Student Engagement & Leadership

SHORELINE MANUAL

UC SANTA BARBARA | Shoreline

Student Engagement & Leadership

SHORELINE MANUAL

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Shoreline 101

STEP ONE

Complete your profile! Start by adding your profile picture and cover photo.

STEP TWO

Start joining Registered Campus Organizations (RCOs) and Departments that interest you!

STEP THREE

Download the "Shoreline UCSB" App on your mobile device.

STEP FOUR

Subscribe to your favorite events calendar feed from your UCSB Google account.

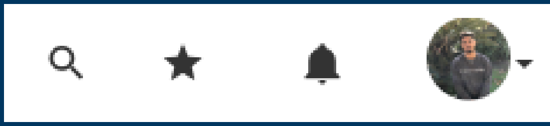
STEP FIVE

Register and attend events you are interested in or curious about. Don't forget to add these event to your calendar.

Update Your Profile

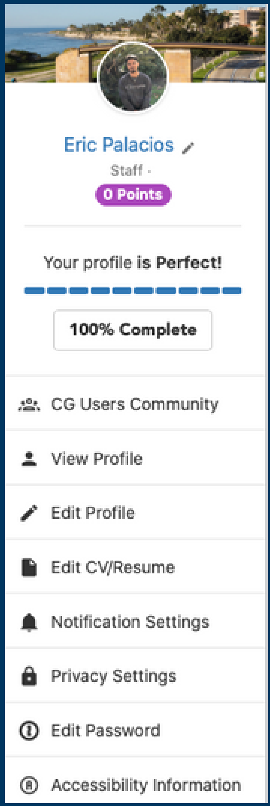
STEP ONE

Click on your profile picture in the top-right corner.



STEP TWO

When the menu drops down, click "Edit Profile".



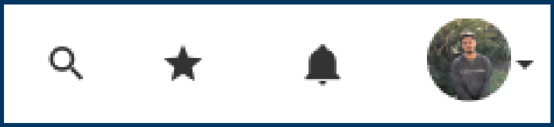
IMPORTANT!

Make sure to update your social media and bio. This is UCSB's official community engagement tool and it's a way to connect with new/continuing students, faculty, and staff. If you are an RCO leader, new members may be hoping to contact you to join your organization.

Notification/Communication Settings

STEP ONE

Click on the notification bell in the top-right corner.



STEP TWO

When the menu drops down, click "Notification Settings."

Chat Function

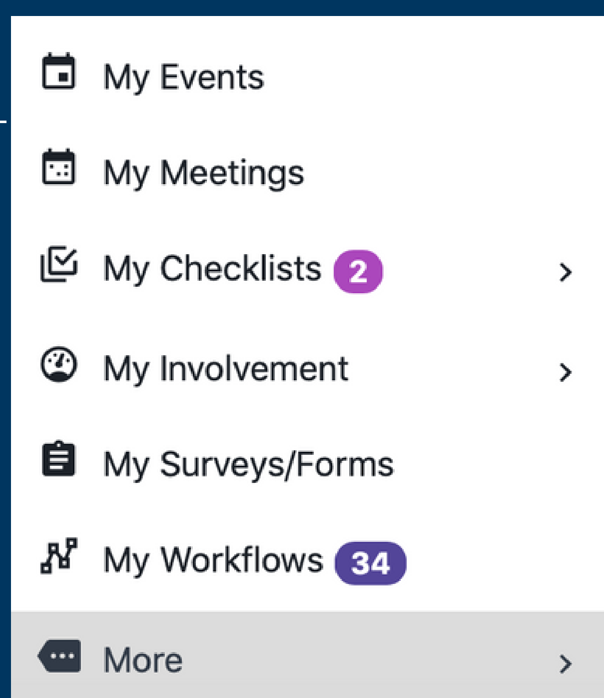
Click on the Chat icon at the top of the page.

NOTE

Make sure to update your social media and bio. This is UCSB's official community engagement tool and it's a way to connect with new/continuing students, faculty, and staff. If you are an RCO leader, new members may be hoping to contact you to join your organization.

