

LiNK

TO GET

INVOLVED

Cougar Link

*Utilizing News, Rosters, Galleries
and Documents for Your Organization*



COUGARLiNK

<http://cougarlink.kean.edu>

Updated 7/27/15



Cougar Link:

*Utilizing News, Rosters, Galleries
and Documents for Your Organization*

1. Redesigned Cougar Link
2. Cougar Link Homepage
3. Signing In to Cougar Link and Logged In View
4. Navigating To Your Organization's Page
5. Leader View: Organization Page
6. Organization Administration: News
7. Organization Administration:
Roster & Messaging
8. Organization Administration: Gallery
9. Organization Administration: Documents

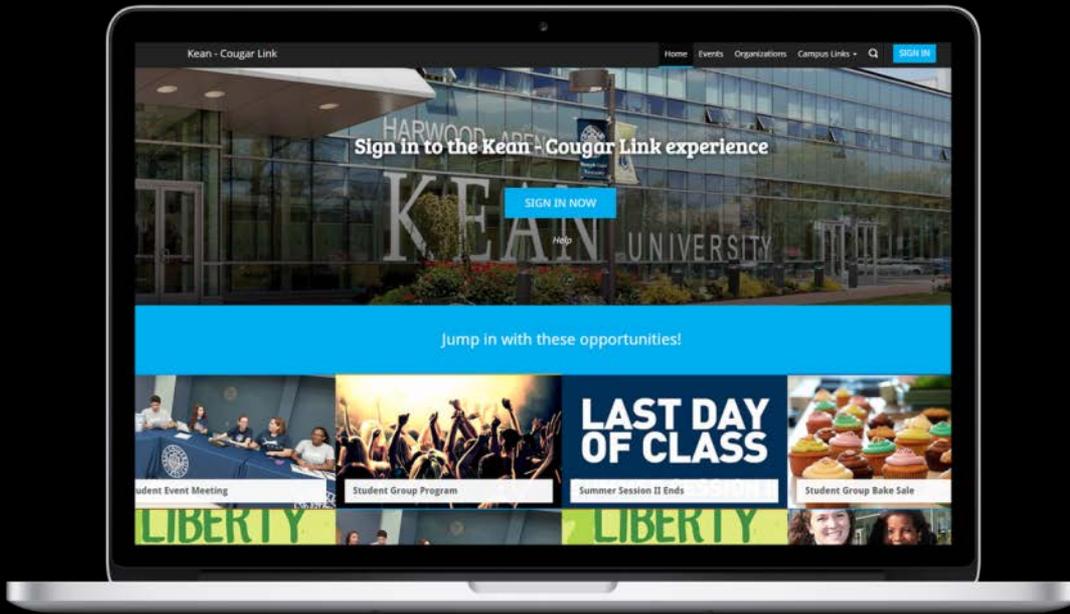


COUGARLiNK

<http://cougarlink.kean.edu>



Responsive Design



COUGARLiNK

<http://cougarlink.kean.edu>

Public View



COUGAR LINK HOMEPAGE

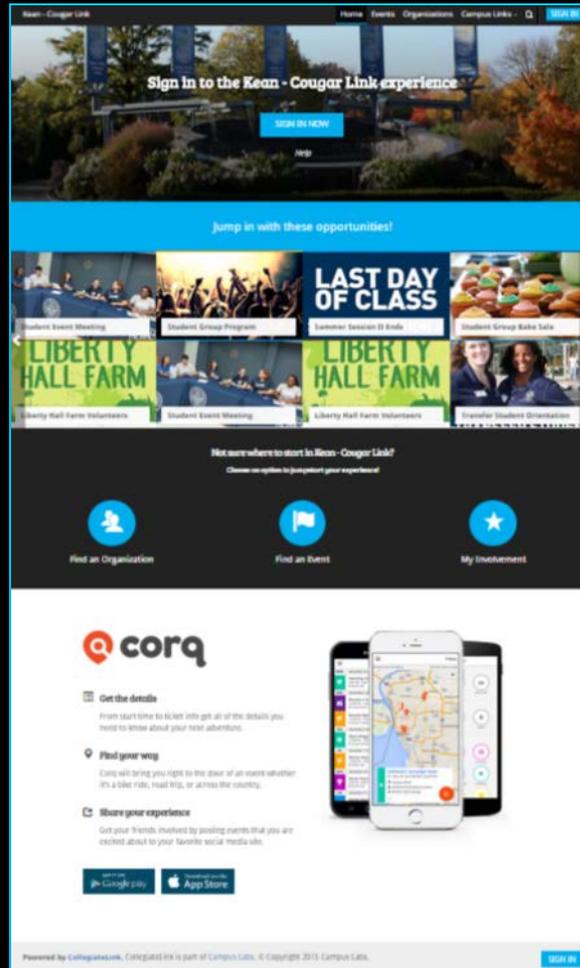


COUGARLiNK

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Cougar Link Homepage



COUGARLiNK

<http://cougarlink.kean.edu>



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

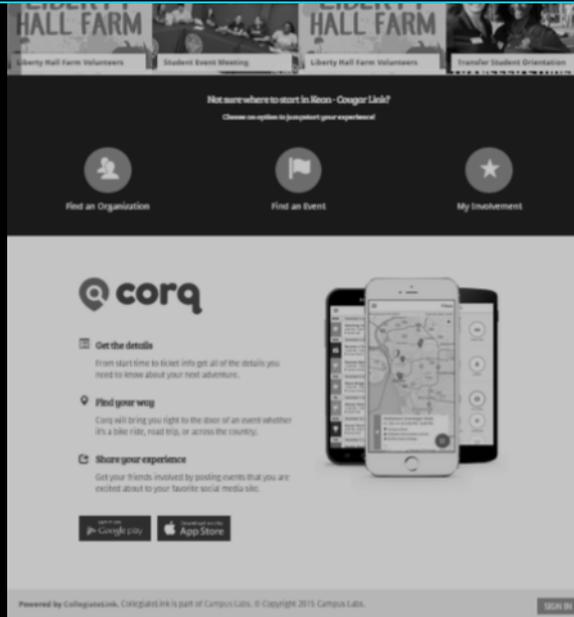
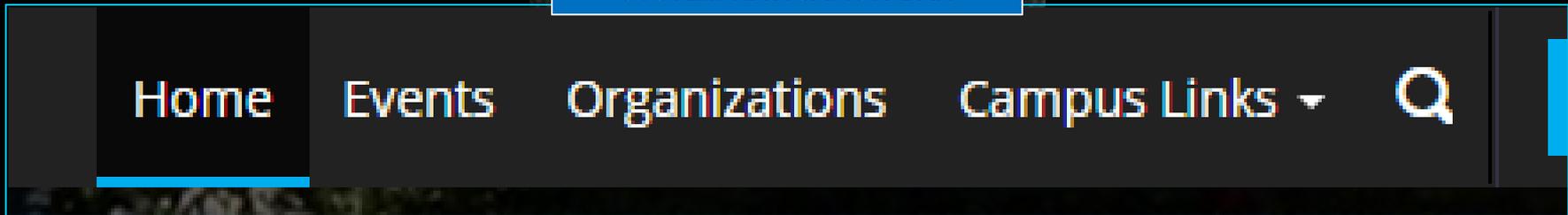


