question button gives you many types of questions to choose from. The Create Text Block button adds only text to your form. This may be used for waivers, agreement statements, or policies.

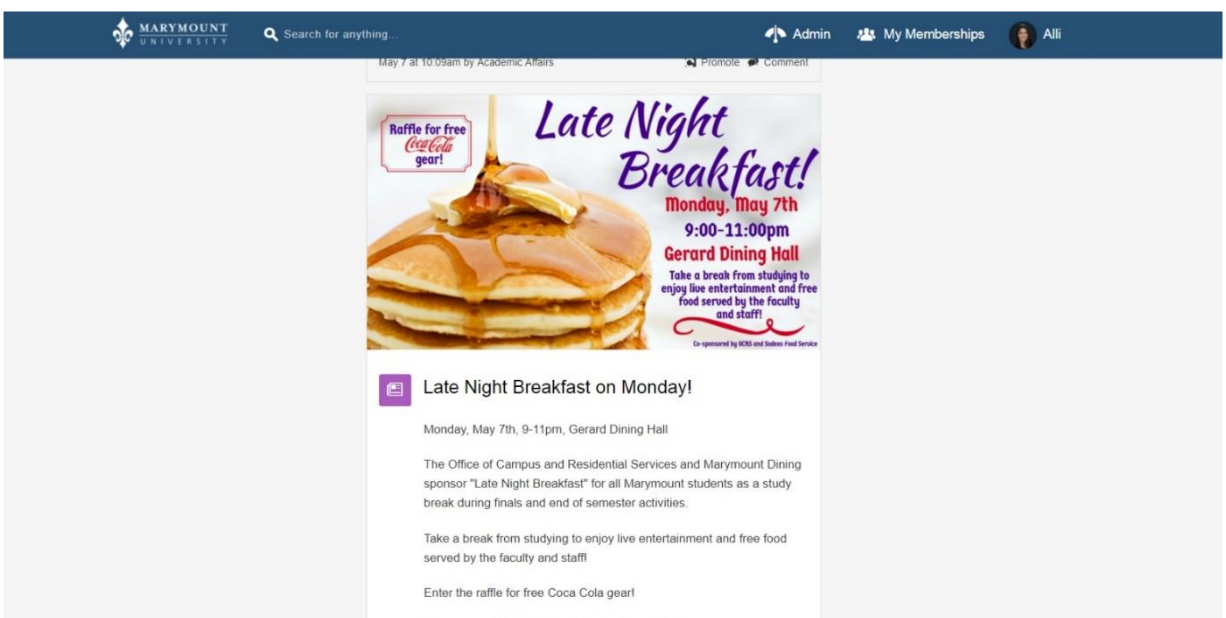
By selecting the **Logic** tool, you can narrow down the questions in your form based on answers to previous questions.




## News Tab

*Used for: Deadline reminders, upcoming important dates, event promotion*

News posts appear on your portal homepage and the Community homepage (if selected Marymount University under visibility settings).

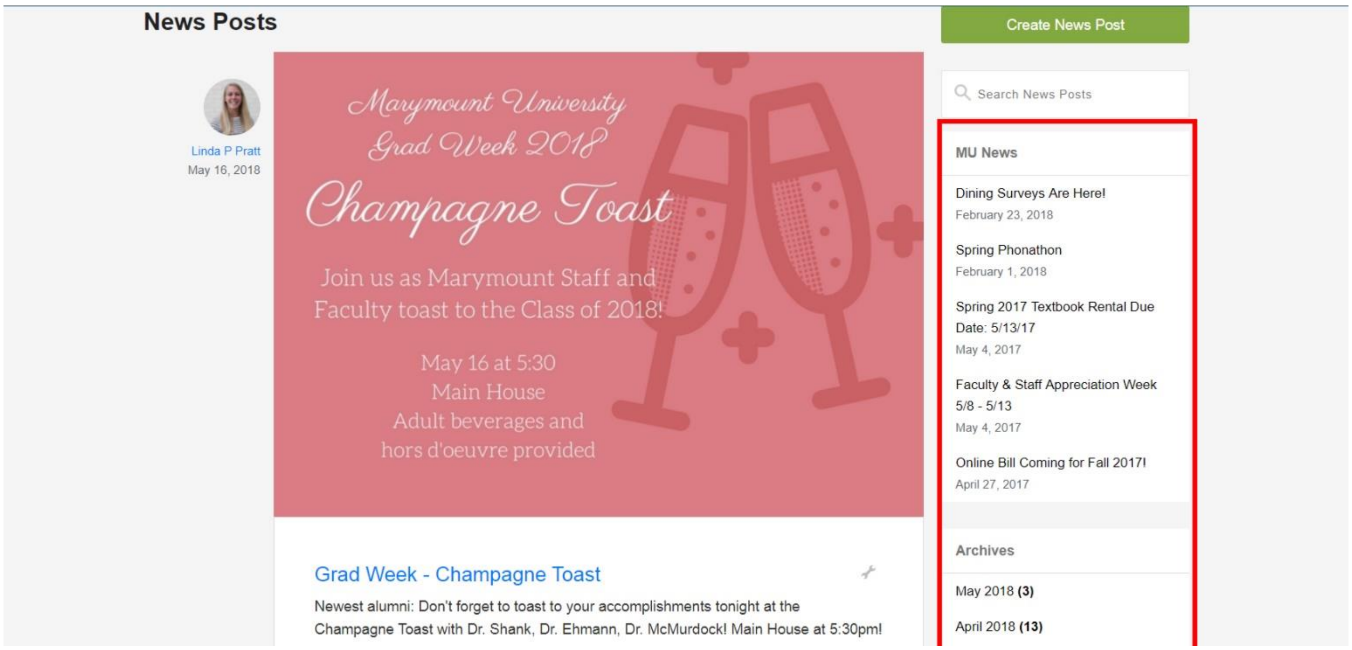


To create a News post click the green **Create News Post** button in the News tab.  Enter the required information: Title, Post Content, Visibility Settings

- *Send as Email Option* should only be used if your visibility setting is within your own portal. Emails to the Marymount Community setting must be approved by the VP of Student Affairs.

Preview your announcement to check the formatting and then publish using the Post button.

Your news posts will be archived within the News tab by month and year.




