The HUB User Guide

HTTP://WWW.LEHIGH.EDU/HUB

2010

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Welcome to The HUB!

The HUB is Lehigh's club, organization, and departmental management and communication system. The HUB's features— ranging from membership management, to event planning, to online elections—should prove to be extremely useful to you in managing your group on campus. The HUB serves as a virtual campus center, where students and faculty will be able to learn about events and activities occurring across campus.

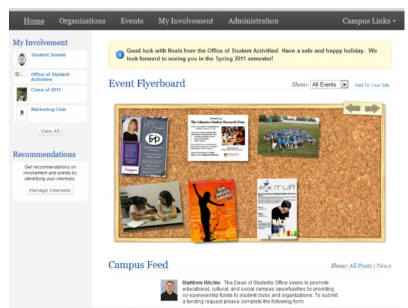
This guide will give you a tour of the HUB and explain some of the most important and useful functions of the system.

The First Step is Logging On!

There are actually a few things you *can* look at on The HUB without logging on, such as the events flyer board and pages of different clubs and organizations; however, you will need to log on in order to update your profile and interact on the system.

To log on, go to http://www.lehigh.edu/hub. Click the "Log In" button at the top, right-hand area of the page. You will be directed to a login screen that looks like the login screen for Lehigh's Portal. Enter your username and password information, and you will be re-directed back to the HUB.

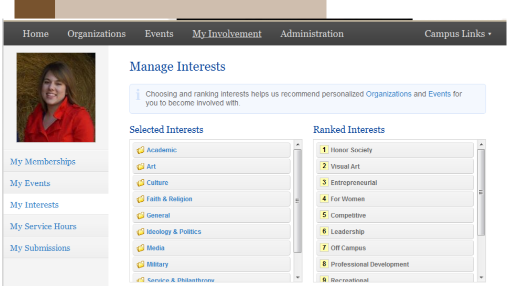
The first screen you will see is the "Home" page. This page shows your involvement, the campus flyer board, school-wide notifications, recommendations



for new clubs to join, and a news feed. The main area of navigation is at the top of the page, and you can access the groups you are involved in by using the "My Involvement" section on the left side of the page.

Your Interests

The new version of The HUB does not have the "Profile" feature like the previous version.



Instead, there is a new, unique feature where you can input your "interests," ranging from academic to personal to professional. Inputting your interests will allow The HUB to provide you with more relevant "Recommendations," which appear below the "Your Involvement" column on the Home Page.

In order to update your interests, click on the "My Involvement" tab on the menu bar at the top of the screen. Then, click "My Interests" on the left side of the screen. A page will appear with two columns—"Selected Interests" and "Ranked Interests." You can go through the folders in the "Selected Interests" column and add interests to the "Ranked Interests" column. You can then rearrange the items you have added to the "Ranked Interests" column in order of importance. This will allow the system to provide even better recommendations of new and different clubs for you to join.

Involvement

Involvement is the central focus of The HUB; hence the tagline “Get Involved Lehigh.”

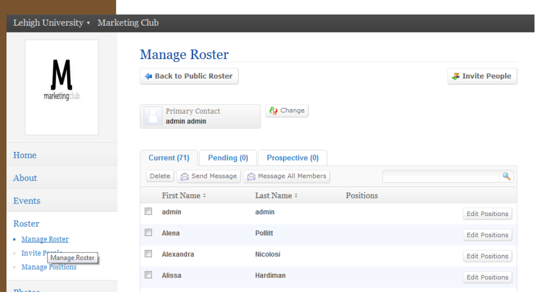
Now, it is easier than ever to find out information about a club or organization and to take the necessary steps to join. All Student Senate recognized clubs and organizations are registered with The Hub.

To get a jump start on getting involved, all you have to do is search for the club or organization you’re interested in joining. You can search for a club, organization, or campus department by clicking the “Organizations” tab in the menu bar at the top of the page, and either browsing or searching for the club(s) you want to join. If you want to join a specific club or organization on the HUB, click the “Join Organization” in the upper right-hand corner on the club’s page. This will let the club know that you want to join, and will allow them to approve you as a new club member.

If you are involved with a group and want to end your membership and affiliation with that group, you can do so by clicking the “My Involvement” tab in the menu bar at the top of the screen, and then selecting the “My Membership” tab on the left side of the screen. Click on the organization you want to leave, and then click “Leave Organization.” You can also make other edits to your membership within this section of The HUB.

