

GARNET GATE

QUICK GUIDE



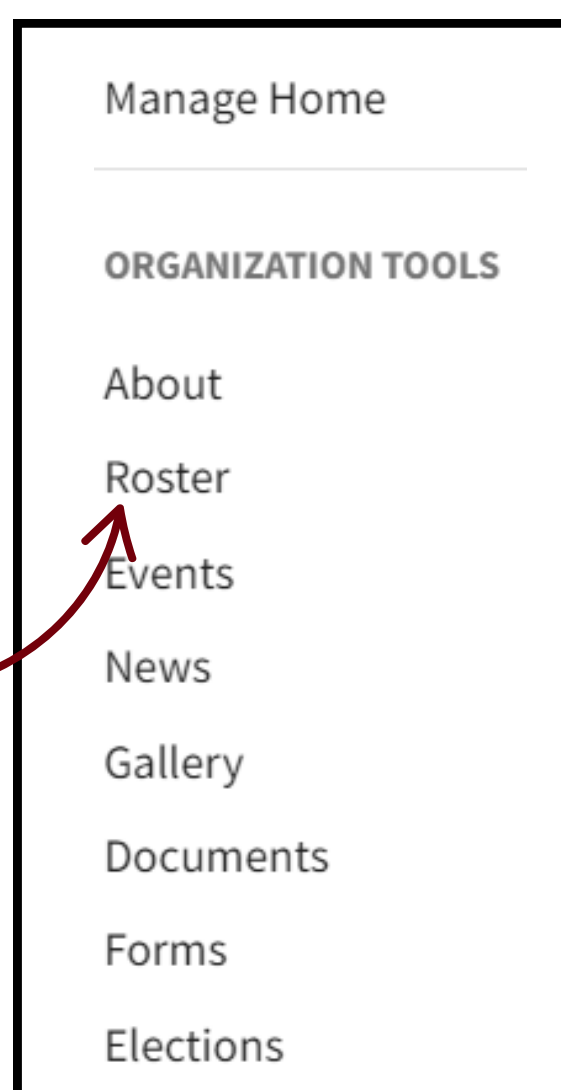
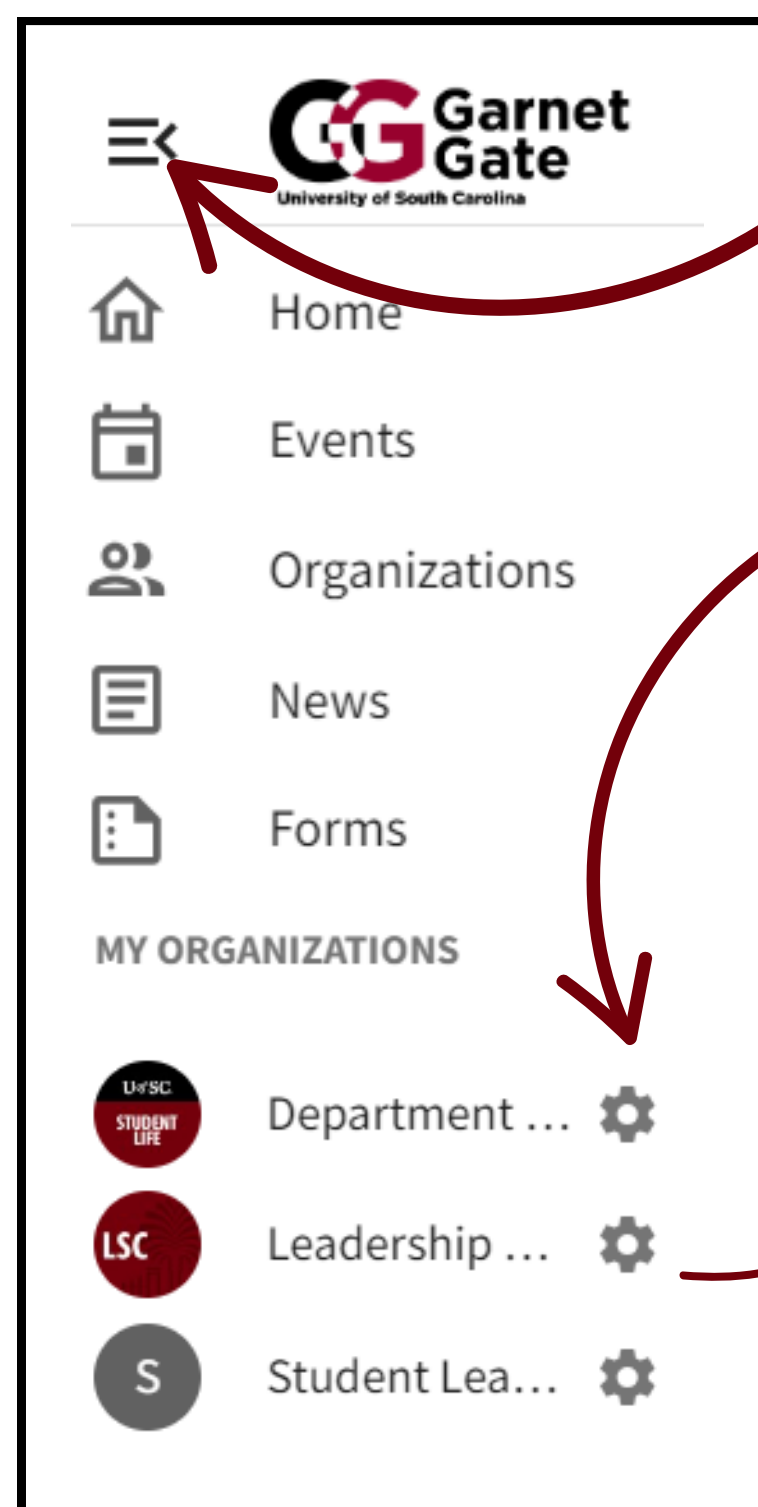
UPDATING YOUR ROSTER

An updated roster impacts the ability of members to reserve space on campus, be recognized by the University as a member of the organization, and receive important communications through Garnet Gate.

