Introduction to myInvolvement

Staff User Help Guide

Created August 2016
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WELCOME TO THE MYINVOLVEMENT USER HELP GUIDE

This manual will guide you through the basics of myInvolvement – what it is, who uses it, and how it can support your programming.

INTRODUCTION TO MYINVOLVEMENT

WHAT IS MYINVOLVEMENT?

myInvolvement is Simon Fraser University's “one-stop-shop” for on-campus engagement activities. This platform is a tool for students to discover, explore and apply for opportunities, and it should be their first resource for getting involved. At the same time, myInvolvement serves as a posting board for staff to share and promote their programs and events, with the goal of increasing the availability and knowledge of involvement opportunities with the SFU community.

Students may use myInvolvement to:

- Apply or register for SFU-based leadership programs, paid opportunities, and volunteer positions
- Register for campus events and conferences
- View their Co-Curricular Record (CCR)

Staff may use myInvolvement to:

- Promote faculty/department-focused programs and events
- Recruit students for on-campus opportunities
- Manage applications and schedule interviews
- Utilize the appointment-booking system to facilitate appointments related to your program
- Post campus events and conferences
1. NAVIGATING MYINVOLVEMENT

This section provides you with an overview of the main features in myInvolvement. After completing this section, you should be accustomed to the layout of each module, understand their functions, and navigate confidently within the platform.

1.1. LOGIN PAGE [WWW.MYINVOLVEMENT.SFU.CA]

myInvolvement is your resource for on-campus engagement opportunities at SFU. Once you log in, you will be able to:
- Register for upcoming personal and professional development programs
- Explore current on-campus opportunities, both paid and volunteer
- Sign up for a consultation to learn about getting involved on campus

1.1.1. Creating a New Account

If you are new to myInvolvement, you need to create an account. Creating an account is a two-step process:

Step 1:
1. Click on “Account Registration” and complete the form
2. You will receive an email once the form has been submitted

Step 2:
1. Follow the link in the email to access the Confidentiality Agreement Form
2. Complete the form and send it by email to myinvol-admin@sfu.ca

Please allow 2-3 business days after you have submitted the Confidentiality Agreement Form for the Admin Team to activate your account. Once activated, you will receive a final confirmation email regarding your access to myInvolvement.
1.1.2. Logging In

i. Click on Staff / Faculty Login

ii. Login in with your SFU Computing ID and the password you created for myInvolvement

OR

1.1.3. Reset My Password

If you are an existing user and have forgotten your password, click on the link found in the Staff / Faculty Login page and follow the instructions to reset your password.
1.2. OVERVIEW OF THE DASHBOARD

The Dashboard is also known as the homepage. You will always begin here after you log in.

<table>
<thead>
<tr>
<th>Number</th>
<th>Area</th>
<th>Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Navigation Menu</td>
<td>The Navigation Menu allows you to easily navigate through the modules (Opportunities, Events, Appointments) and its components on myInvolvement.</td>
</tr>
<tr>
<td>2</td>
<td>Breadcrumb</td>
<td>Shows you where you are located within the platform so you can easily go back to previous pages.</td>
</tr>
<tr>
<td>3</td>
<td>Tabs</td>
<td>Quickly view data relevant to your own postings, applications, and interviews that you have saved.</td>
</tr>
<tr>
<td>4</td>
<td>Your Upcoming Schedule</td>
<td>Items listed in Your Upcoming Schedule tracks upcoming Events that you have created.</td>
</tr>
</tbody>
</table>

1.2.1. Updating Your Account Profile

You may edit the following fields in your Account Profile:

- Password
- First Name
- Last Name
- Position Title
- Phone Number

To save your changes, press Save on the bottom of the page.
1.3. OVERVIEW OF THE OPPORTUNITIES MODULE

The Opportunities Module is where you will find and post current opportunities and programs.

