

LiNK TO GET INVOLVED

Cougar Link

Getting Started Managing Your Organization



COUGARLiNK

<http://cougarlink.kean.edu>

Updated 7/27/15



Cougar Link:

Getting Started Managing Your Organization

1. Redesigned Cougar Link
2. Cougar Link Homepage
3. Signing In to Cougar Link and Logged In View
4. User Settings & Involvement Menu
5. Navigating To Your Organization's Page
6. Leader View: Organization Page
7. Customizing Your Organization Page

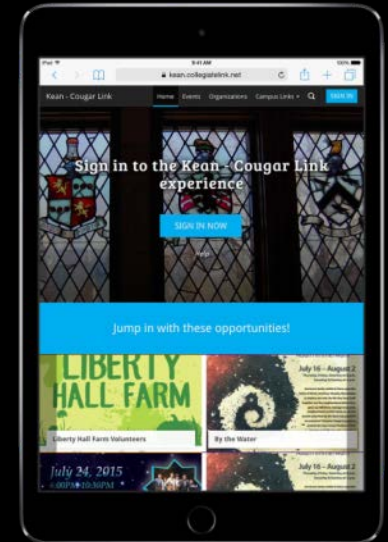
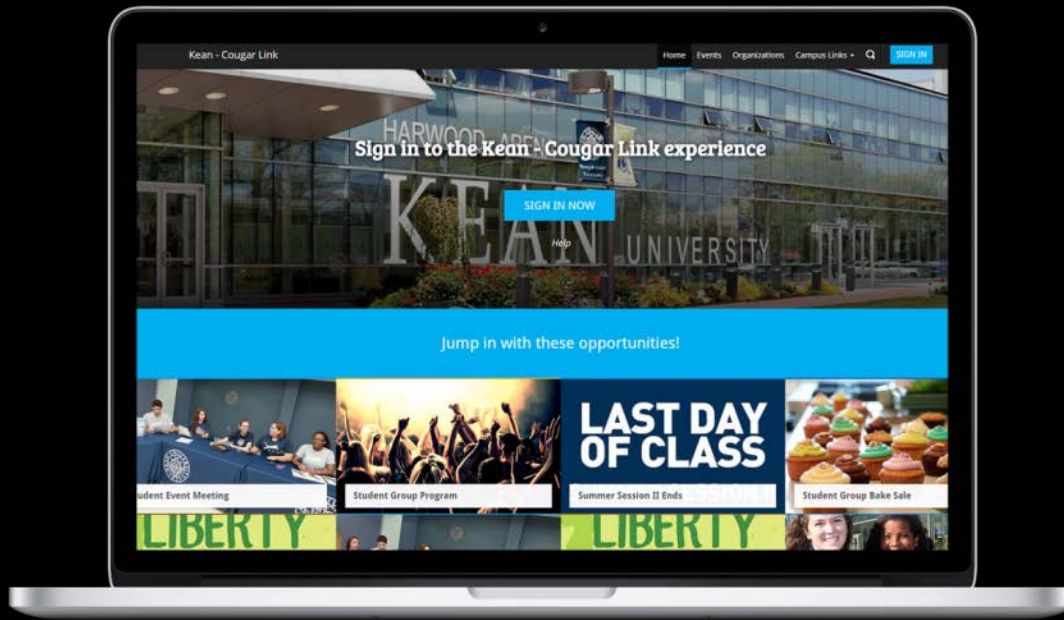


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Responsive Design



COUGARLiNK

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Public View



COUGAR LINK HOMEPAGE

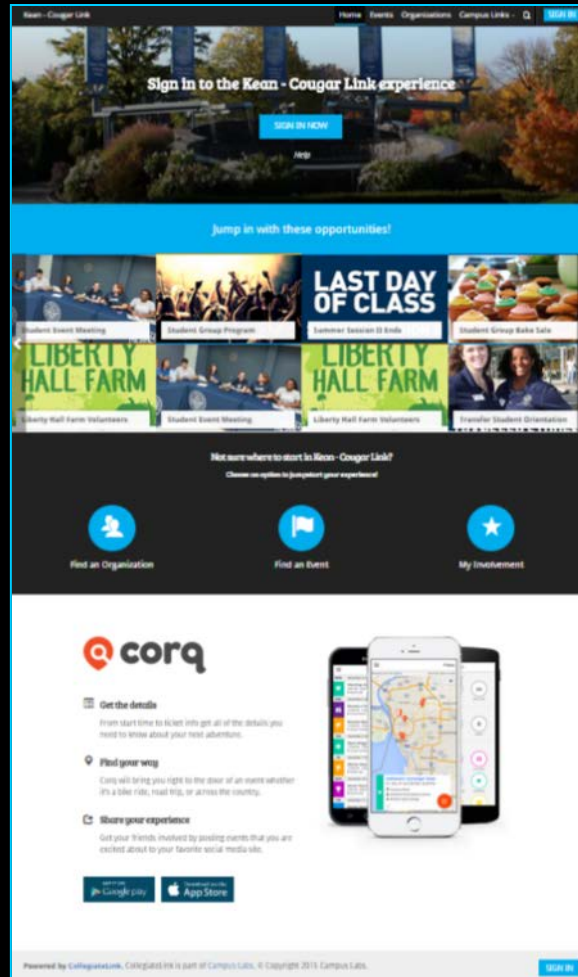


COUGARLiNK

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Cougar Link Homepage



COUGARLINK

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Cougar Link Homepage

OPPORTUNITY BOARD

Jump in with these opportunities!

CORO

QUICK ACCESS

Not sure where to start in Kean - Cougar Link?
Choose an option to jumpstart your experience!

- Find an Organization
- Find an Event
- My Involvement



COUGARLINK

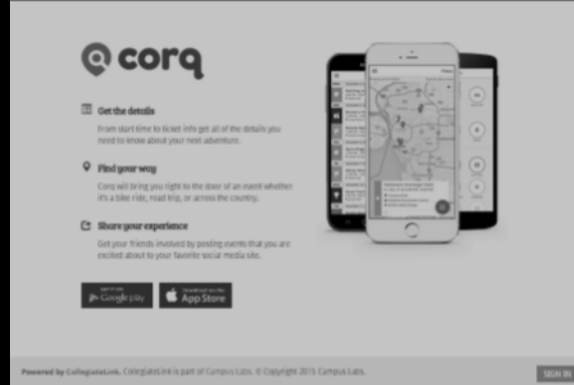
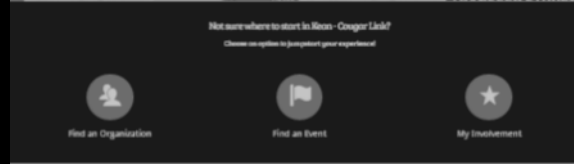
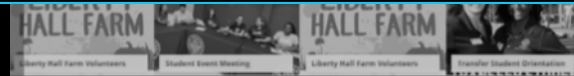
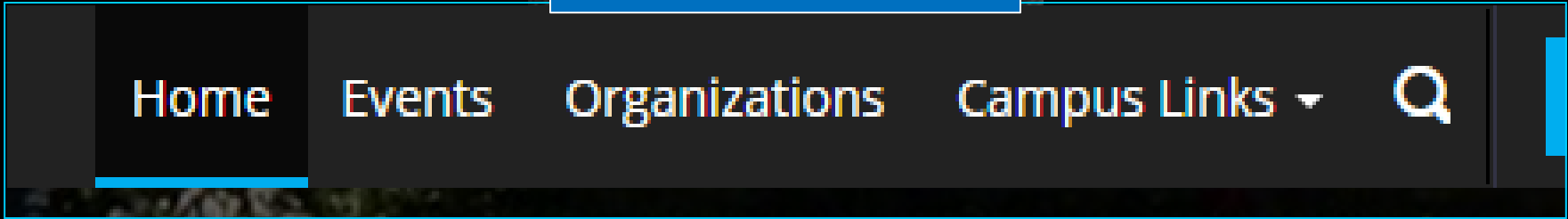
<http://cougarlink.kean.edu>



