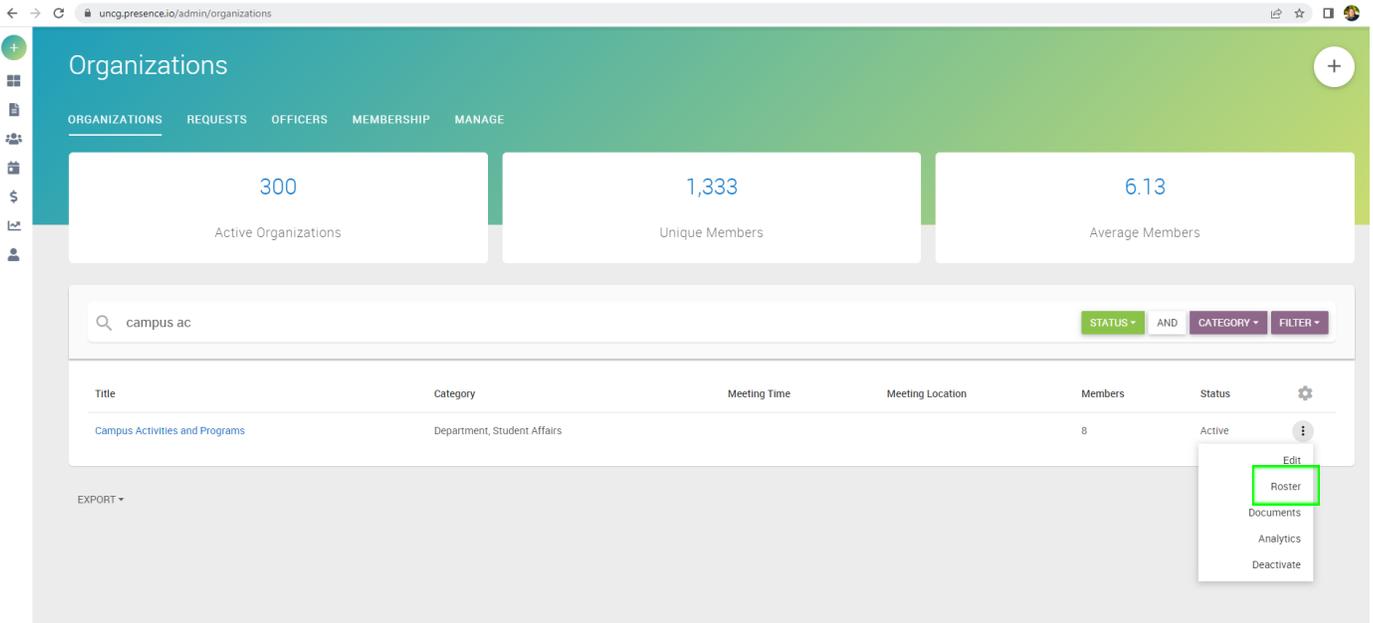
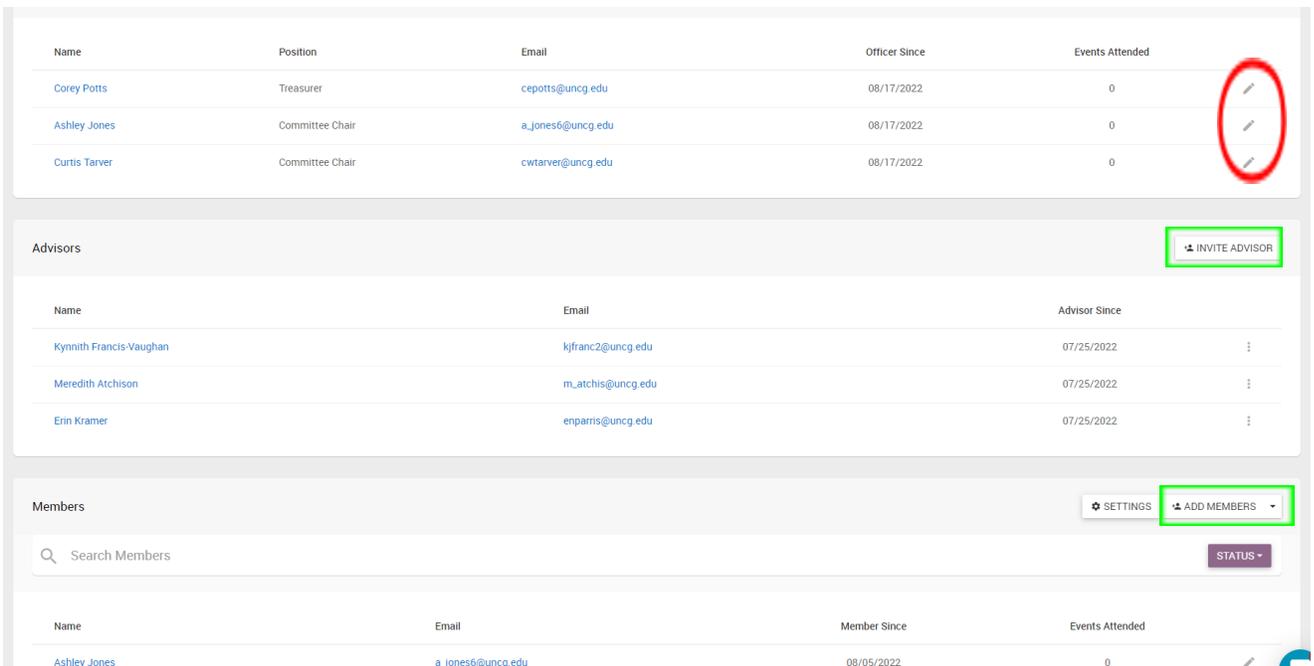


Spartan Connect Training: Managing Roster

From the admin dashboard, click on the “Organizations” tab on the left side of the screen and find your organization. Click on the three vertical buttons on the right side of the screen and click on “Roster”.



From this page, you will have the option to invite your advisor to join, invite other members, and edit positions within the organization. The green boxes indicate where you can add members and the pencils next to names indicate where you can change a member’s position.



When you are adding members to your group, you will be prompted to search for them by email address. In some cases, you will need to invite them to join and they will need to accept before they will show on your roster.

Updating a member's position in your roster does not give them additional access to the page on Spartan Connect. They will need to request access via our [Access Request Form](#).

Rosters are not public-facing so other students will not be able to see who is in your group, they will only be able to see your primary contact person.

When you go through the re-registration process each year, you will be able to add new members and remove former members at that time as well as update positions.