<table>
<thead>
<tr>
<th>Number</th>
<th>Area</th>
<th>Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Getting Involved: Current Opportunities</td>
<td>A posting board of on-campus opportunities (one-time, short-term, long-term; paid, volunteer) that are currently recruiting for students. This is the most visited page on myInvolvement by students and staff.</td>
</tr>
<tr>
<td>2</td>
<td>Career and Leadership Development</td>
<td>Programs involving cohorts or regularly scheduled sessions that are related to personal and/or career development for undergraduate students. Students visit this page to register for such programs.</td>
</tr>
<tr>
<td>3</td>
<td>Student Ambassador Program</td>
<td>Students visit this page to register for the Student Ambassador Program.</td>
</tr>
<tr>
<td>4</td>
<td>Grad Students and Postdocs</td>
<td>Opportunities and programs specifically for graduate or postdoctoral students.</td>
</tr>
<tr>
<td>5</td>
<td>Conference Opportunities</td>
<td>Upcoming conference opportunities related to student leadership and/or engagement.</td>
</tr>
<tr>
<td>6</td>
<td>Funding Opportunities</td>
<td>Information about funding for on-campus, student-led events.</td>
</tr>
</tbody>
</table>

1 https://www.sfu.ca/students/get-involved/ambassador-program.html
The Events Module is where you will find and post upcoming engagement events at SFU.

### 1.4. OVERVIEW OF THE EVENTS MODULE

<table>
<thead>
<tr>
<th>Number</th>
<th>Area</th>
<th>Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Add an Event</td>
<td>Post a Simple Event or an Advanced Event (detailed information below).</td>
</tr>
<tr>
<td>2</td>
<td>View</td>
<td>Choose between Calendar View (shown above) and List View.</td>
</tr>
<tr>
<td>3</td>
<td>Event Category</td>
<td>Select or deselect event categories that appear on your Event Calendar.</td>
</tr>
</tbody>
</table>

#### 1.4.1. Simple Event

Creating a Simple Event allows you to set up a simple registration process.

You have the ability to use the following functions:

- Accept registrations and set up a waitlist
- Track and export registrations, cancellations and attendance
- Easily communicate with all registrants through the platform
- Share and direct students to your event by enabling social sharing (Facebook, Twitter, and more)
1.4.2. Advanced Event

Creating an Advanced Event allows you to further configure and customize your registration process to fit your program.

You have the ability to use the following functions:

- Set up registration types (i.e. paying vs. free), different options within the registration types (i.e. different session times), and capacity limits for each option
- Set up and customize registration questions
- Track and export registrations, cancellations, and registration questions
- Easily communicate with all registrants through the platform
- Share and direct students to your event by enabling social sharing (Facebook, Twitter, and more)

1.5. APPOINTMENTS

The Appointments Module is not a feature that is available for Staff / Faculty users at this time. We encourage you to check out the Getting Involved Appointment schedule to understand the capabilities of this module; however, please refrain from booking an appointment.

We are looking to open this module to Staff / Faculty users in the future. If you are interested in learning more, please contact us at myinvol-admin@sfu.ca.

1.6. STAFF RESOURCES

The Staff Resources page contains documents and resources related to myInvolvement for Staff users.

- **SFU User Guidelines**: Provides an overview of guidelines for University Systems users at Simon Fraser University. Last updated June 2013.
- **Confidentiality Agreement Form**: Individuals must submit a completed form prior to using myInvolvement. Contact myinvol-admin@sfu.ca if you would like more information. Last updated January 2013.
- **Staff User Help Guide**: This is your introduction to myInvolvement – what it is, who uses it, and how it can support your programming. You will get an introductory orientation of its many program management modules. This help guide corresponds to Session 1: Core Training - Introduction to myInvolvement. Last updated August 2016.