How to check your inbox

To view your Inbox, click on "More" on the left-side column. Here, you will find emails sent from your Registered Campus Organizations (RCOs), Student Engagement & Leadership (SEAL), and other campus departments.



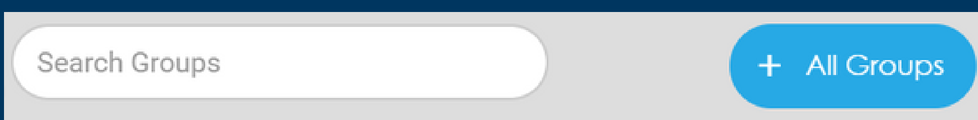
How to get Involved

STEP ONE

Click on the Group icon in the top-left corner.

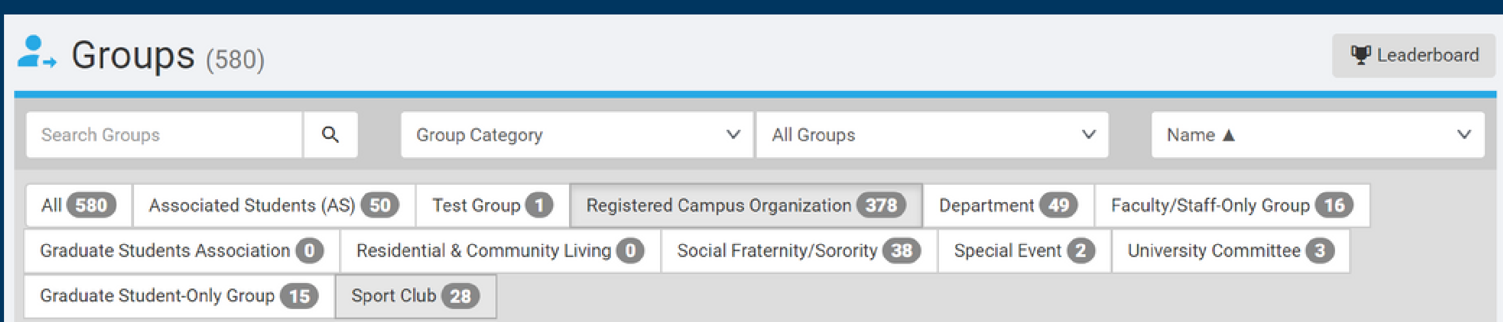
STEP TWO

When the menu drops down, click on "All Groups" for a more optimal view.



STEP THREE

Scroll down to see the group categories.



STEP FOUR

Click on "Registered Campus Organization" and happy searching!

NOTE

As you join a RCO, check with leadership to see how each organization communicates with their members. Many will likely be using Shoreline!

How to Recruit/Find New Members

STEP ONE

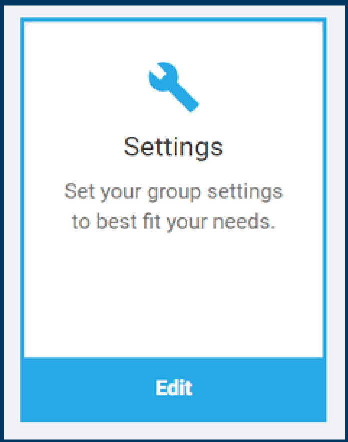
Click on the Group icon in the top-left corner.

STEP TWO

When the menu drops down, search for your group and click on it to access your dashboard.

STEP THREE

Scroll down until you see Settings.



STEP FOUR

Fill out information about your organization, membership, and how to stay updated on future events in your Mission under the Basic Information tab. We advise filling out your Social Networks information as well.

NOTE

You can reach out to us on Instagram at @ucsbseal and we can help publicize events about your Registered Campus Organization.

How to Recruit/Find New Members

IN FAIRS

Student Engagement & Leadership (SEAL) hosts involvement fairs highlighting Registered Campus Organizations (RCO).

Keep an eye out for virtual involvement fair opportunities with SEAL!