COUGARLINK

<http://cougarlink.kean.edu>



Cougar Link Homepage

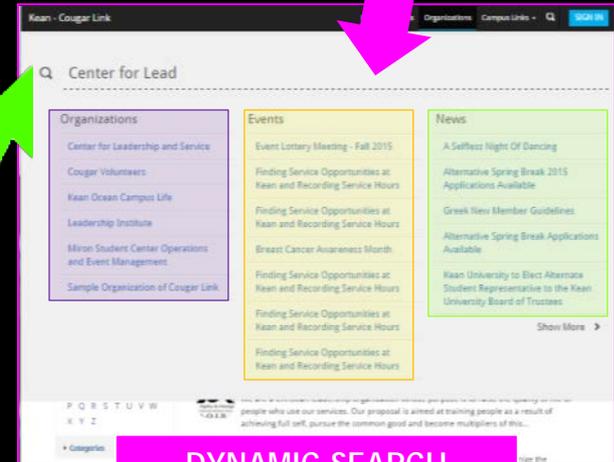
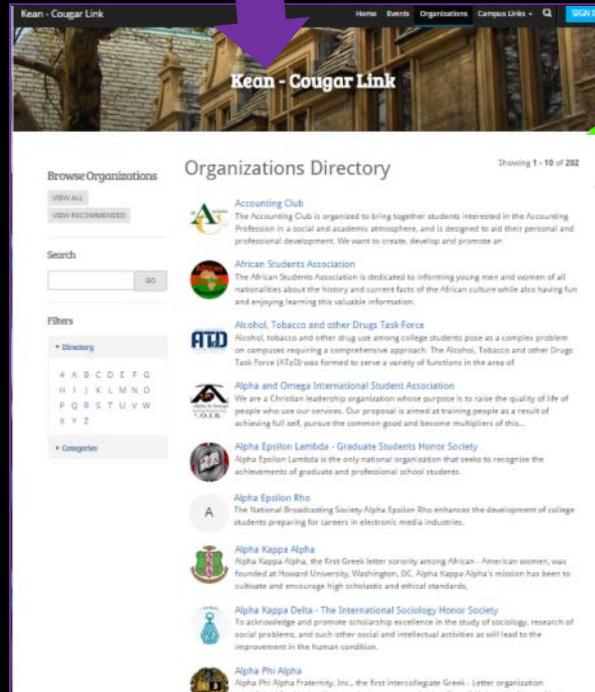
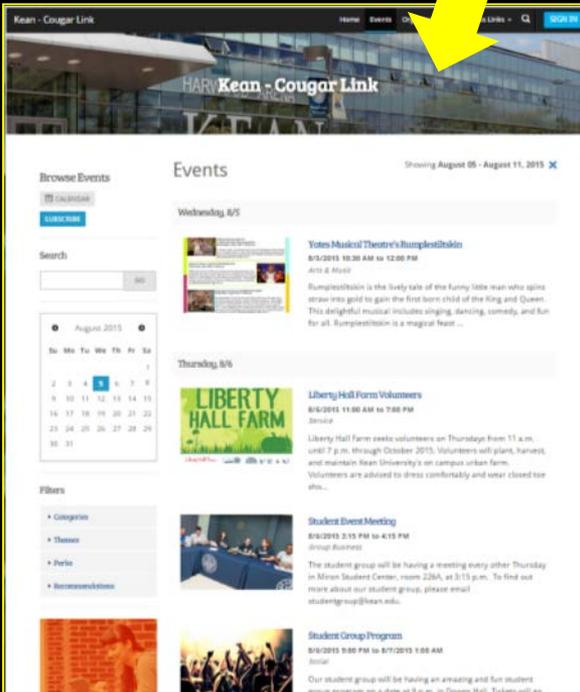
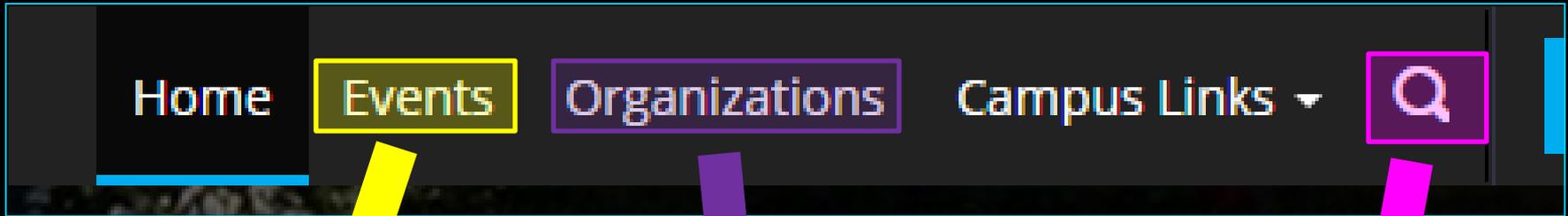