**More Tools**

Photos – upload photo albums from your events

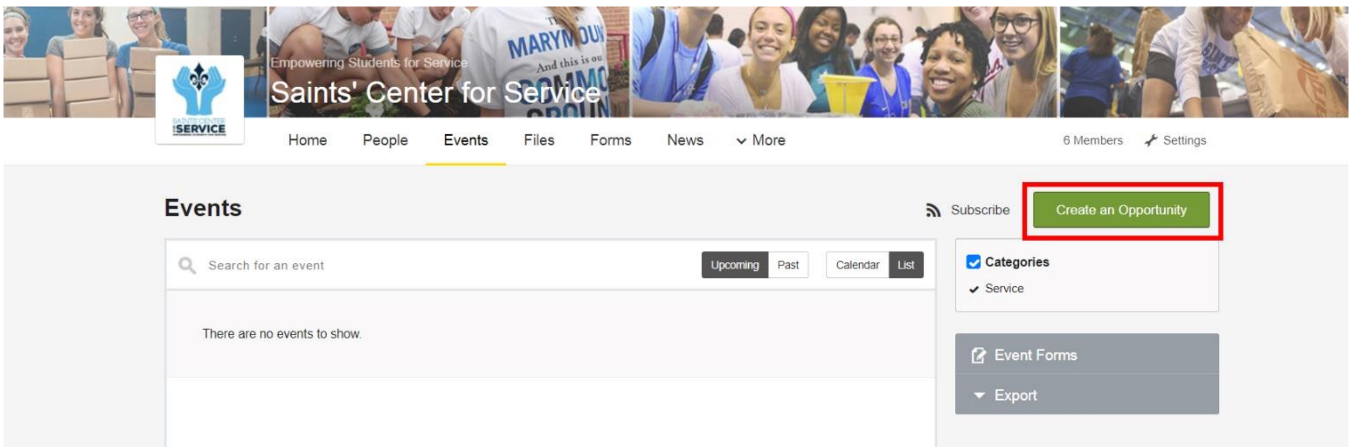
Discussions – open a discussion topic to get feedback from your volunteers

Videos – upload event or promotional videos

# Creating Service Opportunities

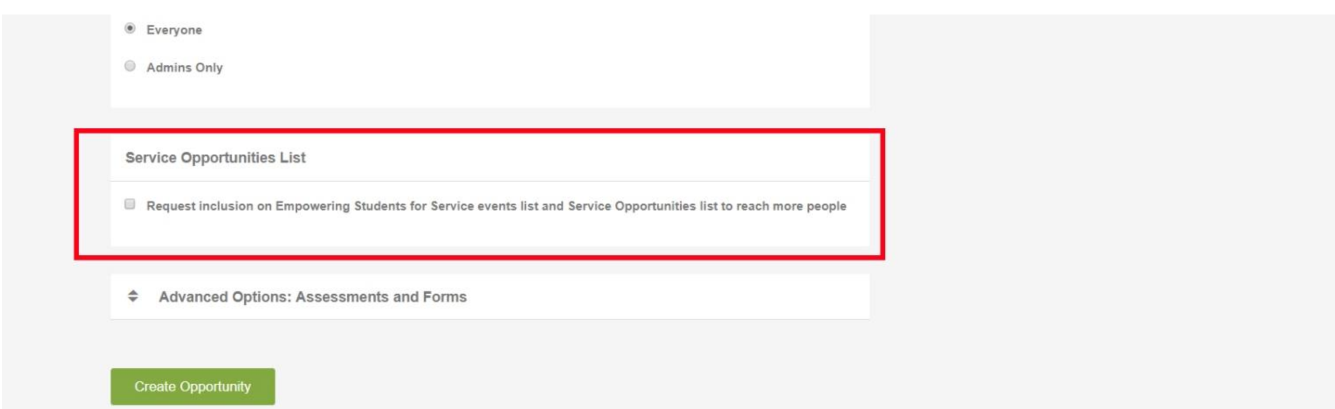
## How to Add a Service Opportunity

To add a service opportunity, go to the Events tab within your portal and click the green Create an Opportunity button.

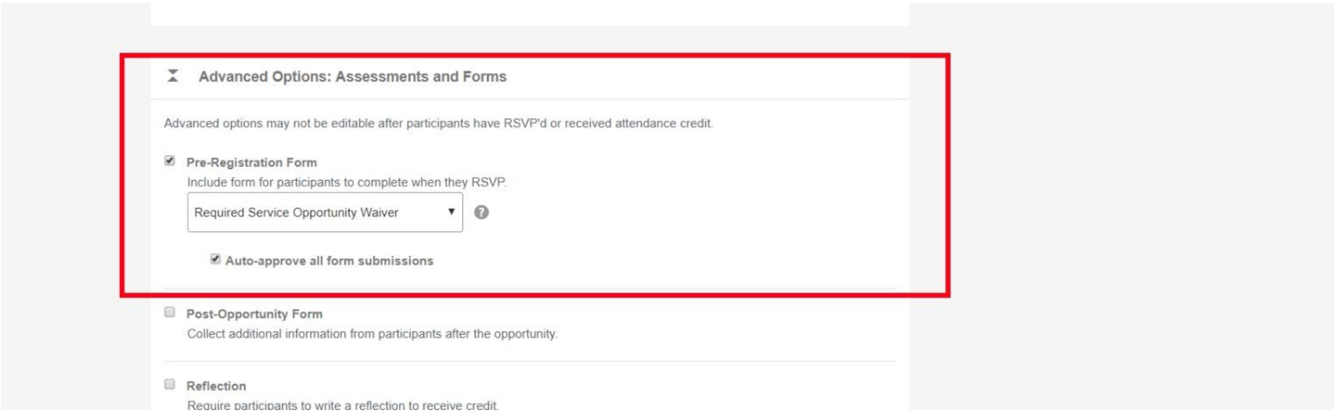



Enter the required information: Event Name, Category, Description, When and Where, Event Image, Visibility Settings, and Portal Sharing. **If your event is metro accessible or accessible via other public transportation, please note that within your event location or description. S**tudents will be able to search for events using this information.

- Visibility Settings
  - **Events that are restricted to your organization members only:** select Visible only to people in this portal
  - **Events that you'd like shared to the Community Service Opportunities List (recommended):** select Marymount University and check off the Request inclusion on MU events list box



All Marymount Students, faculty, and staff are required to complete a waiver before participating in any service opportunities. To add the required waiver, click the Assessment Options dropdown menu, check Pre-Registration Form, and select **Required Service Opportunity Waiver** from the dropdown menu.



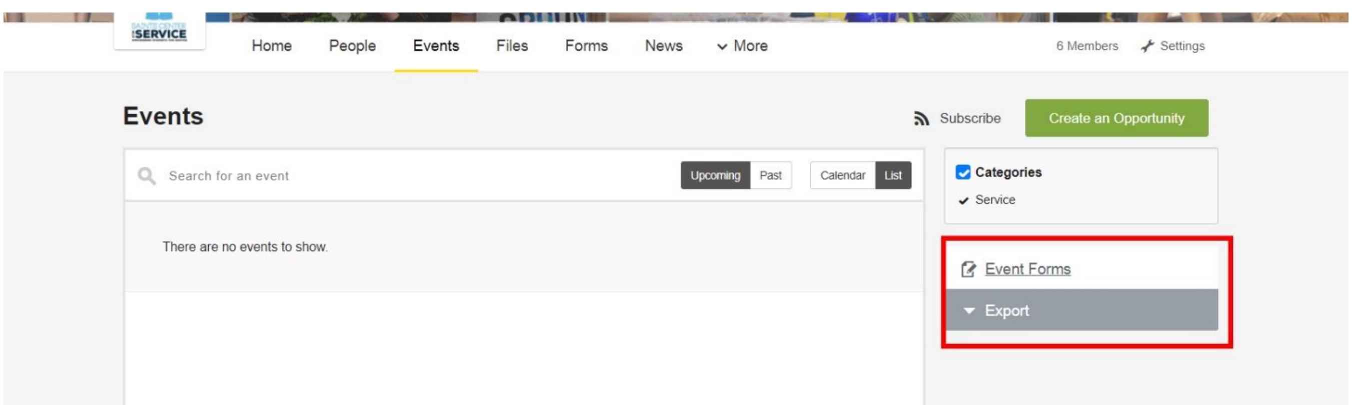

**Page 2** of the Service Opportunity Request Form gathers additional details about your event, including the type of opportunity, location, and safety information.