Cougar Link Homepage



SYSTEM NAVIGATION BAR

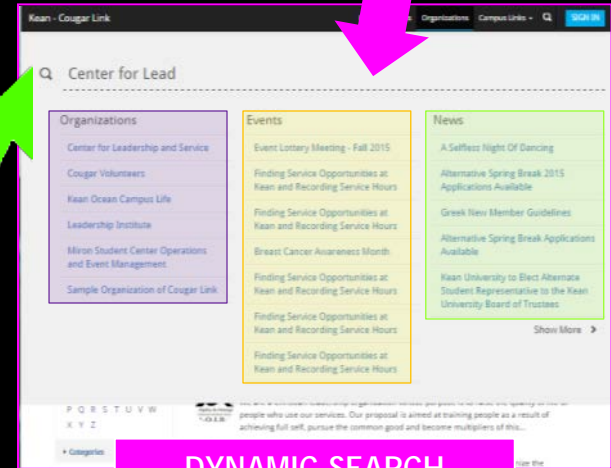
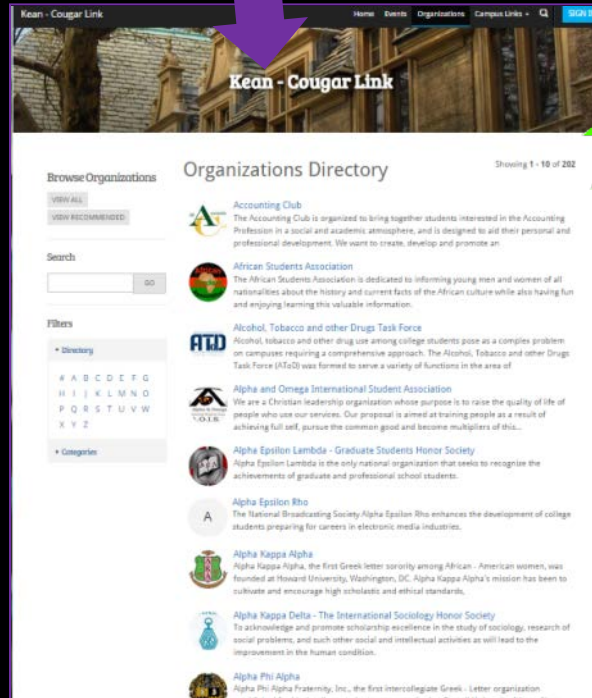
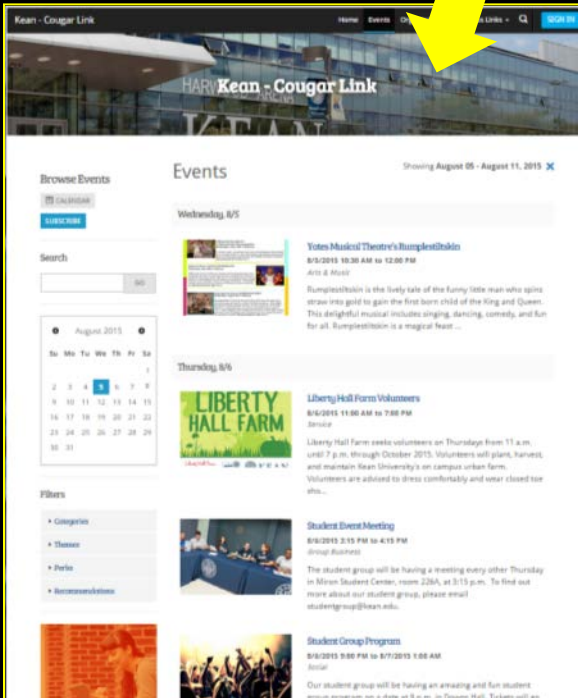
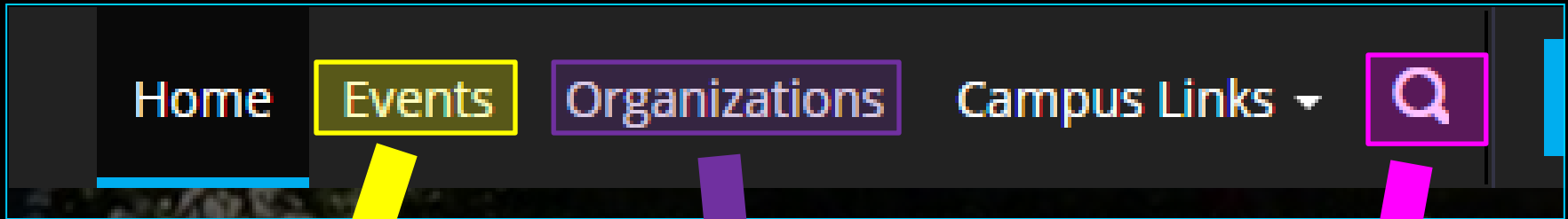


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Cougar Link Navigation Bar



DYNAMIC SEARCH



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**SIGNING IN TO COUGAR LINK
AND LOGGED IN VIEW**

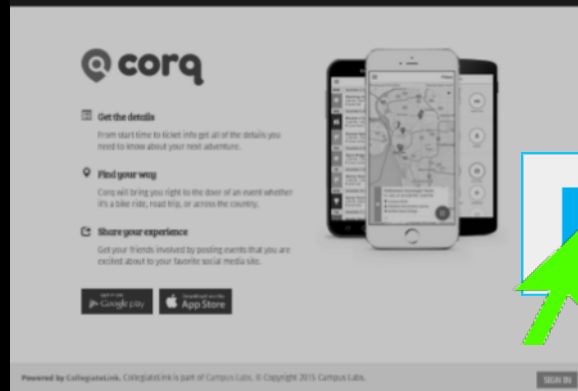
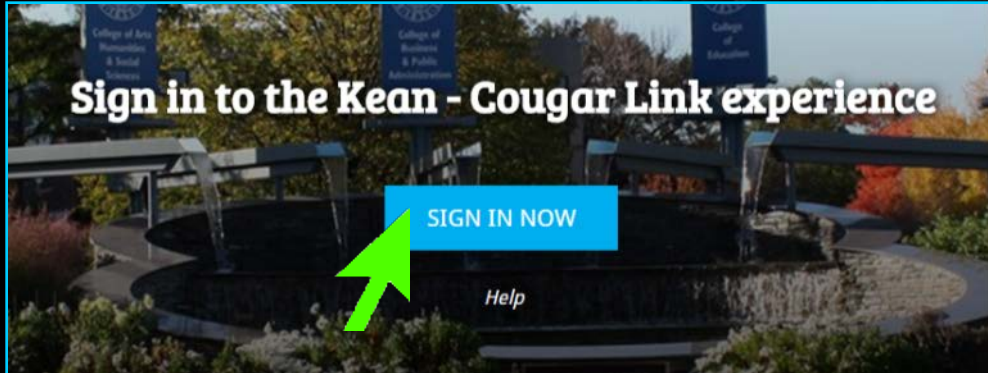
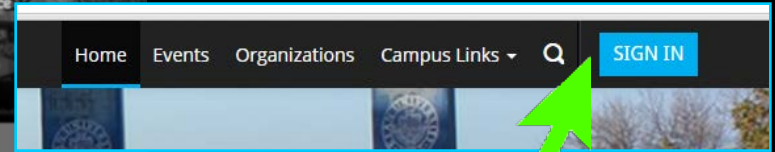


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Signing In To Cougar Link



COUGARLINK

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Signing In To Cougar Link

- Enter your Kean Google username (without "@kean.edu") and password
- Click "Sign In"

The screenshot shows the Kean University login interface. At the top left is the Kean University seal, followed by the word "KEAN" in a large, blue, serif font. Below this is the tagline "WORLD-CLASS EDUCATION" in a smaller, blue, sans-serif font. The main content area is a white box with a light blue border. Inside, it says "Enter your institution information to sign in." followed by two input fields: "Username" with the text "cougark" and "Password" which is empty. Below the fields is a green "Sign in" button and a blue link for "Need Help?".





Cougar Link: Logged In View

The screenshot displays the Kean Cougar Link website interface. At the top, there is a navigation bar with links for Home, Events, Organizations, Curriculums, Campus Links, and Administration, along with a search icon and the Kean logo. Below the navigation bar is a header image with the text "Kean - Cougar Link".

The main content area is divided into several sections:

- My Organizations:** This section features two image-based cards: "Sample Organization of Cougar Link" and "Cougar Volunteers". To the right, there is a light blue box with the text "There are over 202 ways to get involved. Start your next adventure." and a button labeled "DISCOVER A NEW ORGANIZATION".
- Curriculum Progress:** This section shows "Student Group Leadership Training 2015-2016 Requirement" with a "See all" link.
- Jump in with these opportunities!** This section contains a grid of six event cards: "Student Event Meeting", "Student Group Program", "Summer Session 13 Ends", "Student Group Bake Sale", "Liberty Hall Farm Volunteers", and "Transfer Student Orientation".
- News:** This section features two news articles. The first is titled "A Selfless Night Of Giving" and the second is "Meet The New Growth Executive Board". Each article includes a photo and a "Read More" link.

At the bottom of the page, there is a footer that reads: "Powered by CollegiateLink. CollegiateLink is part of Campus Labs. © Copyright 2015 Campus Labs."



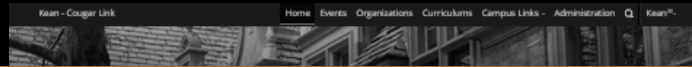
COUGARLINK

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Cougar Link: Logged In View

MY ORGANIZATIONS



My Organizations




See all my Organizations

There are over 200 ways to get involved.
Start your next adventure.