Involvement Info for Club Officers

As the Primary Contact(s), you will probably receive requests from students to join your organization. Often, you will be notified that someone as requested to join your club via email. It is your responsibility to make sure that you approve or deny members appropriately.

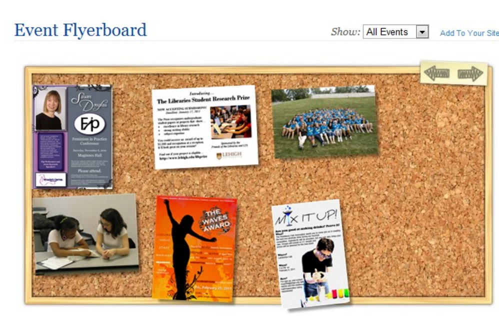


To approve or deny requests, you will access the “Prospective Member” tab within the “Manage Roster” section on your organization’s page. More information about managing membership will be provided in the “Membership” section of this guide.

Remember that Student Senate looks at your membership on The HUB at the end of the year during budget season, so it is important to keep membership current and accurate.

Getting Involved with Campus Events

You probably noticed the “Events Flyer Board” on the Lehigh HUB Home Page. This flyer board and the Events tab in the menu bar at the top of the screen display current and future events taking place on campus. You can browse or search for events and add events you would like to participate in to a Google or iCal calendar. You can also find out about events happening in the clubs and organizations that you have already joined by going to the club’s page and clicking the “Events” tab on the left side of the page.



Club, Organization, and Department Pages

Every Student Senate-recognized club and organization has a page on The HUB. Additionally, some Lehigh departments, residence halls, and other campus groups also have HUB pages.

Anyone that goes to the HUB website (whether logged in or not) can search for a group on The HUB. When someone chooses to go to your group's page, the first thing they see is the organization's home page. The home page generally includes a picture (maybe an organization's logo or a picture of members) as well as a short description of the organization and the organization's "Wall." The organization's description and picture can be changed by clicking the "Edit" button on the "About" page on your group's page.

Additionally, club officer information can be added on the "Edit About" page. Once you have added your club officers and their titles you will also need to go into the "Roster" tab and edit each of your club officers' memberships to give them officer privileges. This will be explained further on the "Membership" section of this guide (see below).

Still having trouble figuring out The Hub? Contact hub@lehigh.edu with any questions.

What Can Your Club, Organization, or Department Do on The HUB?

Everyone keeps asking "What does The HUB do?" The HUB is an exciting addition to Lehigh's "virtual" community because it serves as a centralized interface for information sharing between both different organizations, and organizations and members.

The HUB has many features that can increase efficiency, accuracy, and productivity within your organization. Some of these features include:

- Managing Membership—adding/deleting members, making members officers, etc.
- Publicizing Events—via both the Virtual Flyer Board and an invitation feature
- Tracking Service Hours
- Posting Pictures
- Holding Online Elections or Surveys
- Creating Forms or Applications
- Sending Emails and Reminders to Members
- File Storage
- Posting Articles and News Info for Members

Membership Information

Almost all HUB groups have members of some sort. It is important to keep membership groups accurate and up-to-date so that any communication through The HUB reaches the right people. Additionally, all Senate-recognized groups will need an accurate membership count to submit to Senate during the budgeting process at the end of the year.

To add, delete, or edit your membership, find the "Roster" tab on your group's page. Click "Manage Roster." On this page, you will have the option of deleting past members who are no longer involved with your group, editing members' positions, adding members, and approving membership requests.

The first section you will see on the "Manage Roster" page is a list of the Primary Contacts for your group. Then all members are listed below. To make a member an officer, or to change an officer back to a regular member, click the "Edit Position" button next to the name of the person you want to alter. This will allow you to add or remove different positions for that person.

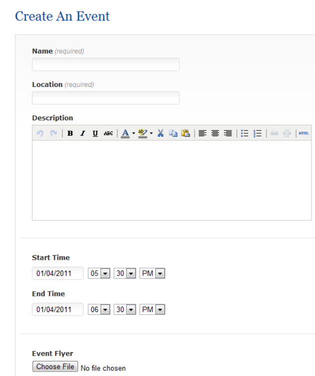
On the "Manage Roster" page, you can also invite members using each member's Lehigh email address. After you add members, they will be sent to the "Pending" section until they confirm their membership (they will get an email notification to confirm membership when you add them).