If your event is off-campus**, Page 3** will require you to enter the on-site contact information, supervisory details, and liability and insurance information.

Upon submission, your event goes to staff members within the Saints' Center for Service. They will contact you with any follow up questions. Once approved, your event will appear on your portal and on the Community Service Opportunities List. You will receive an email once your event is approved.

## Other Pre- and Post-Event Forms

If your service opportunity requires any additional forms or waivers, or you'd like to gather feedback from volunteers after an event, you can utilize Event Forms within the Events tab.

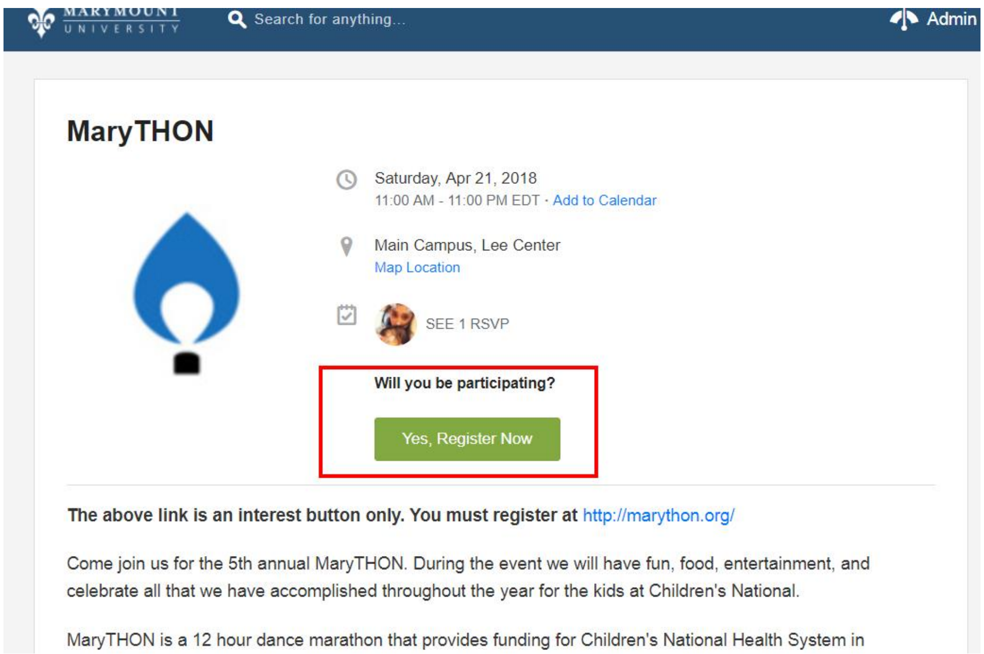


The green Create a Form button will bring you to a form builder similar to what is found in the Forms tab.  Build your form and attach it to your service opportunity using the instructions above.

**NOTE:** All pre- and post-event forms **must be created before** beginning the service opportunity request form.

## External Registrations

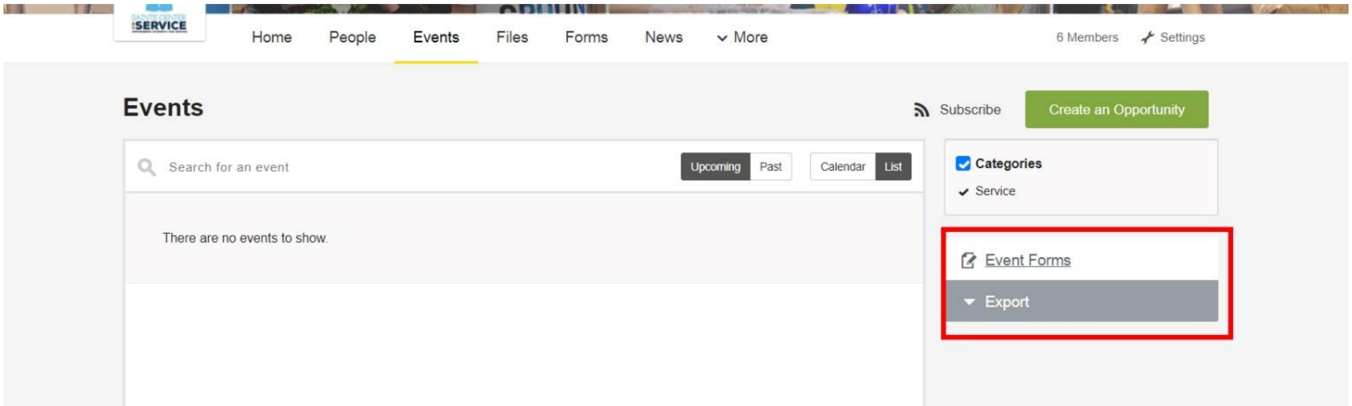
Although it is recommended that OrgSync be used to gather and track volunteer RSVPs, we understand that there are situations where an external form or website must be used. We do not have the ability to disable the green registration button listed on an opportunity, so additional steps must be taken so that students know how to complete their sign up. There is no guarantee that every user who clicks the registration button will complete the required external registration, but these steps help ensure that the information is highly accessible.



