

Maintaining Membership from Student Leadership's Perspective

Log into PeopleSoft

www.gettysburg.edu – Current Students – Student Center – Self Service

The screenshot shows the Gettysburg College Student Center website. The browser is Windows Internet Explorer. The page header includes the college logo, the date "October 22, 2009", and the user ID "GOWEAM01 on SA8PROD".

Menu:

- Search:
- GBC Menus
- Self Service
 - Off Campus Studies
 - Payroll
 - Class Search / Browse Catalog
 - Academic Planning
 - Enrollment
 - Campus Finances
 - Campus Personal Information
 - Academic Records
 - Degree Progress/Graduation
 - Student Center**
 - Browse Course Catalog

Course Schedule:

CS 324-A LEC (80684)	THU 11:15AM Glatfelter Hall 112
CS 341-A LEC (80686)	MoWe 2:10PM - 3:25PM Glatfelter Hall 112
MATH 225-A LEC (80247)	MoWeFr 9:00AM - 9:50AM Glatfelter Hall 201

[weekly schedule](#)
[enrollment shopping cart](#)

Advisor:

Program Advisor
Kim, Sunghee
x6631, Glatfelter Hall, Room 211
[details](#)

Finances

Personal Information

[Demographic Data](#)
[Emergency Contact Names](#)
[other personal...](#)

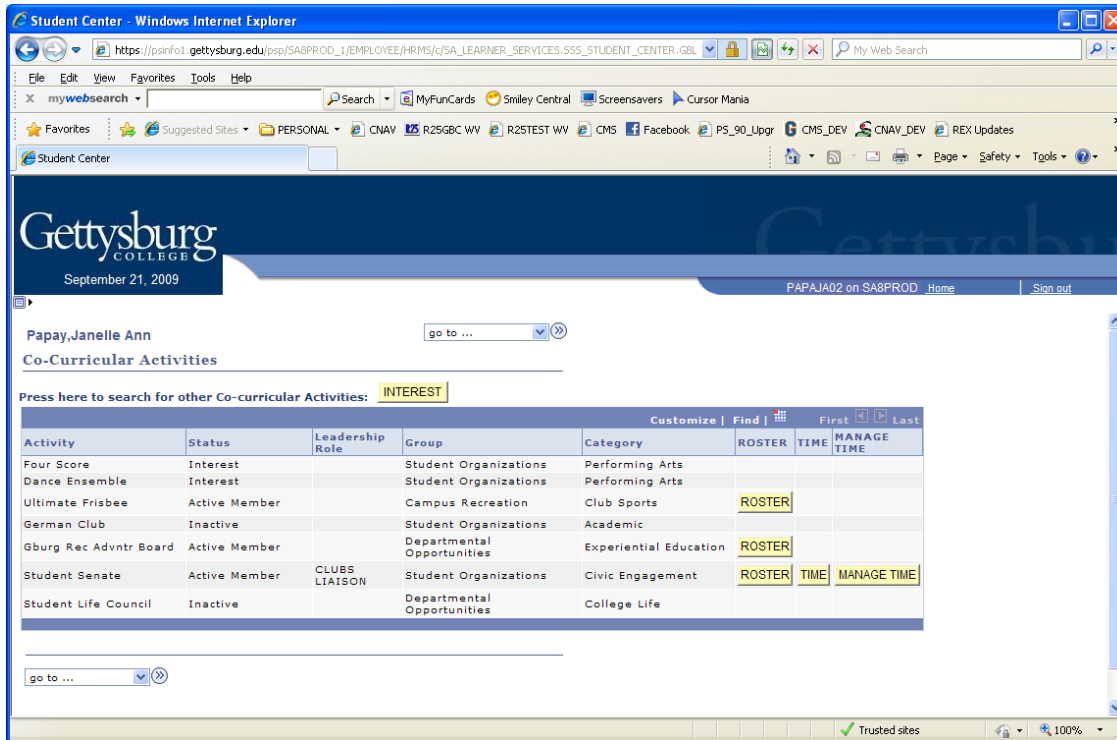
Contact Information

Home Address 15347 Dellinger Rd Williamsport, MD 21795-2032	Campus Box Number Campus Box 0980
Main Phone 301/223-7864	Campus Email Address goweam01@gettysburg.edu