Virtual fair presentations will be recorded and can be found by students even if they are unable to attend the organization fair.

TIPS

Host virtual events with your RCO and promote through Shoreline!

Many departments are already using Shoreline to publicize events. This platform provides a space for students to explore what they are interested and learn about new areas they may not have known they were interested. Publishing all RCO-sponsored events on the platform can increase interest, membership, and is required.

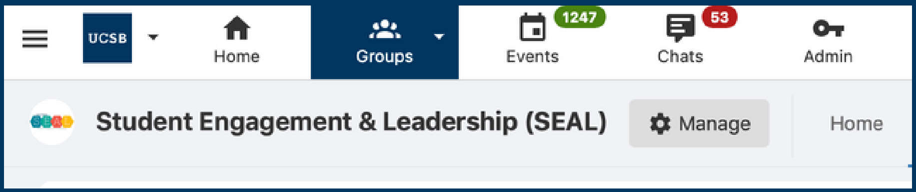
How to Use the Email Function

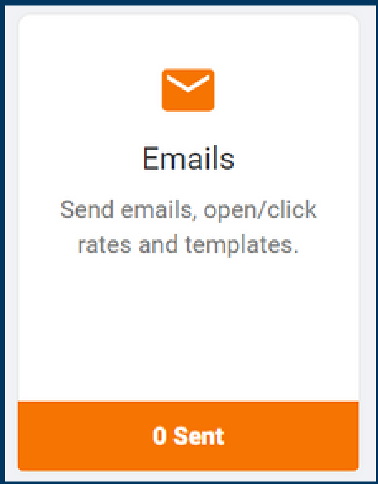
STEP ONE

Click on the the three lines on the top left corner, scroll down and click "my groups".

STEP TWO

Once you select your group, click "manage"



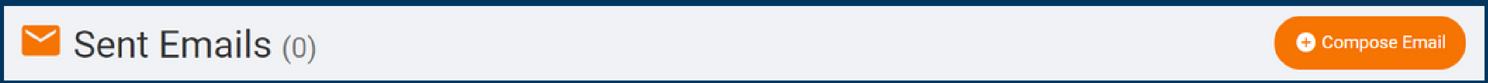


STEP THREE

Scroll down until you see Emails. Click on the box.

STEP FOUR

Click on "Compose Email". You can send an email to all members on your roster, or specialize emails for certain categories of members as you have listed in your membership settings.



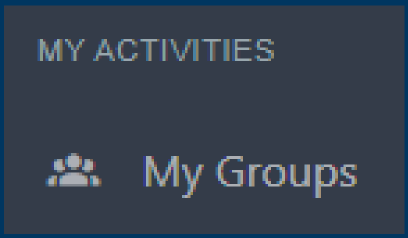
NOTE

To see this function in further detail including how to target and write detailed emails, review our video tutorials on Shoreline and our website.

How to Remove Yourself from Group

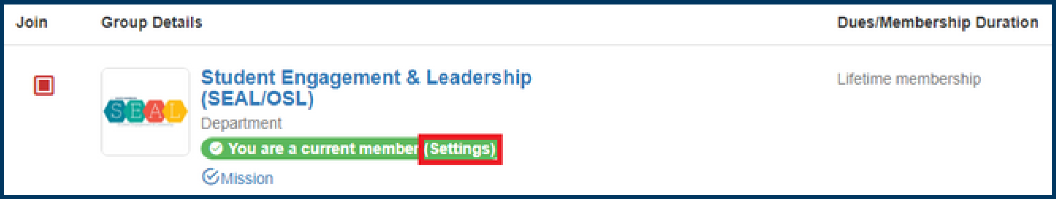
STEP ONE

Under "My Activities" review "My Groups" on the left side of the page.