Step by Step:

From the Garnet Gate homepage, click the stack on the top left to expand the menu.

Then, click on the cog next to the organization name to quickly navigate to different tools.



➤➤➤ Select Roster

You can invite people to join the organization. Use USC emails since that's associated with Garnet Gate.



These will then show on the Pending roster.



Prospective members can click Join on the organization homepage to let organization leaders know they want to join.

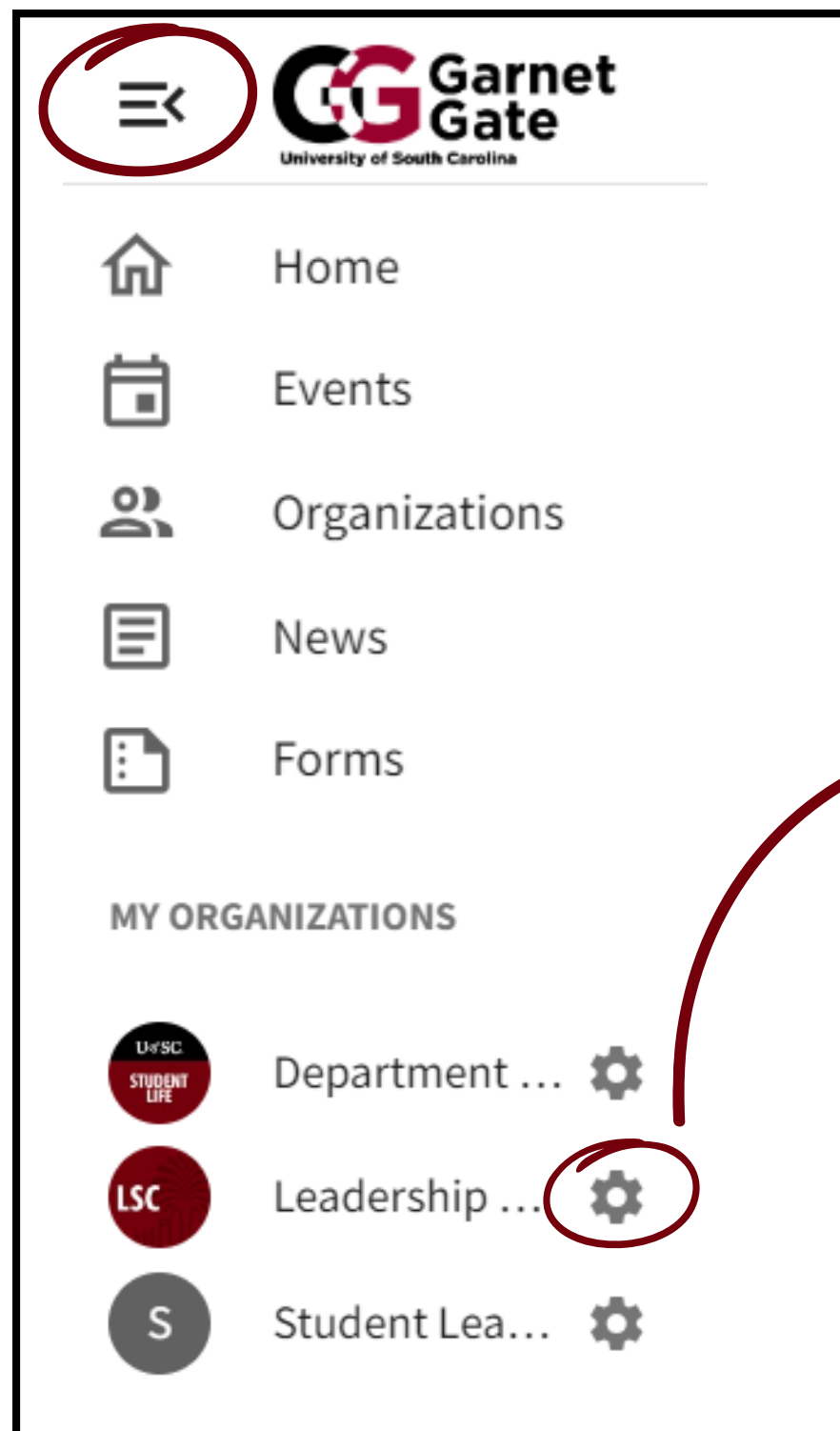
JOIN

In this example, 13 students are waiting for a response to their membership request.

TRANSITIONING OFFICERS


When leadership teams change, it's important to update the officers.


Step by Step:






Select Roster

In this example, Sir Big Spur is graduating and Cocky has been selected as President.

Start with removing positions from users who are ending their term with the  icon. If someone has graduated or is no longer active in the organization, click the box next to their name and then select end membership.