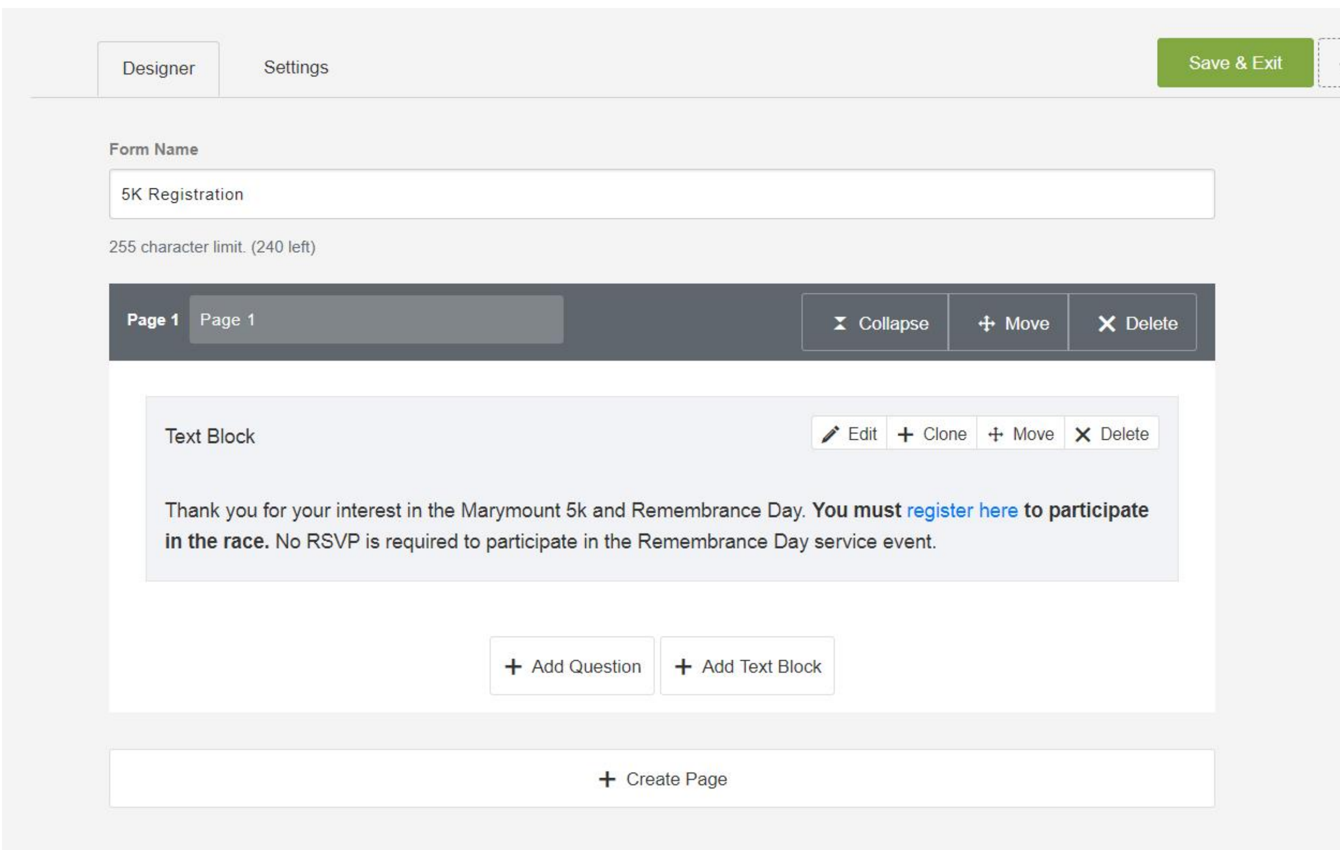

**Step 1: Add a Pre-Event Form**

If a pre-event form is attached to your service opportunity, the form will appear right after a user clicks the green registration button. The pre-event form MUST be created BEFORE you begin the service opportunity request form.

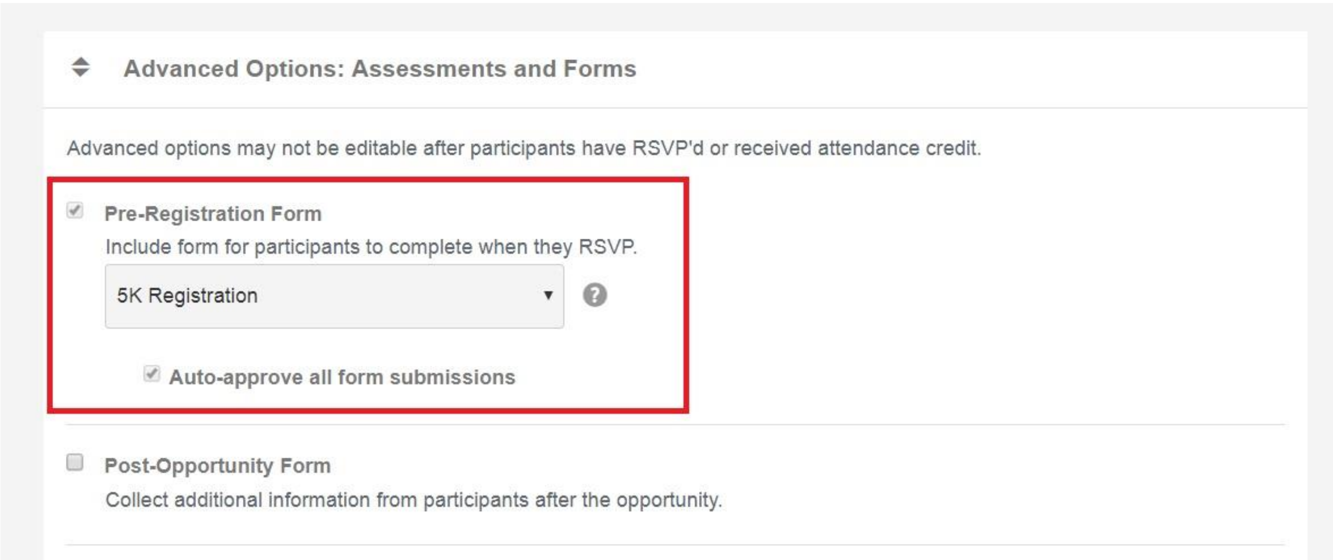
To create a pre-event form, go to the Events tab and select Event Forms.



