

# 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.

Filter: **Civic Engagement (Youth)** (1) **Food Issues and Housing Insecurity** (6)  
**Human Rights** (3) **Mentoring** (6) **Public Health and Accessibility** (3) **Tutoring** (8)

Search...

**Amnesty International**  
Amnesty International is a grassroots activist organization committed to shining a light on human rights offenses around the world. This international group exposes human rights abuses, educates and mobilizes the public, and helps create a safer, more just world.  
*Student Group, Collaborative for Community Engagement*  
[Amnesty International Website](#)  
**+ Join Now**  
[Request Info](#)

**Aprender Mediante Amistad**  
AMA is a student group that tutors bilingual immigrant children in reading, math and other academic subjects. No Spanish knowledge is necessary.  
*Student Group, Collaborative for Community Engagement*  
<https://www.coloradocollege.edu/offices/cce/students/student-organizations/aprender-mediante-amistad.html>  
[Request Info](#)

**Bio Sciences Outreach Club**  
Bio Sciences Outreach Club engages Audubon Elementary fourth and fifth graders in fun and interesting science experiments. They also discuss current research in a variety of fields.  
*Student Group, Collaborative for Community Engagement*  
<https://www.coloradocollege.edu/offices/cce/students/student-organizations/bio-sciences-outreach-club.html>  
[Request Info](#)

**Breckenridge Adaptive Ski**  
Breckenridge Adaptive Ski trains CC student volunteers to use adaptive ski equipment on ski slopes. Once students are certified, they become a ski buddy for a person with a disability.  
*Student Group, Collaborative for Community Engagement*  
<https://www.coloradocollege.edu/offices/cce/students/student-organizations/breckenridge-adaptive-ski.html>  
**+ Join Now**  
[Request Info](#)

**CC Farm**  
*Student Group, Collaborative for Community Engagement*  
<https://www.coloradocollege.edu/offices/cce/students/student-organizations/cc-farm.html>  
[cce@coloradocollege.edu](mailto:cce@coloradocollege.edu)  
**+ Join Now**  
[Request Info](#)

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 screenshot shows the 'CCE Test Group Dashboard' interface. On the left is a vertical sidebar with five tabs: 'Dashboard' (circled in red), 'Partner Home', 'Student Home', 'Portfolio', and 'Engaged Scholars'. The main content area is titled 'CCE Test Group Dashboard' and contains several functional boxes. A red circle highlights the 'Members' and 'Member Meetings' boxes. Another red circle highlights a green box containing 'Propose an Event', 'Community Engagement', 'Log Group Hours', 'Incident Report', 'New Member Meeting', 'Add/Update Leader', and 'Add/Update Member'. A third red circle highlights a bottom box containing 'Email', 'Print', 'Reporting', 'Website Integration', and 'Student Group Setup'. A small gear icon and a dropdown arrow are visible in the top right corner of the dashboard header.

**Dashboard**

**Partner Home**

**Student Home**

**Portfolio**

**Engaged Scholars**

### CCE Test Group Dashboard

**Members**  
Click to manage member lists

**Member Meetings**  
Click to view or modify the CCE Test Group member meeting schedule

**Propose an Event**  
Click to propose an event

**Community Engagement**  
Add times when your group engages with the community to the calendar.

**Log Group Hours**  
Click to log hours now

**Incident Report**  
Click to start the report

**New Member Meeting**  
Click to create a new member meeting

**Add/Update Leader**  
Click to add or update a leader in CCE Test Group

**Add/Update Member**  
Click to add or update a member in CCE Test Group

**Email**  
Click to compose/send emails

**Print**  
Click to print various reports

**Reporting**  
Click to view graphs and spreadsheets

**Website Integration**  
Click to embed data in an external website

**Student Group Setup**  
Click to go to student group setup

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.

