



TRUE BLUE CONNECTS BASICS



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WHY USE TRUE BLUE CONNECTS?

- Utilize as an organizational management tool by:
 - Building and Updating your Roster
 - Creating your organization's "About Page"
 - Organizing Events
- Facilitates smoother transitions between officers
- Acts as a marketing tool to attract new members
- Includes aspects required by Northern Arizona University, such as:
 - Event approval
 - Registration and re-registration
 - Minimum roster requirements

LOGGING IN



- Go to www.NAU.edu/clubs
- Click the Log In button on the top right of the page.
- Sign in with your NAU ID (abc123) and password.

EXPLORE PAGE

All Events



CHAARG Tabling

Tuesday, January 13 at 4:00PM MST
Health and Learning Center

CHAARG



Communication Sciences and Disorders Information Session

Tuesday, January 13 at 4:00PM MST
Online

College of Health and Human Servi...



Kappa Delta COB Event

Tuesday, January 13 at 5:00PM MST
Park Place Flagstaff Clubhouse

Kappa Delta



CPC Meetings

Tuesday, January 13 at 5:30PM MST
University Union Havasupai AB

College Panhellenic Council

[VIEW MORE EVENTS](#)

CURRENT MEMBERSHIPS

My Organizations



Office of Leadership & Engagement

NEWS & CAMPUS LINKS

Latest News



Friend's & Roomies Sunday

Tuesday, March 29, 2022
Posted by Stephano Sinyangwe for First Love Fellowship

Worship, Fun, Interaction & Free FOOD!



Compost at the SSLUG Garden

Monday, March 28, 2022
Posted by Sarah Tabak for Students for Sustainable Living and Urban Gardening

Learn how to compost, what to compost, and where our drop off locations are!