Please note that we are currently working on additional resources, which will be added to this page as they become available. If you have any questions, please contact the myInvolvement Admin team at myinvol-admin@sfu.ca.
1.7. CONTACT US

You may submit an inquiry or report any technical issues by going to Contact Us. Please allow 2-3 business days for the Admin Team to respond to your submission. For urgent matters, you may contact myinvol-admin@sfu.ca.
2. USING MYINVOLVEMENT

2.1. POST A NEW OPPORTUNITY

i. Navigate to Opportunities → Getting Involved: Current Opportunities

ii. Click on "Post a New Opportunity" and complete the form (* indicates a required field)

Tip: Refer to the guide below when creating your posting.

<table>
<thead>
<tr>
<th>Area</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact Information</td>
<td>The contact information will be auto-filled based on the user account.</td>
</tr>
<tr>
<td></td>
<td>The fields may be edited as needed.</td>
</tr>
<tr>
<td>Area</td>
<td>Description</td>
</tr>
<tr>
<td>------------------------------------------</td>
<td>-----------------------------------------------------------------------------</td>
</tr>
<tr>
<td>In which term does your opportunity begin</td>
<td>Select which term your opportunity commences.</td>
</tr>
<tr>
<td>Opportunity Type</td>
<td>Select one of the following that best describes your opportunity:</td>
</tr>
<tr>
<td></td>
<td>i. Community Building</td>
</tr>
<tr>
<td></td>
<td>ii. Leadership Development</td>
</tr>
<tr>
<td></td>
<td>iii. Paid Co-Curricular Experience</td>
</tr>
<tr>
<td></td>
<td>iv. Peer Education</td>
</tr>
<tr>
<td></td>
<td>v. Peer Mentorship</td>
</tr>
<tr>
<td></td>
<td>vi. Student Ambassador Program</td>
</tr>
<tr>
<td></td>
<td>vii. Volunteer Experience</td>
</tr>
<tr>
<td></td>
<td>viii. Other: ________________________</td>
</tr>
<tr>
<td>Opportunity Title</td>
<td>Enter the position / job title.</td>
</tr>
<tr>
<td>Faculty / Department</td>
<td>Select the associated faculty or department.</td>
</tr>
<tr>
<td>Compensation</td>
<td>If the position is paid (e.g., hourly wage or honorarium), specify the</td>
</tr>
<tr>
<td></td>
<td>amount here; if not, please leave this field blank.</td>
</tr>
<tr>
<td>Area</td>
<td>Description</td>
</tr>
<tr>
<td>---------------------------</td>
<td>---------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
</tbody>
</table>
| Opportunity Description   | Provide a description of your opportunity. Be sure to include a brief overview of your program and the position, as well as other important details (i.e. benefits of your opportunity). You should consider the following questions:  
  - What are some tasks and responsibilities of this position?  
  - What are some benefits for the student(s) who participate in this opportunity?  
  - What is exciting about this particular opportunity?  
  - How will the student help and contribute to this program?  
  - If needed, provide an external link for more information |
| Opportunity Requirements  | Provide a list of requirements necessary for this role. Be sure to include specific qualifications, mandatory time commitments (i.e. training dates and times).  
  You should consider the following questions:  
  - What qualities are characteristics are you looking for?  
  - What type of student would be best suited for this role?  
  - What previous experience would be considered an asset?  
  - What skills are you looking for?  
  - What are the mandatory time commitments? |
Is your program approved for Co-Curricular Record (CCR) recognition?  

- Yes
- No

If you would like to submit your program for Co-Curricular Record (CCR) approval, please visit our website to obtain an application form. Please submit the completed form to someone@sfu.ca.

Which area of study is your position open to?

- All Degrees and Disciplines
- Beedie School of Business
- Faculty of Applied Sciences
- Faculty of Arts and Social Sciences
- Faculty of Communication, Arts and Technology
- Faculty of Education
- Faculty of Environment
- Faculty of Health Sciences
- Faculty of Science

Your selection simply serves as an indicator of which faculty(s) your posting is targeted to. Students outside of the select faculty(s) may still view and apply for this opportunity.