DISCOVER A NEW ORGANIZATION

Liberty Hall Farm Volunteers Student Event Meeting Liberty Hall Farm Volunteers Transfer Student Orientation


News See all news




A Seiken Night Of Drinking
By Jordan Cahill



Greek Senate overachieved its goal at Kean Dance Marathon raising over \$25K Written by: Michael Dumaine and Gaelle Gilles Staff Writers...
Read More



Meet The New Greek Executive Board
By Jordan Cahill



Out with the old and in with the new Written by: Gaelle Gilles, Staff Writer on 'The Cougars Byline' On March 23, 2015
Read More

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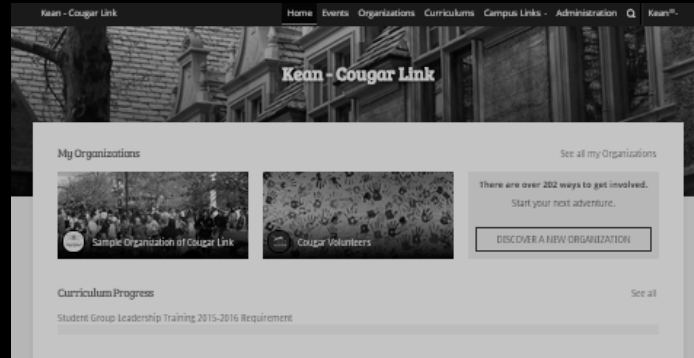


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Cougar Link: Logged In View



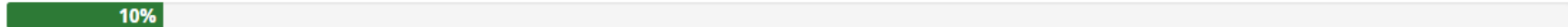
CURRICULUM PROGRESS

Curriculum Progress

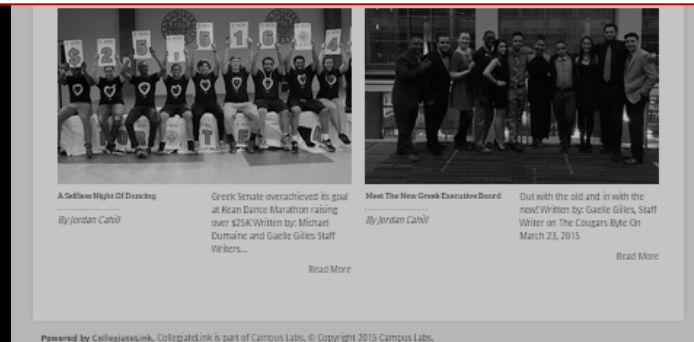
Student Group Leadership Training 2015-2016 Requirement



Campus Connect



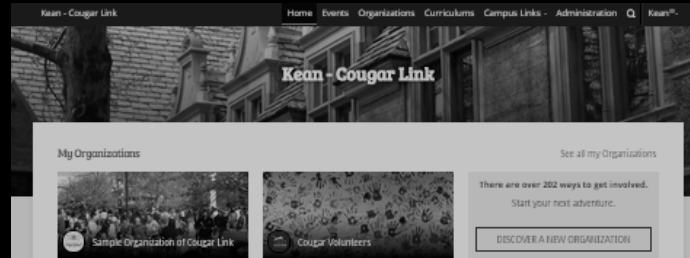
See all



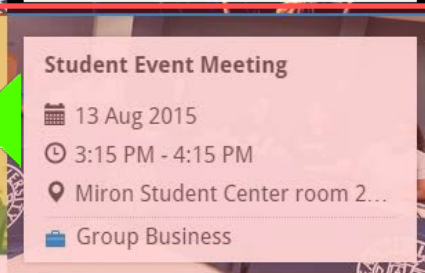


Cougar Link: Logged In View

OPPORTUNITY BOARD



Jump in with these opportunities!



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Cougar Link: Logged In View

CAMPUS NEWS



News

[See all News](#)



A Selfless Night Of Dancing

By Jordan Cahill

Greek Senate overachieved its goal at Kean Dance Marathon raising over \$25K
Written by: Michael Dumaine and Gaelle Gilles Staff Writers...

[Read More](#)



Meet The New Greek Executive Board

By Jordan Cahill

Out with the old and in with the new!
Written by: Gaelle Gilles, Staff Writer on The Cougars Byte On March 23, 2015

[Read More](#)

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**USER SETTINGS
& INVOLVEMENT MENU**



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Cougar Link: User Menu

The screenshot displays the Cougar Link user interface. At the top, a navigation bar includes links for Home, Events, Organizations, Curriculums, and Campus Links. A search icon and the user's name 'Kean' are also present. A brown box labeled 'USER MENU' points to the user's profile icon in the top right corner. The user menu is open, showing a profile picture of a cougar mascot, the name 'Kean Cougar', and a list of options: Involvement, Messages (with a blue badge showing '93'), Settings, Help, and Log Out. The main content area shows 'My Organizations' with cards for 'Sample Organization of Cougar Link' and 'Cougar Volunteers', and 'Curriculum Progress' with progress bars for 'Student Group Leadership Training 2015-2016 Requirement' (71%) and 'Campus Connect' (10%).

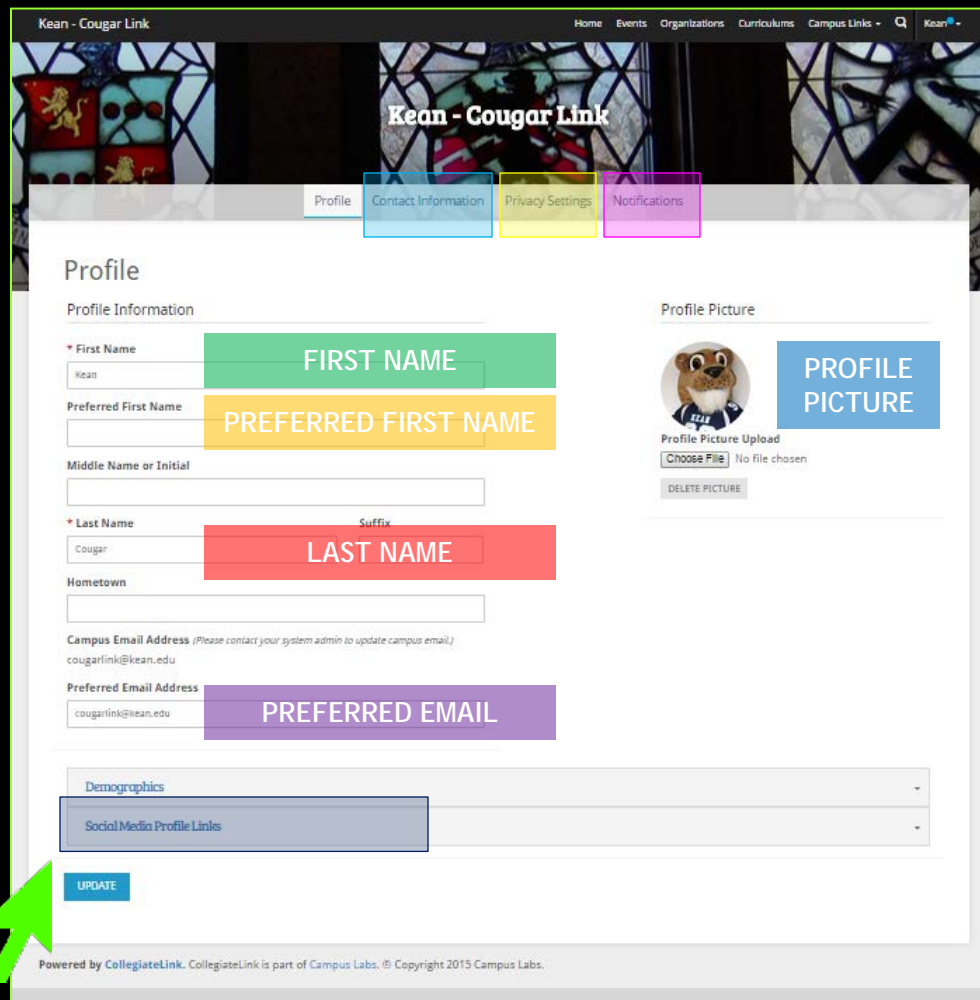
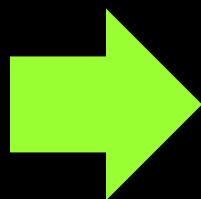
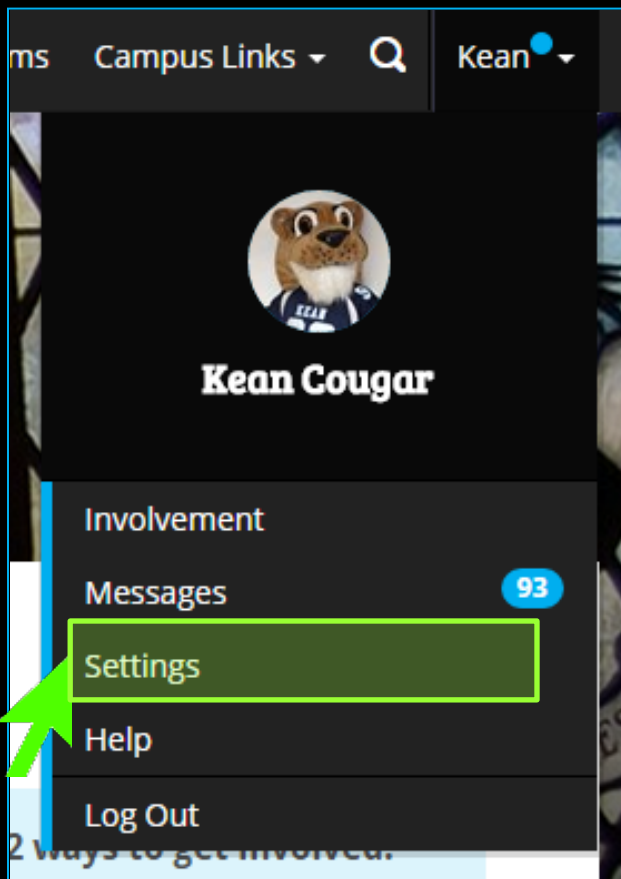


