How to Maintain CU Involved Roster

- Log onto CU Involved
- Go to your organization's CU Involved page
- Click *Manage Organization* on the upper right side of page
- Click on the three black bars on the upper left side of the page
- Click *Roster*
- At the top of the page, click *Invite People*. Enter the campus e-mail addresses you'd like to send membership invitations to. You can enter up to 500 e-mail addresses in the text box. Make sure to use students' NET ID emails!
- After you have added the e-mail address, click *Add E-mail Addresses*
- Once you have entered the e-mail(s), you can select which Position you would like the user(s) to hold once they accept their invitation.
- Click *Send Invitations* when all people have been added to the list.

For questions, please contact the Student Leadership and Involvement Center at clubs@creighton.edu or 402-280-1715.