Welcome to the Campus Activities Center’s guide to changing/adding an officer/advisor to your RSO’s roster on Collegiate Link! If you are using this guide, it means there has been some sort of change in the leadership of your organization. This could have occurred at any point in the year. The purpose of this guide is to assist you in making these changes and/or additions to your roster.

Notes before you get started:

1. Only advisors and officers are able to make changes to the roster.
2. For this reason, it is HIGHLY encouraged by the CAC that your roster be updated at the end of the Spring semester prior to departing for the summer to ensure the organization has continued access to the group for the renewal process at the beginning of the Fall.
3. If you realize that all of the officers and advisors are no longer a part of the organization, please contact the CAC immediately.

Step 1.
Sign into Collegiate Link.

Go to www.uwyo.edu/rso and click any box. Or to go directly to the Collegiate Link page, type in the URL: https://uwyo.collegiatelink.net/ and skip to the “sign in step” starting on the next page.
Click “Sign In”

All pages will pull up this box as the header. Click on the RSO banner.
Step 2.
Go to your organization’s homepage.

Enter your UW Username and Password. This will be the same information as you use to log in to your UW email account.

Click on “Involvement”
Step 3.
Go to your organization’s roster.

Click on the organization whose roster you wish to alter. It will produce a dropdown menu with more options.

Click on the “Organization Site” button to be taken to the page to make changes.

Click on “Roster” found on the topbar
Step 4.
Giving someone an officer or advisor position in the organization.

To begin making changes, click on “Manage Roster.” The “Manage Positions” button will allow you to create new Officer Positions specific to your organization.

If you are already an officer or advisor, you will be listed here.

If the individual who is to be made an officer or advisor is listed amongst the members, they will be found here. Only individuals listed here can be made into an officer/advisor. If you do not see them listed here, you can send them an invite. This can be accomplished two ways: 1. By them coming to the RSOs page and requesting to be a member of the group and 2. By sending them an invite. For option 2, follow instructions beginning on page 6 of this guide.
Select or Deselect all of the positions the individual will be holding. For the purposes or RSO Renewal status at the beginning of the year, remember that an individual can only hold one (1) position at a given time.

Click “Edit Positions” next to the individual’s name who you wish to add or remove a position from.
Other function
Inviting someone to join the organization.

You can utilize this function from anywhere in the roster area of your page. Select “Invite People” under the roster on the left hand side of the page.

Enter the @uwyo.edu email address of all of the individuals you would like to add to the group in the box. You can enter up to 500 addresses. Separate them with either a comma or using a separate line.

Once you have added everyone, click the “Add E-mail Addresses” button.
If you are done adding people to invite to your group, click the “Send Invitations” button, and voila! They will be asked to join the group. Once they accept the invitation, you will be able to make them an officer or advisor.