Finally, when someone visits your HUB page, they have the option of joining your group. When someone requests to join your group, their name will be in the "Prospective" section, and you will need to approve or deny membership.

Creating Events

Promoting an event for your group on The HUB is very easy. In your group's page, click the "Events" tab. Then click the "Create Event" button at the upper right-hand side of the screen. You will be taken to a screen where you can enter the name, location, start and end time, and a photo or flyer for the event. Flyer images (which need to be a JPEG, GIF, PNG, or Word 2003 Document) will appear on the Virtual Flyer Board and on the Events Section of the HUB, which can be accessed by clicking "Events" at the top of your HUB screen. You can also choose the type of event, and add an option for attendees to RSVP.

Keep in mind when creating events that the event flyer, description, and title will be reviewed for offensive content. Additionally, note that creating an event on The HUB is a promotional action and is not the same thing as submitting an event request to Senate (for Senate-recognized groups). This must be done separately through the "Finance" Section which will be discussed on page 8 of this guide.



Remember:

Creating an event on The HUB is NOT the same as submitting an Event Request to Student Senate.

The "Events" Section

Did you know that there is a special section of The HUB where you can find out about many of the events occurring on campus? It's just a click away in the "Events" section in the navigation bar that runs across the top of your HUB screen.

This section compiles all the events groups post for public view. You can browse events by category, by month, or by week. You can also search for events on specific dates using the calendar on the left side of the events page.

Additionally, you can find events that have pictures or flyers on the "Event Flyer Board" on the Lehigh HUB Home Page.

When you click on a flyer for an event on the Events page or the Event Flyer Board, a screen appears with details about the event and additional information, as well as an enlarged version of the flyer. There are options on this screen to RSVP, add to iCal or Google Calendars and more.

Visit the events section often!

Don't forget to let Student Activities know about your event! Go to the Student Activities HUB page, scroll down to the News section, and select the "Student Organization Event Planning Form."

After you create an event...

After your event is created, it will be sent to a HUB administrator for approval. Once it is approved, it will appear in the Events section and on the Event Flyer Board if it has a flyer or picture.

There a few things your group can do after your event is approved to increase visibility and make sure your members know about the event. One method of spreading the word would be to invite people to the event. You can do this by clicking on the Events tab on your group's page. When you look at each of your events, you will see an option to invite people to your event. To add people, you can use their Lehigh email addresses, or select people from various groups listed in the tab labeled "Invite People" This will send out an email requesting their attendance at your event, and will direct them to The HUB to RSVP.

Elections and Forms

The HUB has some unique, interactive features to solicit information from members and to hold elections for your group.

The Elections option allows your members to anonymously vote for items listed in your survey or election. You can hold a club-only election to elect club officers or a school-wide election for representatives. You can also use the election feature to create an anonymous survey.

Information or data obtained in an election or anonymous survey can be exported to Excel to be compiled.

The Forms option is also very useful, and many departments, such as the Dean of Students Office, use HUB forms for applications for awards and grants. Forms can also be used to obtain information from members, and as applications for other things such as specific positions within your group, applications to join your group, etc.

An explanation regarding how to set up Surveys/Elections and Forms is highlighted below. If you have any questions or need assistance setting up your form, you can always contact a HUB administrator at hub@lehigh.edu.

Creating an Election

To create an election or anonymous survey, click the "Elections" tab on the right side of your group's page. Click "Create a Survey/ Election." On this page, put in the name or topic of your survey/election, and choose whether or not to include instructions. Indicate if the election should be "Active" and the date range you'd like the election to be available. Once the election is set to Active and it falls within the date range, a prompt will display on the Home page of your organization's site for eligible users to vote. Also, determine whether or not this election should be made available to any student, or members only.

After you click "Save," you will be taken to an area where you can create "Ballots." "Ballots" are the sections of questions that you will be displaying in your election or survey. Click the "Create Ballot" button to begin. You will be taken to a page that allows you to create a multitude of different question types. Additionally, you are able to rearrange the questions on the page easily by clicking on the question and dragging it using the 4-pointed arrow.