COUGARLiNK

<http://cougarlink.kean.edu>



Cougar Link Navigation Bar

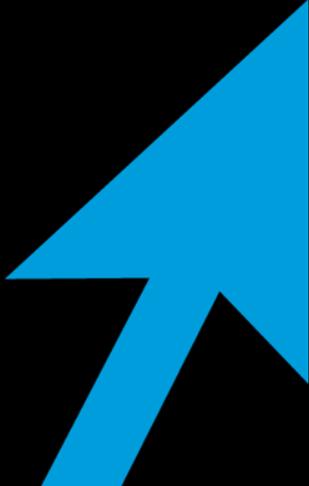


DYNAMIC SEARCH



COUGARLINK

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

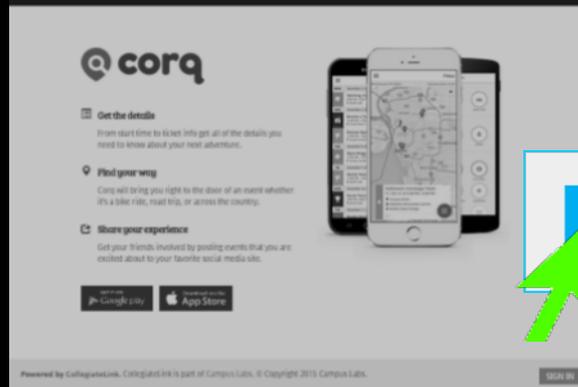
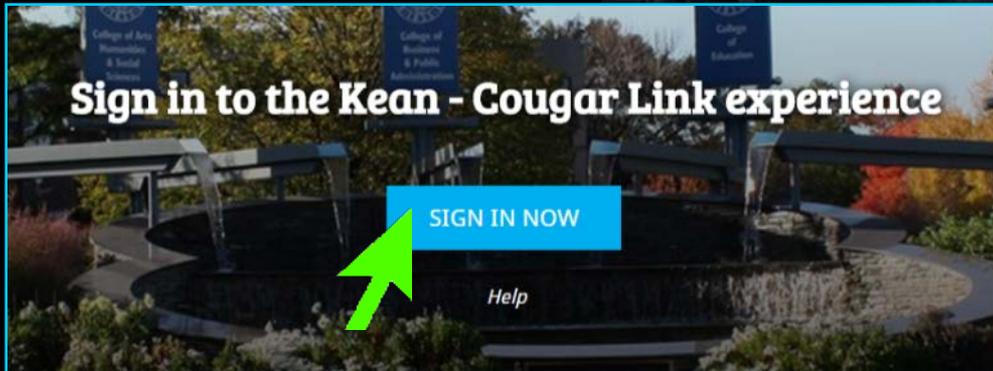
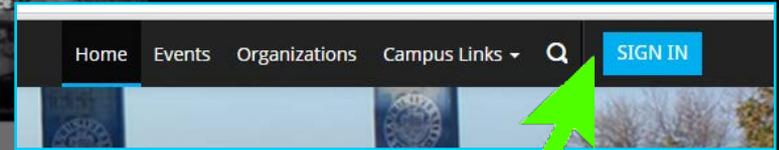


COUGARLiNK

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Signing In To Cougar Link



COUGARLINK

<http://cougarlink.kean.edu>

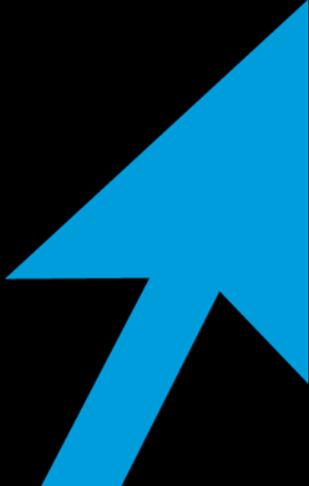


Signing In To Cougar Link

- 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." Below this are two input fields: "Username" with the text "cougark" entered, and "Password" which is empty. At the bottom left of the form is a green "Sign in" button, and at the bottom right is a blue link that says "Need Help?".





NAVIGATING TO YOUR ORGANIZATION'S PAGE



COUGARLiNK

<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
By Jordan Cahill

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

[Read More](#)

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COUGARLiNK

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My Organizations

MY ORGANIZATIONS



My Organizations

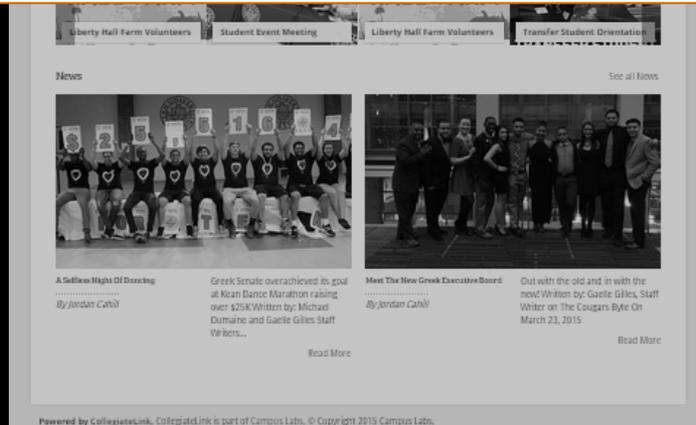
See all my Organizations



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"

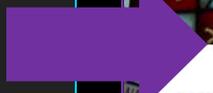
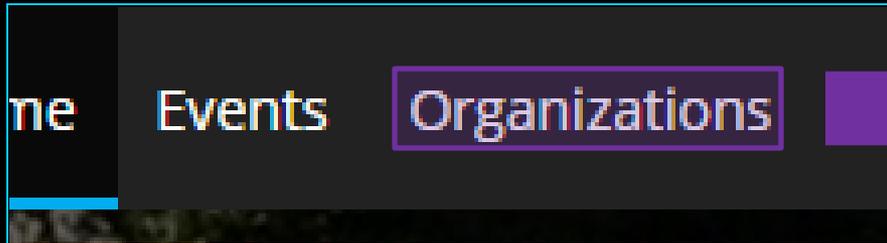


COUGARLINK

<http://cougarlink.kean.edu>



Organizations Directory



Kean - Cougar Link

Home Events Organizations Curriculums Campus Links - Kean -

Organizations Directory

Showing 1 - 10 of 202

Browse Organizations

VIEW ALL VIEW RECOMMENDED

Search

GO

Filters

- Directory
 - A B C D E F G H I
 - J K L M N O P Q R S
 - T U V W X Y Z
- Categories

Register a New Organization

REGISTER

Accounting Club

The Accounting Club is organized to bring together students interested in the Accounting Profession in a social and academic atmosphere, and is designed to aid their personal and professional development. We want to create, develop and promote an

African Students Association

The African Students Association is dedicated to informing young men and women of all nationalities about the history and current facts of the African culture while also having fun and enjoying learning this valuable information.

Alcohol, Tobacco and other Drugs Task Force

Alcohol, tobacco and other drug use among college students pose as a complex problem on campuses requiring a comprehensive approach. The Alcohol, Tobacco and other Drugs Task Force (AToD) was formed to serve a variety of functions in the area of

Alpha and Omega International Student Association

We are a Christian leadership organization whose purpose is to raise the quality of life of people who use our services. Our proposal is aimed at training people as a result of achieving full self, pursue the common good and become multipliers of this...

Alpha Epsilon Lambda - Graduate Students Honor Society

Alpha Epsilon Lambda is the only national organization that seeks to recognize the achievements of graduate and professional school students.

Alpha Epsilon Rho

The National Broadcasting Society Alpha Epsilon Rho enhances the development of college students preparing for careers in electronic media industries.

Alpha Kappa Alpha

Alpha Kappa Alpha, the first Greek letter sorority among African - American women, was founded at Howard University, Washington, DC. Alpha Kappa Alpha's mission has been to cultivate and encourage high scholastic and ethical standards.

Alpha Kappa Delta - The International Sociology Honor Society

To acknowledge and promote scholarship excellence in the study of sociology, research of social problems, and such other social and intellectual activities as will lead to the improvement in the human condition.

Alpha Phi Alpha

Alpha Phi Alpha Fraternity, Inc., the first intercollegiate Greek - Letter organization established for black college students, was organized at Cornell University, Ithaca, New York, in 1906. The fraternity was born out of a desire to promote close

Alpha Phi Sigma National Criminal Justice Honor Society

Alpha Phi Sigma, the National Honor Society for Criminal Justice, is dedicated to recognizing and promoting excellence in the study and practice of criminal justice, fostering integrity, professionalism, and creative performance, & promoting scholarship.