Participation & Recognition

- [Co-Curricular Activities](#)
- [NCAA Sports](#)
- [Honors and Awards](#)
- [Licenses and Certifications](#)
- [Intramural Participation Form](#)

Scroll down to **“Participation & Recognition”** – Co-Curricular Activities



This screen shows the following information:

Activity – name of club/organization

Status – Membership status in the specific club/organization (Active, Interest, Inactive)

Leadership Role – Indicates any current leadership roles that you hold in Activity

Group – three types of Activities . . . Student Organizations, Campus Recreation, or Departmental Opportunities

Category:

Clubs/organizations - various categories and sub-categories for different types of activities.

Campus Recreation activities - Club Sports or Intramural

Departmental Opportunities – Department

Roster – provides a Membership Roster

Time – Allows for tracking of time participating with this activity

Time Management – Allows Leaders to approve time of individual members

To Update Membership for an Activity, click on the “Roster” yellow button.

Member Photos can be viewed for the Activity Roster by clicking on “Show Photos”.

The screenshot displays the 'Co-Curricular Activities Membership' page. At the top, there are filters for 'Co-Curricular: SEN' and 'Student Senate'. Below these are buttons for 'Clear All Boxes', 'Maintain Auto Email', 'Inter-Activity', and 'GO BACK'. A 'Show Photos' link is also present. The main table lists 15 members with the following columns: Notify, Name, Membership Status, Student Status, Leadership Role, Off Campus Study, Risk Form Completed, and Change Status. The 'Membership Status' column is currently set to 'All'. At the bottom of the table, there are buttons for 'NOTIFY SELECTED STUDENTS', 'NOTIFY LISTED STUDENTS', and 'Add New Member'.

Notify	Name	Membership Status	Student Status	Leadership Role	Off Campus Study	Risk Form Completed?	Change Status
<input type="checkbox"/>	Affligato, Alyssa Joy	Active	Active		<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	Austin, Deonte Darrell	Active	Active		<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	Dinatala, Sebastian Mario	Inactive	Active		<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	Finney IV, Eban Dickey	Active	Active		<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	Green, Hilary Lauren	Active	Active		<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	Hoffmaster, Alexander Ross	Active	Active		<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	Koleva, Denitsa Dimitrova	Active	Active	PRESIDENT	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	Leamy, Kerri Elizabeth	Active	Active		<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	Meehan III, Charles Anthon	Active	Active	VICE PRESIDENT	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	Mellinger, Josiah Andrew	Inactive	Active		<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	Papay, Janelle Ann	Active	Active	CLUBS LIAISON	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	Redman, Matthew Thomas	Active	Active		<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	Rothera, Evan Christopher	Active	Active		<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	Sanford, Kathryn Elaine	Active	Active		<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	Shupe, Ellen Cooper	Active	Active		<input type="checkbox"/>	<input type="checkbox"/>	