Use the  next to Sir Big Spur to uncheck the President position. Since Sir Big Spur is graduating, we will also end their membership.

Select	First Name	Last Name	Positions
<input type="checkbox"/>	Sir Big	Spur	President 
<input type="checkbox"/>	Cocky		Vice President 

Cocky has been elected as the incoming President. Use the  to uncheck Vice President and then select President.



Usually, the President is also listed as the Primary Contact for the organization. In this case, we would need to update the Primary Contact before removing Sir Big Spur from the organization.

Manage Positions

Cocky

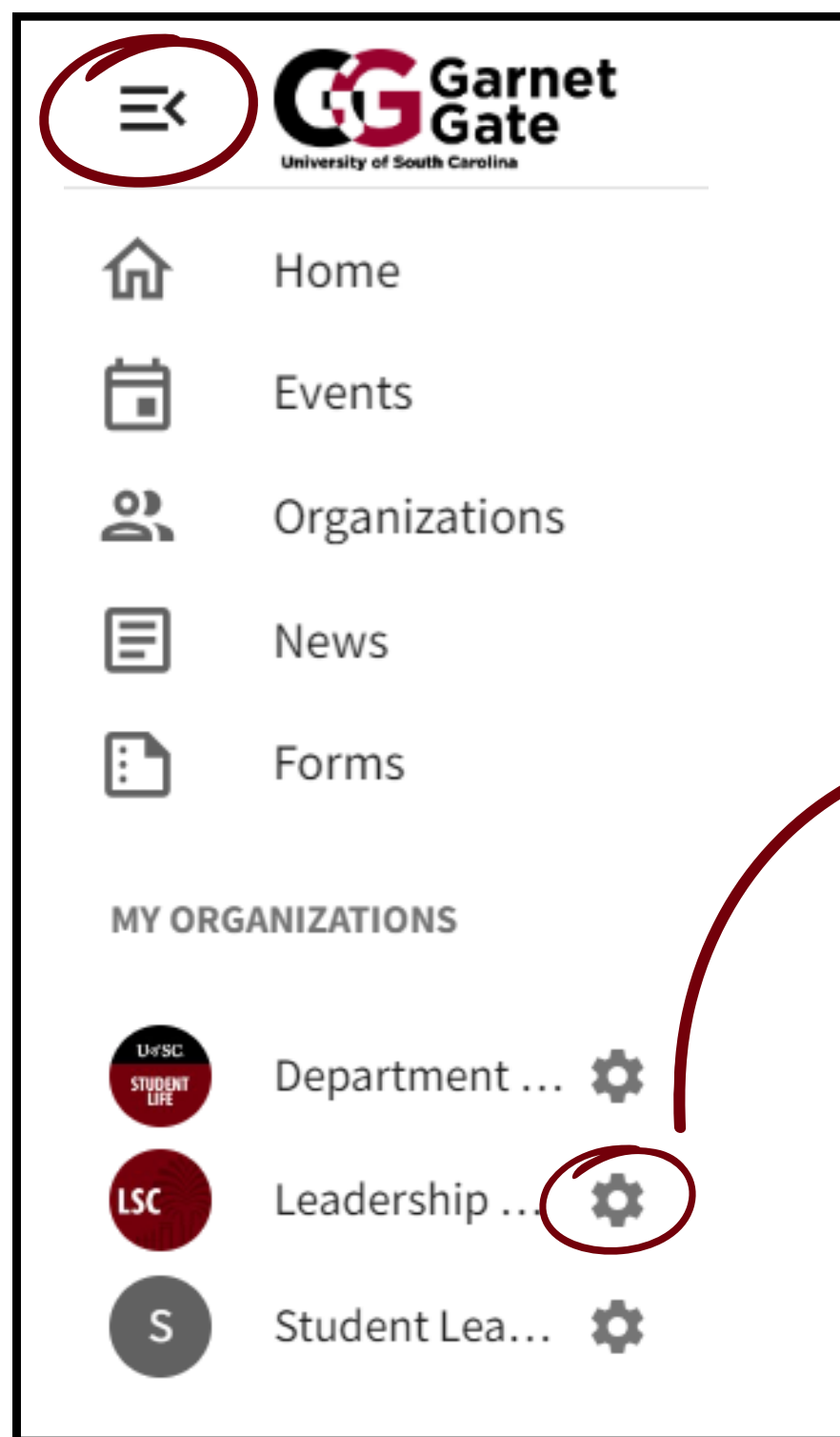
- Advisor
- Member
- Officer
- President
- Vice President
- Primary Contact

If you are graduating or leaving the organization, remove yourself last so that you don't lose roster editing privileges.

ADDING/EDITING POSITIONS

Garnet Gate makes it easy to add a new position to the organization.

Step by Step:



Select Roster

 **MANAGE POSITIONS**

At the top of the page, click on Manage Positions.

Positions can be added, edited, and be granted management access. Currently, positions **cannot** be deleted.