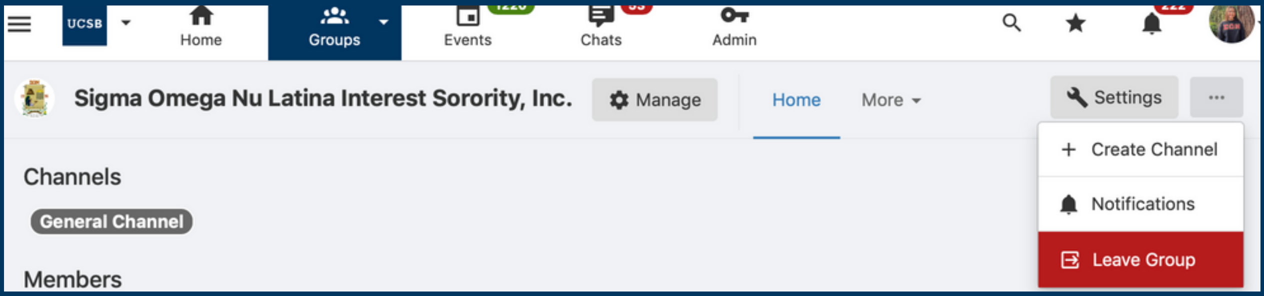
STEP TWO

Click on "Settings" next to the group you wish to leave.



STEP THREE

Click on the three dots next to settings and here you will find the button highlighted in red to leave the group.



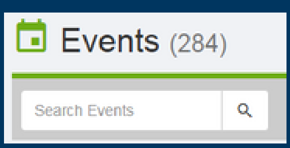
How to Find Events

STEP ONE

Click on the "Calendar" icon in the top-left corner.

STEP TWO

Use the search bar on the Events page to look for a specific event!

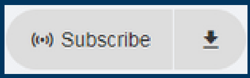


It's also helpful to use the filter tools to find events that fit your interests.

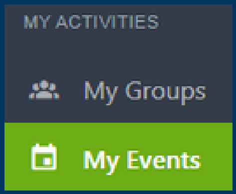
If you prefer to see events in a monthly format, click "Calendar".

STEP THREE

Subscribe to receive notifications for upcoming events!



To find a list of events you're registered for, click on "My Events" on the left-hand column.



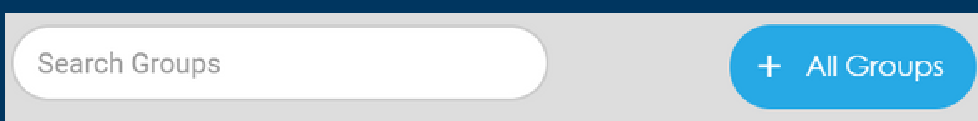
How to Use Checklist

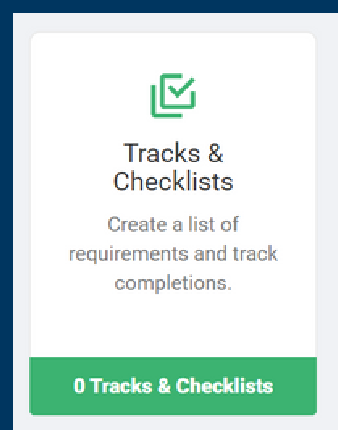
STEP ONE

Click on the Groups icon in the top-left corner.

STEP TWO

On the drop-down menu, click on "All Groups" for a more optimal view OR search for the group you would like to add a checklist for.





STEP THREE

Scroll down until you see Tracks & Checklists.
Click on the box.

STEP FOUR

Click "Create Checklist" on the top-right.

TIPS

Use Tracks and Checklists to delegate tasks to officers and complete assignments in a timely manner. To see this function in further detail including how to delegate checklists, review our video tutorials on Shoreline and our website.

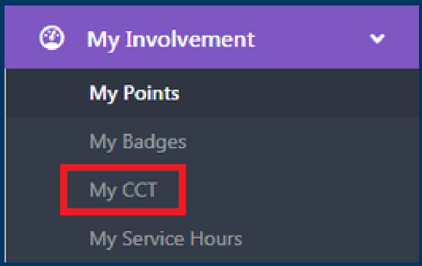
Co-Curricular Transcript

EXPLORE THE POSSIBILITIES

Keep track of your involvement and experiences outside of the classroom through your Co-Curricular Transcript (CCT) on Shoreline! Use your CCT for reference when building your resume, asking for letters of recommendation, and applying for graduate programs!