Dashboard


Partner Home


Student Home


Portfolio


Engaged Scholars


# CCE Test Group Dashboard


**Members**  
Click to manage member lists


**Member Meetings**  
Click to view or modify the CCE Test Group member meeting schedule


**Propose an Event**  
Click to propose an event


**Community Engagement**  
Add times when your group engages with the community to the calendar.


**Log Group Hours**  
Click to log hours now


**Incident Report**  
Click to start the report


**New Member Meeting**  
Click to create a new member meeting


**Add/Update Leader**  
Click to add or update a leader in CCE Test Group


**Add/Update Member**  
Click to add or update a member in CCE Test Group

**Email**  
Click to compose/send emails

**Print**  
Click to print various reports

**Reporting**  
Click to view graphs and spreadsheets

**Website Integration**  
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**Student Group Setup**  
Click to go to student group setup

Click here to email members of your organization.



## Mass Email

### Step 1: Select People

Groups... ▾ Staff... ▾ Programs (As ▾ Last Logged In ▾

1 Person Selected

☒ **Normal Message** - Recipients cannot unsubscribe, and everyone will be included.

☐ **Marketing Message** - An unsubscribe link will be added, and anyone who has previously unsubscribed will be automatically excluded.

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

How to Use Summit to ...

(1) Recruit new members

(2) Communicate with members

(3) Share a group calendar



Back at the leader dashboard ...

The screenshot shows the 'CCE Test Group Dashboard' interface. On the left is a vertical sidebar with navigation links: 'Dashboard', 'Partner Home', 'Student Home', 'Portfolio', and 'Engaged Scholars'. The main content area is titled 'CCE Test Group Dashboard' and contains several functional blocks. Three items are circled in red: 'Members' (with a clipboard icon and text 'Click to manage member lists'), 'Community Engagement' (with a calendar icon and text 'Add times when your group engages with the community to the calendar.'), and 'New Member Meeting' (with a person icon and text 'Click to create a new member meeting'). Other visible blocks include 'Member Meetings' (with a person icon and text 'Click to view or modify the CCE Test Group member meeting schedule'), 'Propose an Event' (with a pin icon and text 'Click to propose an event'), 'Log Group Hours' (with a clock icon and text 'Click to log hours now'), 'Incident Report' (with a flag icon and text 'Click to start the report'), 'Add/Update Leader' (with a person icon and text 'Click to add or update a leader in CCE Test Group'), 'Add/Update Member' (with a person icon and text 'Click to add or update a member in CCE Test Group'), 'Email' (with an envelope icon and text 'Click to compose/send emails'), 'Print' (with a printer icon and text 'Click to print various reports'), 'Reporting' (with a bar chart icon and text 'Click to view graphs and spreadsheets'), 'Website Integration' (with a globe icon and text 'Click to embed data in an external website'), and 'Student Group Setup' (with a gear icon and text 'Click to go to student group setup').

**CCE Test Group Dashboard**

**Members**  
Click to manage member lists

**Member Meetings**  
Click to view or modify the CCE Test Group member meeting schedule

**Propose an Event**  
Click to propose an event

**Community Engagement**  
Add times when your group engages with the community to the calendar.

**Log Group Hours**  
Click to log hours now

**Incident Report**  
Click to start the report

**New Member Meeting**  
Click to create a new member meeting

**Add/Update Leader**  
Click to add or update a leader in CCE Test Group

**Add/Update Member**  
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**Email**  
Click to compose/send emails

**Print**  
Click to print various reports

**Reporting**  
Click to view graphs and spreadsheets

**Website Integration**  
Click to embed data in an external website

**Student Group Setup**  
Click to go to student group setup

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.

The screenshot shows the CCLIM website interface. At the top, there are three tabs: 'Dashboard', 'Member Home', and 'Calendar'. The 'Calendar' tab is highlighted with a red circle. Below the tabs, there is a 'View By:' section with options: 'Day', 'Week', 'Month' (selected), and 'Year'. To the right of this section are links for 'Print' and 'Subscribe', with 'Subscribe' also highlighted by a red circle. The main content area displays a calendar for August 2016. The calendar grid shows days from Sunday to Saturday. The date August 22nd is highlighted in yellow. The calendar grid is as follows:

Sun	Mon	Tue	Wed	Thu	Fri	Sat
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3

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.)

engagement?

☐ Yes ☐ No

**Configuration**

**Visibility**  
Who should be able to see this community engagement on a calendar?

☒ Public ☐ CCE Test Group Only ☐ Staff Only

**Notifications**

☒ Send an automatic reminder  Days beforehand

to ☐ Participants ☐ Program Staff ☐ CCE Test Group Members

[Customize reminder email...](#)

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.

engagement?

