

# Dolphin Link

Dolphinlink.ju.edu

Dolphin Link is the online hub for all student organizations and campus resources at JU. You are able to see all the events that are happening on and off campus, read about your organizations latest news, connect to your organizations social media pages, and so much more!

## Organization Pages Overview:

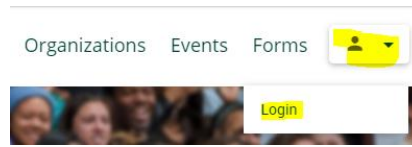
- Organization details
  - Basic information and about your organization
  - Organization category
  - Meeting time and location
  - Contact name and email
  - Cover image
  - Social Media Links
- Events
  - Upcoming events
  - Past events
  - Event data
    - Total attendees
  - Add a new event for approval
- Roster
  - Officers
  - Advisor
  - Members
    - Add new members
    - View their email address
  - Member data
    - Total members
    - New in the last 30 days
    - Awaiting approval
    - Invited
    - How many events or meetings members have attended
- Documents
  - Constitution for all members to see
  - Add documents for members or officers to view
- Forms
  - Surveys
  - Attendance form
  - Executive board applications

*All of this information is able to be edited by the organization president. If the president would like to grant someone else permission to edit the Dolphinlink page please email the GA of student organizations.*

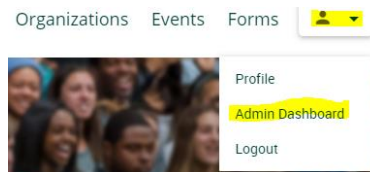
*This information is expected to be kept up to date so that potential members can gather information.*

## View or Edit Your Organization

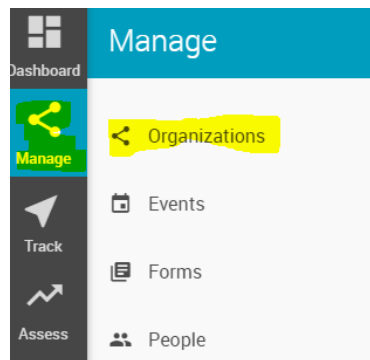
1. Login to Dolphinlink at Dolphinlink.ju.edu (top right corner)



2. Enter your JU username and password
3. Click on the admin button at the top right



4. Hover over the manage button on the left side and select Organizations



5. The organizations you are listed as an admin for will be displayed
  - a. *If your organization is not listed please contact the GA for student organizations*
6. Click the three vertical dots next to the organization you wish to edit
7. Click Edit

Title	Category	Meeting Time	Meeting Location	Members
<a href="#">Accounting Club</a>	Academic Organization			3

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- Edit
- Roster
- Documents
- Analytics
- Deactivate

8. From here you can edit your page by selecting the different tabs and finding the pencil icon

## Adding a Roster

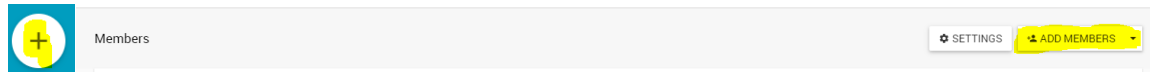
### Inviting members

1. Click the three vertical dots to the right of your organization name
2. Click Roster

Title	Category	Meeting Time	Meeting Location	Members
Accounting Club	Academic Organization			3

- Edit
- Roster
- Documents

3. Either click the plus sign at the top right or scroll down to invite member



4. Type in their last name and click Invite to the right of their name
5. They will receive an email inviting them to be a member of the organization

### **Adding Officers**

1. Once a member is added scroll down to the member section
2. Find an officer, click the pencil to the right of their name



3. Click the grey arrow for a drop down positions options
4. Select their position

**Edit Member**

Member Name

**Anne Pinto**  
Member Position

Advisor

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DEACTIVATE
SAVE
CLOSE

5. Click Save

*Dolphinlink only allows the “standard” positions, if you have an officer that is not listed, please select committee chair.*

### **Events**

1. On the Admin page of Dolphin Link click Create Event
2. Fill out the form completely
3. Click submit
4. You will receive an email from Dolphin Link when your event is approved or denied
  - a. If your event is approved it will be visible to everyone
  - b. If your event is denied, you will receive information on why

*Events must be approved through 25Live before they will be approved on Dolphin Link.*

### **Forms**

1. On the admin page of Dolphin Link click Create Form
2. Creating a form can be tricky, below are the settings

### **Details**

- Add or change the name
- Add a category (survey or nothing)
- Update the status (active or draft)

### Responses

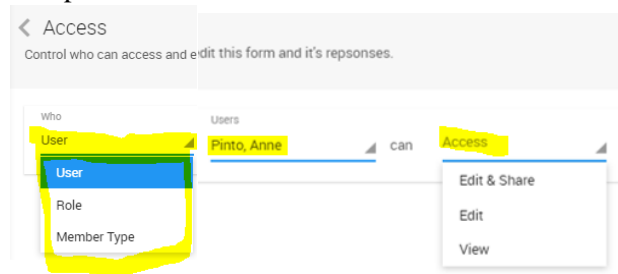
- Hide empty fields (on or off)
- Success message (on or off)

### Visibility

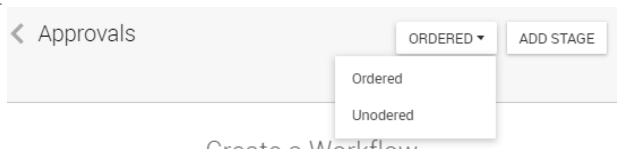
- Login (required or anonymous)
- Location
  - Attached to an organization (attach it to your organization if you want this to be campus wide)
  - Attached to an event (if your event requires a form)

### Availability

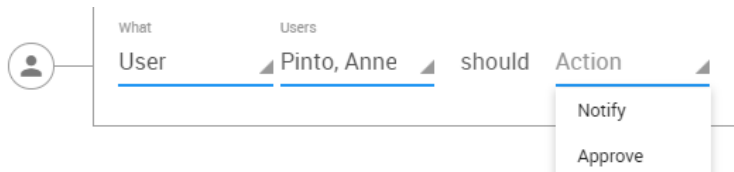
- Limit Responses
  - Here you can limit the amount of responses a single person can submit or in total
- Date/Time
  - Customize when you want the form to go live and close
- Access
  - Select user for a specific person, role for a group of people, or member type for an e-board position. Type the persons name and then select their access



- Approvals



- Approvals can be ordered or unordered. Ordered approvals will notify the people you select in that order where as unordered will go to everyone at once. This is very useful for forms where SGA needs to approve the request (spot allocations) so that you are also notified of their approval.
- Select Add stage
- What:
  - User for person
  - Role for group
  - Email for non-users
  - Officers for the e-board



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- Type the last name of the person for user and then notify or approve. Notify will let that person know there is a new response where as approve will make it so that they have to approve the response that was submitted. This is the most common.
- You can use officers if you want the president of a certain organization to be notified or any other e-board positions.

## Fields

This is where you can add content and make it neat and fancy.

Basic

- Text
- Choice
- Number

Advanced

- File Upload
- Email
- Date/time
- Signature

Layout

- Header
- Field Group
- Content
- Image

Widget

- Events
- Organizations
- Image search

For each option you are able to drag and drop and edit the different parts. You are also able to make questions required. You are able to have questions pop up based on the choices they make rather than having a form for every position. To do this follow these steps:

Conditional Logic-Add Logic- show if all of the following match, Target (field or responder), Field (what questions). Operators (is, is not, is not empty, is empty), What (the choice that applies) Example if I wanted a question specific if someone was applying for president:

