What is Summit?

Summit is a tool that will help you:
(1) Recruit new members
(2) Communicate with members
(3) Share a group calendar
(4) Publicize events & community engagement programs
(5) Easily document your group’s engagement hours
Using Summit

How to Use Summit to ...
(1) Recruit new members

Students who are “members” of your organization on Summit essentially are on your group listserv and have access to your group calendar.
Students can become members of organizations that are categorized as “open” at any time by clicking the “join now” button on the CCE website or on Summit.

For organizations that are categorized as “closed” – perhaps they require a background check or ask that students join during certain times of the year – students can “request info” to find out more about the organization.

In this case, student leaders can add members (either by adding individuals or by emailing students a personal link).
Using Summit

How to Use Summit to ...
(1) Recruit new members
(2) Communicate with members
This is your student home on Summit.

For everything related to your role as a leader of a student organization, click the Dashboard tab on the left-hand side.

The buttons in the left-hand column are to edit or view things that already exist. More buttons will appear the more you use Summit.

Everything in the green box is an action – things you can do.

This bottom box includes core features and settings.
Click here to email members of your organization.
Members can unsubscribe from certain types of messages but not others.

So, you can send essential messages one way ... 

and less essential messages another way - allowing members some control over how much email they get, and allowing you to prioritize.
Using Summit

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Back at the leader dashboard …

You can add three things to your group’s calendar:

1. Member Meetings
2. Community Engagement Activities
3. Events
What’s the Difference between Meetings, Events, and Community Engagement?

1. **Member Meetings** are geared toward CC students, often planning or preparing for engaged programming (e.g. GlobeMed Member Meetings).

2. **Community Engagement Activities** are the regularly scheduled community engaged work of your group (e.g. tutoring sessions each week)

3. **Events** are a non-recurring activity that engages with the community or social/environmental issues (e.g. Harvest Banquet). Events are a little different in that they require approval from your adviser before they go up on the calendar. This structure is meant to facilitate communication between you and your adviser; they will receive an email with all of your plans for the event, and can review the details -- to offer suggestions, resources, and identify any gaps in the plan.
The benefit to adding things to your group calendar is that all members can then easily see what’s happening in your group by going to the Calendar tab on your group’s page.

Even better, members can subscribe to the calendar to add it directly to their computer or phone.

(To add to a phone calendar, visit the Summit site from your phone.)
Another great communication tool is that once you add things to your group calendar, you can set recurring reminders to go out to members before events or meetings! Never worry about having to send reminder emails again - just set them to send in advance.

Note that you can edit the reminder email by clicking the customize link.
Often, you’ll be sending these reminders to all of the members of your group.

If you only want these reminders to go out to SOME members of your group, you can also set it to send the reminder email to “participants” (for events and community engagement activities – member meeting reminders will always go out to the entire group.)
In this case, you would need to add participants to the activity or event by selecting group members here.

Anybody added to this list will now receive reminder emails.
If you choose to use this feature, you will also have the option to send emails specifically to “participants” of that event or program.

This might be a good feature to use if you have a group of core members who attend most of your organizations’ activities, and then a larger group who attends a few – and you want to send different messages to different groups.
When you add things to the calendar, you can set it to recur weekly if it’s an ongoing activity.

For block breaks and weeks where the schedule is not regular, just click on a date on the calendar to add or remove those days from the recurrence.

Note: For these features to work correctly, you have answer the questions of the form in order.
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(4) Publicize events & community engagement programs
Marking an event as “public” means it will show up on our website. This is a great way to advertise your event, and ensures the CCE staff know about the event so we can help promote it!
Your members, and you, can also easily subscribe to the CCE calendar. This is a great way to ensure you are in the loop for all engagement opportunities and related events on campus!
Using Summit

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(5) Easily document your group’s engagement hours
Click here to easily log group hours for your organization.

Keeping track of hours will help:
(1) your group apply for funding,
(2) you tell the impact of your organization (including on applications and resumes), and
(3) your members build portfolios.
As leaders, you can input the hours of the activity and then select which group members attended.

You first choose whether everyone contributed the same number of hours ...

And then select who attended (from your member list).
For the 2016-2017 school year, the CCE will be offering $200 to the group that logs the most number of hours per active members! This money may be spent on anything that benefits the entire group (even a fun social event like a retreat or dinner).
Frequently Asked Questions
How do I add members if my group is “closed”?  

First, click here to manage your member list.
Then, go to the Members tab. You can also “mass add members.” If you click that button …

This box will pop up.

Notice that you can simply email this link to specific people, or a group of people, to give them access to join your group.
How do I change whether my group is open or closed?

(1) Click on Student Group Setup.

(2) Then, scroll down to the Demographics section and change the setting to what you prefer for your group.
If my group is closed, how do I change who receives requests for information?

(1) Click on Student Group Setup.

(2) Then, scroll down to Contact Information and edit the group email address.
We hope you find Summit to be a useful tool!
Questions or Feature Requests?

Email jradke@coloradococlegue.edu