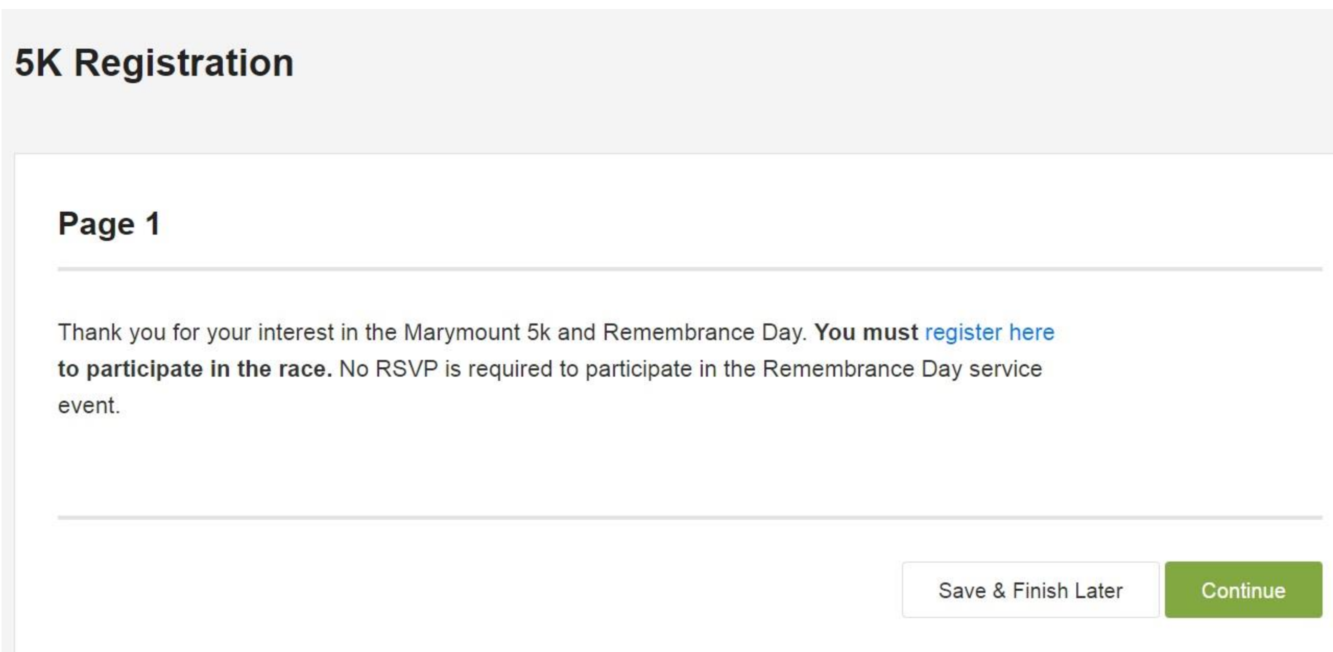

Select the green Create a Form button. Add a text block that includes the registration information.



Attach your pre-event form to your service opportunity by returning to the Events tab, clicking the green Create an Opportunity button, and adding it via the dropdown menu at the bottom of the page.

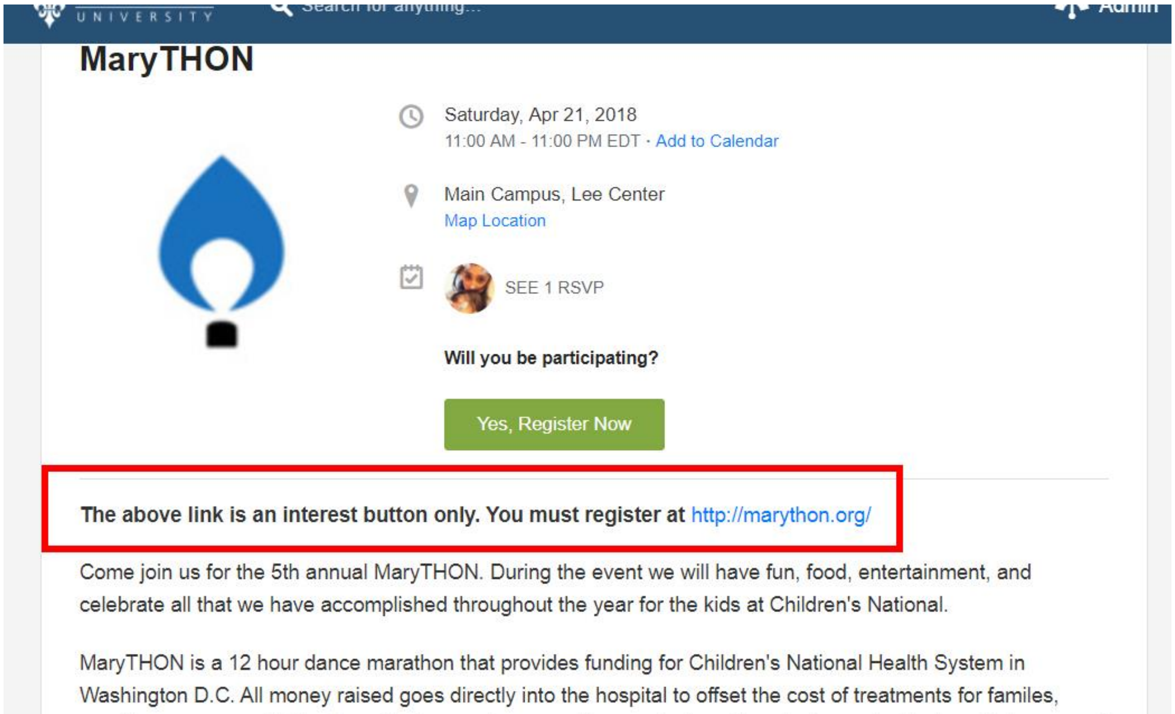



When a user clicks the Register Now button on your service opportunity, this is how the pre-event form will appear.



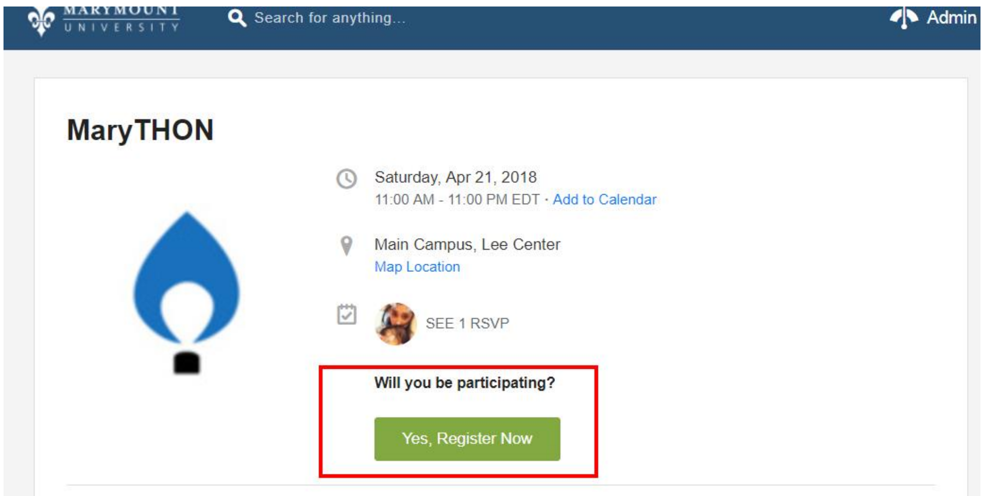
**Step 2: List sign up information within the event description**

As shown in the example below, create a clear call to action within the event description.  Enlarge or bold the text, place it at the top of your event, etc.  Make it stand out so that viewers see the information right away.