Learning Outcomes

- Critical Thinking
- Developing Others
- Effective Communication
- Effective Time Management and Organization
- Healthy Behaviour
- Leadership Development
- Participation
- Problem Solving
- Social Responsibility

Your selection simply serves as an indicator of which faculty(s) your posting is targeted to. Students outside of the select faculty(s) may still view and apply for this opportunity.

Start Date / End Date

If applicable, provide the start date and end date of your opportunity.

Hours Per Week

If applicable, indicate the approximate number of hours per week this position is expected to contribute.

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2 https://www.sfu.ca/students/get-involved.html
### Application Deadline

Indicate the date and time of your deadline for application submissions.

### Application Procedure

Choose one of the following options:

i. myInvolvement (applications are submitted in myInvolvement)

ii. Email (applications are submitted through email)

iii. Website (applications are submitted through another website, such as SFU WebSurvey)

iv. Other: _____________

### Application Documents Required

If you choose the Online Application Procedure above, it is **highly recommended** that you indicate what application documents are required. If you chose Email, Website or Other, you are not required to complete this section; however, it is also recommended.

### Additional Application Information

It is recommended that you reiterate the application procedure, deadline, and any additional application information in this section.

### Application Information Download

You may upload a document for interested applicants (i.e. detailed job description, application form, etc.)
i. Once you have completed the form, click “Save Posting” to post your opportunity

ii. If your posting has successfully posted, you will see the pop-up message “Success – Posting Saved” and Job Posting Status: Approved (see below)

**Note:** “Job Posting Status: Approved” means that students can now view the opportunity.

**Important:** If you are missing any required information, you will be prompted with a pop-up message “Error – Please fill in the required fields marked with * and resubmit the form”. Provide an answer for the missing field(s) and click “Save Posting”.

**Tip:** Take note of the Opportunity ID located at the top of the page. This is a unique reference number for your opportunity and should be used when promoting your opportunity to students, searching for the posting on myInvolvement, and referencing your posting if an issue arises.

If you have any questions or experience an issue when posting your opportunity, please contact myinvol-admin@sfu.ca or go to Contact Us on the left hand menu.
2.2 LOCATE A POSTED OPPORTUNITY

You can retrieve any postings you have created as well as all postings saved by other staff members in your division (department or faculty).

You can retrieve a posting in one (1) of two (2) ways:

i. Navigate to your Dashboard

ii. Click on “My Postings” tab

OR

i. Navigate to Opportunities → Getting Involved: Current Opportunities

ii. Click on “All Job Postings” tab
2.3. EDIT/REPOST AN OPPORTUNITY POSTING

You have the ability to “Edit” and “Repost” all opportunities created within your division (department or faculty). Please be mindful of this when navigating the Postings module, and do not make changes to others’ postings without prior instruction or permission.

2.3.1. Edit an Opportunity Posting

iii. Navigate to Opportunities → Getting Involved: Current Opportunities
iv. All current opportunities will be found under the Current Job Postings tab
v. Find the opportunity you would like to edit and click “Edit Posting”

vi. Once your changes have been made, click on “Save Changes”

vii. If your posting has successfully posted, you will see the pop-up message “Success – Posting Saved” and Job Posting Status: Approved

Important: If you are missing any required information, you will be prompted with a pop-up message “Error – Please fill in the required fields marked with * and resubmit the form”. Provide an answer for the missing field(s) and click “Save Posting”.

Note: Your posting is automatically approved and posted once you see the pop-up message “Success – Posting Saved”.