COUGARLINK

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Cougar Link: User Settings

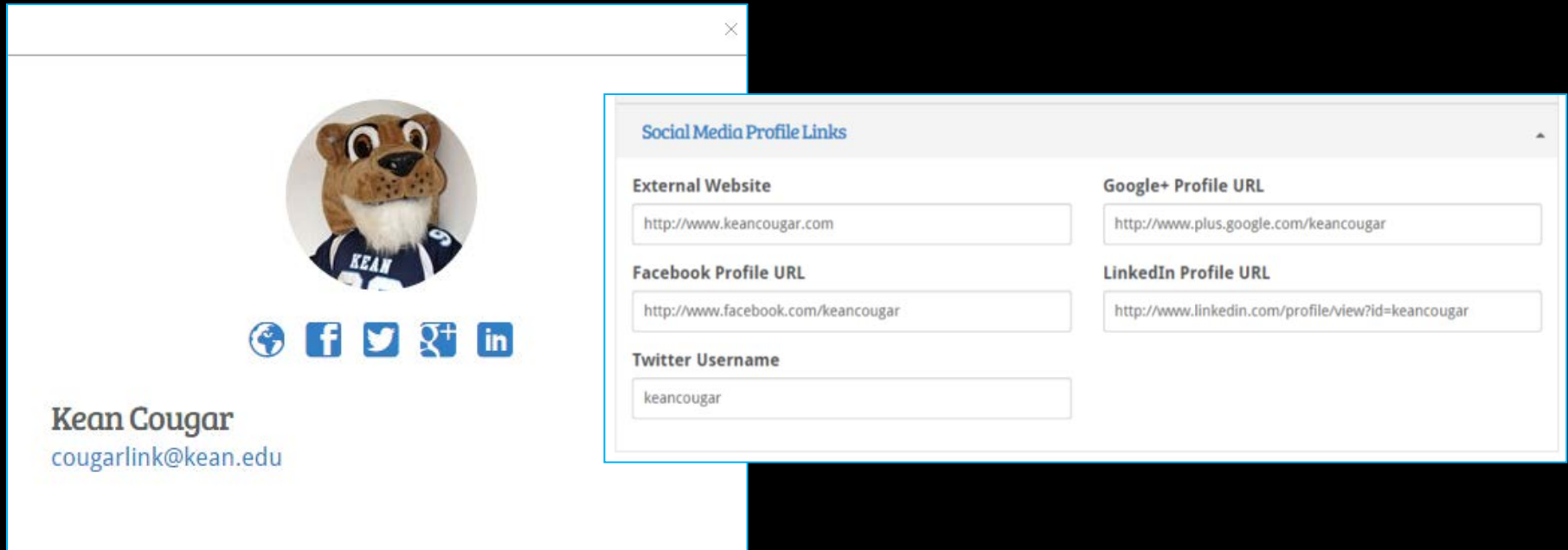


Cougar Link: User Profile Photo

- Profile Photos can be uploaded in any common image format
 - File size limit: 10MB
 - Supported file types JPG, PNG, GIF
- Uploaded images will be cropped to be circular
- Profile photos are used throughout Cougar Link on rosters and within messages.



Cougar Link: User Social Media



The image shows a screenshot of a web browser window displaying a user profile for 'Kean Cougar'. The profile includes a circular profile picture of a cougar mascot wearing a blue jersey with 'KEAN' and the number '9'. Below the picture are social media icons for Facebook, Twitter, Google+, and LinkedIn. The profile name is 'Kean Cougar' and the email address is 'cougarlink@kean.edu'. A 'Social Media Profile Links' panel is open, showing the following information:

Social Media Profile Links	
External Website	<input type="text" value="http://www.keancougar.com"/>
Google+ Profile URL	<input type="text" value="http://www.plus.google.com/keancougar"/>
Facebook Profile URL	<input type="text" value="http://www.facebook.com/keancougar"/>
LinkedIn Profile URL	<input type="text" value="http://www.linkedin.com/profile/view?id=keancougar"/>
Twitter Username	<input type="text" value="keancougar"/>

Users can connect their personal social media accounts to their Cougar Link user profile.



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User Notification Settings

Profile Contact Information Privacy Settings Notifications

Notification Settings

The general e-mail notifications setting only affects the additional e-mails sent to your e-mail address. System messages will always use this setting.

System E-mail Notifications

Messages generated by the system such as invitations, confirmations, and comments

All Notifications Just Invitations None

Informational E-mail Notifications

Mass messages sent to you by campus or organizations leaders

From Campus And Organizations Only From Organizations None

Comment Wall Notifications

Event Submission Wall Posts

Comments about events that you submitted or can review

System Inbox And Email System Inbox Only None

Form Submission Wall Posts

Comments about forms that you submitted or can review

System Inbox And Email System Inbox Only None

News Article Wall Posts

Comments about news articles that you write or have authority over

System Inbox And Email System Inbox Only None

Organization Wall Posts

Comments made on your organization wall(s)

System Inbox And Email System Inbox Only None

Text Message Notifications

On Off

Mobile Phone Number

Mobile Phone Carrier Select a phone carrier...

NOTE: If your carrier is not listed, please contact CougarLink support (support@cougarlink.net).

SAVE

- **System E-mail Notifications**

- Messages generated by the system such as invitations, confirmations, and comments
 - All Notifications
 - Just Invitations
 - None

- **Informational E-mail Notifications**

- Mass messages sent to you by campus or organizations leaders
 - From Campus and Organizations
 - Only From Organizations
 - None

- **Comment Wall Notifications**

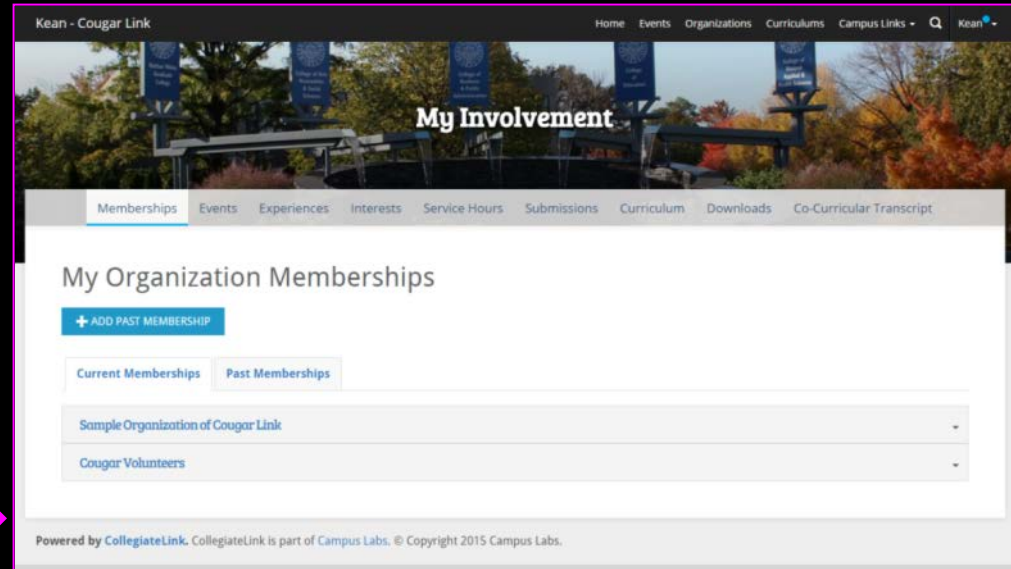
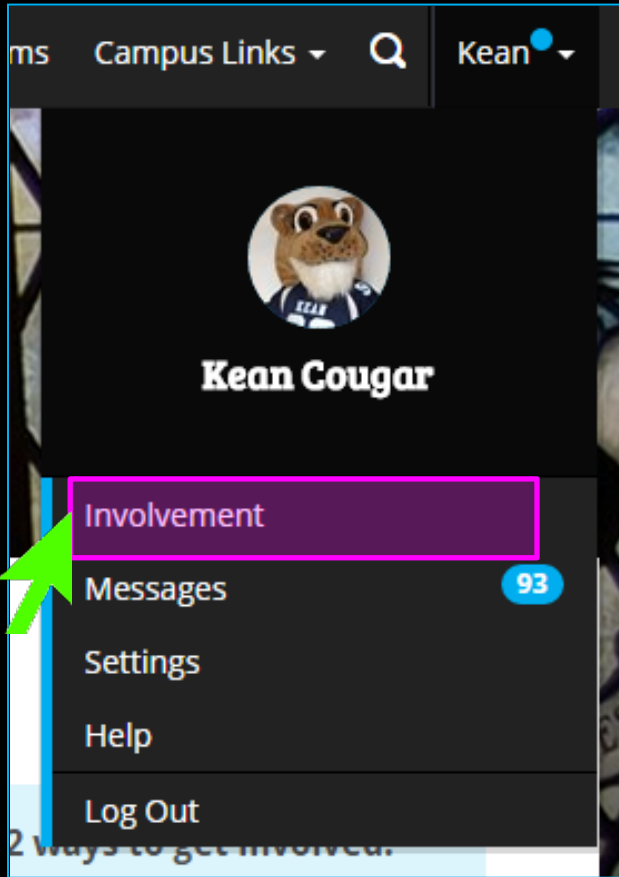
- System Inbox and Email
- System Inbox Only
- None
- Event Submission Wall Posts
- Form Submission Wall Posts
- News Article Wall Posts
- Organization Wall Posts

- **Text Message Notifications**

Organization Leaders are strongly encouraged to enable their notifications to receive ALL NOTIFICATIONS. Important messages regarding your organization and events will be sent through Cougar Link.



