

Updating Positions & Adding Schedulers

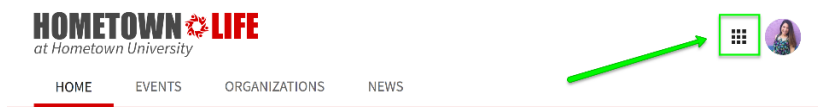
Designating Schedulers for Reserving Academic Spaces on campus:

Any student listed on the roster of a registered student organization will be eligible to reserve non-academic spaces on campus (ex: Mount Vernon campus, Marvin Center, District House, etc.).

Only the student(s) within an organization who are designated as a “**Scheduler**” will be eligible to book academic spaces (ex: Duques, Funger, SMPA, etc.) on behalf of the organization. The steps below will outline how to designate a Scheduler within an organization.

Note: The following steps are also applicable to changing position holders of any kind within your organization in Engage.

1. To edit who holds various Positions within your organization, navigate to your organization's Action Center. Use the Switchboard to enter the "Manage" view:



If you are a member of the organization, you will see its name listed here and can select it to enter the organization's Action Center.

2. Once you are in the Organization Action Center, open the hamburger menu (☰) on the upper left and navigate to the Roster section.
3. On the Roster page, find the user for whom you would like to add, change, or remove a Position.
 - a. Click the edit button under *Positions* to the far right of that user's name. A list of all available Positions will populate.
 - b. Click the check box next to “Scheduler,” or another position you would like to add or remove from that user, and then select *Save*.
 - c. The user's permissions within the organization will be updated based on the Positions they hold.