2.3.2. Copy or Repost an Opportunity Posting

Copy Posting - applies to CURRENT opportunities VS Repost - applies to EXPIRED opportunities

You may copy or repost any opportunities created within your division (department or faculty). Again, please refrain from accessing others’ postings without prior instruction or permission.
Copying and reposting allows you to duplicate an opportunity that had been created previously.

i. Navigate to Opportunities → Getting Involved: Current Opportunities

ii. All opportunities will be found under the All Job Postings tab

iii. Find the opportunity you would like to duplicate and click “Copy Posting” or “Repost”

iv. Make the necessary changes to reflect the most up-to-date information (e.g., start dates/times, application deadline)

v. Once complete, click on “Save Posting”

vi. If your posting has successfully posted, you will see the pop-up message “Success – Posting Saved” and Job Posting Status: Approved

Important: If you are missing any required information, you will be prompted with a pop-up message “Error – Please fill in the required fields marked with * and resubmit the form”. Provide an answer for the missing field(s) and click “Save Posting”.

Note: You will receive a new Opportunity ID for any copied or reposted opportunities.
2.4. MANAGE APPLICATIONS

When creating your opportunity posting, you were required to indicate your application method. If you had selected the online application procedure, you will manage your applications through myInvolvement. By using the platform to manage your applications, you can take advantage of the following functions:

- View and sort applicants by Name and Program
- Easily download or email application bundles
- Modify application statuses to enable students to self-book into an interview timeslot (covered in the next section: 2.4. Interviews)

2.4.1. View/Download Applications

You can access your applications in one (1) of two (2) ways:

i. Navigate to Opportunities → Getting Involved: Current Opportunities
ii. Find your opportunity under the All Job Postings tab
iii. Click “View” and select the Applications tab

OR

i. Navigate to Opportunities → Getting Involved: Current Opportunities
ii. On the left hand menu, select “myApplications” nested under Getting Involved
iii. Find and select your opportunity
iv. To view individual application packages, click on the PDF icon next to the Application Package name.

v. To create an application bundle, you can individually check off the application packages you wish to include, or check the box next to “Select All” to select all of the application packages.

vi. Click “Create an Application Bundle”.

v. To download the application bundle, click on the PDF icon.

vi. To email the application bundle, click “Email Package”.

When you email the application bundle, you may list all of the recipients at the same time by separating their emails with a comma (,) and no spaces in between. Your recipients will receive an email with a link to the application bundle as well as a confirmation code. Follow the link and enter the confirmation to download the package.
2.4.2. Update Application Status

Updating the application status is an important step before you schedule an interview schedule in myInvolvement. We suggest that you update the application status regardless of whether or not you are using the Interview Scheduling module so that your applicants are informed of the outcome of their applications.

Note: The application status of all applicants is automatically set as “Application Submitted”.

i. Change an applicant’s status by clicking on the drop-down menu and selecting one (1) of two (2) options:
   1. Selected for Interview
   2. Not Selected for Interview

Tip: Applicants will not receive a notification when their application status has been updated. They will only see their status if they check myApplications.
2.5. SCHEDULE INTERVIEWS

Staff users may use the Interview Scheduling module to set up an interview schedule for their posted opportunities. Some benefits to creating your schedule on myInvolvement include:

- Setting up interview timeslots quickly and easily
- Enabling students who have been “Selected for an Interview” to self-book into a timeslot
- Viewing and printing your interview schedules

Important: Staff/Faculty users have the ability to access other users’ interview schedules within myInterviews. Please be mindful of this when navigating through this module. If you have any questions or concerns, please contact myinvol-admin@sfu.ca or go to Contact Us.

2.5.1. Create an Interview Schedule

Tip: Make sure you have updated all application statuses (see 2.4.2. above) before you create an interview schedule. Once the schedule is created, you cannot change a student’s application status.

You can create an interview schedule in one (1) or two (2) ways:

i. Navigate to Opportunities → Getting Involved: Current Opportunities
ii. Find your opportunity under the All Job Postings tab
iii. Click “View” and select the Interviews tab
iv. Click on “Schedule Interview”
i. Navigate to Opportunities → Getting Involved: Current Opportunities  
ii. On the left hand menu, select “myInterviews” nested under Getting Involved  
iii. Click on “Create New Interview Schedule”  
iv. Enter your Opportunity ID into the search bar

**Note:** This module uses a software wizard to guide you through the interview scheduling process. Please refrain from using BACK, FORWARD or REFRESH on your browser while creating your schedule. Instead, use the navigational buttons within the wizard to prevent data loss.

v. Select the “type” of interview schedule you will be conducting (this cannot be modified once your interview schedule has been created)
vi. Enter the first and last name of the interviewer into the Interview 1 field and click "Next"

- If multiple interviewers are conducting interviews together (i.e. an interview panel), add all interviewer names into a single field separated by a comma (,).