Click the "Page Properties" to create a title of the page of questions you are creating.

Click the "Page List" button to add a page to your Ballot for more questions.

Click "Back to List" to create more Ballots. One benefit of creating different ballots is that different ballots can be made accessible or inaccessible to specific groups.

Once your election or survey is set to "Active," a link will appear on your group's Home Page for members or others to click to take the election/survey.

Creating a Form

To create a form, click the "Forms" tab on your group's page. Then click "Create Form."

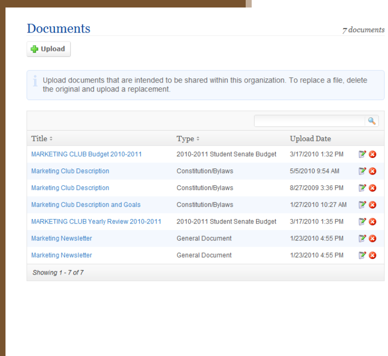
Now that you have navigated to the area where you will be creating the form, you will need to fill out the name of your event and the start/end times you want the form to be available. Additionally, on this screen, you will find an "Active" option, which is used to make the form active. If you want your form to be active immediately after you create it, check the box. If you anticipate making changes to the form before the form is available, you can check the box later. You can also choose to allow multiple submissions from one user, and to implement access restrictions so only certain users will be able to submit the form. Once you have filled out this section, click "Save."

Once you click "Save," you will be taken to a screen where you can create questions for the form. You can create many types of questions, which are listed on the left side of the screen. I would recommend choosing what type of questions you would like to ask, and in what order, before you create the form on the HUB. You can add several questions to one page, or create different pages for different questions or different sets of questions. Once you create a question, you can edit the question by clicking on it, and then clicking "Edit." You can also rearrange questions on a page by clicking the question and using the four-way arrow to drag it to a different position on the page.

To create a new page for more or different types of questions, click the "Page List" button, and then click the "Page" button under "Add new…"

For most forms, it will be as simple as creating questions on one page; however, sometimes you may want to create a form that "branches" or returns different questions depending on a user's answer for a specific question. This is easy to do as well. Basically, it is two steps: 1) create the question on one page (other questions may be included on the page as well), 2) create a different page for each "contingent" question, or question you want to branch off of the original question; 3) click the "Page Properties" button. Once you are on the "Page Properties" page, click the "Conditions" tab. Then, find the question you are basing this contingent page on, and the answer that you want to be associated with the contingent page. When a user answers the question, they will then be taken to the subsequent question or informational page that you just created.

Document Storage



Your group can save documents on The HUB so that multiple members and HUB users will be able to access them, both now, and in years to come.

To save a document on The HUB, go to your group's page, and click the "Documents" tab. Then click the "Upload" button. A screen will appear so that you can browse your computer for the document you would like to upload.

This is a very similar process as uploading an email attachment.

Once you choose your document, you can put the document in a specific folder on The HUB. Because we cannot create and/or name folders on The HUB, there are 10 generic (numbered 1-10) that you can assign to different committees or sub-groups within your organization.

You may also select the people you want to be able to access the document in the "Security" section. You can change the document's visibility to where only your members can view the document, or, to where only specific officers can view it.

Once you have uploaded a document, you can download the document, change access restrictions, and/or delete the document by going to the " Documents" section and clicking on the edit icon next to the document you would like to change.

Emails and the Wall

It is easy to keep in contact with your members using The HUB. You can send email notifications right from your group's page. All you need to do is click the "Roster" tab and then click "Manage Roster." You can then choose members to send a message to or send a message to all members using the buttons above the roster.

You can also send a message to members you have previously invited to join the group, and to members who have requested to join your group to explain any other necessary steps they should take to join.

In addition to emails, your group can stay in contact by using the "Wall" feature on your group's Home Page. Things posted on the "Wall" will only be visible to members of your organization. Additionally, some of the information posted on the wall may be aggregated in your members' "Campus Feed" on the Lehigh HUB Home Page.

News Articles

Another way to publicize events, surveys, elections, forms, etc. to your group and to the whole school is to create a news article.

Creating a news article is extremely easy. Just click on "Post News Article" button, which can be found above the "Wall" section on your group's Home Page.

