

True Blue Connects

Office of Leadership and Engagement

True Blue Connects Login



- Go to www.NAU.edu/clubs
- Sign in with your NAU ID (abc123) and password.

Explore Page

AKA Home Page

On this page, you'll find the following information:

- Current/future events
- Current memberships
- Student org news
- Campus links

The screenshot displays the Explore Page layout with several sections highlighted by blue boxes:

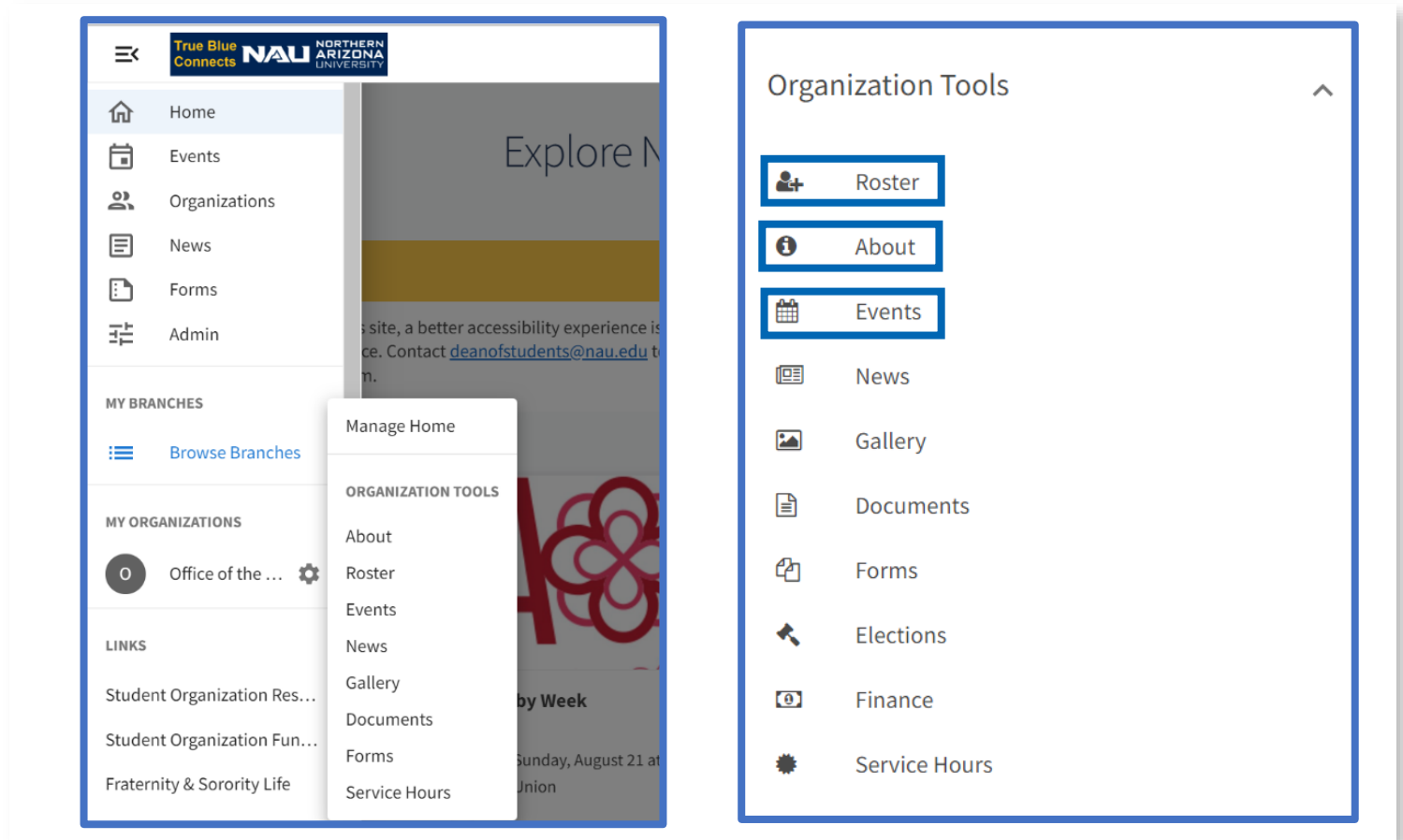
- Latest News:** Contains two news items. The first is "Friend's & Roomies Sunday" on Tuesday, March 29, 2022, posted by Stephano Sinyangwe for First Love Fellowship, with the text "Worship, Fun, Interaction & Free FOOD!". The second is "Compost at the SSLUG Garden" by Students for Sustainable Living and Urban Gardening, with the text "at to compost, and where our drop off locations are!".
- Campus Links:** A list of links including "Student Organization Resources", "Student Organization Funding", "Fraternity & Sorority Life", and "Student Handbook".
- Events:** Two event cards are shown. The first is "Hope at NAU weekly meeting" on Sunday, August 21 at 8:30AM MST in the Du Bois Ball Room, featuring the HOPE logo. The second is "Spirit Week Day Two" on Sunday, August 21 at 10:00AM MST online, featuring the Kappa Delta logo. A "VIEW MORE EVENTS" button is located below these cards.
- Memberships:** A section containing a single membership card for the "Office of the Dean of Students".