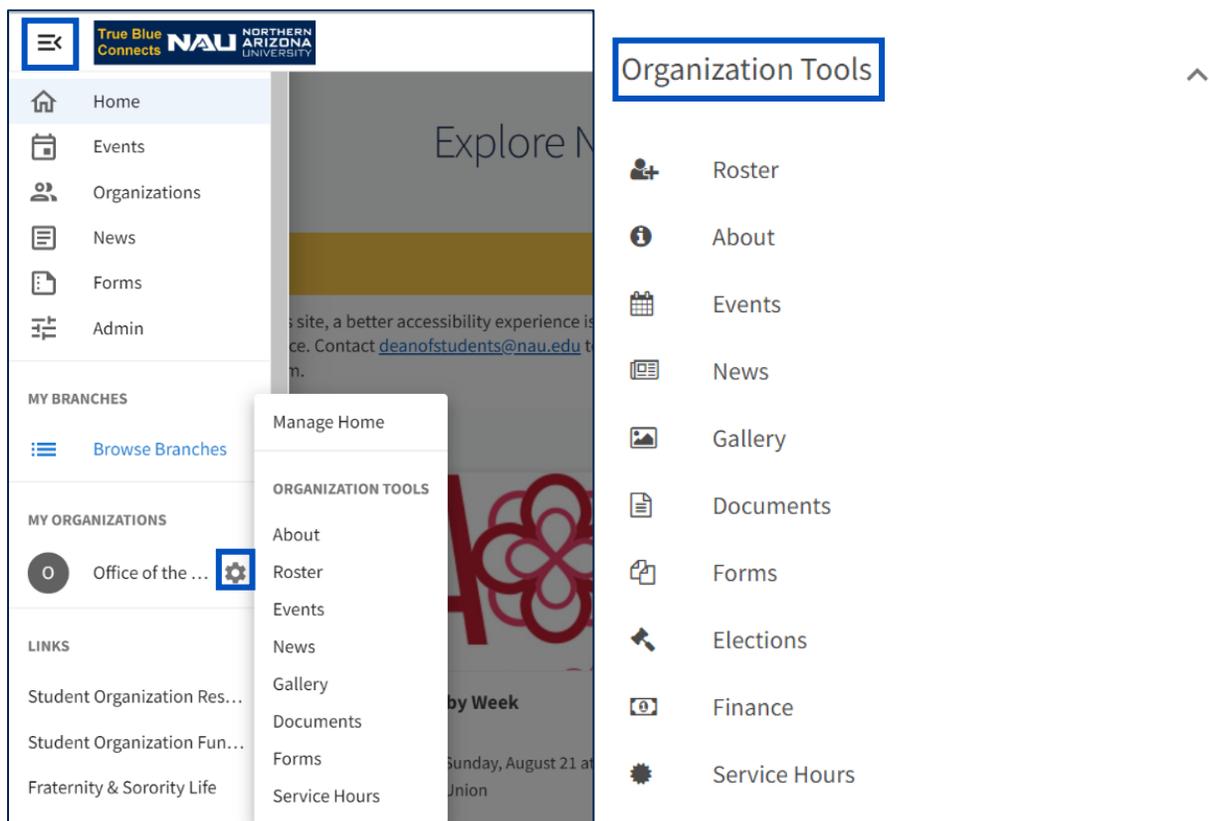
Campus Links

- [Student Organization Resources](#)
- [Student Organization Funding](#)
- [Fraternity & Sorority Life](#)
- [Student Handbook](#)

MANAGING YOUR CLUB

To edit your club, click on the sidebar on the left of the screen. Scroll down until you see “Organizations.” Find the organization you would like and click on it to open the Home page. Then click on the settings icon to the right of the name. You can also navigate to your “Manage Home” page will also include navigation to all pages under “Organizational Tools.”

The main pages you will utilize will be the Roster, About, and Events sections. More information on each section is provided in the following sections.



ROSTERS

The Roster page shows an overview of members of an organization. At the top of the page, it will highlight the organization's Primary Contact. The primary contact is typically the organization's president but can be customized to individual preferences. The "Current" tab lists everyone currently registered as a member, officer, or president of the organization.

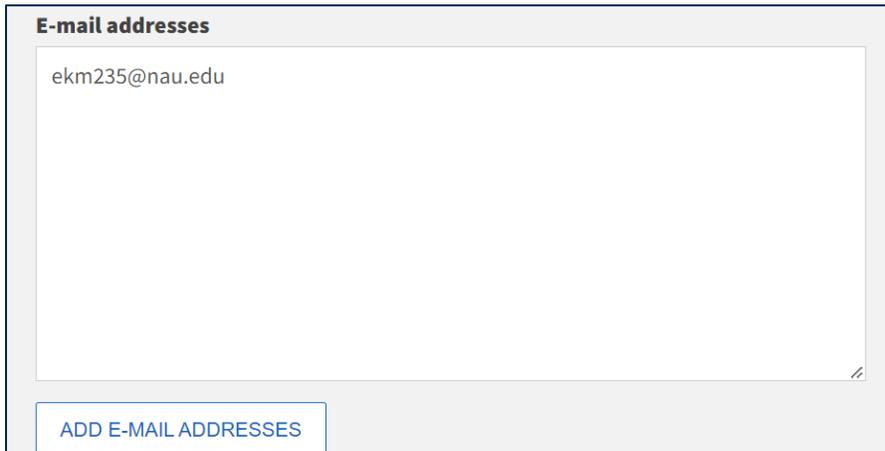
The following pages to review and edit the roster will all refer to the diagram below.

The screenshot displays the 'Roster' management interface. At the top right, there are four buttons: 'MESSAGING', 'MANAGE POSITIONS', 'INVITE PEOPLE', and 'EXPORT ROSTER'. Below these is a 'Primary Contact' card for Megan Gavin (MG). Underneath is the 'Manage Roster' section with tabs for 'CURRENT', 'PENDING', and 'PROSPECTIVE', along with a 'TERMS AND CONDITIONS' link. Below the tabs are 'END MEMBERSHIP' and 'END ALL MEMBERSHIPS' buttons, and a search bar. A table lists members with columns for 'Select', 'First Name', 'Last Name', and 'Positions'. The first row shows 'Elena Miranda' with the position 'Event Full Access Only'. A blue box highlights the 'END MEMBERSHIP' button, and another blue box highlights the edit icon in the table's right column.