For example:

![Image of interview screen showing interviewers added individually and as a panel]

- If multiple interviewers are conducting interviews separately, click "Add an Interviewer" to enter another name.

For example:

![Image of interview screen showing interviewers added individually and as a panel]
vii. Specify the location and method of the interview

viii. [Important] Do not include interviewee instructions in the textbox. This information cannot be changed after the schedule is saved. Please communicate all important information in an email.

ix. Specify the interview dates and times
   - Identify the length of your interview and buffer time in between each timeslot
   - Identify interview dates and times (click “Add a Day” if necessary)

x. [Optional] Schedule a daily break if you want to block off a timeslot where students cannot book

Note: If you set up multiple interview days and schedule a daily break, the start time and length of the daily break will be applied to all interview days. If you wish to take your break at different times per interview day, skip the daily break option.
xi. Indicate the room or location of the interview. If you have not yet booked a space, enter “TBD” and click “Next”.

Note: myInvolvement is not synced with the University’s room-booking system. It is recommended that you book interview locations separately.

xii. [Important] Please leave this textbox blank. If you have any questions or concerns about your interview schedule, please contact myinvol-admin@sfu.ca or go to Contact Us on the left hand menu.
xiii. Review the information on the Summary page. If necessary, you may click “Back” to edit.

xiv. Once complete, click “Finish” to activate your interview schedule.

xv. Change the Current Status from “Pending” to “Open” by clicking on the word “Pending”. This will enable applicants whose status is “Selected for an Interview” (see 2.4.2) to access and self-book into an interview timeslot.

**Important:** There are only a number of items you can edit once your schedule is saved. See below (2.5.2.) to find out what and how you can edit your schedule after you click “Finish”.

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**Tip:** At this point, you will invite your candidates for an interview by phone or email. Make sure to provide them with a set of instructions on how to access and select an interview timeslot, and inform them of the interview booking deadline.

You may include the following instructions in your invitation:

1. Log onto myInvolvement as a Student using your SFU user ID and password
2. Scroll down to the “Unscheduled Interviews” section on the main page and click “Schedule”
3. Select a timeslot the best suits your schedule
4. You may modify your interview time before [specify your booking deadline]. Please note that all interviewees have access to this schedule, so it is recommended that you select a time as soon as possible and refrain from making too many changes.

xv. On the date of your interview booking deadline, make sure to change the Current Status from “Open” to “Scheduled” to finalize your schedule. Students who were selected for an interview will have read-only access to the schedule and can no longer change timeslots.

As candidates begin to select their timeslots, your schedule will be updated accordingly.
2.5.2. Edit an Interview Schedule

**Important:** As a reminder, Staff/Faculty users have the ability to access other users’ interview schedules within myInterviews. Please be mindful of this when navigating through this module. If you have any questions or concerns, please contact myinvol-admin@sfu.ca or go to Contact Us.

i. Navigate to Opportunities → Getting Involved: Current Opportunities

ii. On the left hand menu, select “myInterviews” nested under Getting Involved

iii. Your schedule will be located in one of the pages listed under Quick Links (Pending Interviews, Open Interviews, or Scheduled Interviews), depending on its Current Status

iv. Select the interview schedule you would like to edit

You may edit the highlighted items below.

v. To edit the items above, click on the field you would like to change (e.g., Interviewer One, Interviewer Two, Monday Jul 25, 2016 or 3:50 PM to 04:30 PM)

vi. A Pop-up box will appear and you will have the option to Delete, Edit, and/or Add (if applicable)

**Tip:** Please be mindful when making changes to your interview schedule, particularly when applicants have already selected a timeslot. Make sure to communicate all important changes to your interviewees as they will not receive any notifications through myInvolvement.
2.5.2. Interview Schedule: Additional Functions

We do not recommend using this function to communicate interview instructions. We suggest using email instead.