You can then input a title and summary for your article and type what you want your news story to say in the text box. You can also insert links to forms, surveys, or elections that you created on The HUB.

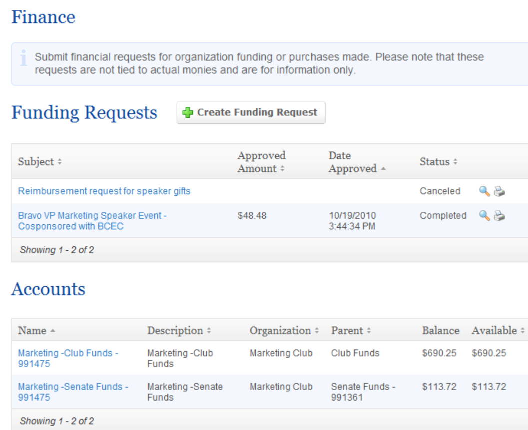
News articles appear on the Lehigh HUB Home Page as well as on your group's page.

Finance on The HUB

The "Finance" section of the HUB is mainly of importance to Student Senate-recognized clubs and organizations. Recent funding transactions and the account balance of each Student Senate-recognized club will be displayed when you click on the "Finance" tab on the club's page. If the club has it's own funds (from dues or some other source), they will also be displayed as a separate item from Senate funding. These account balances are updated regularly as clubs and organizations spend money on club activities.

If you ever have questions regarding your club's balance on The HUB, feel free to contact the Student Senate Treasurer at treasurer@lehigh.edu or Ruby Scott, the Student Clubs Accounts Coordinator at rls304@lehigh.edu.

The Finance section also allows you to submit funding requests to Student Senate, which is explained below.



Finance

Submit financial requests for organization funding or purchases made. Please note that these requests are not tied to actual monies and are for information only.

Funding Requests   Create Funding Request

Subject	Approved Amount	Date Approved	Status
Reimbursement request for speaker gifts			Canceled
Bravo VP Marketing Speaker Event - Cosponsored with BCEC	$48.48	10/19/2010 3:44:34 PM	Completed

Showing 1 - 2 of 2

Accounts

Name	Description	Organization	Parent	Balance	Available
Marketing -Club Funds - 991475	Marketing -Club Funds	Marketing Club	Club Funds	$690.25	$690.25
Marketing -Senate Funds - 991475	Marketing -Senate Funds	Marketing Club	Senate Funds - 991361	$113.72	$113.72

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Submitting a Funding Request

Before you submit a funding request, you should carefully look at your copy of the Student Senate budget that your club's officers submitted last year. This can be found in the Student Senate Budget folder in the Documents section. You will want to make sure that the event you are trying to request money for is not already included in your budget. If it is included, you cannot request more money for the same event, unless you are co-sponsoring with another group.

To submit a request to Student Senate for more funding for a co-sponsored event or for a new event, go to the Finance section on your group's page, and click the "Create a Funding Request" buttons. This will take you to a form for you to fill out regarding your funding request. Fill out the form, making sure that the itemized costs are equal to the total amount you request. Also, make sure to specify whether your request is a New Event request or a Co-Sponsorship request, and that you are requesting the funding from the appropriate Senate account.

The more detail you give Senate, the more likely you are to receive funding.

Senate Funding Procedure

After you submit a funding request, the request is accessible to the Student Senate Treasurer. The Student Senate Treasurer will bring the funding request to the Senate Allocations Committee for discussion and preliminary approval. The Allocations Committee will determine an appropriate and feasible funding amount based on the amount requested, what items are approvable (for information about approvable items, go to http://www.lehigh.edu/senate/allocations/2010-11/Allocations_Guidelines_2010-2011_final.pdf), the impact of the event on campus involvement, and the amount of money left to distribute.

After the Allocations Committee determines a funding amount for each event request, all requests are taken to Full-Senate for approval by all Senators. Full-Senate meetings are held on alternating Tuesdays. Thus, it is important to submit event requests at least two to three weeks in advance of the event you are planning to host.

The Senate Treasurer will update the status of your request on The HUB as it travels throughout the Senate funding process.

This guide is brought to you by the Office of Student Activities.

OFFICE OF Student Activities

Questions?

Contact hub@lehigh.edu or call the Office of Student Activities at (610) 758-6670.