

# True Blue Connects

Office of Leadership and Engagement

# True Blue Connects Login



- Go to [www.NAU.edu/clubs](http://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:

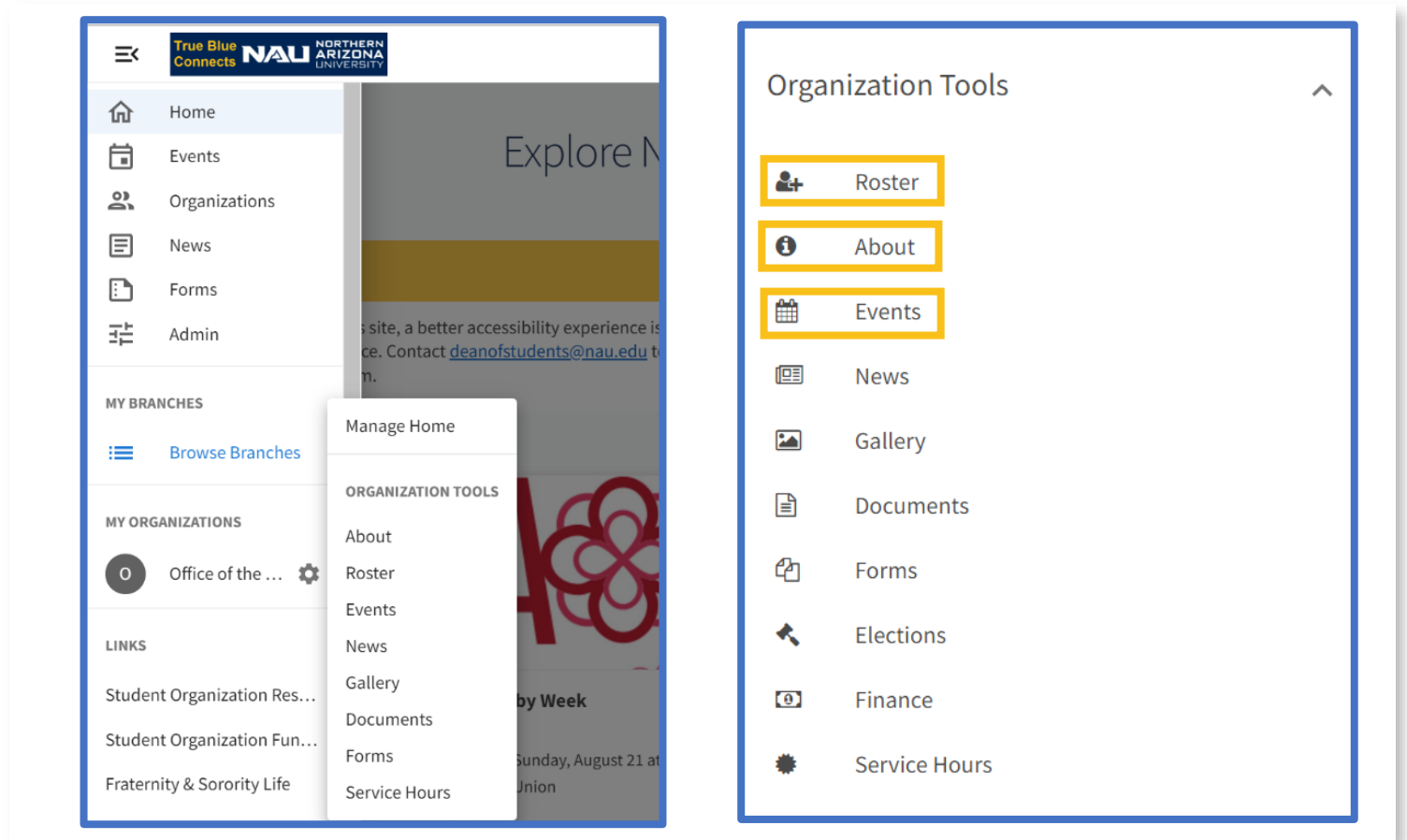
- Latest News:** Contains two news items. The first is "Friend's & Roomies Sunday" on Tuesday, March 29, 2022, posted by Stephano Sinyangwe for First Love Fellowship, with the text "Worship, Fun, Interaction & Free FOOD!". The second is "Compost at the SSLUG Garden" by Students for Sustainable Living and Urban Gardening, with the text "at to compost, and where our drop off locations are!".
- Campus Links:** A vertical list of links including "Student Organization Resources", "Student Organization Funding", "Fraternity & Sorority Life", and "Student Handbook".
- Events:** A section containing two event cards. 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" with a circular icon.

# 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 shows the 'Roster' page interface. At the top right, there are three buttons: 'MESSAGING', 'MANAGE POSITIONS', and 'INVITE PEOPLE' (highlighted with a yellow box). To the right of these is an 'EXPORT ROSTER' button. On the left, there is a profile card for 'MG' (Megan Gavin), labeled 'Primary Contact', with an edit icon (highlighted with a yellow box). Below this is the 'Manage Roster' section, which includes tabs for 'CURRENT' (highlighted with a yellow box), 'PENDING', and 'PROSPECTIVE', along with a 'TERMS AND CONDITIONS' link. Below the tabs are two buttons: 'END MEMBERSHIP' and 'END ALL MEMBERSHIPS'. To the right is a search bar. At the bottom, a table lists roster members with columns for 'Select', 'First Name', 'Last Name', and 'Positions'. One member is listed: Elena Miranda, with the position 'Event Full Access Only' and an edit icon.

Roster

MESSAGING MANAGE POSITIONS INVITE PEOPLE EXPORT ROSTER

MG  
Primary Contact  
Megan Gavin

Manage Roster

CURRENT PENDING PROSPECTIVE TERMS AND CONDITIONS

END MEMBERSHIP END ALL MEMBERSHIPS Search

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

# Roster Page

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)



Select First Name  
 Elena

 END MEMBERSHIP

Manage Positions

Elena Miranda

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

SAVE CANCEL

Manage Roster

CURRENT PENDING

END MEMBERSHIP

Select First Name

Elena

Marissa

Megan

Michelle

Gardner

Full Department Access

## Position Titles

Add/change titles

Manage Positions

+ POSITION

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](mailto: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](mailto:StudentOrgs@nau.edu) and/or schedule a meeting with staff from the Office of Leadership and Engagement.