Build An Online Community

For your Students’ Union, Guild, or Association

Students’ Unions are the students’ voice to the institution. They facilitate a positive social life outside of the classroom, create a strong sense of community on campus, and provide support services to students. OrgSync provides a private, online community that streamlines the services your Union offers to aid you in your mission to give students the best possible experience during their time at your institution.

See our campus partner list at www.orgsync.com/customers
OrgSync connects all clubs, societies, departments and services

OrgSync connects all clubs, societies, departments, and services that your team provides in one digital, easy-to-use platform built specifically to help you drive, manage, and measure student engagement. Whether it’s through our clubs management features, our marketing and communication resources, or the membership and election solutions we offer, OrgSync brings together the tools you need to create a more efficient and connected union.

Create your own community or collaborate with your institution to create a campus wide community!

Students and Staff choose which groups they would like to join while always remaining connected to Unions news and services.

OrgSync can help out many Union services including:

- Course Representatives
- Academic Advising and Tutoring
- Student Benefits (Health and Dental Insurance)
- Student Advocacy and Welfare
- Career Services / Job Shop
- Student Discounts / Membership Benefits
- Commuter / Rideshare Resources
- Leadership Programs
- Housing Services / Find-a-Roommate
Strengthen Your Marketing, Engagement, and Communications

Students, leaders, and staff need a vehicle through which they can centralize resources and easily send out messaging to a variety of audiences. Additionally, keeping track of groups hosting events and those attending can be burdensome on campuses of all sizes. OrgSync enables union oversight of event planning to manage risk and allow groups to plan, market, execute, and assess programming. OrgSync simplifies these processes, ensuring users stay organized and spend more time working on meaningful activities that contribute to your union's overall mission and goals. Event tools also allow you to collect RSVPs and track participation, providing quantifiable metrics of engagement services and programs.

**CAPABILITIES INCLUDE:**

» Searchable directory of clubs, departments, and services
» Interactive space for students to access all union services
» Student Executive election tools and candidate marketing venues
» Suite of communication and management tools

Showcase and Centralize all Union Services

Providing students with an interactive space to capture all Union services while simultaneously maintaining membership and easing executive turnover can be an uphill battle. OrgSync allows you to showcase your Union services through a dynamic searchable directory of clubs, societies, departments, and services. Each group gets an online portal to target communication, track and publicize events, and share online resources.

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Streamline Data Collection, Manage Risk, and Improve Student Interaction

Collecting data can be a challenge on campuses where it is gathered and stored in a variety of ways and locations. Whether you’re conducting annual assessments or tracking program participation, data can be easily collected and analyzed at multiple levels in OrgSync. By moving all forms and surveys online and making them accessible 24/7, students can interact with union services and provide information at any time of the day from wherever they are.

**CAPABILITIES INCLUDE:**

» Paperless forms with workflows and 24/7 access
» Online union department and club presence
» Create shared space for student resources
» Increase sustainability while reducing paper and time waste

Simplify Club and Society Management

Many times you will see club registration and renewal, budget allocation, roster management, and communication all stemming from separate platforms. Unfortunately, this process is neither efficient nor highly scalable. OrgSync’s private online network brings a variety of people and group management resources together through a single, online platform. OrgSync provides portals and tools for clubs, societies, and sporting groups to manage their members, create and promote events, share files, send mass text messages, update one-click public websites, connect to social media, and conduct their elections in one platform that also gives your staff the oversight and data they need.

**CAPABILITIES INCLUDE:**

» Online registration and renewal process for clubs and societies
» Online budget/grant management system
» Communication tools for administrators and student leaders
» Administrative console for club and societies staff

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**CAPABILITIES INCLUDE:**

» Risk management process for approving union and student driven events
» Easy-to-use event creation and promotion to student body
» Marketing section for creating news posts polls and discussion forums
» Participation metrics that include feedback forms, learning assessments, and RSVPs

OrgSync Mobile

Access OrgSync on the go from any smartphone or mobile device. OrgSync mobile brings the power of OrgSync to your fingertips so you can stay connected wherever you are. You can fill out surveys and election ballots, search and join groups, view and RSVP for events, and much more from the convenience of your smartphone.
Access Powerful Reporting and Co-Curricular Involvement Data

Having a lot of data is a benefit to unions, but if you can't get the data out of the system it can lead to challenges in reporting. The OrgSync platform creates a central repository for all involvement and assessment data, helping enable successful execution of your campus assessment strategy. With centralized data, administrators can run ad hoc reports for survey results or event information and students can build robust co-curricular transcripts and ePortfolios to showcase involvement and academic achievements.