☐ Yes ☐ No

**Configuration**

**Visibility**  
Who should be able to see this community engagement on a calendar?

☒ Public ☐ CCE Test Group Only ☐ Staff Only

**Notifications**

☒ Send an automatic reminder  Days beforehand

to ☒ Participants ☐ Program Staff ☐ CCE Test Group Members

[Customize reminder email...](#)

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.

**1. Setup**

**2. Schedule**

**3. Participants**

**4. Questions**

**5. Review**


## Community Engagement **Participants**

Use the button below to select participants that will attend this community engagement.

**+ Select Participants**

### Select a Person

Groups... ▾ Staff... ▾ Programs (/ ▾ Last Logged ▾

☐  **Radke, Jordan**  
Assistant Director, Collaborator

Select All | Clear



Cancel **Add Selected**

Cancel Program Plan

< Previous Save for Later **Next >**

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.



## CCE Test Group Dashboard

[Home](#) > [Emails](#)

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### 1. Select People

Who would you like to send a message to?

☐ ~~Everyone associated with CCE Test Group~~

☒ **People who have registered for specific items in CCE Test Group**

### 2. Select Community Engagement

Select the items which contain the people you wish to contact.

[Select Registration Items](#)

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.

### Date and Time

When is the community engagement?

Date Start Time End Time  
09/15/2016 2:00 pm 3:00 pm

☐ Single Day ☐ Multiple Days ☒ Recurrence

### Recurrence ?

- ☐ None
- ☐ Daily
- ☒ Weekly
- ☐ Monthly

Repeat every 1 week(s) on:

- ☐ Monday
- ☐ Tuesday
- ☐ Wednesday
- ☒ Thursday
- ☐ Friday
- ☐ Saturday
- ☐ Sunday

Repeat Until:

mm/dd/yyyy

Click on a date to add or remove it from the recurrence.

**September 2016**

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

**October 2016**

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

**November 2016**

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5

Note: For these features to work correctly, you have answer the questions of the form in order.



# Using Summit

How to Use Summit to ...

(1) Recruit new members

(2) Communicate with members

(3) Share a group calendar

**(4) Publicize events & community engagement programs**

## Upcoming Events

View By: [Day](#) | [Week](#) | [Month](#) | [Year](#)

« **August 2016** »

Sun	Mon	Tue	Wed	Thu	Fri	Sat
31	1	2	3	4	5	6 1-9pm The Arc Pikes Pea
7	8	9 1pm CCE Ronald McDonal	10	11 1-9pm CCE Care & Share For	12 4pm CCE CC Student Farm	13 7-10am CCE Marian House Sc 9am-12pm Concrete Couch S 10am-2pm CCE Marian Soup Kit
14	15	16	17	18	19	20
21	22	23	24	25	26	27 8am-4pm Volunteers for Ou
28	29	30	31	1	2	3

### Visibility

Who should be able to see this program on a calendar?

- ☒ Public ? ☐ Breckenridge Adaptive Ski Only ? ☐ Staff Only ?

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!

**RADO**  
**EGE**

[Home](#) [Student Organizations](#) [People](#) [Calendar](#) [Messages](#) [Notes & Tasks](#) [Admin](#)

## Colorado College CCE Calendar

View By: [Day](#) | [Week](#) | [Month](#) | [Year](#) [Print](#)

### August 2016

Sun	Mon	Tue	Wed	Thu	Fri	Sat
31	1	2	3	4	5	6 1-9pm The Arc Pikes Pea
7	8	9 1pm CCE Ronald McDonal	10	11 1-9pm CCE Care & Share For	12 4pm CCE CC Student Farm	13 7-10am CCE Marian House Sc 9am-12pm Concrete Couch S 10am-2pm CCE Marian Soup Kit
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21	22	23	24	25	26	27 8am-4pm Volunteers for Ou
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[Subscribe and Sync to a personal calendar](#)

**Calendar Legend**

- ☒ ☒ ☒ Collaborative for Commi
- ☒ ☒ Engagement Opportunit
- ☐ Member Meetings

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# Using Summit

How to Use Summit to ...