1 2 3 4 5 Next

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 this 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

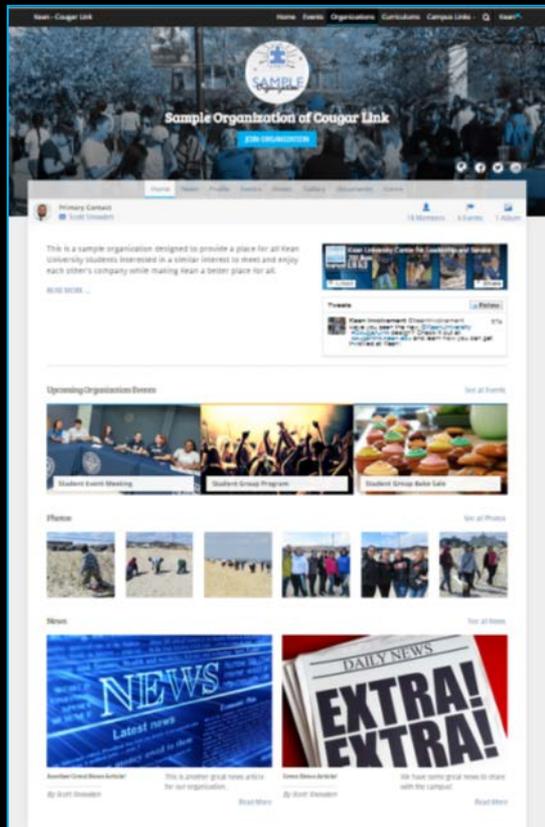


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Organization Page

Prospective Member View



Member & Leader View



COUGARLINK

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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: 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. The footer states: 'Powered by CollegiateLink. CollegiateLink is part of Campus Labs. © Copyright 2015 Campus Labs.'

Leader View

The screenshot shows the organization page from a leader's perspective. The header and main banner are identical to the prospective member view. The navigation menu includes an additional link: Service Hours. The primary contact is Scott Snowden, with a row of member avatars below. 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 organization page for 'Sample Organization' on the Kean - Cougar Link website. The page features a navigation menu at the top with options like Home, Events, Organizations, Curriculums, and Campus Links. The main content area includes a large cover photo, the organization's logo, and its name. Below this is a navigation menu for the organization itself, listing options like Home, News, Profile, Events, Roster, Gallery, Documents, Forms, and Service Hours. A primary contact, Scott Snowden, is listed. A membership preview shows several members. The page also displays upcoming organization events, such as a Student Event Meeting and a Student Group Program. On the right side, there are social media feeds for Facebook and Twitter. The page is annotated with several callouts: 'ORG COVER PHOTO' points to the main header image; 'ORG LOGO' points to the organization's logo; 'ORG NAME' points to the organization's name; 'ORG SOCIAL MEDIA LINKS' points to the social media icons; 'ORG NAVIGATION MENU' points to the secondary navigation bar; 'ORG PRIMARY CONTACT' points to the contact information for Scott Snowden; 'ORG MEMBERSHIP PREVIEW' points to the member avatars; 'ORG UPCOMING EVENTS' points to the event listings; 'ORG FACEBOOK FEED' points to the Facebook social media feed; and 'ORG TWITTER FEED' points to the Twitter social media feed.



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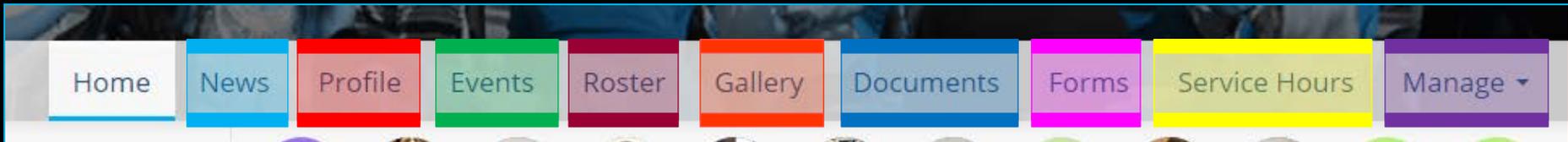
Organization Page

The screenshot shows the organization page layout. At the top, there are two photo thumbnails: 'Student Event Meeting' and 'Student Group Program'. Below these are sections for 'Photos' (with a green callout 'ORG PHOTOS FROM GALLERY'), 'News' (with a red callout 'ORG NEWS'), and 'Discussion' (with an orange callout 'ORG DISCUSSION & ANNOUNCEMENT WALL'). The 'News' section contains two article snippets with 'Read More' links. The 'Discussion' section shows a post input field and a 'POST' button. At the bottom, there is a footer with the text: 'Powered by CollegiateLink. CollegiateLink is part of Campus Labs. © Copyright 2015 Campus Labs.'





Organization Menu



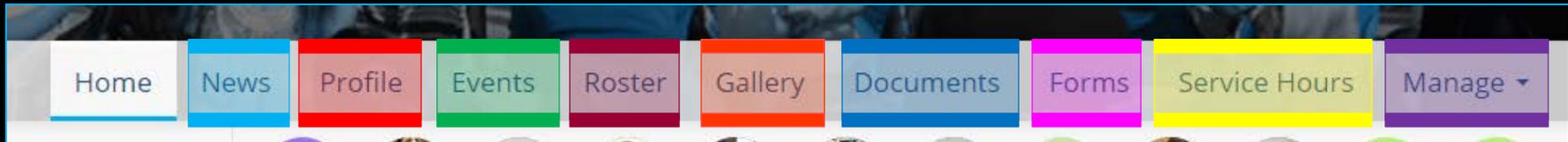
- **News**
 - View organization news
 - Create an organization news article
- **Profile**
 - View full organization profile
 - Edit organization profile, contact information, external website and social media links and profile picture
 - Detailed contact information for advisor and executive board members
- **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



Organization Administration



NEWS



COUGARLiNK

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Creating News Articles

The image illustrates the process of creating news articles on the CougarLink website. It features three main components:

- Navigation Menu:** A screenshot of the website's top navigation bar with 'Home', 'News', and 'Profile' tabs. A red box highlights the 'News' tab, and a green arrow points to it.
- Create Article Button:** A close-up of the 'CREATE ARTICLE' button in the News section, with a green arrow pointing to it.
- News List:** A screenshot of the News page showing a list of articles. The 'CREATE ARTICLE' button and RSS Feed icon are also visible in this view.