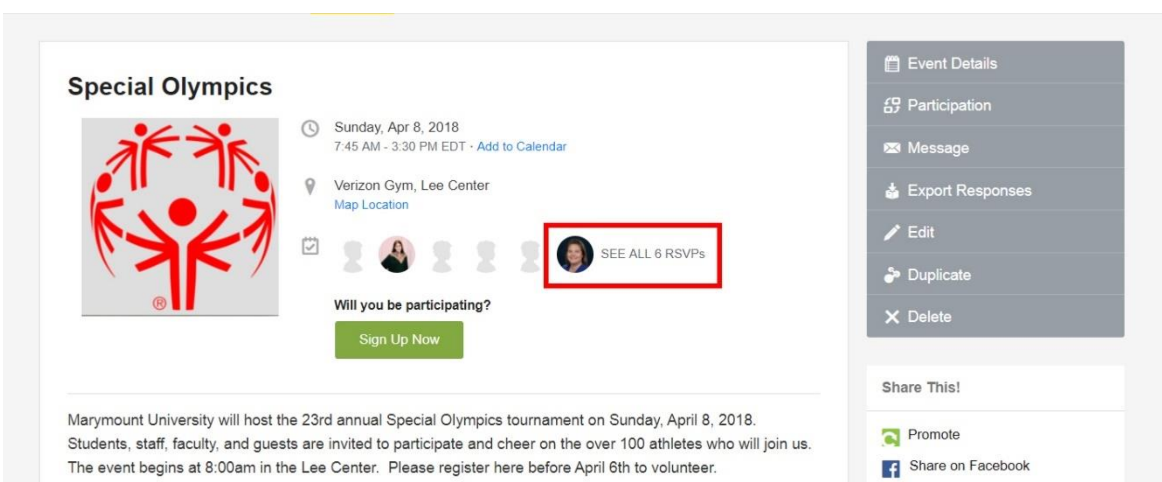
# Registration and Tracking Participation

If a student is interested in signing up for your service opportunity, they will hit the green Register Now button on the event page.

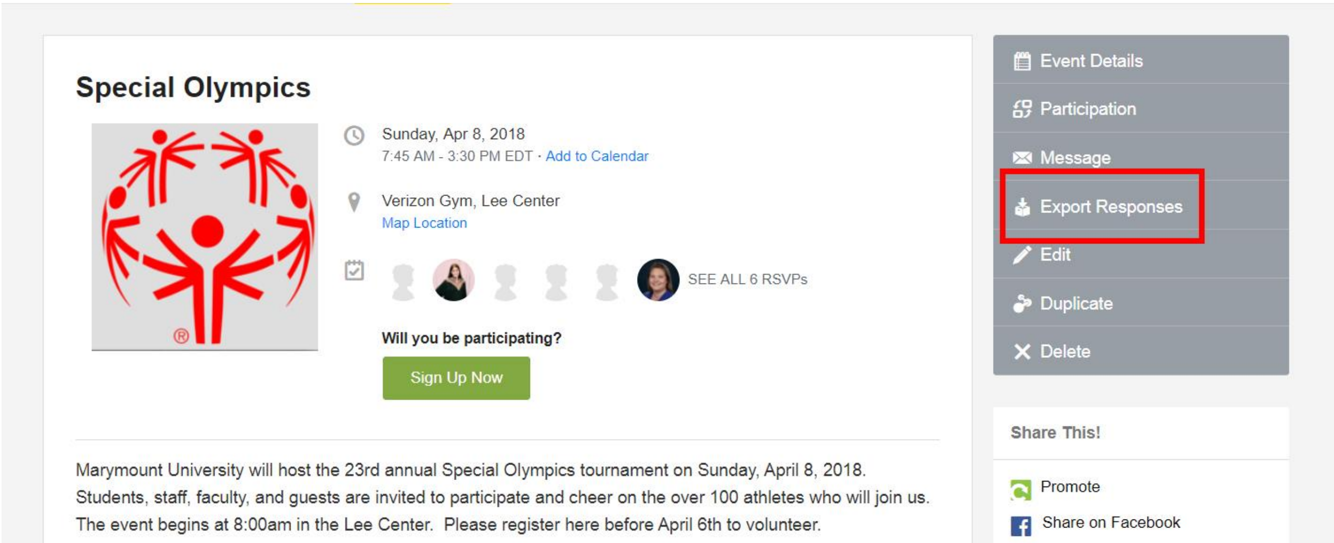



As the event organizer you will be able to track your volunteer registrations and send messages to those who have RSVP'd. You can see your registrations:

1. **At a glance** by clicking SEE RSVPS on your event page

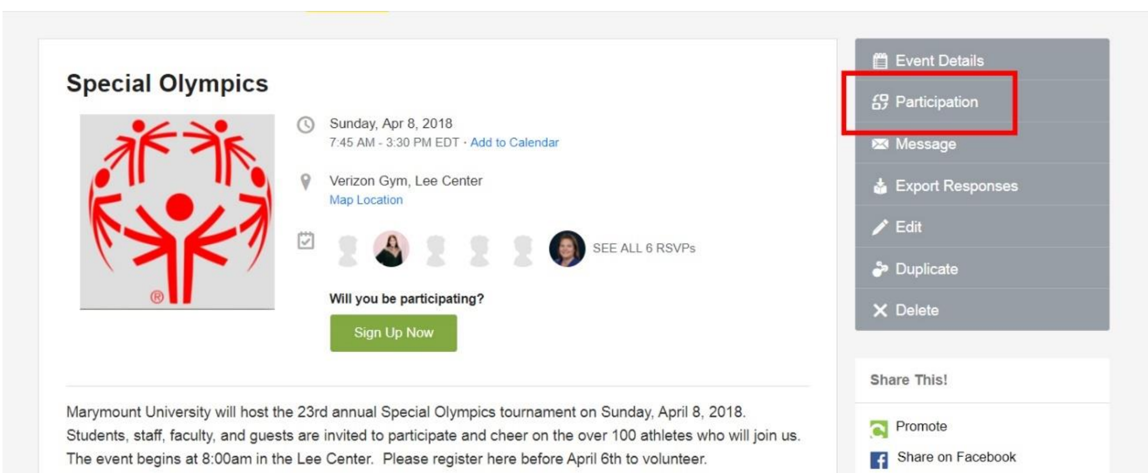


2. **Download an Excel sheet** by selecting Export Responses

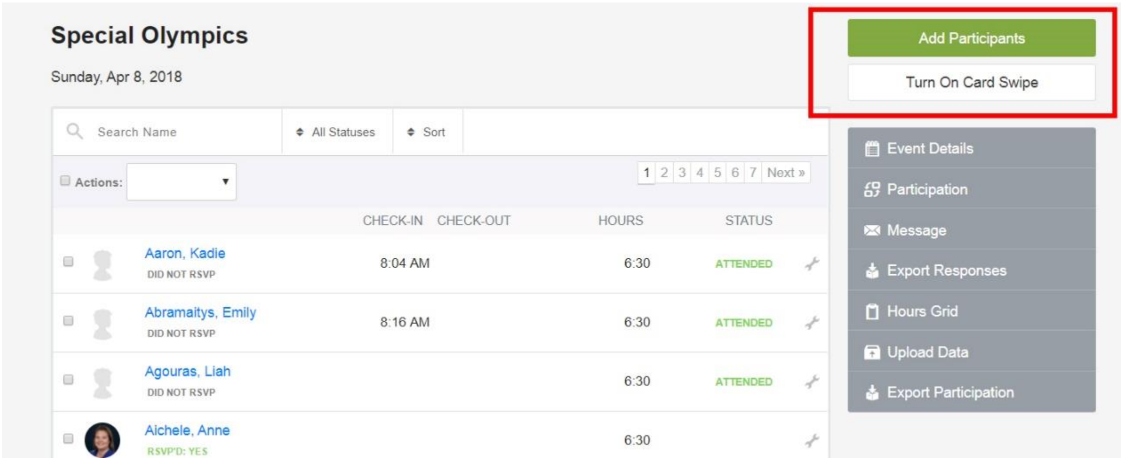



## Tracking Participation Using OrgSync

The Participation Dashboard within your event captures all volunteer information on the day of.