(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

Dashboard


Partner Home


Student Home


Portfolio


Engaged Scholars


## CCE Test Group Dashboard


**Members**  
Click to manage member lists


**Member Meetings**  
Click to view or modify the CCE Test Group member meeting schedule


**Propose an Event**  
Click to propose an event


**Community Engagement**  
Add times when your group engages with the community to the calendar.


**Log Group Hours**  
Click to log hours now


**Incident Report**  
Click to start the report


**New Member Meeting**  
Click to create a new member meeting


**Add/Update Leader**  
Click to add or update a leader in CCE Test Group


**Add/Update Member**  
Click to add or update a member in CCE Test Group

**Email**  
Click to compose/send emails

**Print**  
Click to print various reports

**Reporting**  
Click to view graphs and spreadsheets

**Website Integration**  
Click to embed data in an external website

**Student Group Setup**  
Click to go to student group setup

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).

### Community Engagement Time

How would you like to enter community engagement time?\*

- ☒ Everyone contributed the same amount of community engagement time
- ☐ Some people contributed different amounts of community engagement time

How much time did you spend engaging in the community?

2 Hours ▼

Select the people who participated.

Select a Person

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.

The screenshot displays the 'CCE Test Group Dashboard'. On the left is a vertical sidebar with navigation links: 'Dashboard' (highlighted), 'Partner Home', 'Student Home', 'Portfolio', and 'Engaged Scholars'. The main content area is titled 'CCE Test Group Dashboard' and features several interactive buttons. The 'Members' button, which includes a clipboard icon, is circled in red and labeled 'Click to manage member lists'. Below it is the 'Member Meetings' button with a group of people icon, labeled 'Click to view or modify the CCE Test Group member meeting schedule'. To the right, there are two columns of additional options. The first column, within a light green box, includes: 'Propose an Event' (click to propose an event), 'Community Engagement' (add times when your group engages with the community to the calendar), 'Log Group Hours' (click to log hours now), 'Incident Report' (click to start the report), 'New Member Meeting' (click to create a new member meeting), 'Add/Update Leader' (click to add or update a leader in CCE Test Group), and 'Add/Update Member' (click to add or update a member in CCE Test Group). The second column, within a white box, includes: 'Email' (click to compose/send emails), 'Print' (click to print various reports), 'Reporting' (click to view graphs and spreadsheets), 'Website Integration' (click to embed data in an external website), and 'Student Group Setup' (click to go to student group setup). A settings gear icon and a dropdown arrow are visible in the top right corner of the dashboard header.

**CCE Test Group Dashboard**

**Dashboard**

**Partner Home**

**Student Home**

**Portfolio**

**Engaged Scholars**

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Click to go to student group setup



**CCLIM Dashboard**

Home > Members

Leaders Members (2) Membership Forms (3)

+ Add/Update Member **Mass Add Members**

Search... Terms...

Status	Person	Position	Dates	Actions
✓	 Olivia Frey	Member	Since Apr 3, 2016	Update   Details
✓	 Talia Worth	Member	Since Apr 19, 2016	Update   Details

Then, go to the Members tab. You can also “mass add members.” If you click that button ...

### Mass Add Members to CCLIM

There are three ways to get members added to your student group:

1. You can use the *New Member* button to add them **one at a time**.
2. Once CCLIM is fully registered, people will be able to find it in this system on the Student Organizations menu and click the *Join Now* button to **join it themselves**.
3. You can **distribute a link** via email or by placing it on your student group's website. You can do this at any time.

**The easiest way to get a lot of members added to CCLIM is to distribute a *Join* link or put it on your student group's website.** You can do this now, even if your student group is not fully registered.