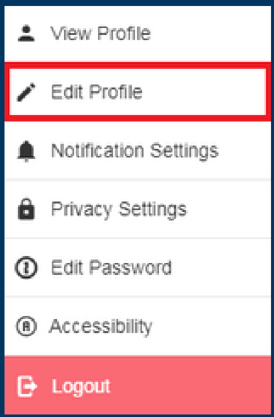
STEP ONE

To view your Co-Curricular Transcript (CCT), click on "My Involvement" on the left-hand column and select "My CCT" from the drop-down list.



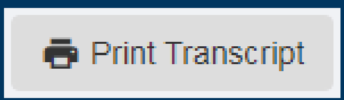
STEP TWO

Review your CCT and make any changes you'd like to see reflected on the document. You can edit your brief intro by clicking "Edit Profile" under your account settings.



STEP THREE

Download an unofficial copy (PDF) of your CCT or print it by clicking "Print Transcript".



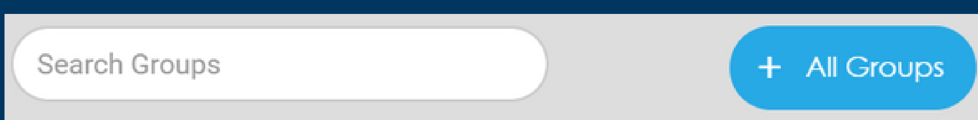
Submitted Surveys & Forms

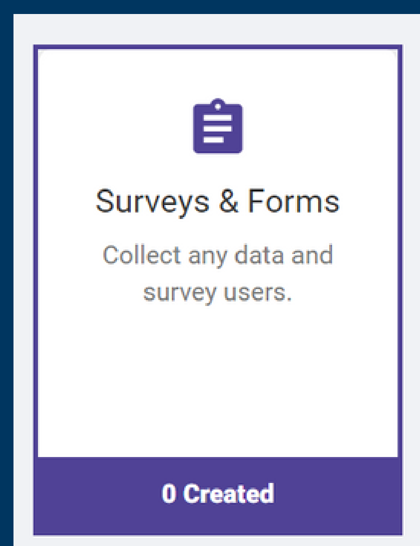
STEP ONE

Click on the Groups icon in the top-left corner.

STEP TWO

When the menu drops down, search for your group and click on it to access your dashboard.





STEP THREE

Scroll down until you see Surveys & Forms.
Click on the box.

STEP FOUR

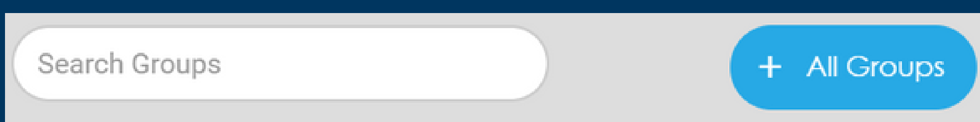
Click "Create" on the top-right.

How to Review Surveys & Forms

STEP ONE

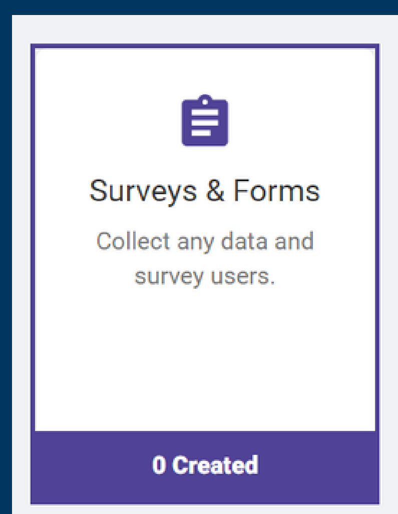
Click on the Groups icon in the top-left corner.

When the menu drops down, search for your group and click on it to access your dashboard.



STEP TWO

Click on "Surveys & Forms" square.