Participation can be tracked at the beginning of your event manually, by searching for the student within OrgSync, or by using a USB card swipe to swipe Marymount student IDs. You will need a laptop or tablet at your volunteer check in to use these features. **NOTE:** If you are using a card swipe, you will need a USB port (no iPads).

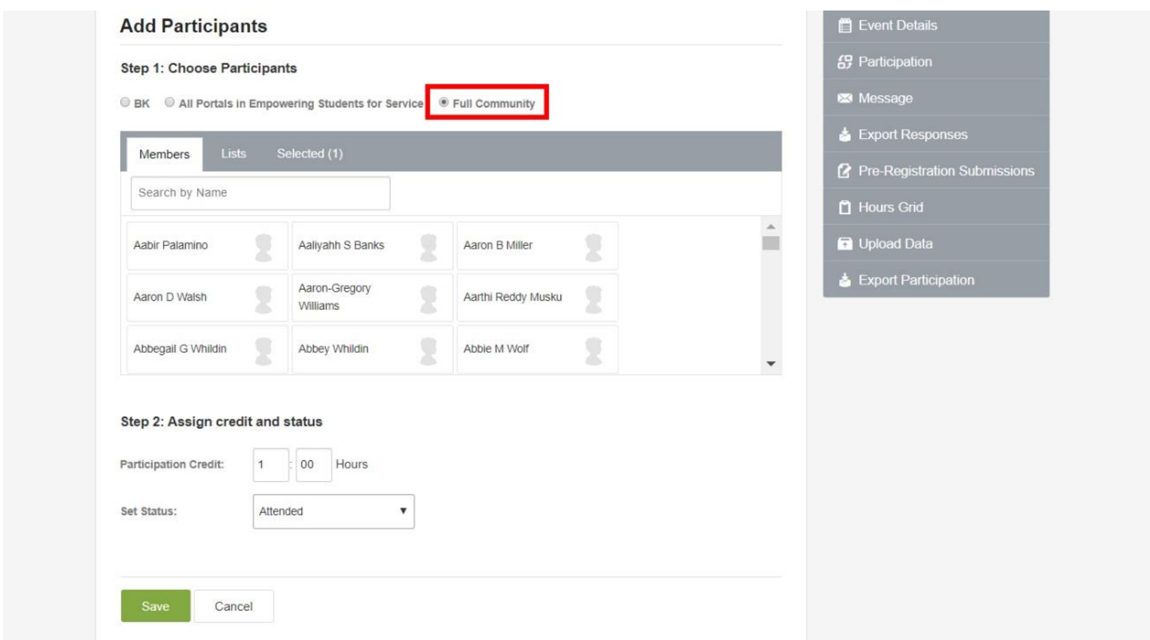



## Add Participants Manually

To check in your volunteers manually click the green Add Participants button on your event. On the Add Participants screen you will search for the student's name within the full OrgSync Community.

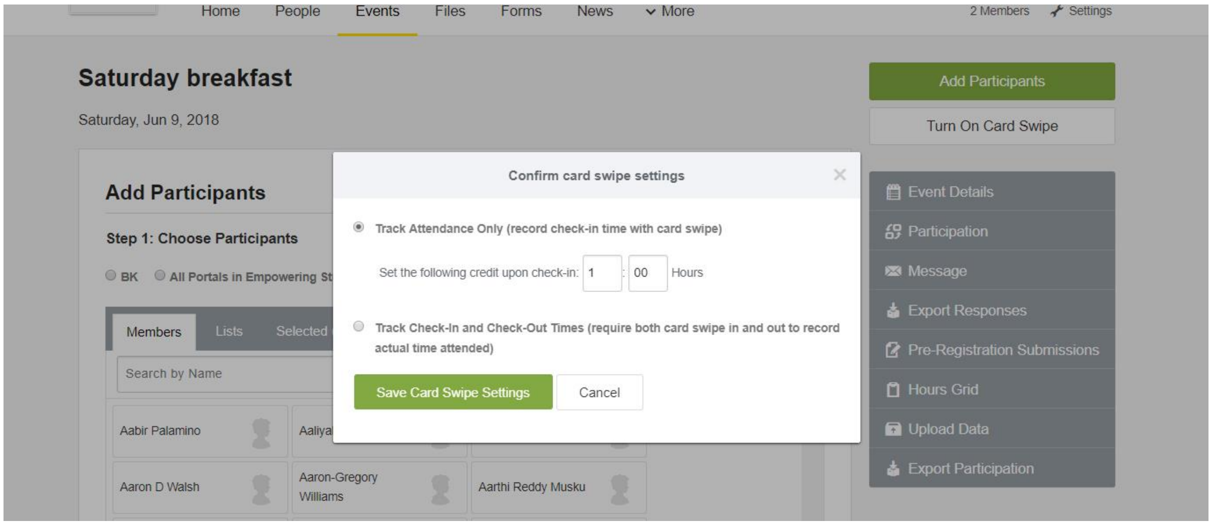
1. Step 1: Choose Participants – select **Full Community** so you are able to search the entire MU database.

2. Step 2: Assign Participation Credit Hours – you can always adjust the hours later by going to the Hours Grid within the Participation Dashboard.



## Using the Card Swipe

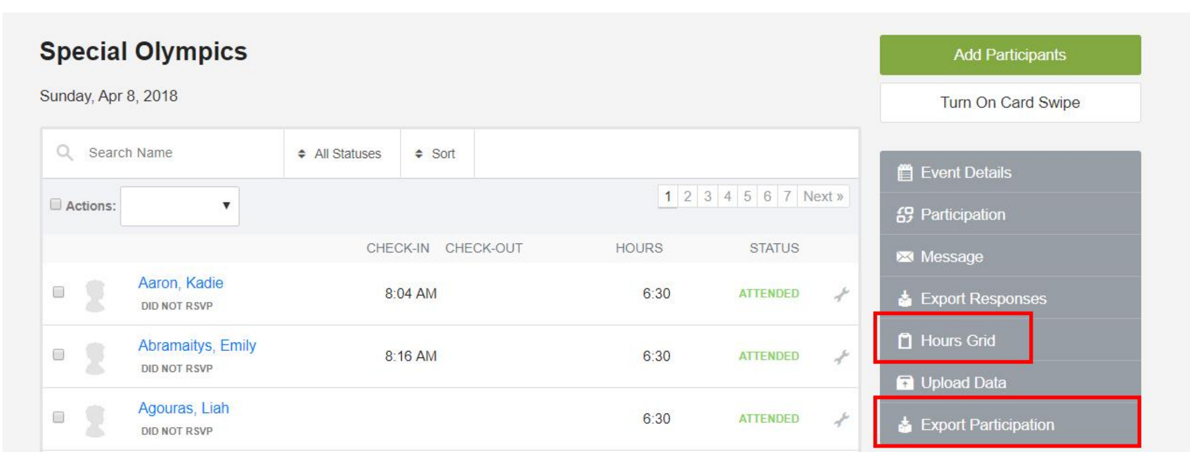
To use a card swipe at your check in, select the white Turn On Card Swipe button within your Participation dashboard. You will be prompted with the option to track attendance only or to track sign in and sign out.