CCLIM's unique member registration URL is:

**[https://apps.ideal-logic.com/cce?key=29L66-D685\\_5878-CZ4R\\_5230ae62](https://apps.ideal-logic.com/cce?key=29L66-D685_5878-CZ4R_5230ae62)**

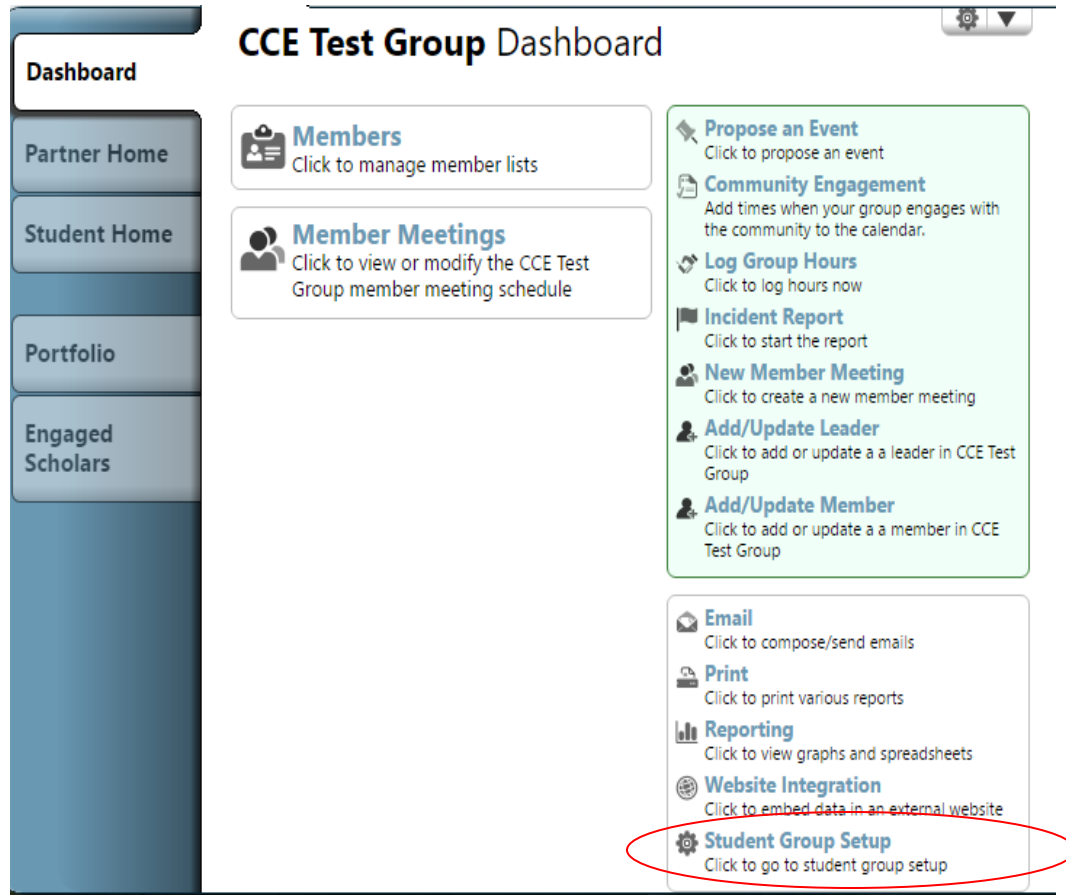
People who click this URL will be able to complete a membership form and join your club without any further involvement from you.

This URL will work indefinitely, now and in future years - you may distribute it or link to it freely.

This box will pop up.

