

BASIC AGGIESYNC INSTRUCTIONS

AggieSync is a new community engagement USU has rolled out to better track student engagement, share events and volunteer opportunities, link interested individuals across campus, and publicize our community partners. Once any partner – Partnership and Bridge Builder levels – completes an MOU, they will be given an AggieSync Portal to maintain and use to recruit students. Maintaining your portal is quick and easy and provides you with many benefits from advertising your events to be able to track how many students volunteered with you and for how long to use on grants and reports.

We are happy to schedule a time to meet one-on-one with you to build out your portal. We have already entered some basic information based off your website, but we encourage you to update that information, provide further details and start to post volunteer opportunities and events. If you'd like to start the process yourself, you can follow these simple steps:

1. Contact Kristin or Nelda to notify us who should have administrative access to your Portal. Once admin access has been granted that employee will receive an email giving them log in information and inviting them to build out their portal.
2. You can log into the system at aggiesync.usu.edu. Once logged in you should be taken straight to your portal. You can start to build it out by:
 - a. Click on the wrench icon for 'Settings' on the right. Select 'Organizational Settings' from the dropdown list.
 - i. **Update and Renew your Profile.** You can do this by clicking on the green button which will then prompt you to complete a short survey entering information about your agency. Once you're finished and submit the survey it will come to us to be approved and your portal will reflect this new information.
 - ii. **Change your background photo** by selecting 'Cover Photo' from the list on the left bar. Cover photos must be 2000 by 320 pixels.
 - iii. **Add a welcome message.** You can welcome students to your portal by adding a short message – if you want all students to see this first, click the 'show welcome message by default' button before submitting it.
 - b. Build out news, events, and volunteer opportunities by clicking the section in the top bar of your portal. To create a new news post or event, just click on the green button on the top right within that page.
 - i. **News** – click on 'News' on the top bar, and then select the green button 'create a news post'. From here you can title your post, add the text and picture, and decide who should see it. If you only want it to be shown in your portal, select the portal name. If you'd like all of USU to have access to it, you can select Utah State. Make sure to scroll all the way down and click the green 'Post' button to send out your news.

- ii. **Events** – There are two types of events you can submit, regular social, informational, or community events, or volunteer opportunities. If you are posting an event you **do not** need volunteers for, click on the events topbar and then ‘*Create an Event*’. Like the News post, from here you can add a name, description, date, location, and an optional picture. In the participant section, you can decide if only a limited amount of people are welcome at this event, and if you will make RSVP’s necessary and public. Finally you choose who will be able to see this event – if you want all of USU to have access to it, make sure you click ‘Utah State’, and also click on the portal sharing option of ‘Request inclusion on Center for Community Engagement events list to reach more people’. This will make sure the event is posted on the main USU calendar.

If you instead are requesting volunteers, you will click on ‘*Create an Opportunity*’. This form will look very similar to the other form, but will allow students to understand this is a volunteer opportunity, not just an informational event. Again, if you’d like all USU students to see it, make sure to request inclusion on the Center for Community Engagement event lists and service opportunities, in the portal sharing section.

With these simple tools you’ll be able to build out your portal with important agency information, share recent news, and post events and volunteer opportunities. Students will sign up for volunteer times or RSVP for events, which you can track when you log in, and even message volunteers and event attendees to provide instructions, more information, or have them fill out follow up information. This can be an amazing tool for those partners who to use AggieSync regularly, and as you increase your use, we can increase your portal options so you’ll have new ways to connect with students to make a difference in our community.

For more information or to set up a time for us to meet with you to help you build out your portal, don’t hesitate to contact us. We’re thrilled about this database, and are looking forward to everyone benefiting from its use.

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