Click here to email your interviewees. If you use this function, we recommend that you send a copy to yourself for your own record.

Click here to delete your schedule. DO NOT delete your schedule without notifying any applicants who have already selected a timeslot.

2.5.3. View an Interview Schedule

You can view your schedule in one (1) of two (2) ways:

i. Navigate to Opportunities → Getting Involved: Current Opportunities
ii. Find your opportunity under the All Job Postings tab
iii. Click “View” and select the Interviews tab

Note: This method allows you to quickly browse which candidates have selected an interview timeslot.

OR

i. Navigate to Opportunities → Getting Involved: Current Opportunities
ii. On the left hand menu, select “myInterviews” nested under Getting Involved
iii. Under Quick Links, find Scheduled Interviews and click “View”
iv. Select the interview schedule for your posting

Note: This method allows you to utilize additional functions mentioned above (2.5.2.).
2.6. CREATE EVENTS

2.6.1. Create a Simple Event

A Simple Event allows users to create an event with a simple registration process.

i. Navigate to Events
ii. Click on “Add an Event” and select “Add a Simple Event”
iii. Complete the form based on your event details

Tip: Refer to the guide below when creating your posting.

<table>
<thead>
<tr>
<th>Area</th>
<th>Description</th>
</tr>
</thead>
</table>
| Status   | i. Pending (edit mode) – Event is visible and accessible to yourself and the Admin Team  
          | ii. Approved – Students can view, access and register (if enabled) for the event  
          | iii. Cancelled – The event is indicated on the calendar as cancelled  
          | iv. Expired – The event is no longer visible to students |
| Category | Select one of the following that best describes your event. Students have the ability to filter calendar events by category.  
          | i. Conferences  
          | ii. External Events  
          | iii. General  
          | iv. Graduate/Postdoctoral  
          | v. Professional Development  
          | vi. Program Info Session  
          | vii. Training  
          | viii. Volunteer |
| Title    | Name of your event |
| Location | You may choose between the 3 campuses or provide a specific location. |
All Day Event:  

Start Date:  

End Date:  

Make Live On:  

Expire On:  

Hide Times:  

Event Accepts Registration:  

Enable Waiting List:  

Waiting List Cut Off:  

Enable Cancellations:  

<table>
<thead>
<tr>
<th>Area</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>All Day Event</td>
<td>Check this box if your event is an all-day event.</td>
</tr>
<tr>
<td>Start Date / End Date</td>
<td>Choose the start/end date and time of your event.</td>
</tr>
<tr>
<td>Make Live On</td>
<td>You may choose a date and time for when your event becomes live (visible) for students to view and access. If you wish to have your event live immediately, leave this blank.</td>
</tr>
<tr>
<td>Expire On</td>
<td>You may choose a date and time for when your event expires (no longer visible) for students to view and access. You may leave this blank if you wish to have your event remain on the calendar after the event date has passed.</td>
</tr>
<tr>
<td>Hide Times</td>
<td>Check this box if you wish to prevent viewers from seeing the time of the event.</td>
</tr>
</tbody>
</table>
| Event Accepts Registrations        | Check this box if you wish to accept registrations. If checked, you must provide the following information:  
  ▪ Maximum number of registrations  
  ▪ Opening/closing dates of registration  
  ▪ Enable Waiting List (if enabled, myInvolvement will automatically advance the next person in the queue)  
  ▪ Enable Cancellations (if enabled, students are able to cancel their own registrations) |
<table>
<thead>
<tr>
<th>Area</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Invitation Only</td>
<td>Check this box if you only want to invite specific students to the event.</td>
</tr>
<tr>
<td>Enable Event Reminders</td>
<td>Check this box if you want a 24-hour reminder email to be automatically sent to all registrants. Please note that this email will contain a standard message.</td>
</tr>
<tr>
<td>Enable Social Sharing</td>
<td>Check this box if you want to allow viewers to share your event via social media (i.e. Facebook, Twitter, etc.). By enabling social sharing, viewers outside of SFU can access the event posting.</td>
</tr>
<tr>
<td>Description</td>
<td>Provide a detailed description of your event. Be sure to include your contact information for inquiries or cancellations.</td>
</tr>
</tbody>
</table>
i. Once all required fields are complete, click “Save”

