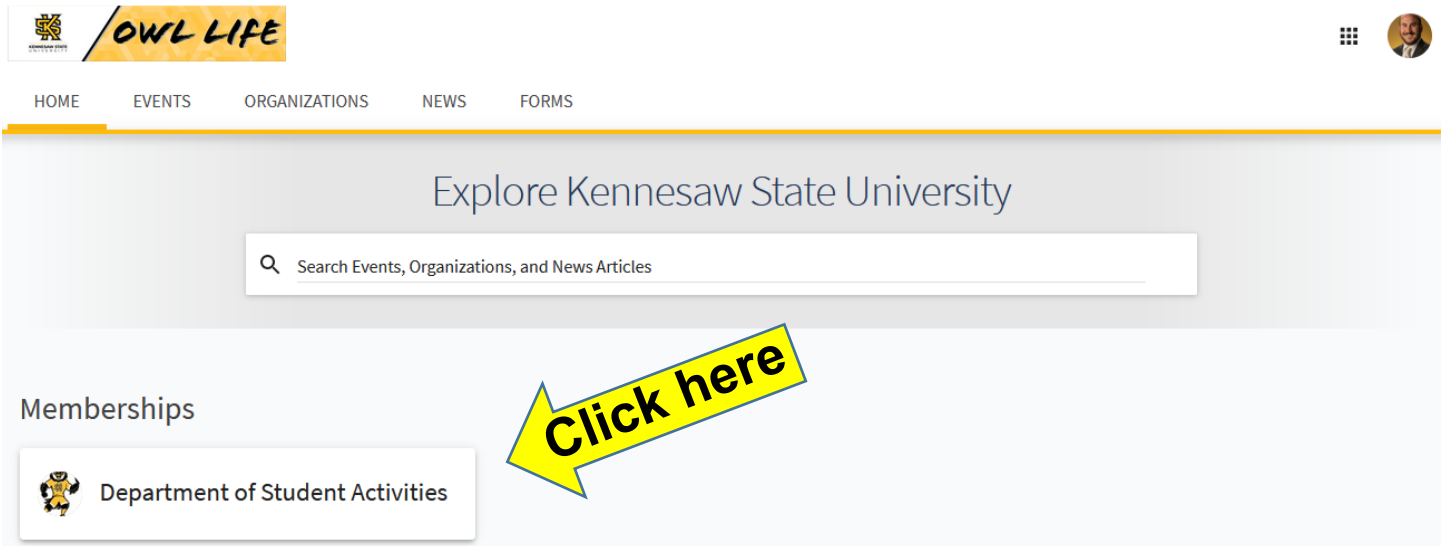


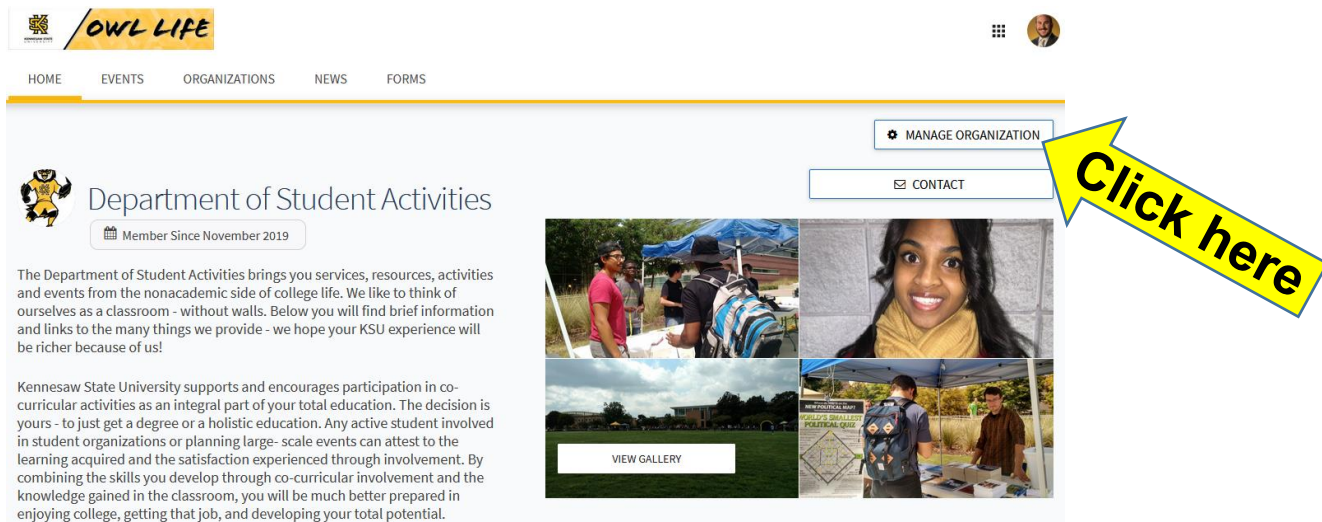
Managing a Student Organization Roster in Owl Life

