

Updating Organization's Email Lists

All student organizations have three distribution lists: **Member, Adviser/ Officers** and **Senders**.

Members Distribution List

Each organization has a **membership distribution list** called '*Student_Organization List - Members*'.

Membership is automatically updated based on the member list in [SPIN](#) and cannot be updated by any other means.

Please see section 2 below for inviting new members to the SPIN roster.

Advisers/ Officer Distribution List

Each organization has an **Advisor/Officer distribution list** called '*Student_Organization List - Adv Ofcr*'.

Membership of the **Advisor/Officer distribution list** is automatically updated based on the designation of Advisor and certain officer types in [SPIN](#). ***This list cannot be updated by any other means.***

Please see section 1 below for assigning officer positions to current members.

Please section 2 below for inviting new officers.

Senders Distribution List

Each organization has an allowed **Senders distribution list** called '*Student_Organization List - Senders*'.

The **Senders** list designates who is allowed to send to the **Members** list - if the **Members** distribution list is restricted in [SPIN](#). *Please note that the **Senders** list is not in use for an organization unless the **Members** list is restricted in [SPIN](#).*

Senders lists can be edited at <https://groups.uwsp.edu/>. Only Authorized officers will see the **Senders** lists. Anyone who has been granted "Email Access" in [SPIN](#) is considered an authorized individual.

Update Rosters in SPIN

Managing the Organization's Roster

From your organization's page, click the "Roster" tab.

This will open the organization's roster page. This will show what a logged in student will see on your organization's page. Members will be hidden by default. Officers will be shown by default.

Note: Only organization position holders with "Roster" permission will be able to perform the following steps.

Section 1: Managing Officers and Members

Click "Manage Roster" at the top right of the page.

The "Current" tab will show all currently listed members, even those that are hidden in the public view.

You can remove members by checking the box and clicking "End Membership".

You can add officer positions by clicking "Edit Positions". **Note:** For more information on positions, refer to Section 3.

The "Pending" tab will show individuals whom you have invited to join but have not yet confirmed or denied the invitation.

The "Prospective" tab shows individuals who have asked to join your organization. You can "Approve", "Deny", or "Send Message" to these individuals.

Section 2: Inviting Members and Officers

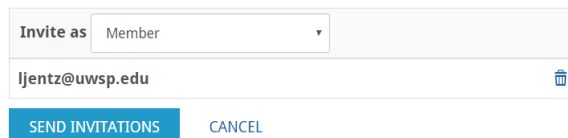
Click "Invite People".

If adding an officer, type one name into the E-mail address box.

Click "Add E-mail Addresses".

The below column will appear on the right side. Use the dropdown menu to select the correct position.

Invitations will be sent to:




Invite as Member

ljentz@uwsp.edu

SEND INVITATIONS CANCEL

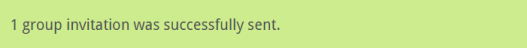
If adding members or multiple officers, type all emails into the E-mail addresses box separated by commas or one per line.

Click “Add E-Mail Addresses”.

In the right column leave the dropdown menu as  Invite as Member

Recommendation: If adding a large number of people, add all as members. It will be quicker to add them all first and to assign positions later.

Click “Send Invitations”

If successful, you will see  1 group invitation was successfully sent. at the top of the page.

You can view sent invitations under the “Pending” tab on the manage roster page.