


Make sure you are on your organization's portal page.



## Hornet Spirit Club



- People
- Communication >
- Calendar
- Events >
- Files
- Forms
- Bookmarks
- Photos
- Pages
- Store
- To-do Lists
- Treasury >
- Videos
- Website
- Settings


# Hornet Spirit Club

Welcome **Feed**

Write Something... [Add](#)

### New Files in Student Organization Files

 Nuts & Bolts PowerPoint	1.1 MB	7/12/11 3:18 pm
 Student Organization Handbook	1.3 MB	7/12/11 3:18 pm

 Posted by Student Organizations & Leadership · 14 days ago

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### FALL BOOTH SIGN-UP! Monday, August 15th

Interested in publicizing your club or organization on the Library Quad in the Fall?  
Here's what you do!

We will begin taking reservations for Fall Semester booths at 8:00 AM on Monday, August 15, 2011. Booth location reservations are on a first come first serve basis. Any representative from the club may sign-up, no officers are necessary.

LINE LOCATION CHANGE: The Line for Booth Sign Ups will begin outside of the University Union, at l...

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Step 1: Click people

**Hornet Spirit Club**

Welcome | **Feed**

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[New Files in Student Organization Files](#)

2/11 3:18 pm

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Step 2: Click *Options* next to the member you wish to be the administrator.

The screenshot shows a web application interface for a 'Hornet Spirit Club'. On the left is a sidebar with a club logo (a yellow hornet) and a menu with items: People, Communication, Calendar, Events, Files, Forms, Bookmarks, Photos, and Pages. The main area is titled 'People' and has tabs for 'Members', 'Committees', 'Families', and 'Join Requests'. Below the tabs is a search bar and filters. A table lists members with columns for Name, Group, Contact, and Last Login. The 'Options' button for the member 'Tom Carroll' (Recorder of Minutes) is highlighted with a large red arrow.

	Name	Group	Contact	Last Login	
<input type="checkbox"/>	 Blythe Newell President	Members	<a href="#">Email</a>   <a href="#">Message</a>	5/25/11	<b>OPTIONS</b>
<input type="checkbox"/>	 Dao T Tran	Members	<a href="#">Email</a>   <a href="#">Message</a>	5/13/10	<b>OPTIONS</b>
<input type="checkbox"/>	 Tom Carroll Recorder of Minutes	Administrators	<a href="#">Email</a>   <a href="#">Message</a>	3/5/09	
<input type="checkbox"/>	 Tom Carroll	Administrators	<a href="#">Message</a>	7/26/11	

Move selected users to:

Step 5: Select Administrator

Step 6: Click Submit Query

The screenshot displays a web application interface with a modal dialog titled "Update User Account". The dialog has two tabs: "User Details" (selected) and "Manage Modules". The "User Details" tab contains the following fields:

- Name:** Dao T Tran
- Title / Position:** [Empty text input field]
- Account Group:** Administrators (dropdown menu)

At the bottom left of the dialog is a green button labeled "Submit Query". At the top right of the dialog is a red button labeled "DELETE USER".

Two red arrows with white outlines are overlaid on the image to indicate steps:

- Step 5:** A large red arrow pointing from the right towards the "Account Group" dropdown menu.
- Step 6:** A large red arrow pointing from the right towards the "Submit Query" button.

The background of the application shows a navigation menu on the left with items like "People", "Communications", "Calendar", "Events", "Files", "Forms", "Bookmarks", "Photos", "Pages", "Store", "To-do Lists", "Treasury", and "Videos". The top navigation bar includes "Members", "Committees", "Families", and "Join Requests".

This page should reflect that they are an administrator.

The screenshot shows a web application interface for a 'Hornet Spirit Club'. On the left is a sidebar with navigation options: People, Communication, Calendar, Events, Files, Forms, Bookmarks, Photos, and Pages. The main content area is titled 'People' and includes tabs for 'Members', 'Committees', 'Families', and 'Join Requests'. There are buttons for 'Download Roster' and 'Invite Members'. A search bar and filters are present. Below is a table of users:

Name	Group	Contact	Last Login	Options
<input type="checkbox"/> Blythe Newell President	Members	<a href="#">Email</a>   <a href="#">Message</a>	5/25/11	<a href="#">OPTIONS</a>
<input type="checkbox"/> Dao T Tran	Administrators	<a href="#">Email</a>   <a href="#">Message</a>	5/13/10	<a href="#">OPTIONS</a>
<input type="checkbox"/> Tom Carroll Recorder of Minutes		<a href="#">Email</a>   <a href="#">Message</a>	3/5/09	<a href="#">OPTIONS</a>
<input type="checkbox"/> Tom Carroll		<a href="#">Email</a>   <a href="#">Message</a>	7/26/11	<a href="#">OPTIONS</a>

At the bottom, there is a 'Move selected users to:' dropdown menu currently set to 'Members'. A large red arrow points to the 'Administrators' group for the user 'Tom Carroll'.