Upon hitting save your card swipe will be activated and able to accept Marymount IDs. When you swipe an ID card the student information will instantly appear in your participation log. If swiping the ID does not populate student information, you can turn off the card swipe and manually enter the student's information using the instructions above. Just remember to turn the card swipe back on!

## Post-Event Review

Review or edit the volunteer hours collected following your event by going to the Participation dashboard and selecting **Hours Grid.** This page will show a full list of volunteers and the number of hours assigned to them. The **Export Participation** option allows you to download an Excel sheet that details your volunteer information (name, email address, time of check in, hours, etc.)

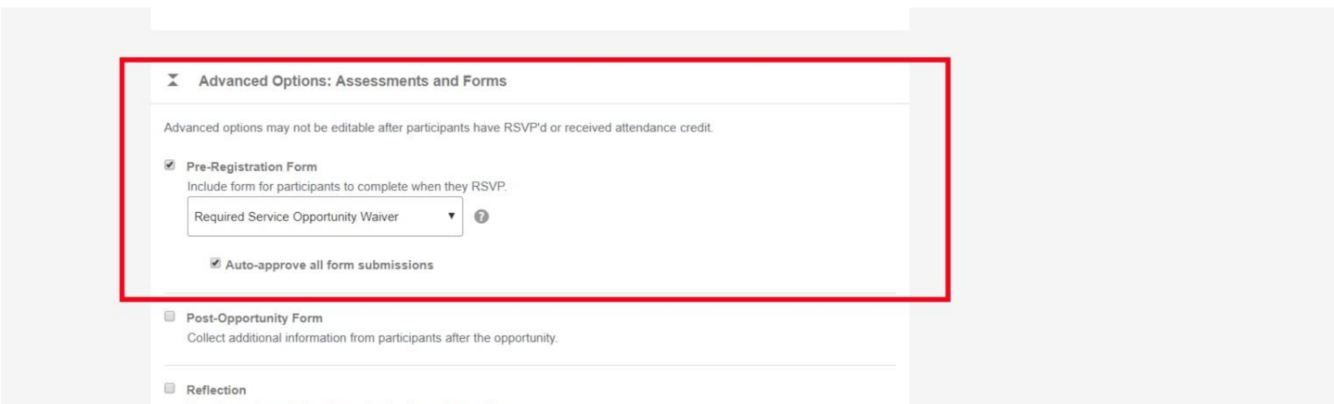


# Required Service Opportunity Waiver

On the following page is the full waiver required by Marymount University for all service-related activities. This waiver can also be found on OrgSync:

- In your portal under Files > Community Partner Resources (PDF version)
- As an event form attached to your service opportunity request (electronic fillable form)

To add the required waiver in your service opportunity request form, click the Assessment Options menu at the bottom of the page, check Pre-Registration Form, and select **Required Service Opportunity Waiver** from the dropdown menu.




*If you have any questions about the required waiver, please contact the Saints' Center for Service.*

## MARYMOUNT UNIVERSITY COMMUNITY SERVICE EVENT RELEASE AND WAIVER OF LIABILITY AND ASSUMPTION OF RISKS

All individuals wishing to participate in a Marymount University Community Service Event or Activity that is offered through Marymount University (the "University") by a Community Partner business or organization are required to review and submit a completed Community Service Event Release and Waiver of Liability and Assumption of Risks (the "Release") prior to participation. ***Please be aware that Events or Activities that involve, or may involve, contact with water, ice, or snow, physical exertion, physical impact, or that may involve activities off the ground are inherently high risk. Please note that participants under the age of 18, are required to submit a completed waiver signed by a parent or guardian prior to engaging in a Community Service Event or Activity.***

Community Service Events or Activities are offered through Marymount University (the "University"), in Arlington, Virginia. As used herein, the "University" includes Marymount University and its employees, agents, Trustees, officers, directors, and affiliates. The "Community Partner" is the entity or organization responsible for the actual event or activity, including scheduling and conducting the activities.

I acknowledge that I am entering into this Release knowingly and voluntarily. I assume all responsibility and assume all risk associated with participation in this Activity. I fully acknowledge and recognize that risks may be involved in this Activity, and that such risks may result in physical or psychological injury, including but not limited to illness, paralysis, death, damages, economic or emotional loss, that I may suffer as a direct or indirect result of my participation in the Event or Activity, including travel to and from the Event or Activity. I expressly agree in consideration of being permitted to participate in these Events or Activities that I fully accept and assume all such risks and all responsibility for losses, costs, or damages incurred by me that may be caused by my own actions or inaction or the actions or inaction of others participating in the Event or Activity. I represent that I am physically able to undertake any and all such Events and Activities. If, at any time, I believe conditions to be unsafe, I will immediately discontinue my participation in the Event or Activity.

I authorize the University to record and publish all photographs and videos in which I appear or speak that are taken by or for the University ("Recordings"). I agree that the University may use, reproduce, publish, perform or distribute these Recordings, for any purpose, including promotional and advertising use, alone or in combination with other recordings, in all media (print and electronic). Recordings may be edited, e.g. to conform to space and time requirements, applicable laws and regulations, telecast and publishing policies, and to insert commercials and other announcements. This right and permission includes, but is not limited to, use of my name, voice, photograph or likeness, and biographical information. I release all claims against the University and others with respect to the copyright, publication, or use of such photographs or videos, including any claim for compensation related to the use of the Recordings permitted herein.

I further agree to release the University, its trustees, officials, agents, employees, and hold harmless and indemnify the University from all claims and liability as a result of my voluntary participation in the Events and Activities described herein, to the extent that those claims and liability are caused by my own negligence or willful misconduct, or are caused by the negligence or willful misconduct of others participating in the Event or Activity, to the fullest extent allowable by law. If further agree that Marymount University assumes no responsibility for the welfare of my property or belongings in the Event or Activity.

I acknowledge that I have read this Release carefully and fully understand its contents. I confirm that I am 18 years of age or older. I agree that, should any provision or aspect of this Release be found to be unenforceable, that all remaining provisions of the Release will remain in full force and effect.

Participant Signature: ______________________________________________ Date: ___________

Participant Printed Name: ______________________________________________________________

Participant Address: ___________________________________ City: ___________ State: ____ Zip: _______

Phone#(s): Day: _______________ Night: ________________ Cell: __________________

Participant Status: Undergraduate: __ Graduate: __ Faculty: __ Staff: __ Visitor/Volunteer/Contractor: _______