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

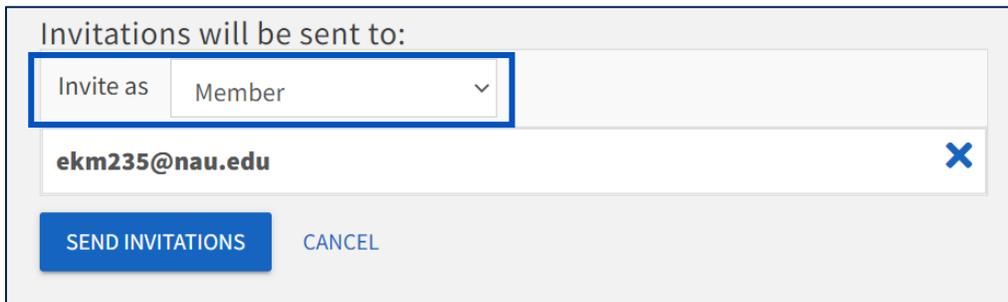
ADDING NEW MEMBERS:

Click on “Invite People” to add individuals by their NAU student email. Type as many email addresses as desired in the box labeled “Email Addresses.”



The screenshot shows a form titled "E-mail addresses" with a text input area containing the email address "ekm235@nau.edu". Below the input area is a button labeled "ADD E-MAIL ADDRESSES".

Once complete, click on the button “Add E-Mail Addresses”. The email addresses should be transferred below. You can then click the “Invite As” dropdown menu to invite the students as a member, officer, or president. Once complete, select the “Send Invitations” button.



The screenshot shows a dialog box titled "Invitations will be sent to:". It features a dropdown menu labeled "Invite as" with "Member" selected. Below the dropdown is a list of email addresses, with "ekm235@nau.edu" visible and a blue 'X' icon to its right. At the bottom, there are two buttons: "SEND INVITATIONS" and "CANCEL".

All students added will show on the Roster Page, under the “Pending” section. **Only once the student accepts the invitation sent to their email**, they will appear under the “Current” members tab.

To see requests from students hoping to join your organization, click on the “Prospective” tab. From this section, a list of requests will appear and can either be approved or denied by clicking on the appropriate button.

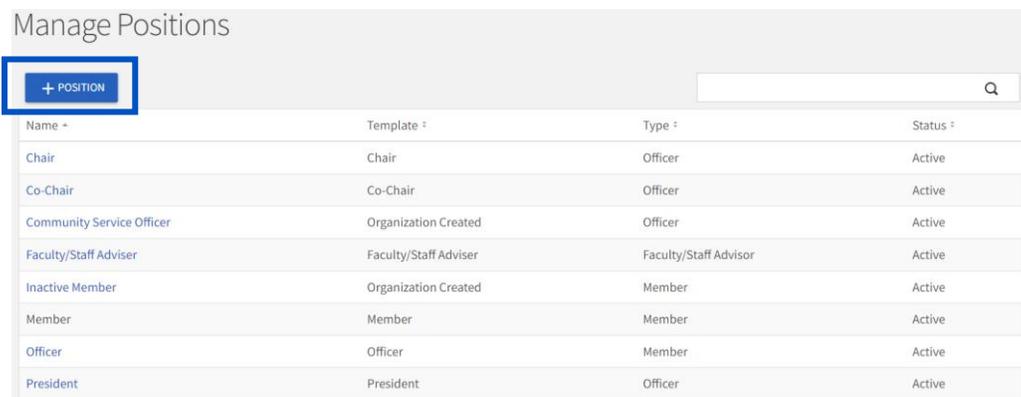
REMOVING MEMBERS:

On the “Current” tab, select the check box to the left of the desired student’s name. Click on the “End Membership” button to remove the students from the organization. You can also click “End All Memberships” if needed.