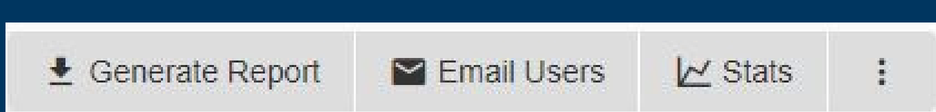


STEP THREE

Select the survey or form you'd like to review by clicking on the title.

STEP FOUR

Utilize the toolbar near the top, left of the page.
Generate Report = Download Excel sheet of responses
Email Users = Email all respondents
Stats = Track statistics, answers ratios, date/time of response.



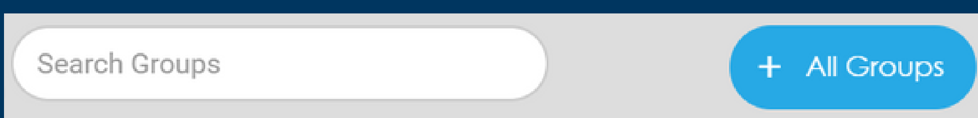
How to Update Your Membership Roster

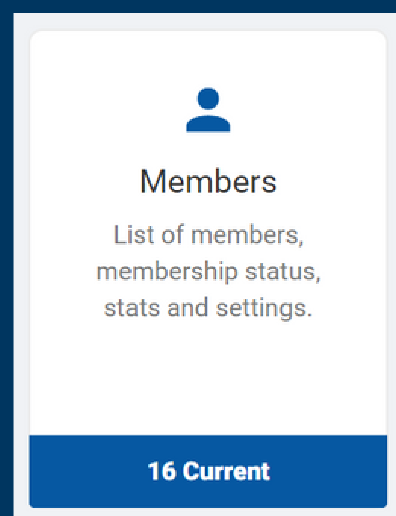
STEP ONE

Click on the Groups icon in the top-left corner.

STEP TWO

When the menu drops down, search for your group and click on it to access your dashboard.



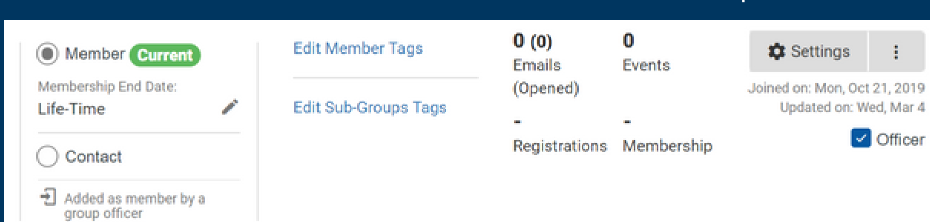


STEP THREE

Scroll down until you see Members.
Click on the box.

STEP FOUR

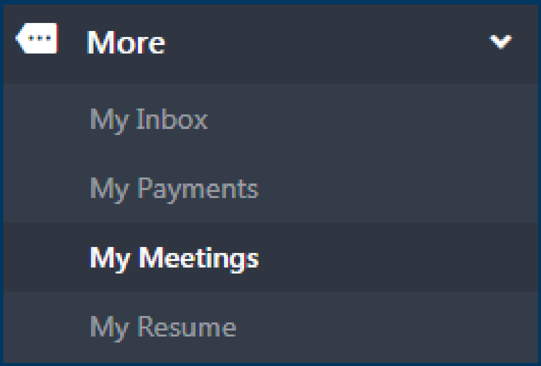
Add all organization members to your page. Next to each member name, you can customize their tags, officer status, and more. Their involvement will be reflected in their Co-Curricular Transcript (CCT).



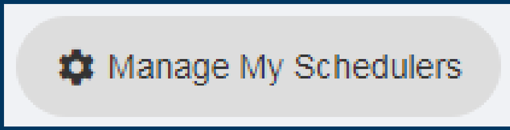
How to Use the Meeting Scheduler

STEP ONE

Under "More" on the left-side of the page, click on "My Meetings".



Click on "Manage My Schedulers".