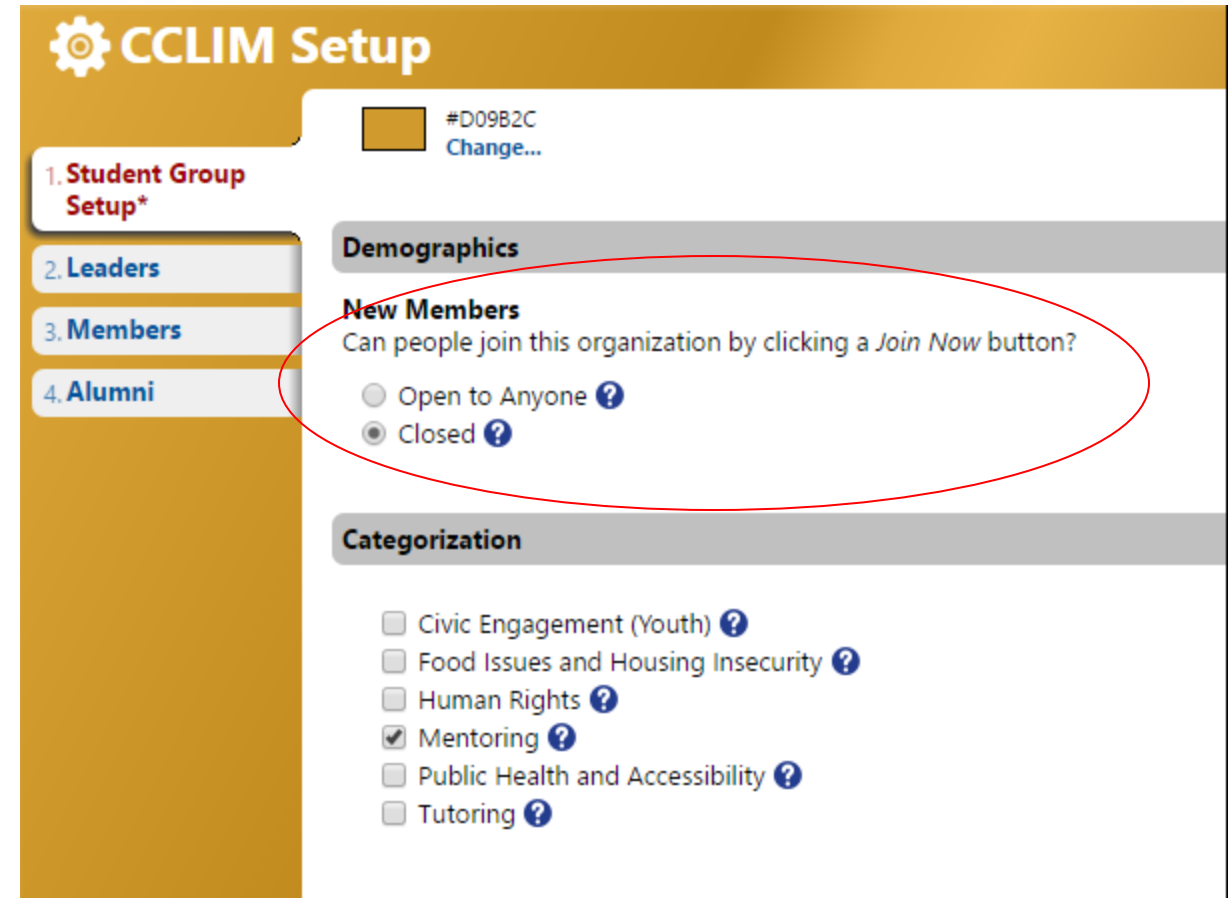
Notice that you can simply email this link to specific people, or a group of people, to give them access to join your group.