Cougar Link: My Involvement

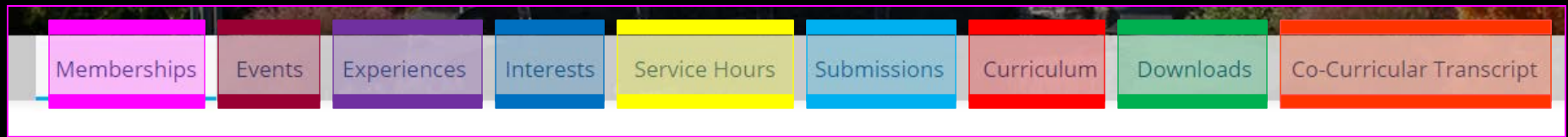


- By default, the user goes to the "My Organization Memberships" page to view current memberships or past memberships.
 - Users can access their organizations through this page.





User Involvement Menu

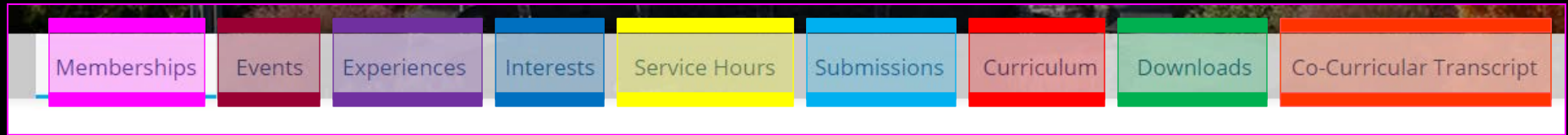


- **Memberships**
 - Access current and past organizations
 - Add Past Membership for CCT approval
 - Users can add reflections to their membership and position experiences
- **Events**
 - Access upcoming events you were invited to or RSVPed to
 - Access past events where attendance credit was given
- **Experiences**
 - View approved and pending experience submissions
 - Submit “Awards, Honors and Scholarships” and “Educational Workshops and Programs” for CCT approval
- **Interests**
 - Manage interests by choosing and ranking interests that allows Cougar Link to recommend personalized Organizations and Events for you to become involved with





User Involvement Menu



- **Service Hours**
 - Submit service hours for CCT approval
 - View approved service hours
- **Submissions**
 - Users can view forms, election ballots, organization registrations and event submissions that they have submitted
 - Check on the status of form, organization registration and event submissions
- **Curriculum**
 - View progress for curriculums that have been assigned to you.
 - Check fulfillment options for curriculum items
- **Downloads**
 - Access any download or report the user may have requested from the Cougar Link system
- **Co-Curricular Transcript**
 - Access your unofficial Co-Curricular Transcript (CCT)
 - Adjust the CCT layout
 - Print or extract a PDF of the unofficial CCT





NAVIGATING TO YOUR ORGANIZATION'S PAGE



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<http://cougarlink.kean.edu>



Logged In Homepage

Kean - Cougar Link Home Events Organizations Curriculums Campus Links Administration Kean®

Kean - Cougar Link

My Organizations [See all my Organizations](#)

There are over 202 ways to get involved. Start your next adventure.

[DISCOVER A NEW ORGANIZATION](#)

Curriculum Progress [See all](#)

Student Group Leadership Training 2015-2016 Requirement

Jump in with these opportunities!

Student Event Meeting Student Group Program Summer Session 13 Ends Student Group Bake Sale

LIBERTY HALL FARM LIBERTY HALL FARM LIBERTY HALL FARM

Liberty Hall Farm Volunteers Student Event Meeting Liberty Hall Farm Volunteers Transfer Student Orientation

News [See all News](#)

A Selfless Night Of Giving
By Jordan Cahill

Greek Senate overachieved its goal at Kean Dance Marathon raising over \$25K! Written by: Michael Dumaine and Gaelle Giles Staff Writers...

[Read More](#)

Meet The New Growth Executive Board
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[Read More](#)

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My Organizations

MY ORGANIZATIONS



My Organizations

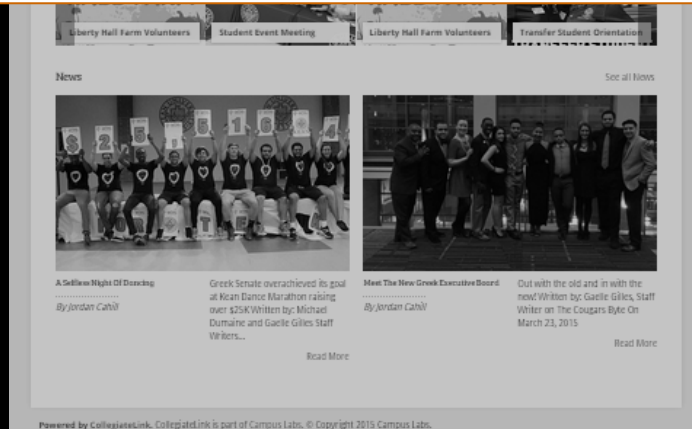
See all my Organizations



There are over 20 ways to get involved.
Start your next adventure.

DISCOVER A NEW ORGANIZATION

Organization Leaders can access their organization by selecting it from "My Organizations" or clicking "See all my Organizations"



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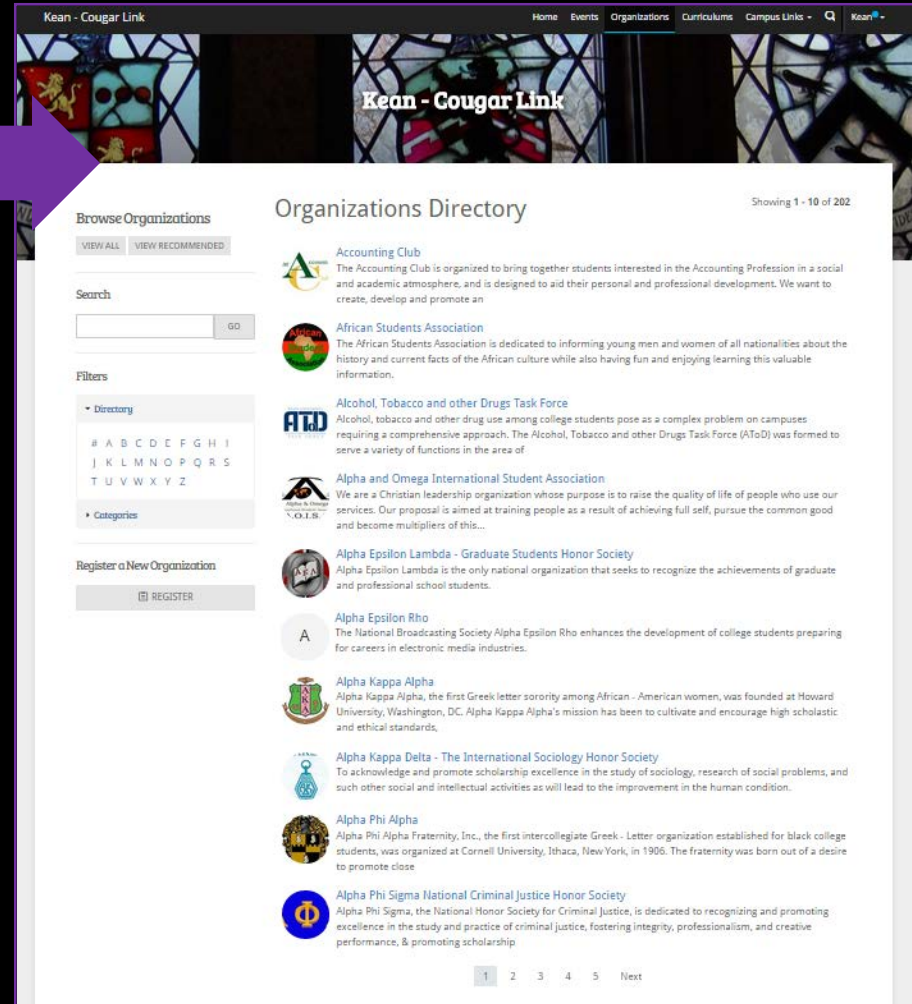
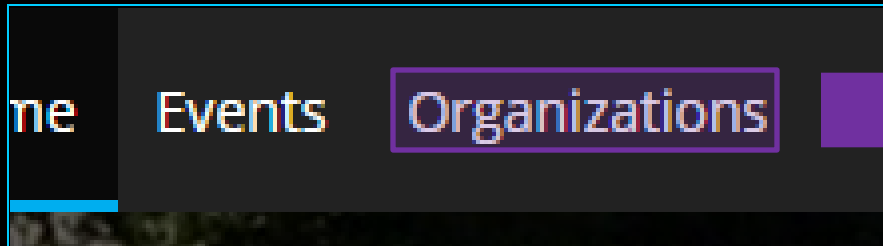


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Organizations Directory



Organization Leaders can also navigate to their organization using the Organizations Directory by selecting "Organizations" from the system navigation menu at the top.





