3. When you register as an officer of a student club or are staff person granted access by the system administrators you will have access to the admin dashboard option in the same drop down menu as the login.

4. Once selected you will land on the admin dashboard main landing page.
   a. You will see some pre-populated prompts and reminders if there is something awaiting your approval.
5. By hovering over the left hand menu you will expand the nav bar options include
   a. Dashboard (where we are now)
   b. Forms
      i. Where you can create your own forms, view submissions to forms you have already created, and view status of forms you have submitted.
   c. Organizations
      i. Where you can edit and manage organizations you have admin privileges with.
   d. Events
      i. Where you can create your own events or edit events you’ve already created.
   e. Finance
      i. This section is currently unavailable but we are currently working with SURC Accounting in order to fully integrate this tool and it should be available for use within the current academic year.
   f. People
      i. This section will display individuals in the system that you are connected to via department, club, or category.
6. Creating new things
   a. You are able to create from within each tab listed above which we will explore in a moment however you are also able to utilize the plus sign to quickly create new items within the system
   
   b. Quickly create a new organization, new event, new form, new user (admin access) poll, tag, or waiver.
**Back End Forms**

1. When clicking on the forms option you will land by default on the “My Forms” tab
   a. This tab will display any forms you have created or forms that other people have given you access to.

<table>
<thead>
<tr>
<th>Title</th>
<th>Created by</th>
<th>Responses</th>
<th>Views</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Create Budget</td>
<td>Travis Gibler</td>
<td>4</td>
<td>7</td>
<td>Active</td>
</tr>
<tr>
<td>Create Deposit</td>
<td>Travis Gibler</td>
<td>0</td>
<td>1</td>
<td>Active</td>
</tr>
<tr>
<td>Create Expenditure</td>
<td>Travis Gibler</td>
<td>0</td>
<td>4</td>
<td>Active</td>
</tr>
<tr>
<td>Create Reconciliation</td>
<td>Travis Gibler</td>
<td>0</td>
<td>0</td>
<td>Active</td>
</tr>
<tr>
<td>Event Registration</td>
<td>Travis Gibler</td>
<td>116</td>
<td>148</td>
<td>Active</td>
</tr>
<tr>
<td>ICA Club Renewal Pre-Registration</td>
<td>Michael Middleton</td>
<td>1</td>
<td>8</td>
<td>Active</td>
</tr>
<tr>
<td>ICA Club/Organization Assumption of Risk and Liability Waiver</td>
<td>Michael Middleton</td>
<td>0</td>
<td>7</td>
<td>Active</td>
</tr>
<tr>
<td>Inter Club Association (ICA) President Application</td>
<td>Xiaoyin Zhong</td>
<td>1</td>
<td>34</td>
<td>Active</td>
</tr>
<tr>
<td>Organization Registration</td>
<td>Travis Gibler</td>
<td>35</td>
<td>139</td>
<td>Active</td>
</tr>
</tbody>
</table>
2. The responses tab will show your:
   a. Inbox (Forms that need your approval will appear here)
   b. Outbox (Forms that you have submitted will appear here)
   c. Shared (Forms that you will co-approve with another person will appear here).

3. The campus forms will show you those forms available campus wide. You can access and submit the forms from this side of the system if it’s convenient for you.
4. The form categories tab lists groups available to easily sort forms. You may or may not be able to add a new category based on your level of access. If you are not able to create a form category contact Michael Middleton Michael.Middleton@cwu.edu or Samantha Wary Samantha.Wary@cwu.edu and we will be able to assist you.

5. Create a new form by hitting the plus sign in the upper right hand corner of the forms section which will take you to a blank form.