Managing Your Club

Features

- Roster
- About
- Events

All student organization officers with appropriate permissions should be able to view and edit these webpages.



Roster Page

The screenshot displays the 'Roster' page interface. At the top right, there are four navigation buttons: 'MESSAGING', 'MANAGE POSITIONS', 'INVITE PEOPLE' (highlighted with a yellow border), and 'EXPORT ROSTER'. On the left side, there is a profile card for 'Megan Gavin' with a yellow circle containing 'MG' and a pencil icon for editing. Below this is the 'Manage Roster' section, which includes tabs for 'CURRENT', 'PENDING', and 'PROSPECTIVE' (all highlighted with a black border), and a 'TERMS AND CONDITIONS' link. Under the tabs are two buttons: 'END MEMBERSHIP' and 'END ALL MEMBERSHIPS'. To the right is a search bar with a magnifying glass icon. Below the search bar is a table with the following structure:

Select	First Name	Last Name	Positions
<input type="checkbox"/>	Elena	Miranda	Event Full Access Only

Roster Page cont.

One of the requirements of a registered student organization at NAU is that organizations will keep their rosters up-to-date. Here are three main features to amend your roster.

Add Members

INVITE PEOPLE

E-mail addresses
ekm235@nau.edu

ADD E-MAIL ADDRESSES

Invitations will be sent to:
Invite as: Member
ekm235@nau.edu

SEND INVITATIONS CANCEL

Edit Members

Remove members / change member positions (including Primary Contact)

END MEMBERSHIP

Select First Name
 Elena

Manage Positions
Elena Miranda
 Event Full Access Only
 Full Department Access
 Member
 Primary Contact

SAVE CANCEL

Manage Roster
CURRENT PENDING PRO
END MEMBERSHIP END
Select First Name
 Elena
 Marissa
 Megan
 Michelle
Gardner Full Department Access

Position Titles

Add/change titles

Manage Positions

Name	Template	Type	Status
Chair	Chair	Officer	Active
Co-Chair	Co-Chair	Officer	Active
Community Service Officer	Organization Created	Officer	Active
Faculty/Staff Adviser	Faculty/Staff Adviser	Faculty/Staff Adviser	Active
Inactive Member	Organization Created	Member	Active
Member	Member	Member	Active
Officer	Officer	Member	Active
President	President	Officer	Active

+ POSITION

Name
Chair

About Page

Amenable Elements

- Name
- Description
- Profile picture
- Contact info (address, phone, email)
- External websites/social media
- Meeting day, time, location
- Advisor and coach – contact info

Staff support can additionally help student orgs change webpage URLs, categories, and statuses of organizations.

About This Organization Form Fields Marked with an asterisk

Admin Tools

Official Name

*Name
Office of the Dean of Students

Organization Details

Description

32 characters remaining

*Summary (Displays on the Organization Directory)
We assist students and their families with support and advocacy, including crisis management, problem solving, and campus referrals. We also support student organization, leadership programs and Fraternity & Sorority Life!

Profile Picture

Upload a new image:
 No file chosen

Full Description

We assist students and their families with support and advocacy, including crisis management, problem solving, and campus referrals. The go-to office when you are not sure where to turn.

We support student organization, leadership programs and Fraternity & Sorority Life!

Tip: If you create a link to a YouTube or Vimeo video in your description, it will embed the video at the location of your link.

Event Page

Event request forms must be submitted at least 10 days prior to the event to allow time for approval.

Events and meetings are both submitted through this event request form. After completing the main form, proceed to the custom fields.

Main Form

- Basic details (event title, theme, description)
- Time and place (start & end, dates and time)
- Event visibility
- Post event feedback
- Cover photo

Manage Events

CREATE EVENT

Custom Fields

- Vary depending on type of event/meeting (e.g. a tabling event)

Organization Status

What does it mean to be frozen?

Why does my organization logo have a snowflake next to it?

Reasons:

- Missing requirements (training, SOAR, etc.)
- Unpaid fees
- L&E sanctions

Implications:

- Reduced access in True Blue Connects (cannot submit event requests, edit roster, complete registration, etc.)
- Decreased marketability (not searchable)



The snowflake icon shows clubs/orgs/chapters that they are frozen.

Contact StudentOrgs@nau.edu if you discover your club is frozen for more information.

THANK YOU!

If you have any additional questions, please reach out to StudentOrgs@nau.edu and/or schedule a meeting with staff from the Office of Leadership and Engagement.