

# Tools Overview



## Roster

The Roster tool allows you to manage your organization with ease and efficiency.



## Events

The Events tool allows you to manage your organization's events from one central location.



## Forms

The HUB offers you convenient methods to host forms with personalized access, logic and reviewer options.



### About

In the About tool, you can update some of your organization's basic details, such as the profile photo, description, summary for the organization directory, contact information, and social media links.



### Photo Gallery

The Photo Gallery helps you create a more visually appealing organization homepage. Photos are a great way to show off the exciting things your organization has done!



### Elections

The Elections tool allows you to create elections for your organization, either for the entire community to vote on, or exclusive to organizations members.



### Service Hours

If your campus utilizes the Service Hours feature, you will be able to submit service hours on behalf of your organization's members.



### News

The News tool helps you share what your organization is doing with the community. You can create, edit, and delete News ports from this area.



### Documents

The Documents tool allows you to create a shared storage space for important organizational files. You can share these files publicly or only with certain members or Position holders within your organization.



### Organization Accounting/Finance

If your campus utilizes the Organization Accounting/Finance feature, you will be able to submit financial requests for your organization.

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