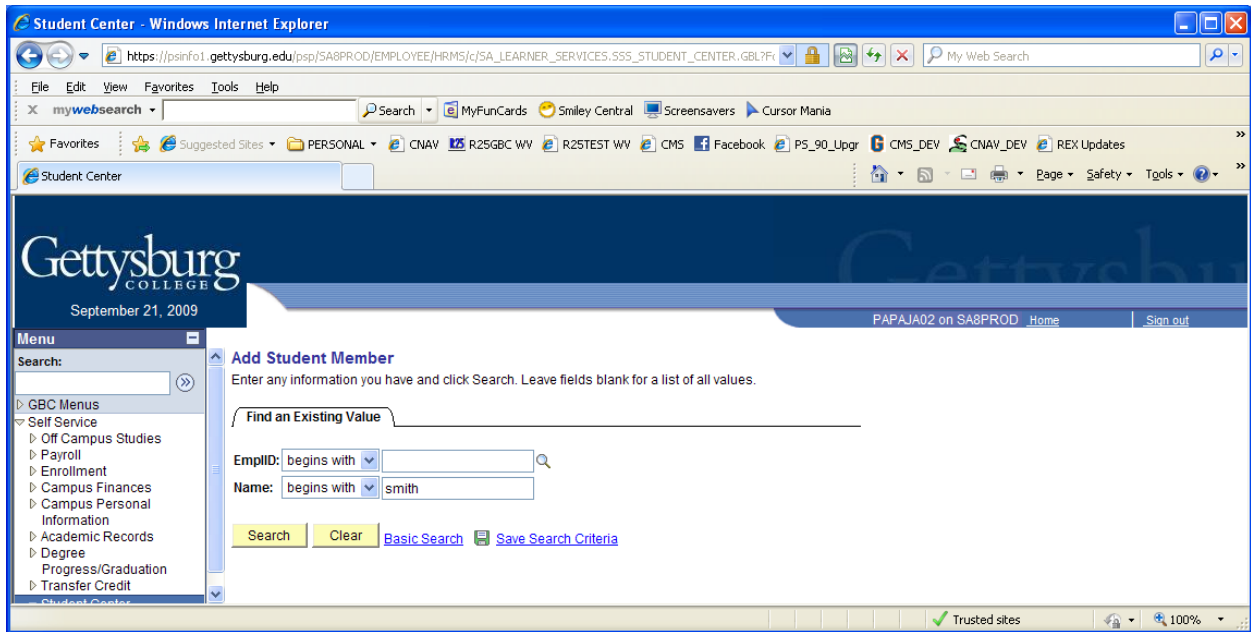
On the Roster, **Membership Status** can be viewed via the dropdown menu by “All, Active, Interest, Inactive, Under Review, Cancelled”.

Change a current member’s status – go to the member and **Change Status** by using the dropdown menu on the righthand side of the screen – select the appropriate status – a new screen will come up – add any comments/note and then click on “OK”

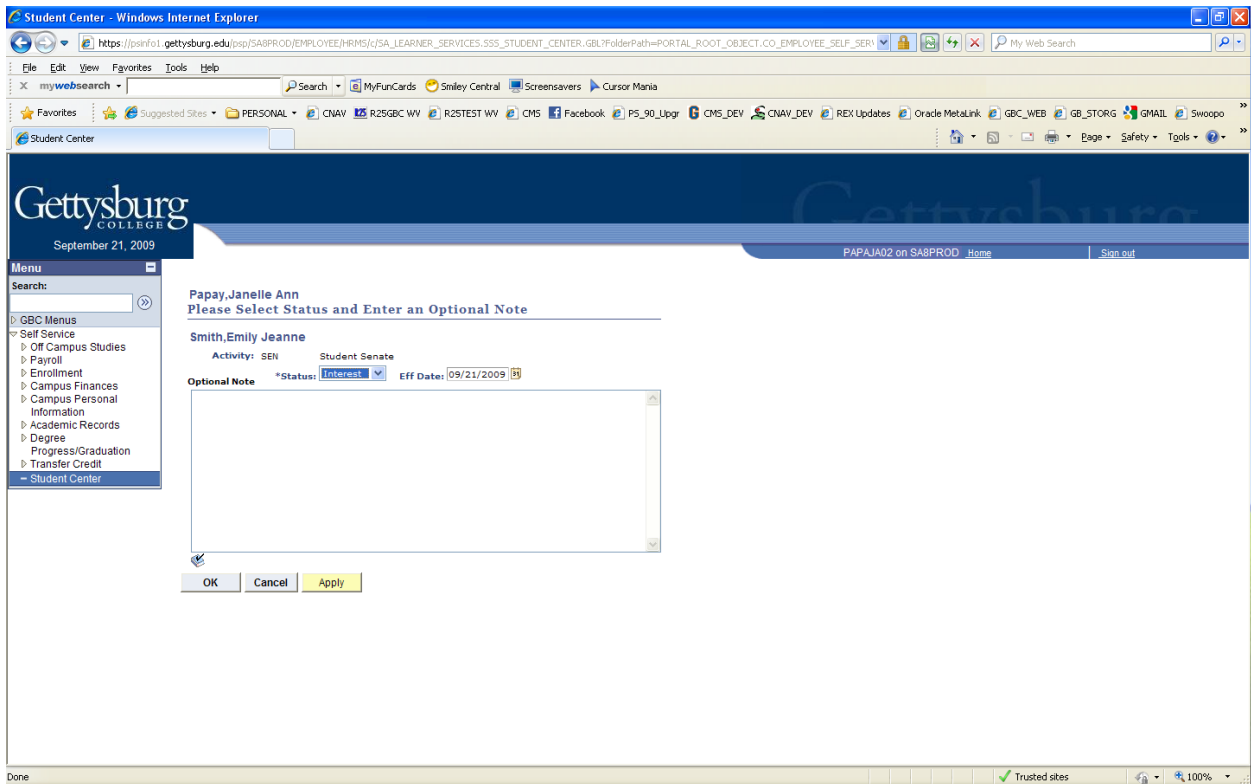
To “**Add New Member**” – click on the yellow button – the “**Add Student Member**” screen will come up (see Example 1 below) – enter either the **Student EMPLID** or the student’s **LAST NAME** and click on **Search**. The Search Results will contain a list of students that meet the criteria entered (EMPLID or LAST NAME) – select the applicable student and a screen (See Example 2 below) will appear to complete their **Status** (Defaults to “Interest”) and **Effective Date** (Defaults to today’s Date) – change these two fields as necessary to reflect the accurate information and click “OK”.