Navigating the Organizations Directory

Organizations can be found by:

- Searching for keywords
- Applying filters:
 - Directory (Alphabetical)
 - Categories
- Cultural Organization
- Fraternity
- Funded Group
- Governmental Group
- Greek Organization
- Etc...

The screenshot shows the 'Browse Organizations' page. At the top, there are two buttons: 'VIEW ALL' and 'VIEW RECOMMENDED'. Below that is a 'Search' section with a text input field and a 'GO' button. Underneath is a 'Filters' section. The 'Directory' filter is expanded, showing an alphabetical index from # to Z. The 'Categories' filter is collapsed.



Leader View



ORGANIZATION PAGE



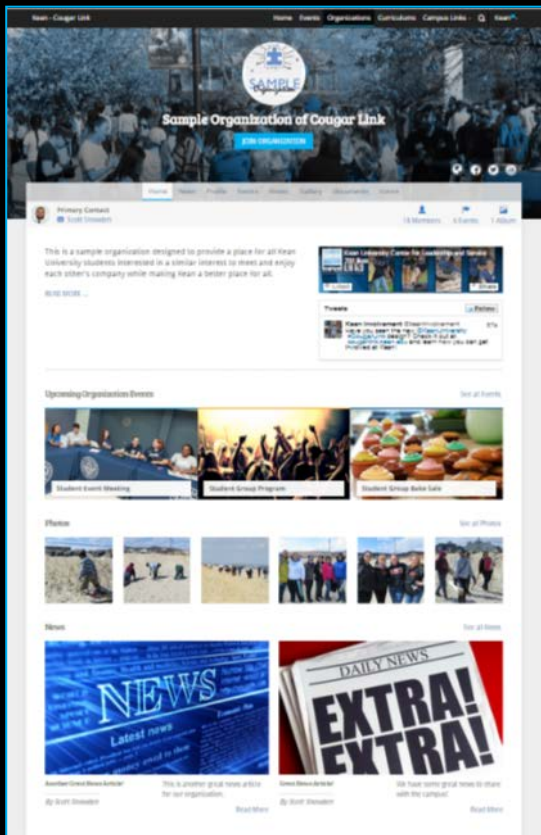
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Organization Page

Prospective Member View

Member & Leader View



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Organization Page: No Activity

Prospective Member View

The screenshot shows the organization page for 'Sample Organization of Cougar Link'. The header includes navigation links: Home, Events, Organizations, Curriculums, Campus Links, and a search icon. The main banner features the organization's logo and a 'JOIN ORGANIZATION' button. Below the banner is a navigation menu with links for Home, News, Profile, Events, Roster, Gallery, Documents, and Forms. The primary contact is Scott Snowden, with 18 Members, 6 Events, and 1 Album. The main content area contains a description: 'This is a sample organization designed to provide a place for all Kean University students interested in a similar interest to meet and enjoy each other's company while making Kean a better place for all.' Below this is a 'Tweets' section with a tweet from 'Kean Involvement Development' dated 22 Jul. A footer note states: 'Powered by CollegiateLink. CollegiateLink is part of Campus Labs. © Copyright 2015 Campus Labs.'

Leader View

The screenshot shows the same organization page from a leader's perspective. The navigation menu includes an additional link for 'Service Hours'. The primary contact is Scott Snowden, and the member list now shows 10 member avatars. The main content area features a large message: 'Nothing coming up. Start planning.' with a 'SUBMIT AN EVENT' button. Below this is another message: 'No news isn't great news, go out and make it happen!' with a 'WRITE AN ARTICLE' button. On the right side, there is a 'Tweets by KeanInvolvement' section and a 'Discussion' section with a text input field and a 'POST' button.



Organization Page

The screenshot shows the 'Kean - Cougar Link' organization page. At the top, there is a navigation bar with links for Home, Events, Organizations, Curriculums, Campus Links, and a search icon. The main header area features a large background image of a crowd of people. Overlaid on this image are several callouts: 'ORG COVER PHOTO' (orange box), 'ORG LOGO' (blue box) pointing to a circular logo with a puzzle piece and the text 'SAMPLE Organization', and 'ORG NAME' (yellow box) pointing to the text 'Sample Organization of Cougar Link'. Below the header is a 'ORG NAVIGATION MENU' (pink box) containing links for Home, News, Profile, Events, Roster, Gallery, Documents, Forms, and Service Hours. A 'Primary Contact' section (purple box) shows a profile for Scott Snowden. Below that is a 'ORG MEMBERSHIP PREVIEW' (dark blue box) showing a row of member avatars. The main content area is divided into two columns. The left column has 'ORG UPCOMING EVENTS' (orange box) with two event cards: 'Student Event Meeting' and 'Student Group Program'. The right column has 'ORG FACEBOOK FEED' (blue box) showing a post from 'Kean University Center for Leaders...' and 'ORG TWITTER FEED' (red box) showing a tweet from 'Kean Involvement @KeanInvolve'.



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Organization Page

LEAD * SERVE * LEARN

Student Event Meeting Student Group Program

Photos See all Photos

ORG PHOTOS FROM GALLERY

News See all News

ORG NEWS

Tweets Follow

Kean Involvement @keaninvolvement 23 Jun
Have you seen the new @KeanUniversity #CougarLink design? Check it out at cougarlink.kean.edu and learn how you can get involved at Kean!
Expand

Discussion

Kean Cougar

Type Your Post Here...

POST

ORG DISCUSSION & ANNOUNCEMENT WALL

Another Great News Article!
This is another great news article for our organization.
By Scott Snowden Read More

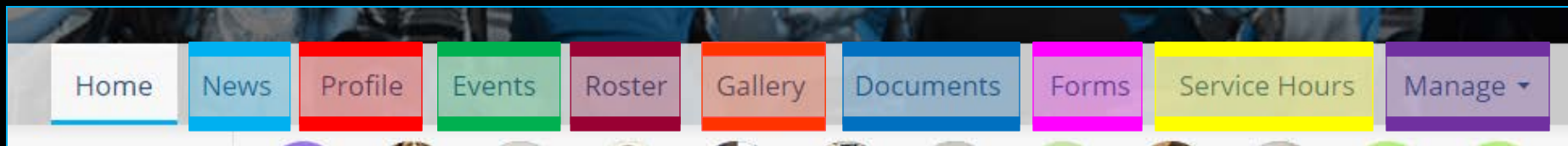
Great News Article!
We have some great news to share with the campus!
By Scott Snowden Read More

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Organization Menu

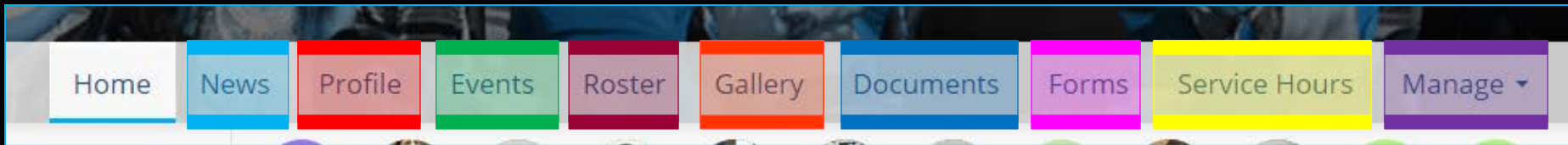


- **News**
 - View organization news
 - Create an organization news article
- **Profile**
 - View full organization profile
 - Edit organization profile, contact information, external website and social media links and profile picture
 - Detailed contact information for advisor and executive board members
- **Events**
 - View upcoming and past event list
 - View events calendar
 - Connect calendar through RSS or iCal feed
 - Manage events (view or cancel events)
- **Roster**
 - View full organization roster
 - View organization executive board and leadership
 - Message members by creating email relays or through SMS text messages
 - *Manage roster*
 - *Edit positions of members*
 - *Message members*
 - *End memberships to remove former members*
 - *Invite people to join*
 - *Approve prospective members*
 - *Create and manage positions and user permissions*