EDITING POSITION TITLES:

Click on the “Manage Positions” button at the top of the page. You can click on the name of each position to edit the details. There are many standard position titles like Advisor, President, Vice President, and Treasurer. If you are trying to change which officer roles have access to True Blue Connect features, you would click the position title and review the options for “Set Management Access.” *For example, you can click on ‘Vice President’ and update settings for the position.*

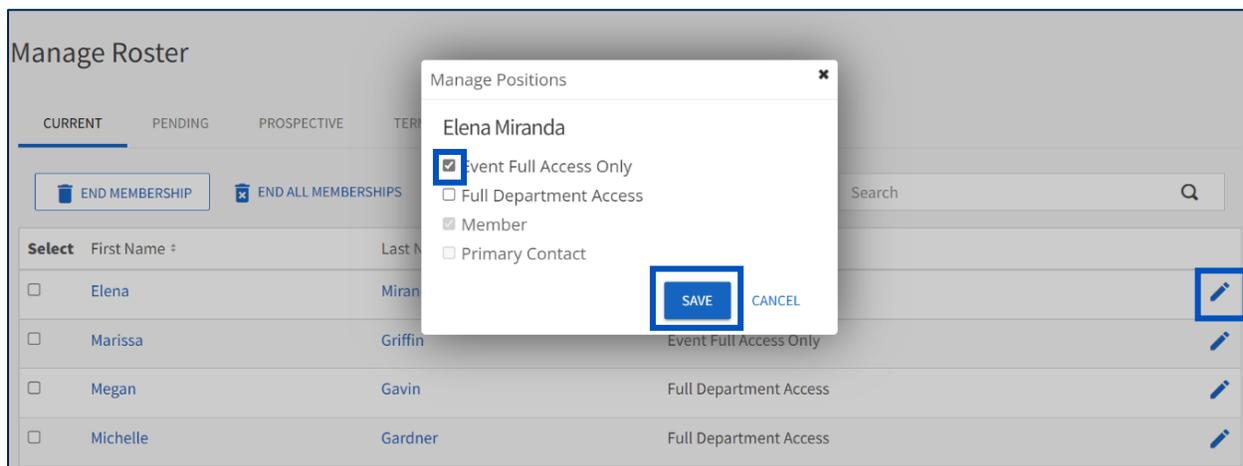
However, each student organization may create its own unique officer titles if desired. Click on the “+ Position” button to add a new position to the organization (such as “Treasurer”) that is missing in the screenshot below.



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

CHANGING MEMBER POSITIONS:

Click on the “Current” tab to see all current members of the organization. To change the position of a student, click on the pencil icon to the right of the student’s name. Select the appropriate position(s) on the pop-up and click “Save”. There will typically be more positions available than shown in the example screenshot below.



Manage Roster

CURRENT PENDING PROSPECTIVE TER...

END MEMBERSHIP END ALL MEMBERSHIPS

Select First Name Last Name

<input type="checkbox"/>	Elena	Miranda		
<input type="checkbox"/>	Marissa	Griffin	Event Full Access Only	
<input type="checkbox"/>	Megan	Gavin	Full Department Access	
<input type="checkbox"/>	Michelle	Gardner	Full Department Access	

Manage Positions

Elena Miranda

- Event Full Access Only
- Full Department Access
- Member
- Primary Contact

SAVE CANCEL

ABOUT

The About page shows all the basic information about the organization. The information entered in this section is what students will be able to see from the Explore Page. You can include the organization name, description, and organization picture. Within this section, any text box marked with a red star (i.e., asterisk) is required, and all other blanks are optional. Many clubs choose to provide optional information. *Please note this information is publicly visible.*

You can also include the following information:

About This Organization

Form Fields Marked with an asterisk (*) are required

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:
Choose File 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.

CONTACT INFO:

(OPTIONAL)

Please keep in mind that any address provided becomes public information. Therefore, we do not recommend inputting your home or personal address in the contact info section for your club.