1. Log in to Owl Life at owllife.kennesaw.edu with your Net-ID and password.

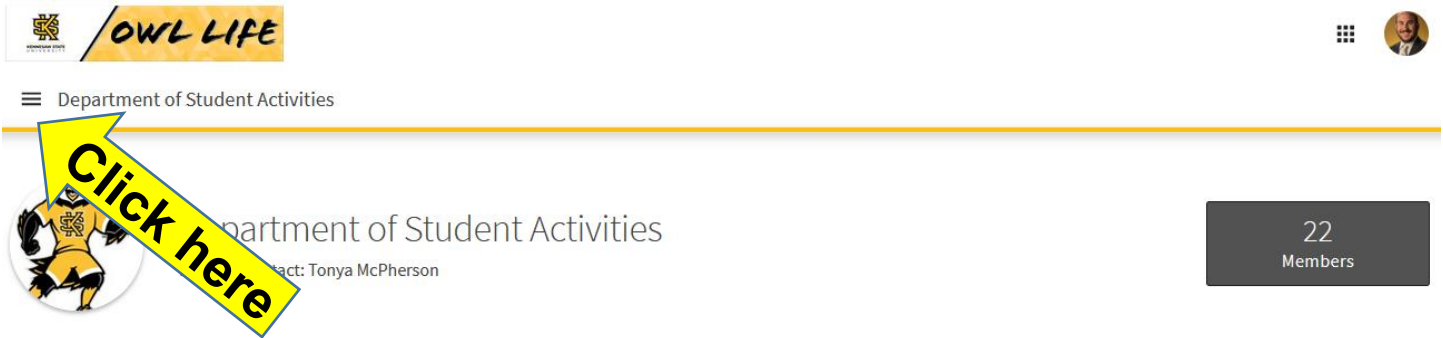
2. Scroll down to the “Memberships” section and click on the name of the organization you want to manage.