ii. If your event has posted successfully, you will see the pop-up message “Success – Event Saved Successfully”

iii. Review the event details to ensure all the information is correct

Note: If you have selected “Enable Waiting List”, be advised that waitlisted individuals will be notified by email once they have secured a spot on the registration list.

Tip: Provide brief instructions on how to change or cancel a registration to your event in the Events Detail. All automated emails (24-hour reminder emails and Event Waitlist Updates) will direct registrants back to the Events Detail for cancellation instructions.

2.6.2. Simple Events: Additional Functions

<table>
<thead>
<tr>
<th>Number</th>
<th>Area</th>
<th>Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Event Detail</td>
<td>The Event Detail provides you with a summary of your event. Under this tab, you will quickly see the event description and registration details.</td>
</tr>
<tr>
<td>2</td>
<td>Registrants</td>
<td>Under Registrants, you will see the list of registrants and waitlisted individuals (if applicable). Under this tab, you can manually add students to the event and email registrants.</td>
</tr>
<tr>
<td></td>
<td>Invitations (if applicable)</td>
<td>If you had selected “Invitation Only”, this tab will appear. Under this tab, you will invite students, email invitees or upload bulk invitations.</td>
</tr>
</tbody>
</table>
3 Staff Owners
This tab lists all staff members who have permission to edit the event.

4 Interactions
This feature is not currently available.

5 Program Tracking
This feature is not currently available.

6 Audit
This tab tracks all activity related to the event.

7 Edit Event
Click on this tab to edit your event. See below (2.6.3.) for instructions.

8 Event Registrations
This area provides an overview of the event’s registration numbers.

9 Event Options
See below (2.6.4.) for a description of the Event Options.

2.6.3. Edit a Simple Event

vii. Navigate to Events
viii. Click on the “List View” Tab above the calendar
ix. Find the event you would like to edit and click “View”
  x. Click on the “Edit Event” tab
  xi. Edit as required and click “Save Event” to save your changes

2.6.4. Event Options

Click here if you want to repeat a particular event multiple times within a specific date range.

Click here if you want to duplicate a single event.

This feature is not currently available.

Click here if you want to link your event to a posting (you must have an opportunity ID).

Click here if you want to limit access to your event by selecting a particular group of students.

Please contact the Admin Team at myinvolv-admin@sfu.ca or go to Contact Us for more information about the Event Options above. We will be happy to assist you in utilizing these functions or provide you with additional information.
2.6.5. Advanced Events

Creating an Advanced Event allows you to configure your registration process to fit the structure of your program. You have the ability to use the following functions:

- Determine registration types (i.e. paying vs. free), different options within the registration types (i.e. different session times), and capacity limits for each option
- Set up registration questions
- Track and export registrations, cancellations, and registration questions
- Easily communicate with all registrants through the platform
- Share and direct students to your event by enabling social sharing (Facebook, Twitter, and more)

Please contact the Admin Team at myinvol-admin@sfu.ca to schedule a training session on creating Advanced Events.

If you have any questions, or would like more information on myInvolvement, please contact myinvol-admin@sfu.ca or go to Contact Us.

Additional resources for staff can be found at www.sfu.ca/students/get-involved/for-staff.html.