CAPABILITIES INCLUDE:

» Rosters and event hours are exportable for all clubs and societies
» Co-curricular transcripts and records for all students
» Customizable e-Portfolios with personalized URL
» Insights into which events, services and programs students are engaging with (and which need some help)

All Your Online Tools In One Place

Communication Tools
Email/Text Messaging System
Discussion Forums
Polling
News Posts
Mobile Web App

Online Forms
Organization Registration
Membership Applications
Event Registration
Assessment Surveys
Elections

Events Management
Attendance & Hours Tracking
To-Do Lists
RSVP Lists
Card Swipe & Proxy Readers*
Room Reservations Integration*

Reports & Assessment
Co-Curricular Transcripts
Roster Exports
Timesheets
Student Involvement Dashboards
Reflections & Learning Outcomes

Calendar System
Campus Calendar
Department Calendars
Organization Calendars
Personal Calendars
Calendar Synchronizations

Treasury Solutions
Checkbooks
Invoices
Dues Management
Payment Processing
Budget Management System*

Information Storage
File Sharing
Contact Books
Photo Uploads
Video Embeds
Bookmark Links

Additional Features
Service Management*
ePortfolios
Organization Directory
Application Programming Interface*
Public Websites
SSO/Authentication*

Ready to see OrgSync in action?

Schedule a demonstration: www.orgsync.com/demo

Phone: +1 972 907 0900
Email: info@orgsync.com

“All OrgSync has helped us better manage and support our 300 Clubs and Societies from one place and allowed us to accommodate for more Clubs. It has enabled us to move away from archaic paper systems, bringing us in line with current times - saving us a lot of time in admin and allowing for more time to spend face-to-face with students.”

Jeeves Verma
Student Development Coordinator, ARC
University of New South Wales
OrgSync® @ The UBC - Alma Mater Society

UBC ALMA MATER SOCIETY

CARD SWIPE

API

OPERATIONS

SERVICES

STUDENT GOVERNANCE

BUDGETS

Staff
Business Units
Departments

Student Executive
Events & Promotions
Clubs & Societies

Safe Walk
Peer Support
Volunteerism
Food Bank
Ombuds Person
<table>
<thead>
<tr>
<th>Service</th>
<th>2 Year (5% Discount)</th>
<th>3 Year (10% Discount)</th>
<th>5 Year (15% Discount)</th>
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<tbody>
<tr>
<td>Umbrellas</td>
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<td>$22,950</td>
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<td>$51,840</td>
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<td>$7,200</td>
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<td>$30,000</td>
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<tr>
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<td>Website Design Package</td>
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<td><strong>$231,395</strong></td>
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*On-site training required for institutions with more than 25 portals. Travel costs are billed in addition to the training fee.*

*Up-front payment required for multi-year discount.
Full Sail University has made the most of their OrgSync Application Programming Interface (API) add-on, building a completely automated system to manage their more than 25,000 students. Their customized solution, called PuppetMaster, is more in-depth than most of our Campus Partners would need, but we are astounded by their creativity. Their work really demonstrates OrgSync’s flexibility and adaptability to fit the needs of any campus.

**Unique Needs**

Full Sail has a large online student population as well as students who study on-campus. When it was time to update some legacy software, administrators thought they might have to build from the ground up—but then they found OrgSync. OrgSync’s features—and the ability to build custom add-ons with the API—made it the perfect fit for Full Sail’s needs. “We definitely came out in the plus; it’s much better than trying to write it ourselves. Your team has written a lot of cool features that we wouldn’t have been able to do,” said Andrew Barras, User Experience Designer at Full Sail.

Even with all of OrgSync’s abilities, Full Sail needed some additional functionality. They wanted administrators to be able to manage which portals a student was in.

**A Custom Solution**

OrgSync’s API, which creates a secure way to transfer data between OrgSync and other systems, provided the answer. Using the API, Barras built PuppetMaster to facilitate a seamless exchange between Full Sail’s and OrgSync’s systems.

PuppetMaster integrates with OrgSync as well as the campus Student Information System and other databases on campus. When something changes in OrgSync or one of the other systems, PuppetMaster consults a set of rules and makes updates as needed.

For example, administrators at Full Sail wanted all students to be included in certain portals, such as Career Development, Support, and Financial Aid. If a student accidentally leaves the Support portal, PuppetMaster will detect that, check its internal rules, and put the student back in, all within five minutes. Similarly, an advisor is automatically put into a portal with all students under their leadership, without administrators having to manually make the adjustment.
Service Management allows your campus to promote service opportunities to your students through OrgSync. By connecting Service Partners to your OrgSync community, your campus can centralize service opportunities for students and manage community service partners.