This will return to the Membership Roster where the new member just added should now be included on the Roster with their new status.

Example 1:



Example 2:



Maintain Auto Email

Student Leaders for each Activity can “**Maintain Auto Email**” that will be sent out based on a specific trigger such as when a student expresses an “Interest” in joining your activity.

The screenshot shows the 'Student Center' web application interface. The user is logged in as 'PAPA,Janelle Ann'. The page title is 'Co-Curricular Activities Membership'. Below the title, there are several buttons: 'Clear All Boxes', 'Maintain Auto Email', 'Inter-Activity', and 'GO BACK'. An arrow points from the text above to the 'Maintain Auto Email' button. Below the buttons is a table with columns: Notify, Name, Membership Status, Student Status, Leadership Role, Off Campus Study, Risk Form Completed, First, 1-18 of 18, Last, and Change Status. The table lists 16 students, including Papay, Janelle Ann, who is listed as the Clubs Liaison.

Notify	Name	Membership Status	Student Status	Leadership Role	Off Campus Study	Risk Form Completed	First	1-18 of 18	Last	Change Status
<input type="checkbox"/>	Affinato, Alivisa Joy	Active	Active							
<input type="checkbox"/>	Austin, Deonte Darrell	Active	Active							
<input type="checkbox"/>	Dinatale, Sebastian Marjo	Active	Active							
<input type="checkbox"/>	Ferraro, Alex Paul	Active	Active	TREASURER						
<input type="checkbox"/>	Finnev, JV Eben Dickey	Active	Active							
<input type="checkbox"/>	Green, Hilary Lauren	Active	Active							
<input type="checkbox"/>	Hoffmaster, Alexander Ross	Active	Active							
<input type="checkbox"/>	Koleva, Danitza Dimitrova	Active	Active	PRESIDENT						
<input type="checkbox"/>	Leamy, Kerri Elizabeth	Active	Active							
<input type="checkbox"/>	Meahan, Tii Charles Anthony	Active	Active	VICE PRESIDENT						
<input type="checkbox"/>	Mellinger, Josiah Andrew	Inactive	Active							
<input type="checkbox"/>	Papay, Janelle Ann	Active	Active	CLUBS LIAISON						
<input type="checkbox"/>	Redman, Matthew Thomas	Active	Active							
<input type="checkbox"/>	Redman, Nicholas Joseph	Active	Active	HIST/RITUAL						
<input type="checkbox"/>	Rothera, Evan Christopher	Active	Active							
<input type="checkbox"/>	Sanford, Kathryn Elaine	Active	Active							

Click on the “**Add a New Value**” tab and the following page will come up. Select the appropriate action for the email trigger from the dropdown menu and then “**ADD**”

The screenshot shows the 'Maintain Email Messages' page in the Student Center web application. The page has two tabs: 'Find an Existing Value' and 'Add a New Value'. The 'Add a New Value' tab is selected. Below the tabs, there is a dropdown menu for 'Co-Curricular Activity' with 'SEN' selected. Below that is a dropdown menu for 'Interest Email Trigger' with a list of options: 'Active Member', 'Application Under Review', 'Canceled', 'Inactive', and 'Interest'. An 'Add' button is visible below the dropdown menu.