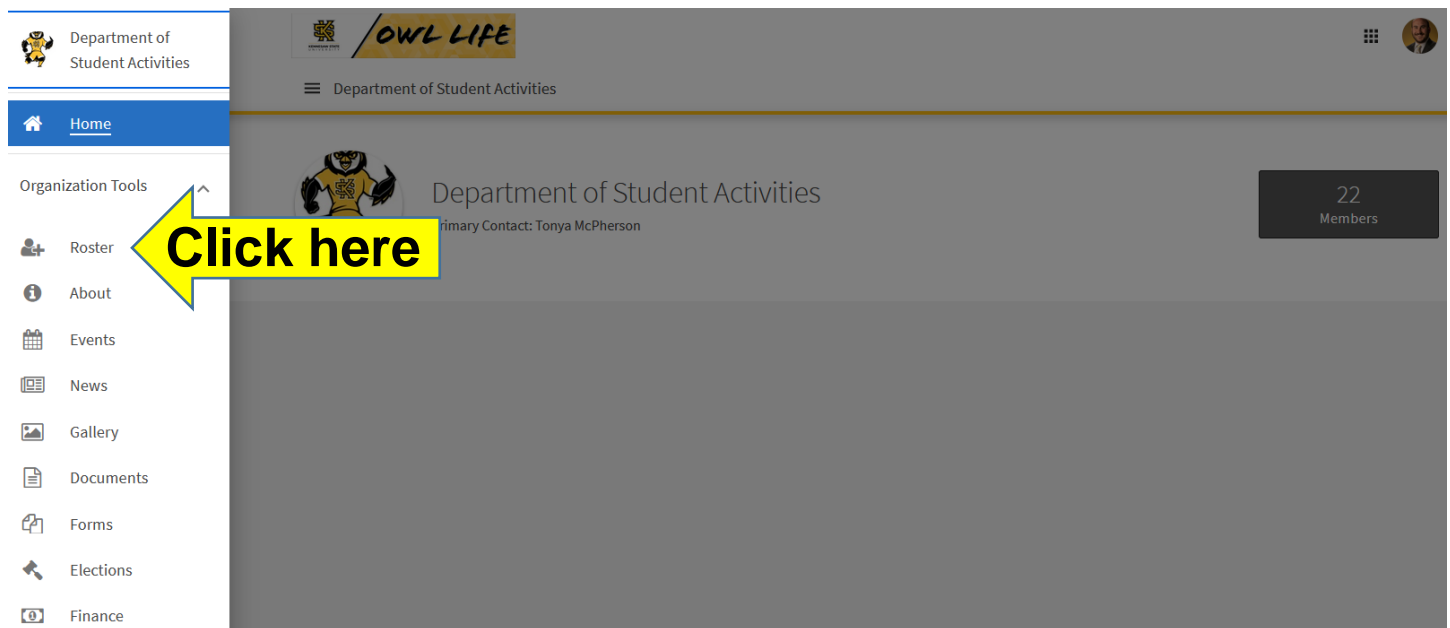
3. Once you are on the organization’s page, click the “Manage Organization” button in the top right corner.



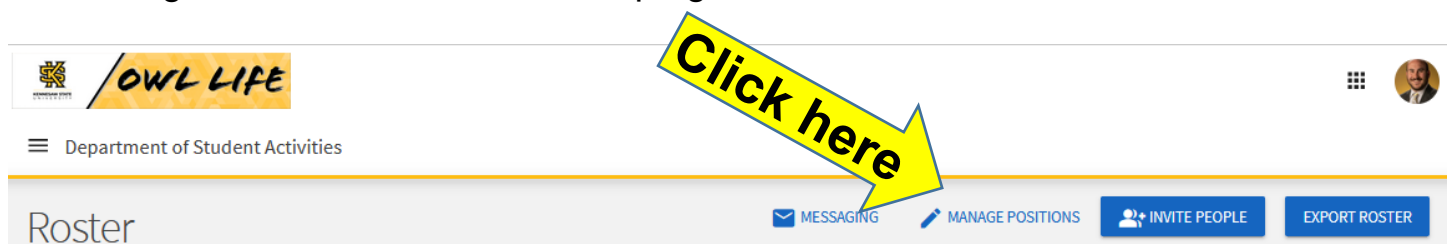
4. Another tab will open. Click on the three horizontal bars in the top left corner.



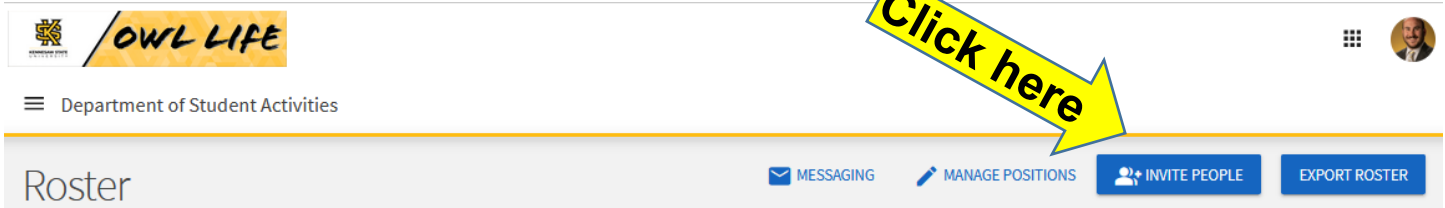
5. From the drop-down menu, select "Roster."