+ POSITION

Name	Template	Type	Status
Advisor	Organization Created	Faculty/Staff	Active
Community Service Chair	Organization Created	Officer	Active
Marketing Chair	Organization Created	Officer	Active
Member	Member	Member	Active
Officer	Officer	Officer	Active
President	President	Officer	Active
Primary Contact	Primary Contact	Member	Active
Public Outreach Chair	Organization Created	Officer	Inactive



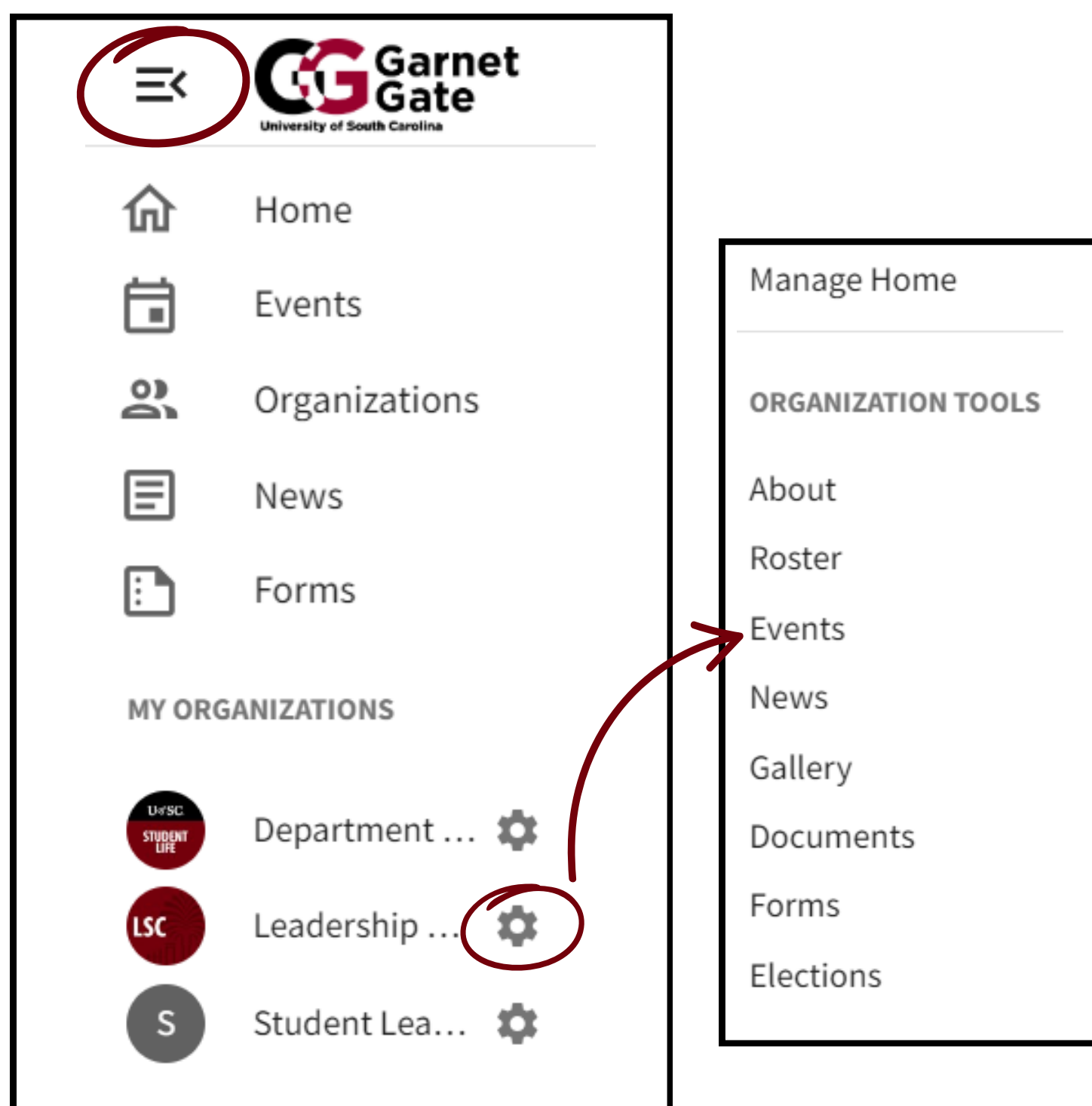
Organizations can specify position types and names to match their needs

ADDING AND EDITING EVENTS

Posting events on your organization's Garnet Gate page is an easy way to keep your members up to date. You can also share events with the Gamecock community so that potential new members can see what fun events your organization is hosting! This feature can be particularly useful if you're hosting an open house, meet and greet, or recruitment event.

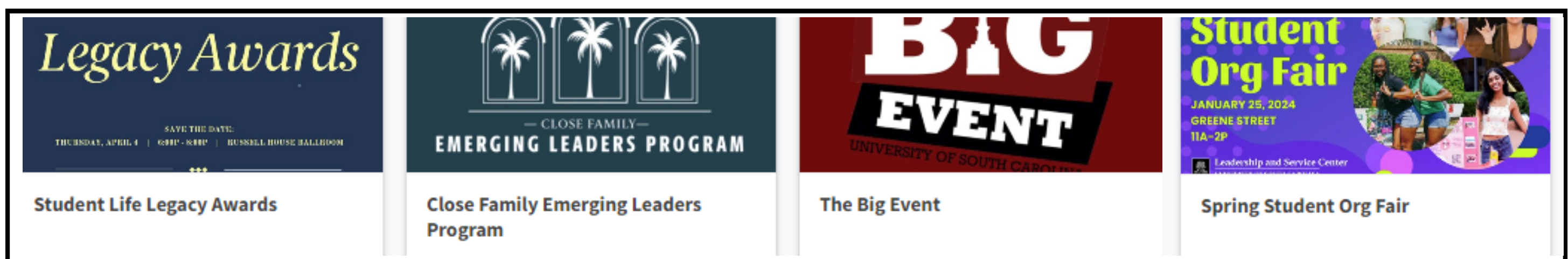
Step by Step:

