Navigating TigerQuest for Student Organizations

This guide will help registered student organizations learn how to access their TigerQuest page, update their information, and tailor their page to their interests and values. TigerQuest is Clemson University's online engagement platform for student organizations and campus departments.

Organization Menu: The Organization Tool Menu allows you to create and manage content for your organization. It can be accessed by selecting Manage Organization on your organization’s home page.

First Steps

1. Update Organization Roster
The roster will show you a list of all your organization's members and information about your organization's primary contact. The primary contact is person designated to be the main point of contact for your organization.
Managing the Roster:

- Inviting people
  - At the top of the page, click Invite People. Enter the campus email address you want to send membership invitations to.
  - **Note:** You can only register with your @clemson.edu address, not your @g.clemson.edu.
  - You can enter up to 500 email addresses in the text box.
  - Once you’ve entered the email(s), you can select the position(s) you’d like the user(s) to hold once they accept their initiation. Click Send Invitations when all people have been added to the list.
  - It is the responsibility of the student organization to maintain an accurate primary contact information and membership list. If you have difficulty updating your roster, please email SIL@clemson.edu for assistance.

- Memberships
  - To approve a membership, find the user who you’d like to add, change or remove a position. Click the edit button under **Positions** (on the right) next to the user’s name.
  - A list of all available positions will populate. Check the box next to the position you would like to add or remove from that user and then select **Save**. The user's permissions within the organization will be updated based on the Positions they hold. The primary contact of the organization will
have the highest level of access or permissions in the TigerQuest portal. They will be able to assign access to other positions and edit those permissions as needed.

- Assigning People to Positions
  - Click the edit button under **Positions** to the far right of that user’s name. A list of all available positions will populate. Check the box next to the position you would like to add or remove from that user, and then select **Save**.

![Manage Roster](image)

2. **Edit the About page**

If you are a newly recognized student organization, the **About** section on your TigerQuest page will be blank. Once you log in, you will be able to access this page and update your organization summary, contact information, social media information and profile picture. If you are adding links to social media pages, make sure they set to public. If you are adding a Facebook link, make sure it's a group page. Links to personal profiles will not display on your page.
Description

- Summary: Displayed on the organization’s directory. Gives a short description of the organization’s main purpose or can serve as an attention grabber to potential students browsing TigerQuest.
- Full Description: Gives a more in-depth description to the organization’s purpose, functions, audiences, and services.

*If you have any questions regarding your organization’s classification type, contact Student Involvement and Leadership for further assistance.*

**Additional Management Features**

3. Creating Events

To create an event, go to the Action Center for your Organization and select Events. Click the Create Event button. Remember, you will only see this option if you have full management access over events.

**NOTE:** Every event will not be public once published. You can set your event to private and it will not visible to everyone on TigerQuest.
Event Actions
The Events tool allows you to create and manage your organization’s events. Submit an event request or manage an individual event, including inviting attendees, tracking participation, or changing an event's details.

- **View Submissions**: You can view the event request submission(s) for this particular event here. If you ever need to return to the submission to view comments left by other officers of your organization during the event request process, you can do so here.

- **Track Attendance**: You also have the ability to assign participation to users for your events. Clicking on "Track Attendance" will show you an overview of your attendance for the event, including how many have been marked as attended, absent, and excused, and how many users were invited.
  
  - Student Involvement Leadership offers student organizations card readers to rent for their events. Please use the Card Reader Request form on TigerQuest to make a request.
• **Change Details:** If you need to update information about your event, like changing the date or location, you can do so by clicking "Change Details." This will walk you back through your event request process and allow you to make any changes as necessary. These changes will be resubmitted to your campus administrators to oversee and approve.

• **Manage Invitations:** As an event manager, you can manage who has been invited to your event and view additional information about RSVPs. When you click "Manage Invitations," you will see a list of all the users who have been invited to your event. To invite more people to attend, click +Invite People.

• **View Certificate:** The event certificate is a verified document letting others on campus know that your event has been officially approved.