The news list includes the following articles:

- 23 THU JUL**
Another Great News Article!
July 23, 2015
Posted by Scott Snowden
This is another great news article for our organization.
- 27 MON JUL**
Great News Article!
July 23, 2015
Posted by Scott Snowden
We have some great news to share with the campus!
- 27 MON JUL**
Event Better News!
July 27, 2015
Posted by Kean Cougar
Our organization has event better news to share with everyone! Read all about it now.





Create News Article

Kean - Cougar Link Home Events Organizations Curriculums Campus Links Kean

Sample Organization of Cougar Link

Home News Profile Events Roster Gallery Documents Forms Service Hours Manage

Create News Article

* Title

* Summary (up to 250 characters)

Body

Rich text editor toolbar: Bold, Italic, Underline, Link, Unlink, Bulleted List, Numbered List, Indent, Outdent, Undo, Redo.

Headline Image

No file chosen

Permissions

People allowed to view this article:

- The Public
- Anyone On Campus (Requires Authentication)
- Only People on the Organization Roster
- Only Organization Members in Specific Positions:

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COUGARLINK

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Create News Article

Create News Article

* Title

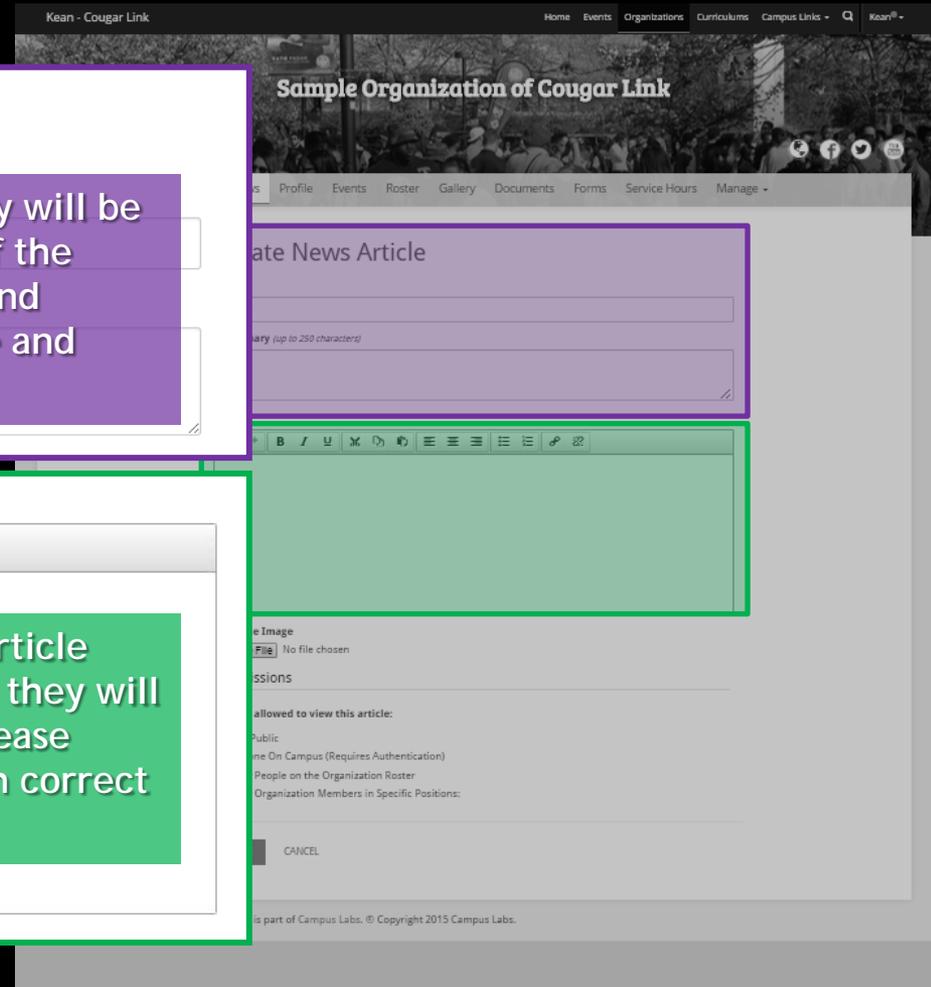
* Summary *(up to 250 characters)*

The News Title and Summary will be the most seen component of the news article. Select a title and summary that is appropriate and informative.

Body



When a reader selects the article from the title and summary, they will view the full article text. Please write in paragraph form with correct grammar and spelling.



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Create News Article

Headline Image

Choose File No file chosen

The headline image can be in any image format and the image itself should help communicate the article topic. Select a headline image that is appropriate.

Permissions

People allowed to view this article:

- The Public
- Anyone On Campus (Requires Authentication)
- Only People on the Organization Roster
- Only Organization Members in Specific Positions:

The article permissions will determine which users can view the article.

- The Public
- Anyone On Campus (Requires Authentication)
- Only People on the Organization Roster
- Only Organization Members in Specific Positions

SAVE

CANCEL

When you are done creating your News Article, click "SAVE" to public the article in Cougar Link.

Kean - Cougar Link

Home Events Organizations Curriculums Campus Links Kean

Sample Organization of Cougar Link

Profile Events Roster Gallery Documents Forms Service Hours Manage

Create News Article

* Title

* Summary (up to 250 characters)

Headline Image

Choose File No file chosen

Permissions

People allowed to view this article:

- The Public
- Anyone On Campus (Requires Authentication)
- Only People on the Organization Roster
- Only Organization Members in Specific Positions:

SAVE CANCEL

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COUGARLINK

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Organization News Tips

- Always use proofread your content for spelling and grammar errors.
- Know your audience (based on viewer permissions) and target your message.
- News Articles can be used for announcing:
 - Organization Accomplishments
 - Event Ticket Sale Information
 - Application and Contest Deadlines



Organization Administration



ROSTER & MESSAGING

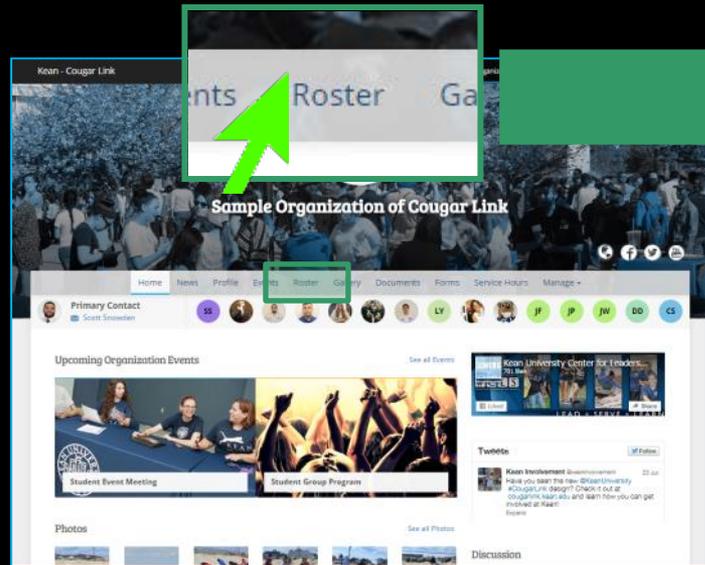


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Your Organization Roster



Kean - Cougar Link

Home Events Organizations Curriculums Campus Links Kean

Sample Organization of Cougar Link

Home News Profile Events **Roster** Gallery Documents Forms Service Hours Manage

Roster 19 Members (2 hidden)