➤➤➤ Select Events



CREATE EVENT

1. Complete all required fields
2. Set the visibility: events can be just for those invited, the organization, or open to all students
3. Always include a photo! It will help your event stand out!
4. Include the [25Live](#) space confirmation



- You can make different privacy settings for different events. For example, you can set some events to just be open to the members of the organization. You can still post about the fun your members have at these events by adding an article on Garnet Gate or by highlighting it on your organization's social media.
- If you're hosting an event with food or that is off campus, utilize the RSVP questions to ask about dietary restrictions, transportation, or anything else you might need to know!

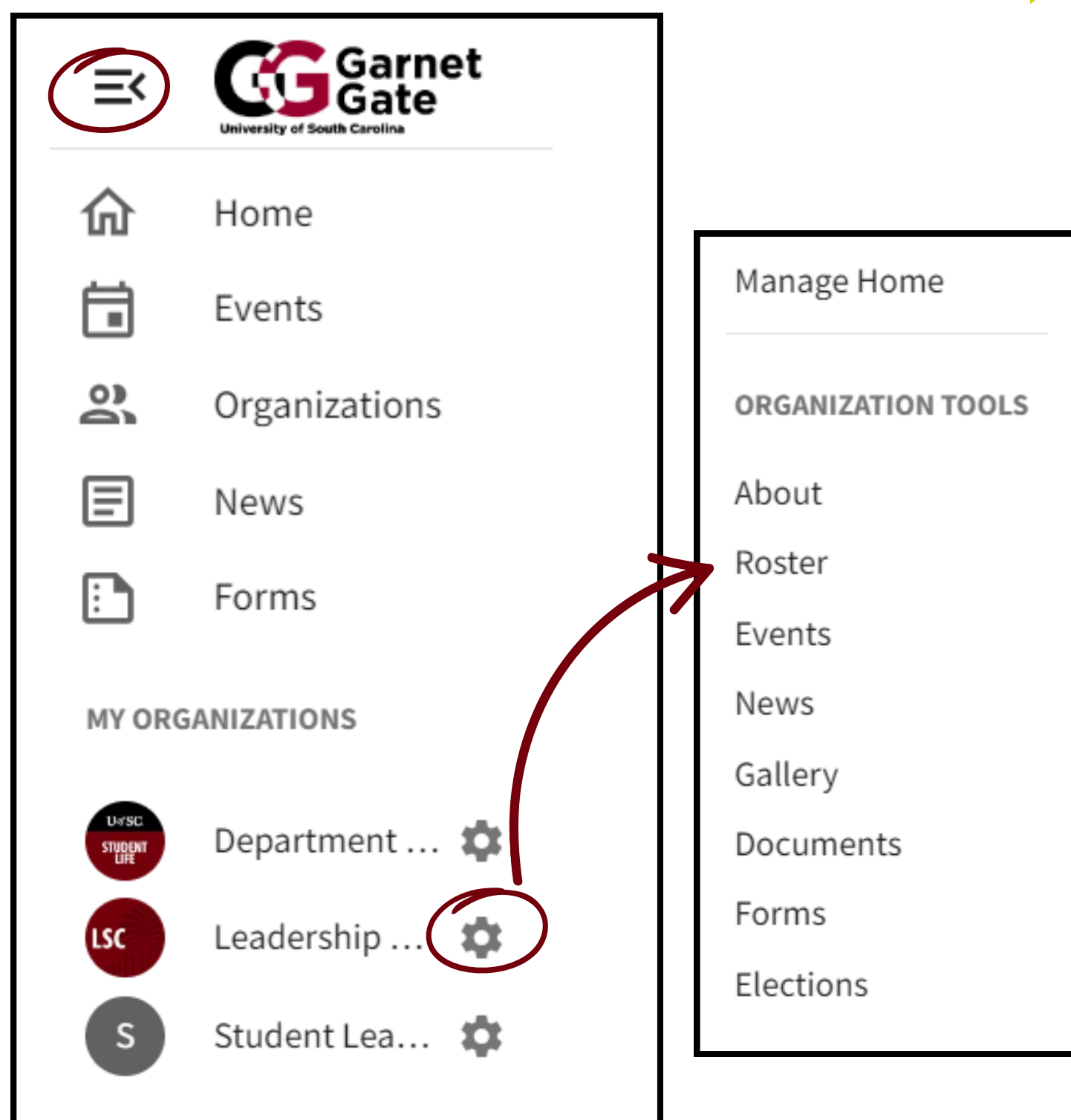
COMMUNICATING THROUGH GARNET GATE

Use message relays to send information to your organization members. You can also send a message to certain groups of people (all officers, all members of a certain committee, all new members, etc.) through the “And/Or these specific” option. Be sure your roster is updated for this feature to work!

Step by Step:



Select Roster



At the top of the page, click on Messaging.

Click on the **+** to start a new message.



With Messaging, you have the option to send messages to all members, just officers, or those in specific positions.