• **Cancel Event:** If you no longer plan to host this event, "Cancel Event" allows you to send a message to all users who are involved in the event, including invitees. The event will remain on your page but will be listed as cancelled.

4. **Adding Photos to the Gallery**
The photo gallery can help you create a more visually appealing organization homepage. Photos are a great way to show off the exciting things your organization has done! Your gallery photos will be showcased at the top of your organization's public-facing page.
**Adding Photos to Your Album:**
1. Open your organization tool drawer and select **Gallery**.
2. Select **Create New Album**. Enter a name for the album and a brief description. Indicate who can view the photo album based on their position. Click **Create Album**. If you are wanting to add photos to an existing album, you can skip this step!
3. Click on the title of the album.
4. Click **Add Photos**.
5. Select the file(s) from a saved location and include a caption. You can also drag and drop multiple images from your desktop into the upload area if your browser allows.

**5. Adding Documents**

The Documents tool allows you to create a shared storage space for important organizational files. You can share these files publicly or only with certain members or Position holders within your organization.

**Uploading a Document:**
1. Click **Add Folder** and assign a name to your folder.
2. To add an individual file or a file within a folder, click **Add File**. Select the file by clicking the **Upload** button. The maximum file size for a single file is 10MB. The title of the file will automatically generate with the name of the document, but you are free to change it as you see fit.
3. Finally, select the permission level you would like your document to have. Keep in mind that a folder will need to be visible to a user in order for that user to see the documents within it.
6. Publishing Forms

The Forms tool can be used as an intake medium for information that is easy to use. This tool also makes it more manageable for organizations to organize feedback from their members.

Creating a Form:

1. Click the Create Form button. Enter a name for your form and then fill out the additional settings:
   a. Checking the Active box determines if the form is accessible yet. If the active option is not chosen, then users will not be able to complete or access the form.
   b. **NOTE:** Wait until you have completed editing the form before checking the Active box.
   c. Start/End Time is the time period for which the form should be open. Submissions will only be accepted during this time period.
   d. Allow Multiple Submissions means users can submit more than one form submission. If this option is not selected, users will be restricted from the form after one submission.
   e. When finished, click Save and Add Questions at the bottom of the page

2. Building your Form
   a. Form Properties: Selecting this will take you back to the first page where you can edit the form’s first page.
   b. Page Properties: Click here to edit the name of the page.

3. When you’re ready to start adding questions to the form, you will choose from a list of question types that are available to you.
   a. Check Box List: Multiple choice question that allows users to choose more than one option.
   b. Radio Button List: Multiple choice question that allows users to select one option.
   c. Text Field: Open text response. Alter the number of rows to provide the user a larger space to write in for longer answers.
   d. Drop Down List: Multiple choice question where users can only choose one option. The only difference between the dropdown and radio button options is that the user has to click the dropdown to view the available choices.
   e. Instructions: This is your method of providing additional instructions or information to the user.
f. Single Check Box: This provides the user a set of terms and conditions that they need to agree to before they can proceed on the form.

g. Ranking: Provide the user multiple answer choices for them to rank. You can also determine the maximum number of items they need to rank.

h. File Upload: Allow the user to upload a file from their computer. Files must be under 4 MB and the uploader accepts most file types.

4. To export data in an Excel sheet:
   a. Select your desired form(s) by clicking **Submissions**
   b. Adjust **Filter by Status** as needed
   c. Select **Export All**
   d. Visit the **Downloads Page** to download the file
   e. Find your desired file and click **Download**
7. Holding Organization Elections

The Elections tool allows you to create elections for your organization, either for the entire community to vote on, or exclusive to organization members.

Creating an Election:

1. Identify the name of the election, any instructions necessary and any additional information that you would like to include.
2. Choose if your election should be active and the date range your election should be available.
For More Information

Engage Help Center - TigerQuest’s Software Developer
https://engagesupport.campuslabs.com/hc/en-us

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