Address	Phone and Fax
Street Address University Union, Room 104, 1050	Phone Number 928-523-5181
Street Address Line 2	Extension
City Flagstaff	Fax Number
State/Province AZ	Email DeanofStudents@nau.edu
ZIP/Postal Code 86001	
Country United States	

WEBSITE AND SOCIAL MEDIA:

(OPTIONAL)

External Websites	
External Organization Website https://in.nau.edu/dean-of-students/	
Social Media	
Facebook Page URL	Twitter Username
YouTube Page URL	Vimeo Page URL
Flickr Page URL	Instagram Page URL https://instagram.com/naugetinvolved?igshid=YmMyMTA2M2Y=
TikTok Username	LinkedIn Page URL
Pinterest Page URL	Tumblr Page URL

ADDITIONAL INFORMATION:

(REQUIRED)

Organization ID (Assigned by Student Life)
NA
* Anticipated Number of Student Members
NA
* Are membership dues required?
<input checked="" type="radio"/> No
<input type="radio"/> Yes

(REQUIRED)

These newer questions below are to help with the marketing information provided in True Blue Connects. The first two questions help interested students quickly review if they're eligible to join the organization without reading the full constitution or emailing for more information. The latter question helps students better understand which transferable skills for their career development they could gain from joining your organization.

* The following students are welcome to join our organization (click all that apply):
<input checked="" type="checkbox"/> Flagstaff Mountain Campus
<input type="checkbox"/> Statewide Campuses
<input type="checkbox"/> Online
* This organization has the following GPA requirement for membership (type 'None' if there is no GPA requirement):
None
* The following career skills connect with our organization the most (select up to three):
<input checked="" type="checkbox"/> Career & Self Development - Take charge of your growth by learning new things, understanding your strengths and weaknesses, exploring job opportunities, and building connections inside and outside your workplace
<input type="checkbox"/> Communication - Share information, ideas, and thoughts clearly with people inside and outside your organization
<input type="checkbox"/> Critical Thinking - Recognize what's needed in a situation and use logical thinking to analyze important information before acting
<input type="checkbox"/> Equity & Inclusion - Understand and respect people from different cultures. Actively work against racism by challenging unfair systems and policies
<input type="checkbox"/> Leadership - Use your skills and your team's strengths to help achieve goals and support your organization
<input checked="" type="checkbox"/> Professionalism - Understand that work environments can be different, and show good habits and attitudes in every setting. Act in ways that benefit the community and workplace
<input checked="" type="checkbox"/> Teamwork - Build positive relationships to work together on common goals, respecting different views and shared responsibilities
<input type="checkbox"/> Technology - Use technology responsibly to work smarter, complete tasks, and reach goals

(OPTIONAL)

Meeting Day
...
Meeting Time
NA
Meeting Location
NA

FACULTY/STAFF ADVISOR:

(REQUIRED)

Every student organization must have an advisor who has been employed full-time at NAU for 2+ years.

*Name of advisor:

*Advisor phone number:

*Advisor NAU email address:

*

Name and email of coach (sport clubs only):

Please write N/A if you are not a sport club.

EVENTS

The Event page shows all the organizations' scheduled events, cancelled or current.

3 Events

Showing 1 - 3 out of 3 Events

Analytics

CREATE EVENT

Test I

CANCELLED

Sun, Jan 30, 2022 4:30 PM MST - Sun, Jan 30, 2022 5:30 PM MST

Invites sent: 0 RSVP count: 0



If you track attendance, RSVPs, or invitations for your events in True Blue Connects, you can preview event data by toggling the “Analytics” switch.

2 Events
Showing 1 - 2 out of 2 Events

Analytics CREATE EVENT

Analytics

Average RSVPs	1	Most RSVP'd Event	1
		*Test Event	
Average Attendance	5	Best Attended Event	5
		*Test Event	
Average Invitations Sent	1		

CREATING EVENTS

On the event page, click “Create Event” to start submitting an event request form for either recurring meetings, one-time events, tabling, or banner requests. There are two sections, which are details on the following pages: the Main Form and the Custom Fields.