Create Message Relay

Title*

Select Recipients*

Send to members holding these

Position

- Advisor
- Member
- Officer
- President

And/Or these specific

Search Members

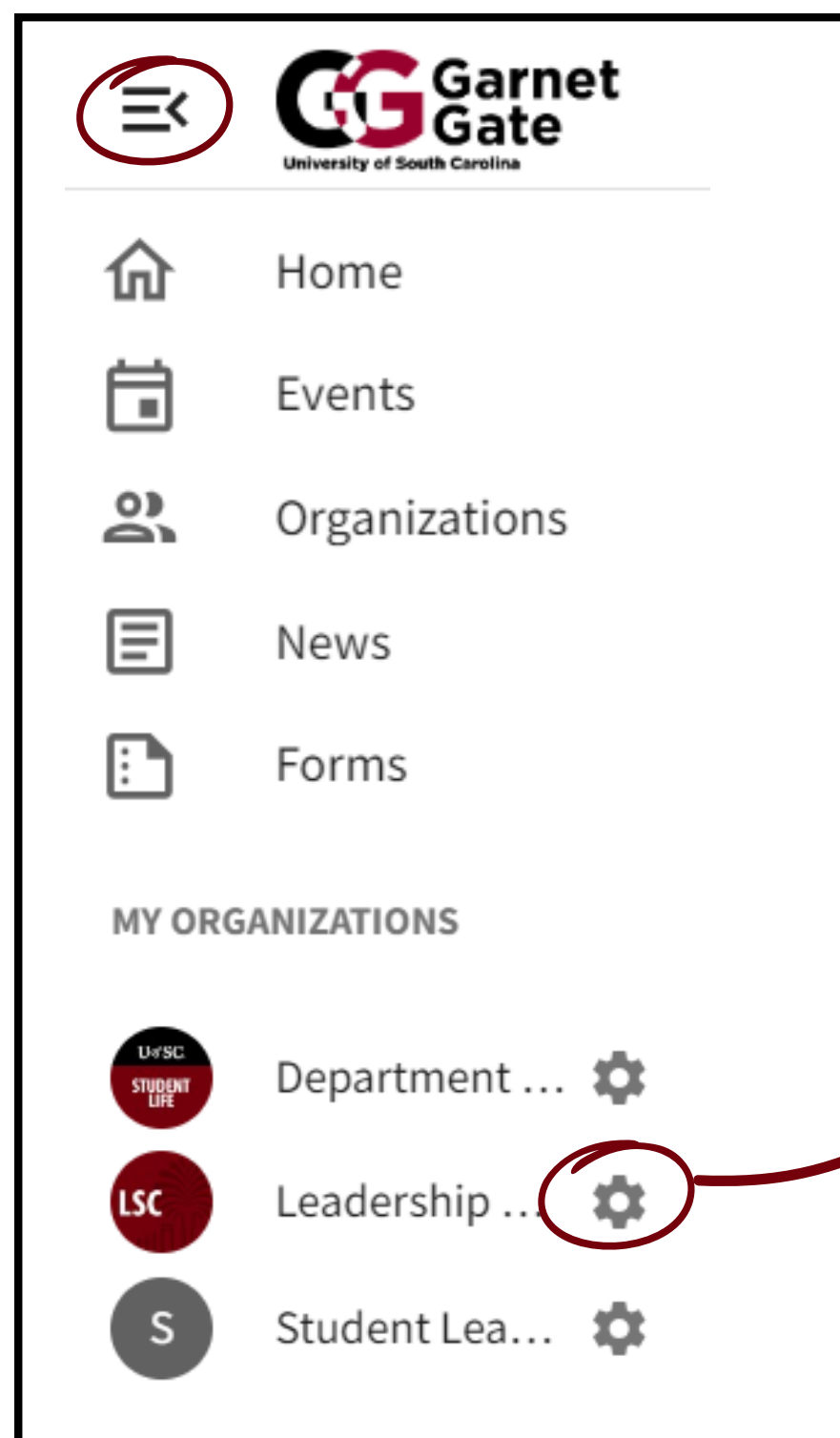
Cocky
Sir Big Spur

CREATE

ADDING NEWS POSTS

The News (articles) tool functions similarly to a blog post and is great way to give potential members a peek into the community, spirit, and fun your organization has to offer; keep it as updated as you can!

Step by Step:



Select News

At the top of the page, click Create Article.

CREATE ARTICLE

Add all the necessary information and upload a graphic!

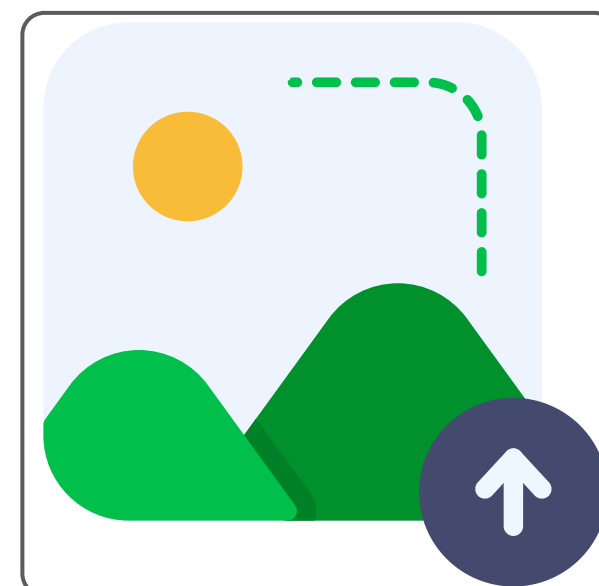
Create News Article

Title*

Summary*

Body*

CREATE ARTICLE



Avoid text in the image for accessibility.