Items italicized in light blue are only available to users with President, Secretary and/or Primary Contact position user permissions



Organization Menu



- **Gallery**
 - View organization photo albums
 - Upload organization photos
 - Edit photo captions or remove photos
- **Documents**
 - View organization constitution
 - View organization documents (newsletters, brochures, etc...) and paper forms
 - Upload organization documents
- **Forms**
 - Access online forms to complete
 - Create and edit online forms
 - Manage (approve or deny) online form submissions
- **Service Hours**
 - Submit your personal service hours to the organization for approval
 - View your personal approved, denied and pending service hours for the organization for the given time range
 - *Manage service hours to view all approved, denied and pending service hours for the organization for the given time range*
 - *Manage service hours by approving or denying member service hour submissions*
 - *Submit service hours on behalf of organization members for automatic approval*
- **Manage**
 - *Select and edit organization interests that will allow users to be matched with the organization*
 - *Upload and edit organization cover photos*

Items italicized in light blue are only available to users with President, Secretary and/or Primary Contact position user permissions





CUSTOMIZING YOUR ORGANIZATION PAGE



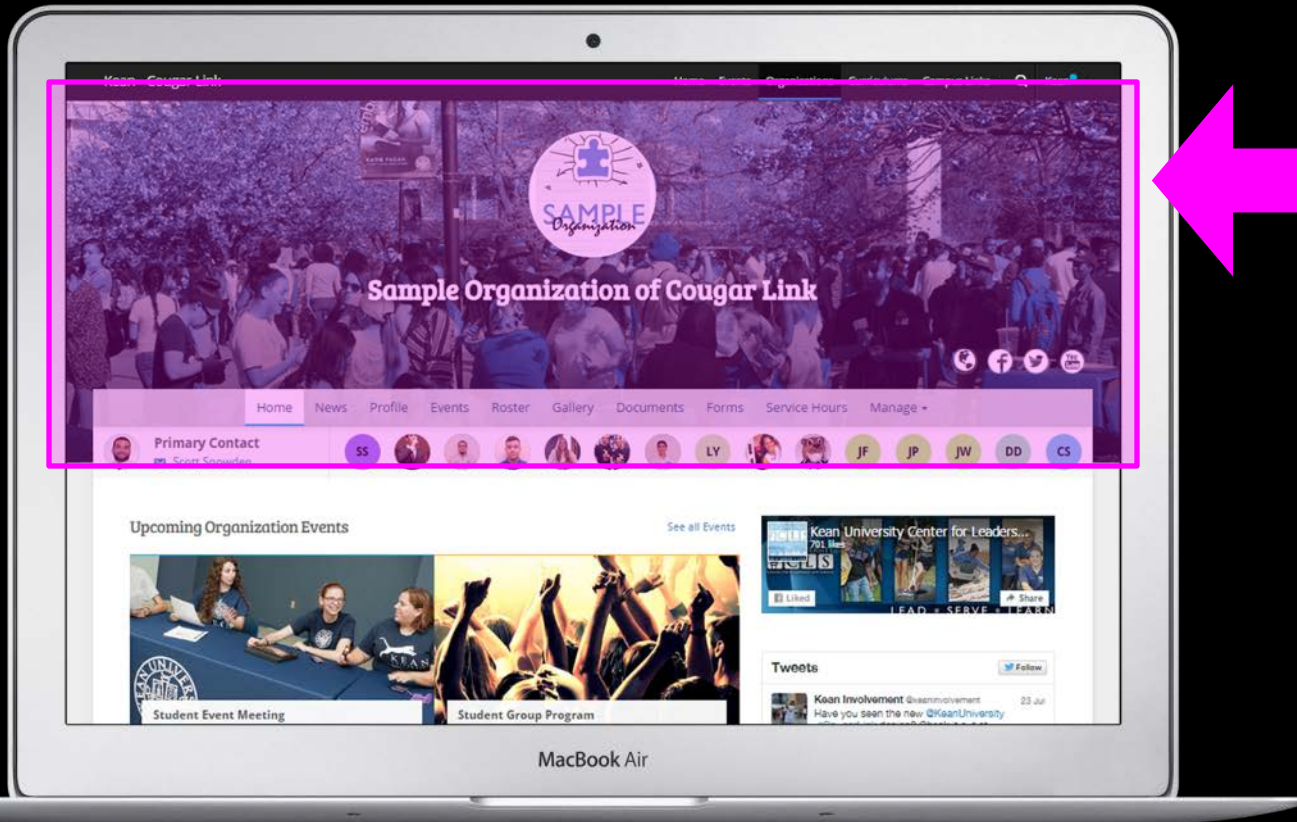
COUGARLiNK

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Cover Photos

COVER
PHOTOS

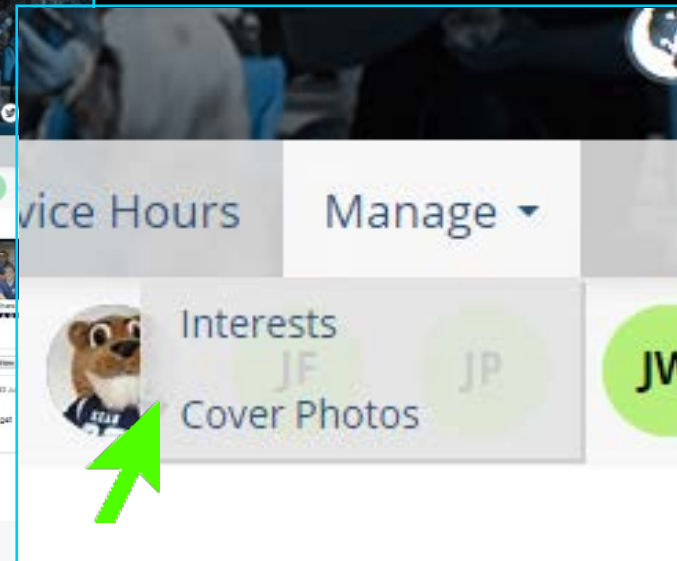
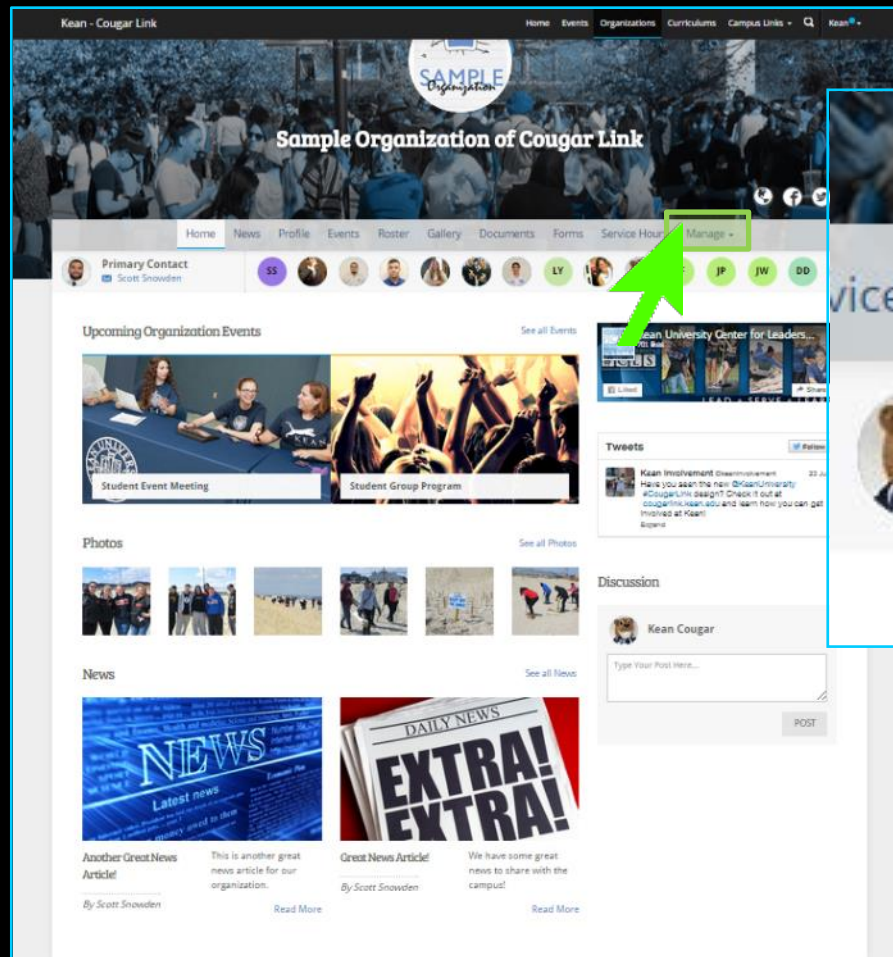