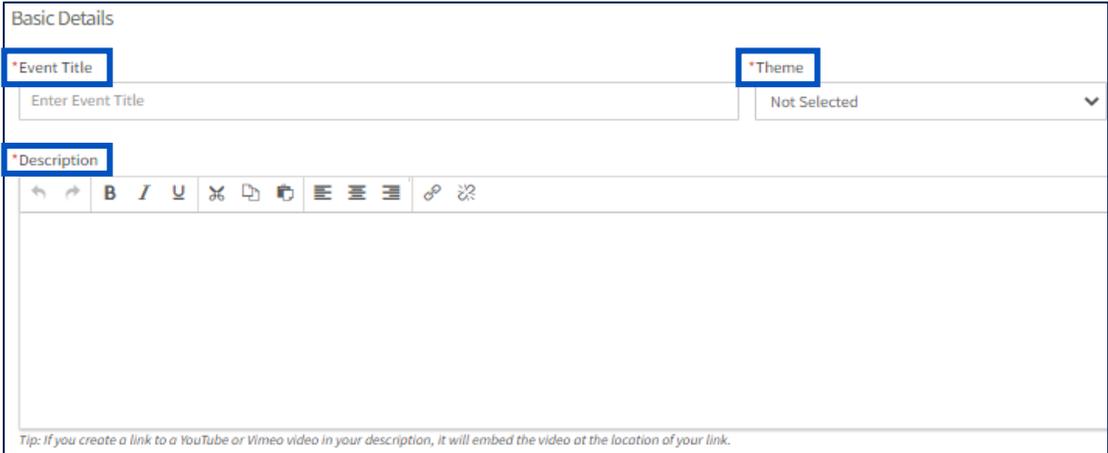
Beginning Fall 2026, all events must be submitted at least 12 days PRIOR to the event/meeting for processing. Tabling & Tailgates must be submitted at least 5 days prior.

MAIN FORM:

Click on the “Create Event” button on the events page.

BASIC DETAILS:

(REQUIRED)



Basic Details

*Event Title *Theme

Enter Event Title Not Selected

*Description

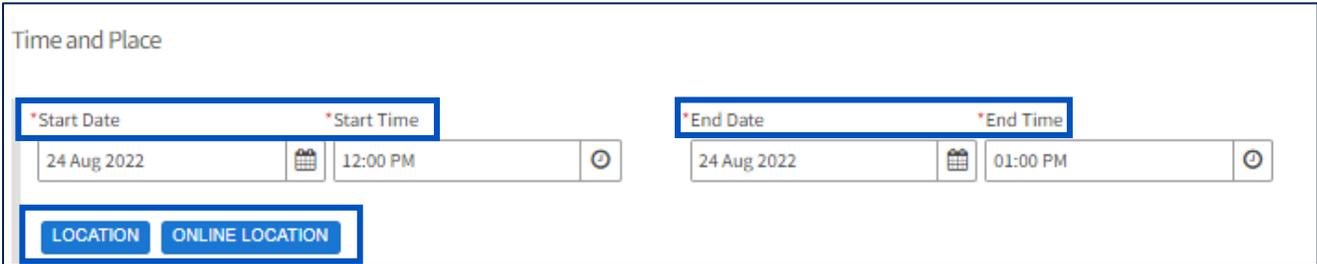
Tip: If you create a link to a YouTube or Vimeo video in your description, it will embed the video at the location of your link.

The basic details for the event will be shown on the Explore Page and/or to club members. This includes the Event Title, Theme, and Description. Please be as detailed as possible in the description, as the Office of Leadership & Engagement relies heavily on the descriptions for the approval process.

TIME AND PLACE:

(REQUIRED)

Further information for the event will be entered in the “Time and Place” section. Please select the appropriate date and time for the event. If the event or meeting is recurring or happens over several days, all dates need to be listed in the same event request (up to 18 dates). If there are more than 18, two event requests will be required. The location must be entered regardless of whether the event is on-campus, off-campus, or virtual. Multiple options can be selected if the event is held in person and virtually.



Time and Place

*Start Date *Start Time *End Date *End Time

24 Aug 2022 12:00 PM 24 Aug 2022 01:00 PM

LOCATION ONLINE LOCATION

EVENT VISIBILITY:

(REQUIRED, DETAILS OPTIONAL)

The publishing details of the event can be edited under the “Event Visibility” section. If the event is for all NAU students, select “Students and staff at True Blue Connects” under the “Show To” drop-down menu. This will cause the event to show up on the True Blue Explore Page. To show the event to only members of the organization, select “Organization Members” or “Invited Users Only”.