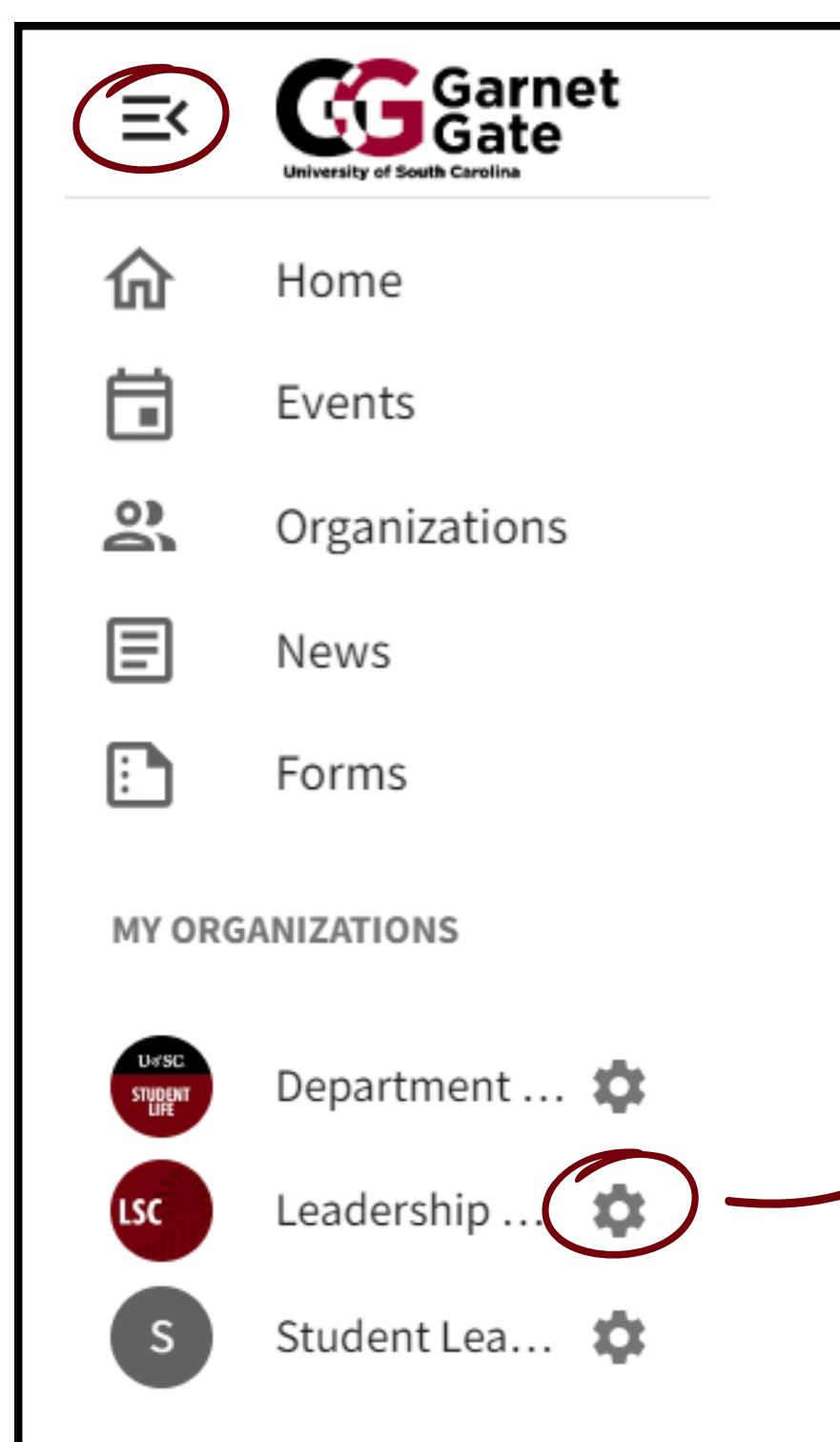
Visibility

Public
Institution
Organization
Private

UPDATING THE GALLERY

Photos are a great way to show off the exciting things your organization has done! Gallery photos will be showcased at the top of your organization's public-facing page.

Step by Step:



Select Gallery

At the top of the page, click Create Album.

CREATE ALBUM

Add the album name, description, and visibility.



Add photos to the organization's homepage with ease



Album Cover

Setting a photo as the album cover will make that photo the face of the album within the album gallery page.



