Purpose
The purpose of the Old Dominion University online student organization rosters is to allow student organization officers a convenient means to review and manage their student organization and membership information.

Logon
The online student organization rosters logon page is linked off of the Office of Student Activities & Leadership (OSAL) website. Enter your organization ID and password, which can be obtained by stopping by the OSAL during normal business hours located in 2122 Webb Center. Click “Submit”.

Main Menu
The organization roster main menu offers links to perform basic functions associated with viewing and maintaining student organization and membership information.
Roster Maintenance
Roster maintenance can be conducted by clicking on the main menu item “View/Print Roster Contact List”. This option presents a table with a **list of current members** sorted alpha by last name. The list includes the member’s phone number, email address, and any officer or special positions held (indicated by a “Yes” in the associated column).

In the example below, Ms. Berkley is the Vice President of Psi Chi. The other 2 students do not have a “Yes” in any column, indicating they are general members.

There should be **one row for each person** in your organization. If a name is listed 2 or more times, this indicates the student has 2 or more current Membership Status Records. This should be fixed (explained on page 3).

To **update member information and status**, click on the member’s name in the table shown above. The example below shows the member’s general contact information and status. To change information on this page, update the information and click the “Update” button. To completely **remove a member from your roster**, put a check in the “Inactive” check box, and click “Update”. This will remove the student from the roster list shown above.

To see details of Ms. Berkley’s membership, click “Membership Status Records”. Use this to fix duplicate records/rows in the membership list shown above.

Note that Ms. Berkley is an active member.
To reactivate a member, from the roster main menu, click “Inactive Member List”. This will show you a list of inactive members, alpha by last name. Click on the member’s name you want to activate. Take the check out of the “Inactive” check box (shown above) and click the “Update” button. The member will now be back on your active roster, but will not have a current membership status record. You should now add a membership status record by clicking “Membership Status Records” and then “New Membership Status”. See details below on membership status records.

Membership Status Records show the history of a member’s participation in the organization. For example, a student may start out as a general member. The following year she may become the Vice President, and the year after the President. In this example, the student would have 3 membership status records, one for each membership status she had with the organization (general member, VP, and President). Prospective employers may want to see this progression of responsibility/leadership taken by the student during her time at ODU. This is shown in the student’s cocurricular transcript.

There should be only one membership status record with a blank End Date, that is, only one current record. When there are 2 or more membership status records with a blank End Date, there will be duplicate records in the roster table shown on page 2. To fix this, put an end date in each old membership status record, indicating the date on which the student ended that position/status with the organization. The one current membership status/position will of course have a blank end date because the student is still in this status/position. The one membership status record with the blank end date will show in the membership roster table as indicated on page 2.

In the example below, Ms. Berkley has one membership status record. She joined Psi Chi as the Vice President on February 24, 2005. You know she is currently the VP because the “End Date” is blank for this record. If there were more than one membership status record, they would be sorted from the most recent record to the oldest (or first) status with the organization.

Add a new membership status record.

Ms. Berkley became a member of Psi Chi as the VP on 2/24/05.

This is the current membership status because there is no end date yet.

Ms Berkley has no history with Psi Chi. There is only one membership status record.
Click “New Membership Status”, indicate what officer position or status the member holds (or leave blank if a general member), and click the “Add” button. In the example below, a new membership status of President is added.

After the President membership status is added, there are 2 status records for Ms. Berkley. The current date (in this case April 14, 2006) is automatically inserted as the begin date. Click “Next” to go to the older, VP membership status record, type in the current date for the end date, and click “Update.”

The old status now gets an end date, which is usually the begin date of the new/current membership status. Enter the end date and click “Update.”

Use the navigation bar to move between membership status records. Ms. Berkley has 2 status records.
NOTE: In the example above, there would be 2 membership status records on the current organization roster for Ms. Berkley, until April 15, 2006. The roster table (illustrated on page 2) will show member status records up to and including the current day. In this example, on April 14, 2006, the President status will be one row on the roster table because the end date is blank and the start date is equal to the present date. The VP status will be a second row in the roster table on April 14, 2006 because the end date of this status is April 14, 2006 and the roster shows statuses up to and including the current date. On April 15, 2006, however, the VP member status will be removed from the roster table. To remove the VP status from the roster table on the day the President status is added, put an end date of April 13, 2006 for the VP status (ending the VP status the day before the current date of the 14th).