[INVITE PEOPLE](#) [MESSAGING](#) [MANAGE ROSTER](#) [MANAGE POSITIONS](#)

Executive Board Officer

Kean Cougar President	Lucas Hernandez Vice President	Michelle White-Yates Secretary
Nicholas Brown Treasurer	Ojilvis Nunez Director of Public Relations	

Student Group Advisor

Scott Snowden
Advisor

First Name	Last Name	Member Since
AO	Aleyyah Oliphant	7/1/2015
CH	Carlos Herrera	7/1/2015
CS	CollegiateLink Support Staff	8/24/2010
DD	Deanna Duzeminskyj	12/1/2014
JW	Jennifer Weingart	4/5/2014
JP	Jonathan Prins	7/1/2015
JF	Julia Frank	7/1/2015
Kean	Cougar	7/27/2015
Lauren	Rosenthal	7/1/2015



COUGARLINK

<http://cougarlink.kean.edu>



Your Organization Roster

Kean Cougar
cougarlink@kean.edu

Executive Board Officer

- Kean Cougar**, President
- Nicholas Brown**, Treasurer
- Lucas Hernandez**, Vice President
- Ojilvis Nunez**, Director of Public Relations
- Michelle White-Yates**, Secretary

Student Group Advisor

- Scott Snowden**, Advisor

The organization's leaders should be accurately displayed on the organization's roster. By selecting a leader's name, the leader's directory card will appear allowing the user to see the leader's email address and other items the leader chose to share.

	First Name	Last Name	Member Since
AO	Aleeyah	Oliphant	7/1/2015
CH	Carlos	Herrera	7/1/2015
CS	CollegiateLink	Support Staff	8/24/2010
DD	Deanna	Duczeminskyj	12/1/2014
JW	Jennifer	Weingart	4/5/2014
JP	Jonathan	Prins	7/1/2015
JF	Julia	Frank	7/1/2015
	Kean		
	Lauren		
LY	Linda		7/1/2015
	Lucas	Hernandez	7/1/2015

The full organization roster should only include active members that meet the criteria for membership as according to the organization's constitution.



Invite People

The screenshot shows the 'Roster' page for a 'Sample Organization of Cougar Link'. A red box highlights the 'INVITE PEOPLE' button in the top navigation bar. A green arrow points from this button to the 'INVITE PEOPLE' button on the 'Executive Board Officer' profile card. Below the board members, there is a 'Student Group Advisor' section with Scott Snowden and a search bar. At the bottom, a table lists members with columns for First Name, Last Name, and Member Since.

First Name	Last Name	Member Since
AO	Aleayah Oliphant	7/1/2015
CH	Carlos Herrera	7/1/2015
CS	CollegiateLink Support Staff	8/24/2010
DD	Deanna Duzeminsky	12/1/2014
JW	Jennifer Wingert	4/5/2014
JP	Jonathan Prins	7/1/2015
JF	Julia Frank	7/1/2015
Kean	Cougar	7/27/2015
Lauren	Rosenthal	7/1/2015

The screenshot shows the 'Invite People' form. A green text box contains the following instructions: 'You may enter up to 500 e-mail addresses in the textbox below. Use only Kean Google email addresses and either separate them with commas or enter one address per line.' Below the text box is a large empty text area for entering email addresses and a '+ ADD E-MAIL ADDRESSES' button.

Invite People

You may enter up to 500 e-mail addresses in the textbox below. Use only Kean Google email addresses and either separate them with commas or enter one address per line.

E-mail addresses

ORGANIZATIONS SHOULD ONLY INVITE ACTUAL MEMBERS TO JOIN IN COUGAR LINK!

+ ADD E-MAIL ADDRESSES



Messaging

Sample Organization of Cougar Link

Home News Profile

OPLE MESSAGING

Roster

SEND MESSAGE TO ROSTER MANAGE POSITIONS

Executive Board Officers

- Kean Cougar President
- Lucas Hernandez Vice President
- Michelle White-Yates Secretary
- Nicholas Brown Treasurer
- Dijivia Nemez Director of Public Relations

Student Group Advisor

- Scott Snowden Advisor

First Name	Last Name	Member Since
AG Aleyah	Dilphant	7/1/2015
CH Carlos	Herrera	7/1/2015
CS CollegiateLink	Support Staff	8/24/2010
DD Deanna	Duczeminsky	12/1/2014
JW Jennifer	Wingert	4/5/2014
JP Jonathan	Prins	7/1/2015
JF Julia	Frank	7/1/2015
Kean	Cougar	7/27/2015
Lauren	Rosenthal	7/1/2015

Sample Organization of Cougar Link

Home News Profile Events Roster Gallery Documents Forms Service Hours Manage

Messaging

Relays Texts (SMS)

CREATE RELAY

There is no data available.

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Messaging

Relays Texts (SMS)

CREATE RELAY

Messages can be sent through email using a relay or through SMS text message to organization members.



Create An Email Relay

Home News Profile Events **Roster** Gallery Documents Forms Service Hours Manage -

[← BACK TO MESSAGING](#)

Send Message

Use the filters to generate a temporary relay email address. Then send your message to the email address and the system will distribute the message to all users who fit the filter criteria. You can use any email creation tool at your disposal to generate rich-text emails. The temporary relay will be available for 24 hours.

1) Select Recipients

Send to members holding these Positions	and/or these specific Members
<input type="button" value="EDIT..."/>	<input type="button" value="EDIT..."/>
None	None

2) Enter Title

3) Generate Relay Address

Subject:

Total recipients: **0**

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Create An Email Relay

Home News Profile Events Roster Gallery Documents Forms Ser

← BACK TO MESSAGING

Send Message

Use the email address and the system to generate an email. The temporary relay will be used to send the email to the recipients.

1) Select Recipients

Send to members holding these

and/or

None

3) Generate Relay Address

Total recipients: 0

19

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Step One: Select Recipients.
Send to members holding selected positions and/or specific members.