When marketing for the event on the True Blue Explore page, it is important to include “Event Categories” and “Perks” as these will allow students to better find events that suit their needs. Multiple tags can be selected from the “Event Category” or “Perks” drop-down menus if applicable.

The screenshot shows a form titled "Event Visibility". It contains the following elements:

- A dropdown menu labeled "*Show To" with the current selection "The Public".
- Two checkboxes: "Allow attendance at this event to be shown on the Engagement Record" and "Allow anyone to self-report attendance", both of which are currently unchecked.
- A dropdown menu labeled "Event Categories" with the current selection "Select categories".
- A dropdown menu labeled "Perks" with the current selection "Select perks". The text "special benefits for your attendees" is visible to the right of the dropdown.

ADDITIONAL INFORMATION:

(OPTIONAL)

There is a box to enter the event coordinator name, if different than the submitter.

RSVP:

(REQUIRED, DETAILS OPTIONAL)

Event organizers can limit capacity for the event by limiting the number of available RSVP spots, or they can allow open attendance. Most events do not require an RSVP, so you can change “anyone” to “no one”. You also have the options to send an invitation to RSVP over email and to allow guests.

If RSVPs are requested, organizers can include questions for attendees to fill out prior to the event. For example, organizers can ask, “Do you have any food allergens or requests for dietary accommodations?” or “What size unisex shirt would you like?”. This will allow you to successfully accommodate attendees.

TRACKING ATTENDANCE:

(OPTIONAL)

There are many potential reasons tracking attendance may be necessary. For the Post-Event Feedback feature (below) to function effectively, you must track attendance for the email survey to send to all attendees. One does not have to RSVP to check-in to an event.

From your organization's events page, click on the individual event. On the individual event page, the second box from the top contains multiple methods of checking in attendees. Options include:

- QR Code for Attendees to Scan
- Manual NAU Email or 7-Digit Student ID Entry
- JacksCard Scan/Swipe (External Device Needed)

POST EVENT FEEDBACK:

(OPTIONAL)

Event Organizers can request post-event feedback if they wish. Most events don't require it, and you can just click "next" for this optional page.

This can either be requested from specific users manually or can be automatically sent to all checked-in attendees after the event by selecting "Automatically send Post Event Feedback". This can include information as basic as a rating on a 5-star scale, or it can include questions. For example, organizers can ask, *"Was this event inclusive and accessible?"* or *"Did you encounter any problems during the event?"*

COVER PHOTO

(OPTIONAL)

Event Organizers can publish a cover photo for their event. This can be the organization's logo or an event-specific flyer. Adding a cover photo is a great way to catch the attention of potential attendees on the Explore Page. *Please ensure that cover photo meets [NAU Marketing Policy](#).*

CUSTOM FIELDS:

(REQUIRED)

When you finish the above sections, you will receive a message that your submission is almost complete. Most of the required and important information

for event approval at NAU has not been completed yet. To proceed with your event request, click “Continue to Custom Fields.”

The following questions have flow logic, so there will be more questions for more complicated event requests, and there will be fewer questions for a simple tabling recruitment event.

COMMON MISTAKES

- Any answers that request details, please provide more information, so that we do not need to ask additional questions in the comment section.
- Be careful to review emails and comments that NAU may have about your event request. Delayed responses may result in the denial of an event.
- If your organization is a Sports Club or part of Greek Life, make sure to mark it in your form! Both organization types have different approval chains from standard student organizations. Failure to do this may result in delayed approval or unapproved events.

QUESTIONS?

Stop by the office of Leadership & Engagement or reach out with any questions.

LOCATION:

University Union
Office of Leadership &
Engagement (Room 104)
1050 Knoles Dr,
Flagstaff, AZ 86011

CONTACT INFO:

StudentOrgs@nau.edu
928-523-5181