It will bring up an email screen to type in the email auto trigger that will be emailed out every time this status is selected by either the Activity Leaders maintaining the membership data or by the prospective new member expressing an “Interest” in your activity.

Inter-Activity

From the Roster Mainpage – selecting the yellow “**Inter-Activity**” button will display the following screen where you can search activities by Group (Campus Recreation, Student Organizations, or Departmental Opportunities), by Category, Sub-Category and/or individual Activity and by checking those groups you can then compose an email to send to those groups by clicking on the green “**Notify Selected Groups**” button.

The screenshot shows the 'Activities Search' page on the Gettysburg College Student Center. The page includes a search form with the following filters:

- GROUP:** Student Organizations (with a 'GO BACK' button)
- CATEGORY:** Performing Arts (Optional)
- Sub-Category:** Music (Optional)
- Activity:** (Optional)

A 'SEARCH' button is located below the filters. The search results are displayed in a table with the following columns: Notify, Description, Group, Category, and Sub-Category. The table shows 14 results, with the first 9 visible:

Notify	Description	Group	Category	Sub-Category
<input type="checkbox"/>	Four Score	Student Organizations	Performing Arts	Music
<input type="checkbox"/>	Band	Student Organizations	Performing Arts	Music
<input type="checkbox"/>	Drop the Octave	Student Organizations	Performing Arts	Music
<input type="checkbox"/>	Gettysburg Gospel Choir	Student Organizations	Performing Arts	Music
<input type="checkbox"/>	Jazz Appreciation Society	Student Organizations	Performing Arts	Music
<input type="checkbox"/>	Marching Band	Student Organizations	Performing Arts	Music
<input type="checkbox"/>	Upscale	Student Organizations	Performing Arts	Music
<input type="checkbox"/>	Four Score	Student Organizations	Performing Arts	Music
<input type="checkbox"/>	Band	Student Organizations	Performing Arts	Music

At the bottom of the table, there is a 'Notify Selected Groups' button. The page also features a 'Menu' on the left side and a 'Trusted sites' indicator at the bottom right.

TIME & MANAGE TIME

If an organization is interested in tracking individual members participation time, then this would be the screen where the individual would track their TIME and submit for approval by the organization leaders.

Individual Member Screen:

The screenshot shows a web browser window titled "CoCurricular Activities - Windows Internet Explorer". The address bar shows the URL: https://psnfo1.gettysburg.edu/jsp/SABPROD_1/EMPLOYEE/HRMS/cj/SA_LEARNER_SERVICES.SSS_STUDENT_CENTER.GBL. The browser's Favorites bar includes links like "mywebsearch", "SPLANK", "MyFunCards", "Smiley Central", "Screensavers", and "Cursor Mania". The page header features the Gettysburg College logo and the date "September 21, 2009". A navigation menu on the left lists various services such as "GBC Menus", "Self Service", "Off Campus Studies", "Payroll", "Enrollment", "Campus Finances", "Campus Personal Information", "Academic Records", "Degree", "Progress/Graduation", "Transfer Credit", and "Student Center".

The main content area is titled "Papay, Janelle Ann" and "Co-Curricular Activities Hours Entry". It includes a "go to ..." dropdown menu. Below this, the "Co-Curricular: SEN Student Senate" section is displayed. A table shows the "Period Begin: 09/20/2009", "Period End: 09/26/2009", and "Period Status: Active". The table has columns for "SUN", "MON", "TUE", "WED", "THU", "FRI", "SAT", "WEEK TOTAL", and "CUM TOTAL". The "HOURS" row shows all days as empty, with "WEEK TOTAL" and "CUM TOTAL" both at "0.00". A "Notes:" field is present below the table. At the bottom, there is a "Submit hours for approval" checkbox, a "GO BACK" button, another "go to ..." dropdown, and a "Save" button.

Organization Leaders would MANAGE TIME on the following screen for those members who submit time for a specific time period (weekly). This would show total for the week and a Cumulative Total of hours of participation per individual.