6. To create new positions or manage the settings of current positions, click on the "Manage Positions" button in the top right.

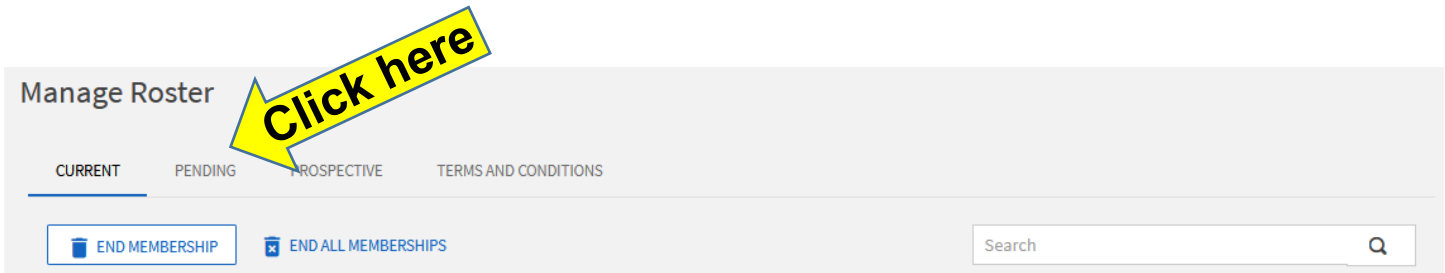


7. To invite people to your roster, click the blue “Invite People” button.

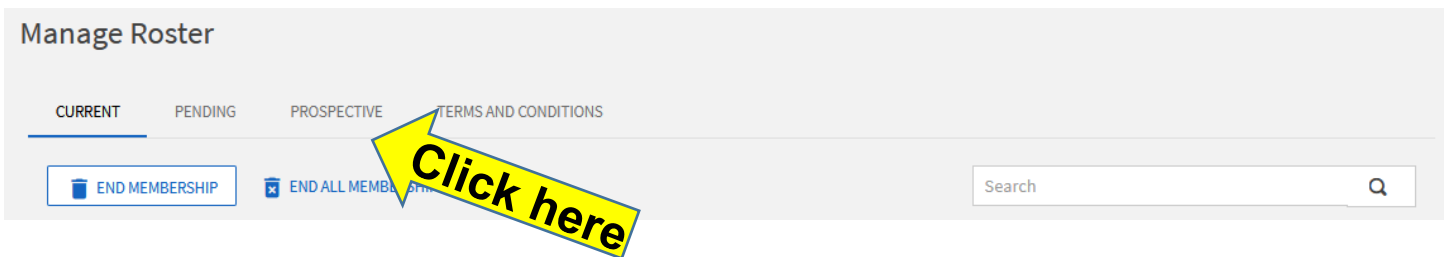


8. To assign a member to a position, click on the pencil icon  next to their name. Please note that only Student Activities staff member can assign the President, Reservation Delegate, Treasurer, or Advisor positions; to update these positions, please submit an Officer/Advisor Update Form found on the Student Activities website.

9. To see a list of people who have been invited to join your roster, click “Pending” under the “Manage Roster” section.



10. To see a list of people who have requested to join your roster, click “Prospective” under the “Manage Roster” section.



11. To message individuals within your organization, click on the “Messaging” button in the top right and follow the prompts. (You may also see: “Messaging Members of Your Organization Roster in Owl Life” Resource Guide).



If you have any questions, please email studentactivities@kennesaw.edu.