1) Select Recipients

Select Positions

- Member
- Primary Contact
- President
- Vice President
- Advisor
- Secretary
- Treasurer
- Director of Public Relations

None

CLOSE

Select Members

Search

Show Selected Recipients Only

- Aleeyah Oliphant
- Carli Hench
- Carlos Herrera
- CollegiateLink Support Staff
- Deanna Duczeminskyj
- Jennifer Weingart
- Jonathan Prins
- Julia Frank
- Kean Cougar
- Lauren Rosenthal

1 2 Next Last

CLOSE





Create An Email Relay

The screenshot shows the 'Send Message' page in the CougarLink system. The navigation bar includes Home, News, Profile, Events, Roster, Gallery, Documents, Forms, Service Hours, and Manage. A 'BACK TO MESSAGING' link is visible. The main heading is 'Send Message'. Below it, a text box explains: 'Use the filters to generate a temporary relay email address. Then send your message to the email address and the system will distribute the message to all users who fit the filter criteria. You can use any email creation tool at your disposal to generate rich-text emails. The temporary relay address will be available for 24 hours.' Three red callout boxes provide step-by-step instructions: 1) '1) Select Recipients' (partially obscured), 2) '2) Enter Title. Enter a name or subject for your relay.' (with a subject input field containing 'Sample Email Message To All Members'), and 3) '3) Generate Relay Address. The filter will identify the number of recipients based upon the criteria selected. Once complete, select "GENERATE" to create the relay.' (with a 'Total recipients: 19' and 'GENERATE' button visible).

Step Two: Enter Title.
Enter a name or subject for your relay.

Step Three: Generate Relay Address.
The filter will identify the number of recipients based upon the criteria selected. Once complete, select "GENERATE" to create the relay.

2) Enter Title

Subject

Sample Email Message To All Members

3) Generate Relay Address

Total recipients:

19

GENERATE

CANCEL



COUGARLINK

<http://cougarlink.kean.edu>

Sending An Email Using A Relay

Kean - Cougar Link

Home Events Organizations Curriculums Campus Links - Q Kean

Sample Organization of Cougar Link

Home News Profile Events Roster Gallery Documents Forms Service Hours Manage -

BACK TO MESSAGING

Relay Details

Sample Email Message To All Members Status Active

Details

Created By
Kean Cougar

Date Created
07/27/2015 08:16 PM

Date of Expiration
07/28/2015 08:16 PM

Temporary Relay Address

Send your message to this address

Kean_-_Cougar_Link_56c43856-49fe-4053-87bc-62e1188333de@relay.collegiatelink.net

This relay address will expire when a relay is sent or on 07/28/2015 08:16 PM

Hi Sample Organization Members!

Kean_-_Cougar_Link_56c43856-49fe-4053-87bc-62e1188333de@relay.collegiatelink.net

Hi Sample Organization Members!

Hello everyone!

This is just a reminder that we will be having our first meeting of the semester on September 7, during College Hour in Miron Student Center, room 226A.

I hope to see everyone there!

Sincerely,

Kean Cougar
President, Sample Organization

Send | A | U | \$ | 📷 | 🔗 | 😊 | Saved

Details

Created By
Kean Cougar

Date Created
07/27/2015 08:16 PM

Date of Expiration
07/28/2015 08:16 PM

Step Four: Send The Message. Once the relay email address is generated, you have 24 hours to send your email message. To send the message, simply open your email client (ex: Kean Google) and send your message to the relay address provided. Members will be able to reply directly to you.



COUGARLINK

<http://cougarlink.kean.edu>



Send Text (SMS)

Kean - Cougar Link Home Events Organizations Curriculums Campus Links Q Kean

Send Text (SMS)

Text messages are only sent to users who have text messaging enabled in their account settings. Due to the nature of SMS messaging, this method of communication is not instantaneous and should not be used as the only means of communication when you need to ensure delivery of a message.

1) Send To

Only Certain Members All Members

excluding these Members
EDIT...

None

2) Compose

Body (140 characters remaining)

3) Send Text Message

Total recipients:
3

PREVIEW SEND CANCEL

Enter your mobile number and carrier in your account settings to send a preview.





Send Text (SMS)

Kean - Cougar Link

Home Events Organizations Curriculum Campus Links Kean

Send Text (SMS)

Text messages are only sent to users who have text messaging enabled in their account settings. Due to the nature of not instantaneous and should not be used as the only means of communication when you need to ensure delivery of

1) Send To

Only Certain Members All Members

excluding these Members

EDIT

3) Send Text Message

Total recipients: 3

Select Positions

- Member
- Primary Contact
- President
- Vice President
- Advisor
- Secretary
- Treasurer
- Director of Public Relations

CLOSE

Select Members

Search

Show Selected Recipients Only

- Aleeyah Oliphant
- Carli Hench
- Carlos Herrera
- CollegiateLink Support Staff
- Deanna Duczeminskyj
- Jennifer Weingart
- Jonathan Prins
- Julia Frank
- Kean Cougar
- Lauren Rosenthal

1 2 Next Last

CLOSE

Step One: Select Recipients.
Send to members holding selected positions and/or specific members.





Send Text (SMS)

Step Two: Compose Your Message. Enter the message of your SMS text message. Your message is limited to 140 characters.

2) Compose

Body (140 characters remaining)

3) Send Text Message

Total recipients: 2

Enter your mobile number and carrier in your account settings to send a preview.

Step Three: Send Your Text Message. Review the number of recipients based upon your filter and the number of members that have enabled SMS messaging. You can preview your message with a test SMS text message. Once ready, click "SEND" to send out your text.



COUGARLINK

<http://cougarlink.kean.edu>

Manage Roster

Kean - Cougar Link

Sample Organization of Cougar Link

Home News Profile Events **Roster** Gallery Documents Forms Service Hours Manage

Roster 19 Members (2 hidden)

INVITE PEOPLE MESSAGING

MANAGE ROSTER MANAGE POSITIONS

Executive Board Officer

- Kean Cougar, President
- Lucas Hernandez, Vice President
- Michelle White-Yates, Secretary
- Nicholas Brown, Treasurer
- Djilvia Nemez, Director of Public Relations

Student Group Advisor

- Scott Snowden, Advisor

MANAGE ROSTER MANAGE POSITIONS

First Name :

- AO Aleeayah
- CH Carlos Herrera 7/1/2015
- CS CollegiateLink
- DD Deanna
- JW Jennifer
- JP Jonathan
- JF Julia
- Kean
- Lauren

Kean - Cougar Link

Home Events Organizations Curriculums Campus Links Kean

Sample Organization of Cougar Link

Home News Profile Events **Roster** Gallery Documents Forms Service Hours Manage

BACK TO PUBLIC ROSTER

Manage Roster

INVITE PEOPLE

Scott Snowden, Primary Contact

Current Pending Prospective

MESSAGE ALL MEMBERS SEND MESSAGE END MEMBERSHIP

Search

First Name	Last Name	Positions	
Aleeayah	Oliphant		EDIT POSITIONS
Carli	Hench		EDIT POSITIONS
Carlos	Herrera		EDIT POSITIONS
CollegiateLink	Support Staff		EDIT POSITIONS
Deanna	Duczeminskyj		EDIT POSITIONS
Jennifer	Weingart		EDIT POSITIONS
Jonathan	Prins		EDIT POSITIONS
Julia	Frank		EDIT POSITIONS
Kean	Cougar	President	EDIT POSITIONS
Lauren	Rosenthal		EDIT POSITIONS
Linda	Yarfi		EDIT POSITIONS
Lucas	Hernandez	Vice President	EDIT POSITIONS
Michael	Manguel-Marquez		EDIT POSITIONS
Michelle	White-Yates	Secretary	EDIT POSITIONS
Nicholas	Brown	Treasurer	EDIT POSITIONS