Who is a Service Partner?
A Service Partner can be any local community organization, department on campus, or volunteer program offering service opportunities to students.

HOW IT WORKS:

1. Invite Service Partners
   Invited Service Partners register portals within the service umbrella of your campus community.

2. Create Service Opportunities
   Service Partners create service opportunities to be displayed on the Service Opportunities List, which students can access from Community Home or My Tools.

3. Students Sign Up
   Students sign up for service opportunities, submit any required forms through OrgSync, and report learning outcomes and reflections after participating.

4. Approve Service Hours
   Service Partners approve service hours for students for each opportunity, which populates each student’s My Involvement record and Co-Curricular Transcript.

How Do Students Get Connected to Service Opportunities?
All service opportunities created by Service Partners are posted on the Service Opportunities List. This list is the central location for students to find and RSVP for service opportunities. To further advertise service opportunities, campus administrators can promote them on Community Home, and organization administrators can post them in their portals.

Students can search for service opportunities by name, type, date, and/or service partner in the Service Opportunities List

Campus administrators can promote opportunities to Community Home and on the community calendar

Organization administrators or professors can post opportunities in their portals to share with students and members
What are the Benefits of OrgSync’s Service Management System?

CAMPUS ADMINISTRATORS
» Create a centralized location for service partner management
» Retrieve analytics regarding student participation in service opportunities
» Maintain an active and up-to-date partner approval process
» Assess education and developmental outcomes with pre- and post-service opportunity assessment forms
» Track completed service hours for all students

SERVICE PARTNERS
» Market service opportunities to students
» Build a volunteer base for future service opportunities
» Collect risk management waivers and liability forms online
» Communicate with registered volunteers opportunity assessment forms
» Track volunteer participation and service hours

STUDENTS
» Find and RSVP to available service opportunities through OrgSync
» Report service work on Co-Curricular Record and/or Transcript
» Filter through service opportunities based upon interests
» Endorse service opportunities on behalf of student organization
» Receive credit for service in the My Involvement summary
Budget Management System

The Budget Management System enables colleges and universities to manage the annual budgeting and activity funding of the organizations on campus. The process managed by the module is summarized below:

1. Each campus organization will request an annual (or semester) budget. The budget can be as simple as a lump sum amount or can enumerate specific planned events and activities with detailed descriptions and costing by line item. If required, the budgets can be allocated among multiple funding sources (e.g., undergraduate activity fee and graduate activity fee).

2. Throughout the course of the year, organizations request approval to use the budget for specific events, activities, or other expenses. The organization will initiate a request describing the event and related costs. The administrator can approve, deny, or send back the request for modification, more information, or resubmission.

3. Expenses related to the event are submitted for approval and payment. Organizations can submit vendor invoices for payment, which can be accessed and processed by the business office once approvals are obtained.

Schools that prefer a “simplified” approach can opt for a “two-step” process by eliminating step #2 above, such that once the budget is approved, the organization is authorized to commit funds without further review and approval.

This online application is designed to be flexible with many user-based options. It will adapt to a variety of budgeting procedures and is powerful enough to replace traditional methods of manual recordkeeping.
OrgSync offers custom website design services for all of our customers. Our team of designers works directly with you and your staff to customize the look and feel of your website(s). We create a seamless integration between your OrgSync portal and public website, making it easy to maintain and update; as you add/remove the content within OrgSync, your website will reflect the changes instantly.

WEBSITE INTEGRATIONS

Our website design services are unique because of the integrations we offer with your OrgSync portals. Any elements that you choose to make public within OrgSync will automatically feed into your organization’s public website. The OrgSync modules that integrate with your public website include:

- Calendar
- Events
- Forms
- News
- Files
- Pictures
- People
- Polls
- Search Orgs
- Contact Books

Department Website

Whether you are looking to give your old website a touch up or a brand new look, we are here to improve your web presence. Our design team works with you to build a custom website for your department that synchronizes with OrgSync. We will also design all stand-alone content pages and include a public searchable organization directory to make your website the central resource for students to discover involvement opportunities.

Organization Templates

Organization website templates allow you to provide every student organization with a custom-branded website to improve their online visibility. Similar to the department website, the template websites will integrate with each organization’s OrgSync portal. Organizations that have previously struggled to establish a public website can now create branded sites that are easy to maintain and update.

WEBSITE IMPLEMENTATION PROCESS

Our design team will guide you through the process to ensure your website meets your needs and is completed in a timely manner.

1. Consultation Call
   Provide Style Guidelines

2. Design Website Proofs
   Review Design & Content

3. Code Website
   Finalize Design & Content

4. Launch Website
   Update Site via OrgSync

info@orgsync.com  1.800.ORG.SYNC  www.OrgSync.com