## How do I change whether my group is open or closed?

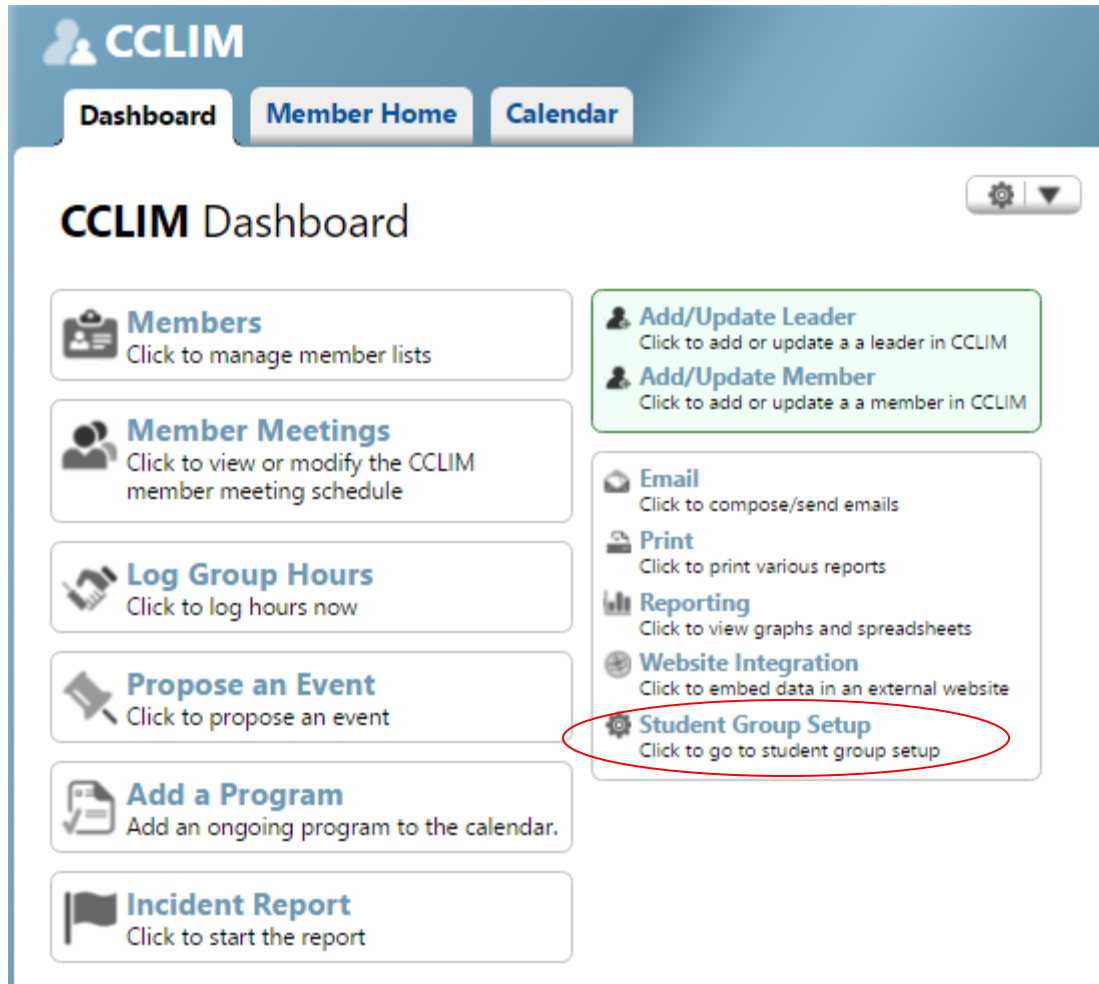


(1) Click on Student Group Setup.

(2) Then, scroll down to the Demographics section and change the setting to what you prefer for your group.

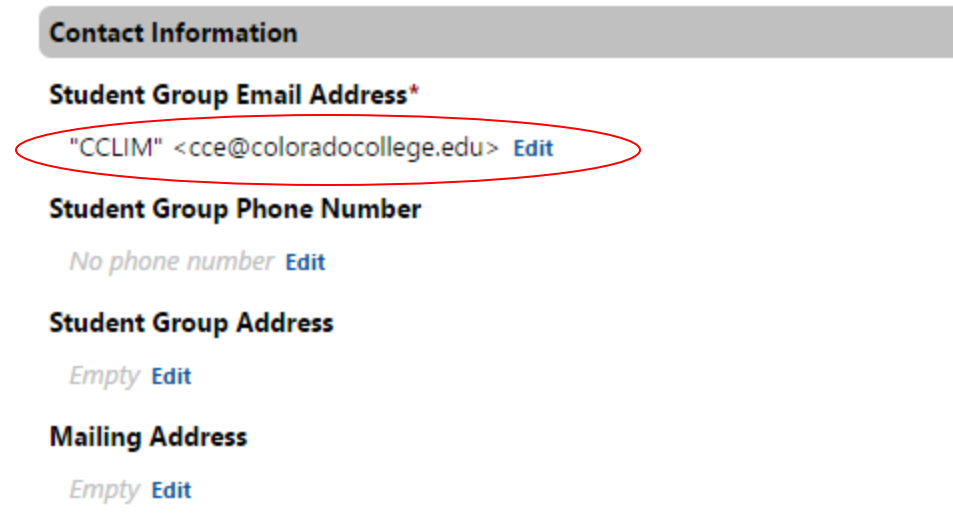


If my group is closed, how do I change who receives requests for information?



(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@coloradocollege.edu](mailto:jradke@coloradocollege.edu)