Showing 1 - 15 of 19

first | prev | next | last

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



Manage Roster

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

Manage Roster

INVITE PEOPLE

Scott Snowden
Primary Contact

Change Primary Contact

Current Pending Prospective

MESSAGE ALL MEMBERS SEND MESSAGE END MEMBERSHIP

First Name	Last Name
Oliphant	
Hench	
Herrera	
Support Staff	
Duczeminskyj	
Weingart	
Jonathan	

End Membership:

By checking the box to the left of the user's name, and then clicking "END MEMBERSHIP", the organization may remove inactive or invalid members from the organization's current and active roster.

Current Members:

Only currently active members should appear on your organization roster in accordance with your organization's constitution.

Pending Memberships:

Users that have been invited to join your organization through Cougar Link, but have not yet confirmed their membership. Within the "PENDING" tab, organization leaders can resend the invitations to join the organization.

Prospective Members:

Users that have requested to join your organization in Cougar Link. These users should not be approved as members of the organization until they have fulfilled the requirements for membership as outlined in your organization's constitution. If students request to join your organization, it may be useful to contact them and provide them with membership and meeting information.

Manage Positions

Kean Cougar

- Advisor
- Director of Public Relations
- Member
- President
- Primary Contact
- Secretary
- Treasurer

Positions that are disabled may only be added or removed by an administrator.

SAVE CANCEL

Edit Position:

To add or remove a position from a member, click the "EDIT POSITION" button to check or uncheck the member's position within the Manage Positions window. When done, click "SAVE".



Organization Administration



GALLERY



COUGARLiNK

<http://cougarlink.kean.edu>



Creating An Album

The image illustrates the process of creating an album on the CougarLink website. It shows two screenshots of the site. The left screenshot shows the main navigation menu with the 'Gallery' option highlighted by a yellow box and a green arrow. A large yellow arrow points from this box to the right screenshot. The right screenshot shows the 'Photo Gallery' page, which has a red box around the 'Photo Gallery' title and a blue box around the '+ CREATE ALBUM' button, with a green arrow pointing to the button.





Creating An Album

Kean - Cougar Link

Home Events Organizations Curriculum Campus Links Kean

Sample Organization of Cougar Link

Home News Profile Events Roster Gallery Documents Forms Service Hours Manage

Create Album

* Name

Description

Make this album visible to:

- The Public
- Anyone On Campus (Requires Authentication)
- Only People on the Organization Roster
- Only Organization Members in Specific Positions:

CREATE ALBUM CANCEL

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Create a name for your organization's album and enter a description, if you choose.

The album permissions will determine which users can view the photos.

- The Public
- Anyone On Campus (Requires Authentication)
- Only People on the Organization Roster
- Only Organization Members in Specific Positions

When complete, select "CREATE ALBUM" to begin uploading photos.



Uploading Photos To An Album

Kean - Cougar Link

Home Events Organizations Curriculums Campus Links - Q Kean -

Sample Organization of Cougar Link

Home News Profile Events Roster Gallery Documents Forms Service Hours M

Photo album created successfully

← BACK TO PHOTO GALLERY

Sample Organization Album

Updated 7/27/2015
This is an album for Sample Organization photos.

Powered by CollegiateLink. CollegiateLink is part of Campus Labs. © Copyright 2015 Campus Labs.

← BACK TO ALBUM

Upload Photos

Drag photos here

Or, if you prefer

No file chosen

Preview Caption Manage

Uploading Photos To An Album

Upload Preview

UPLOAD ALL CANCEL ALL

Preview	Caption	Manage
 photo3.jpg	<input type="text" value="Sample Organization members taking a moment to take a photo"/>	

UPLOAD ALL CANCEL ALL

Select the photos that you would like to upload. When the photo preview loads, you can enter a caption for each photo. When you are done, you may select to "UPLOAD ALL", "CANCEL ALL" or upload or cancel each individual photo by selecting the manage icon to the right of the photo preview and caption box. When complete, you may return to your album to view the photos.



Organization Administration



DOCUMENTS



COUGARLiNK

<http://cougarlink.kean.edu>



Uploading Documents

The image shows a two-step process for uploading documents. In the first step, a user is on the main page of a 'Sample Organization of Cougar Link'. The 'Documents' menu item in the top navigation bar is highlighted with a green arrow. A large orange arrow points from this menu item to the second step. In the second step, the 'Documents' page is shown. A red box highlights the 'ADD FILE' and 'ADD FOLDER' buttons. A green arrow points to the 'ADD FILE' button.





Uploading Documents

Home Events Organization

Upload New File to Main Drive

* **Select File** (Maximum file size 10MB)

Accepted file types - DOC, DOCX, XLS, XLSX, PPT, PPTX, PDF, TXT, RTF, CSV, JPG, JPEG, GIF, PNG, TIF, TIFF, SVG, WPS, WPD

UPLOAD

* **Title**

* **Type**

Meeting Minutes

Permissions

The Public Anyone On Campus Organization Roster Specific Organization Positions

ADD CANCEL

Select the file you would like to upload. Accepted file types include DOC, DOCX, XLS, XLSX, PPT, PPTX, PDF, TXT, RTF, CSV, JPG, JPEG, GIF, PNG, TIF, TIFF, SVG, WPS, WPD. The maximum file size is 10MB.

Enter the title of the document you would like to upload.

Select which users have access to view the document:

- The Public
- Anyone On Campus
- Organization Roster
- Specific Organization Positions

When ready, select "ADD" to upload the document.

Select the document type:

- Constitution/Bylaws
- General Document
- Meeting Minutes
- Paper Forms
- Policies and Procedures
- Student Group Resources





Managing Documents

Download the document

Get the document URL to share with others for direct access.

Rename the document

Change the document view permissions

Share

Move

Rename

Type

Permissions

Delete

ADD FILE

ADD FOLDER

Create folders to keep your documents organized.

Move the document into a folder

Change the document type

Delete the document





QUESTIONS?



COUGARLiNK

<http://cougarlink.kean.edu>



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



COUGARLiNK

<http://cougarlink.kean.edu>



COUGARLiNK

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EVENT & MEETING
INFORMATION

SERVICE HOUR
TRACKING

ONLINE CAMPUS
BULLETIN BOARD

CLUBS &
ORGANIZATIONS

CO-CURRICULAR
TRANSCRIPT

STUDENT
ELECTIONS