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Uploading Cover Photos

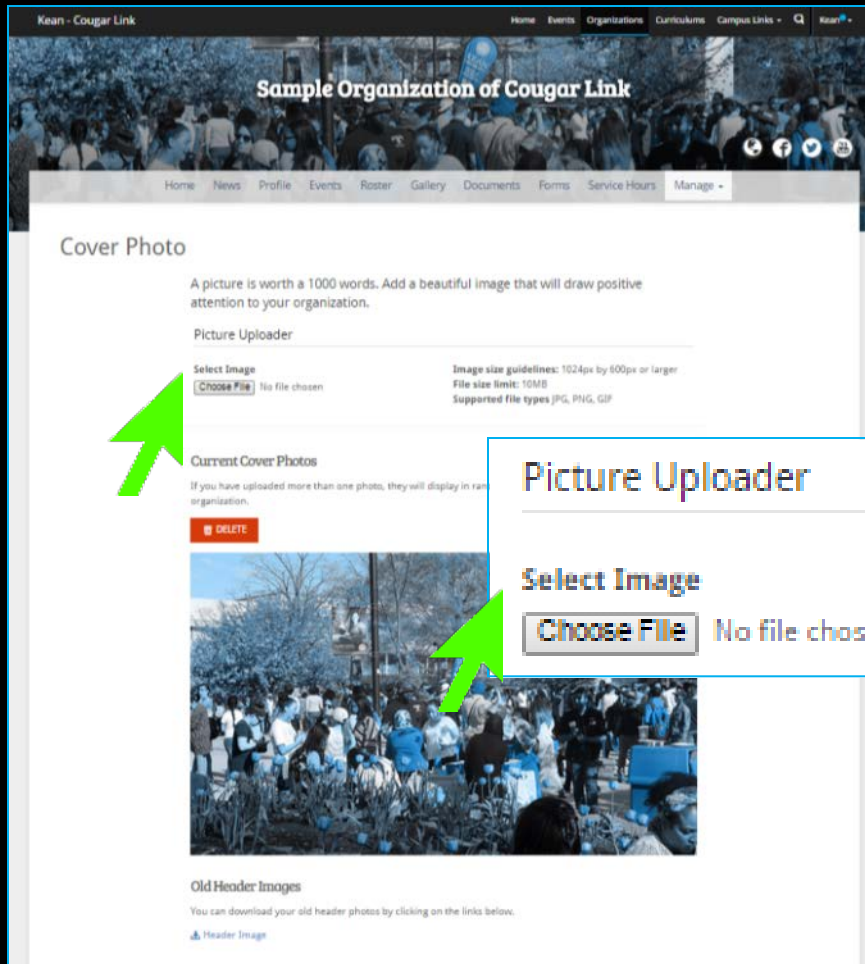


Only Presidents, Secretaries and/or Primary Contacts have FULL ACCESS to access "Manage" and upload cover photos





Uploading Cover Photos



- Image size guidelines: 1024px by 600px or larger
- File size limit: 10MB
- Supported file types: JPG, PNG, GIF
- If you upload more than one photo, they will display in random order every time someone visits your organization.





Uploading Cover Photos

Cover Photo

A picture is worth a 1000 words. Add a beautiful image that will draw positive attention to your organization.

Picture Uploader

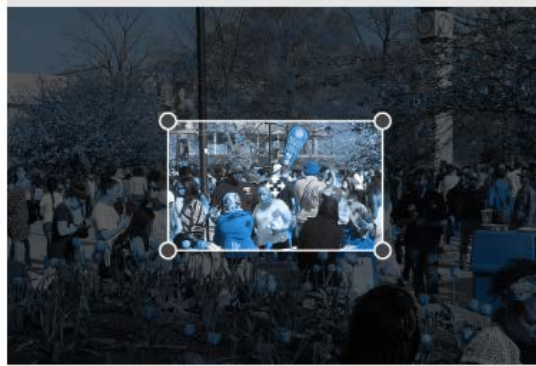
Select Image

Group_Cover1.jpg

Image size guidelines: 1024px by 600px or larger

File size limit: 10MB

Supported file types JPG, PNG, GIF



Current Cover Photos

If you have uploaded more than one photo, they will display in random order every time someone visits your

- Once uploaded, you can crop the selected image by adjusting the crop box.
- Click "SAVE" when complete.



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Cover Photo Visibility

Original Photo Size			
Cropped Photo Size		Organization Home Page Mobile Viewable Cover	
Organization Home Page Desktop Viewable Cover			
Organization Internal Page Desktop Viewable Cover			
	Organization Internal Page Mobile Viewable Cover		





Cover Photo Visibility





Updating Organization Profile

Kean - Cougar Link

Home Events Organizations Curriculums Campus Links

Sample Organization of Cougar Link

Home Profile Events Roster Gallery Documents Forms Service Hours Manage

Primary Contact Scott Snowden

Upcoming Organization Events

Photos

News

News Profile Events Rost

SS



COUGARLINK

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Updating Organization Profile

The screenshot shows the 'Sample Organization of Cougar Link' profile page. The page has a navigation bar with 'Home', 'Events', 'Organizations', 'Curriculums', and 'Campus Links'. The 'Organizations' tab is active. Below the navigation bar is a header image with the title 'Sample Organization of Cougar Link'. A secondary navigation bar includes 'Home', 'News', 'Profile', 'Events', 'Roster', 'Gallery', 'Documents', 'Forms', 'Service Hours', and 'Manage'. The 'Profile' tab is selected. The main content area is titled 'Profile' and includes an 'EDIT' button. The profile text describes the organization's purpose and benefits. A callout box with a green arrow points to the 'EDIT' button.

Profile EDIT

Parent Organization: Center for Leadership and Service

This sample organization was created in January 2009 when Kean University first launched Cougar Link. The organization is used as a sample to other student organizations and clubs who wish to take full advantage of the Cougar Link system.

Benefits of fully utilizing Cougar Link include:

- being able to communicate your members without having their contact information
- creating and promoting events for the entire Kean University community to see and attend
- submission of online forms to the Center for Leadership and Service (who wants to use paper forms these days??)
- tracking of your members and allowing them to receive Co-Curricular Transcript (CCT) credit for being a part of your organization
- tracking of your organization's community service hours
- an online presence that is easy to use and maintain (who wants to rely on a webmaster or pay hundreds of dollars for a website??)
- connecting to existing Facebook and Twitter pages
- posting news articles about your organization to spread the word to the entire campus community

For more information about Cougar Link, or help taking full advantage of your organization's features, please contact the Center for Leadership and Service or email cougarlink@kean.edu.

ADVISOR INFORMATION Advisor's Name:
Scott Snowden

Advisor's Office/Department/School:
Center for Leadership and Service

cougarlink@kean.edu

1000 Morris Avenue
Miron Student Center room 219
Union, NJ 07083
USA
P:(908) 737-5170
F:(908) 737-5175



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Updating Organization Profile

Organization Summary

****Viewable in Organizations Directory****

Organization Full Description

Organization Contact Information: Address, Phone, Fax, Email

Organization Website Links: External Website, Facebook, Twitter, YouTube, Flickr, etc...

Advisor and Executive Board Member Contact Information:

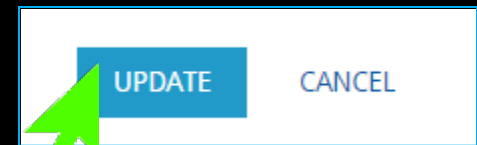
MUST BE KEPT ACCURATE

****Not Publically Viewable****

The screenshot shows the 'Edit Organization Information' form with several sections highlighted by colored boxes:

- Yellow box:** Description section, including a character count and a text area.
- Red box:** Full description text area.
- Green box:** Contact information section, including fields for Street Address, Phone Number, Extension, Fax Number, City, State/Province/Postal Code, Email, and Country.
- Blue box:** External website links section, including fields for External Organization Website, Facebook Page URL, Google Calendar URL, and Show Google Public Calendar on Organization Home Page.
- Purple box:** Advisor and Executive Board Member contact information section, including fields for Advisor's Name, Office/Department/School, Campus Address/Office Location, Campus Phone Extension, and Phone Number.

Organization Profile Photo



- When complete, select "UPDATE" at the bottom of the Edit Profile page.
- Be sure to complete all required fields. If you do not complete all required fields, you will receive an error.





Organization Profile Photos

PROFILE
PHOTOS



COUGARLINK

<http://cougarlink.kean.edu>



Organization Profile Photos

- Organization Profile Photos can be uploaded in any common image format
 - File size limit: 10MB
 - Supported file types JPG, PNG, GIF
- Uploaded images will be cropped to be circular
- Profile photos are on the Organizations Directory, Event Pages and the Organization Homepage.





QUESTIONS?



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For More Information

- **Cougar Link Support**
 - cougarlink@kean.edu
- **Involvement Center**
 - Miron Student Center rm 303 - 908-737-5270
- **Center for Leadership and Service**
 - Miron Student Center rm 219 - 908-737-5170



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EVENT & MEETING
INFORMATION

SERVICE HOUR
TRACKING

ONLINE CAMPUS
BULLETIN BOARD

CLUBS &
ORGANIZATIONS

CO-CURRICULAR
TRANSCRIPT

STUDENT
ELECTIONS