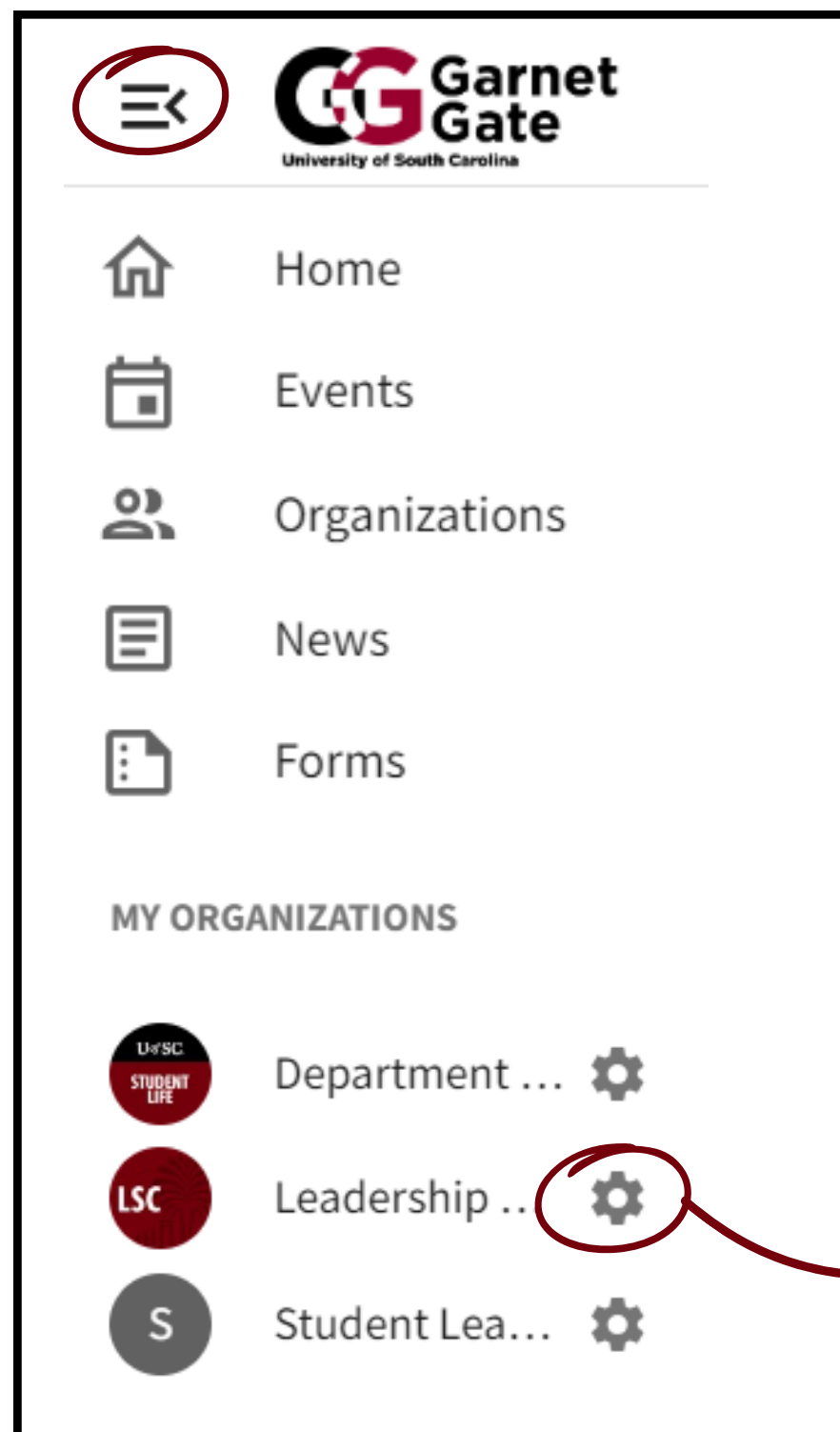
Featured Photo

Featured photos will appear in the gallery preview area of an organization's home page. They will appear in randomized order.

RUNNING ELECTIONS

Host upcoming elections within Garnet Gate! With an updated roster, everyone in the organization can access the election.

Step by Step:



➤➤➤ Select Election

At the top of the page, click Create Election.

CREATE ELECTION

Identify the name of the election and include any instructions.



Name* (ex. Leaders in the LSC 2025 Election)

Include Instructions

Additional Instructions

Active

Start Date and Time

3/1/2025 01 30 PM

4/1/2025 01 30 PM

Display an alert on the organization homepage when the election is active and voting is open

Only allow users listed on the roster of this organization to vote

SAVE



RUNNING ELECTIONS

Navigate back to the Elections tab and click on the name of the election you're running

Name	Start Date	End Date	Action
Leaders in the LSC 2025 Election	3/1/2025	4/1/2025	Publish

PROPERTIES

BALLOTS

RESULTS

PUBLISHING OPTIONS



+ CREATE BALLOT

Give the ballot a title (position name, ex. President) and press save

Add New...

Select the type of ballot you want



Check Box List
Multiple answers to question (Choose several)

Radio Button List
Single answer to question (Choose one from few)

Text Field
User generated answer (Fill in the blank)

Instructions
User generated answer (Fill in the blank)

Ranking
Prioritize multiple answers

Make a separate ballot within the same election for each position

Name	Start Date	End Date	Action
Leaders in the LSC 2025 Election	3/1/2025	4/1/2025	Publish

PROPERTIES

BALLOTS

RESULTS

PUBLISHING OPTIONS



President
Vice President
Treasurer



RUNNING ELECTIONS

PROPERTIES

BALLOTS

RESULTS

PUBLISHING OPTIONS



Display an alert on the organization homepage when the election is active and voting is open



You will also have access to a URL to encourage others to vote in the election!

View the results of the election by clicking on Results

Name	Start Date	End Date	Action
Leaders in the LSC 2025 Election	3/1/2025	4/1/2025	Publish

PROPERTIES

BALLOTS

RESULTS

PUBLISHING OPTIONS



Show percentages based on:

- The total number of votes cast
 The total number of voters



↓ EXPORT ALL VOTES

↓ EXPORT ALL VOTERS



Quickly and easily download the results into useable data that can be shared with members!