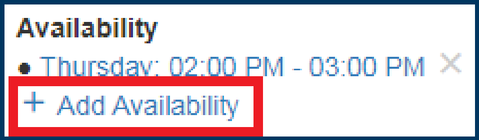
STEP TWO

Connect your UCSB Google Calendar, then click "Create Scheduler".

STEP THREE

Make sure to add your availability after creating your scheduler! Include your meeting scheduler in your email signature or share it with folks hoping to set up a meeting with you!

STEP FOUR

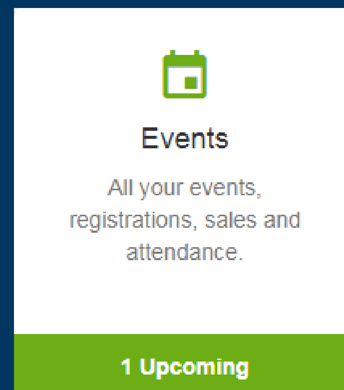


The scheduler will only reflect time you have listed as "free" on your Google calendar. If you block off time for RCO business, make sure to leave it as "free" for the tool to work. This tool also will automatically add scheduled meetings to your calendar, send reminders on your behalf, and send an email reminder with a notes section that you can use during meetings.

How to Host Events Online

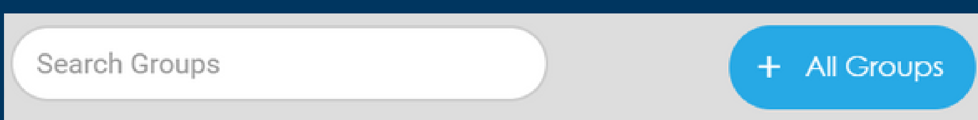
STEP ONE

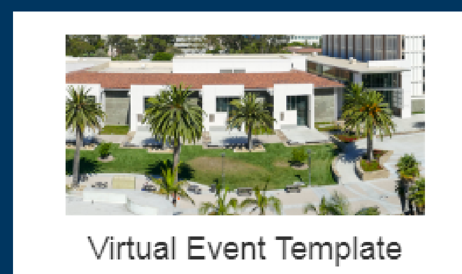
Click on the Group icon in the top-left corner.



STEP TWO

When the menu drops down, search for your group and click on it to access your dashboard. Click on the Events icon.





STEP THREE

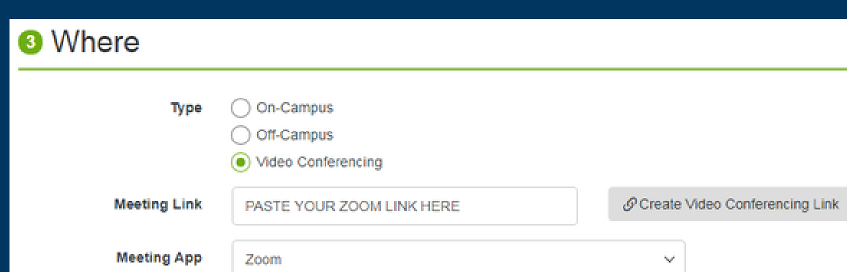
Click on “Create Event” and select “Virtual Event Template”.

STEP FOUR

Under the “Where” section, add your Zoom link and select Zoom as the Meeting App.

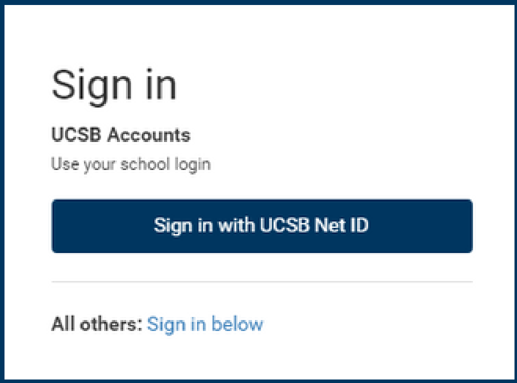
STEP FIVE

Add other event details and make sure you click “Create Event” at the bottom!



How to Create a Department Page

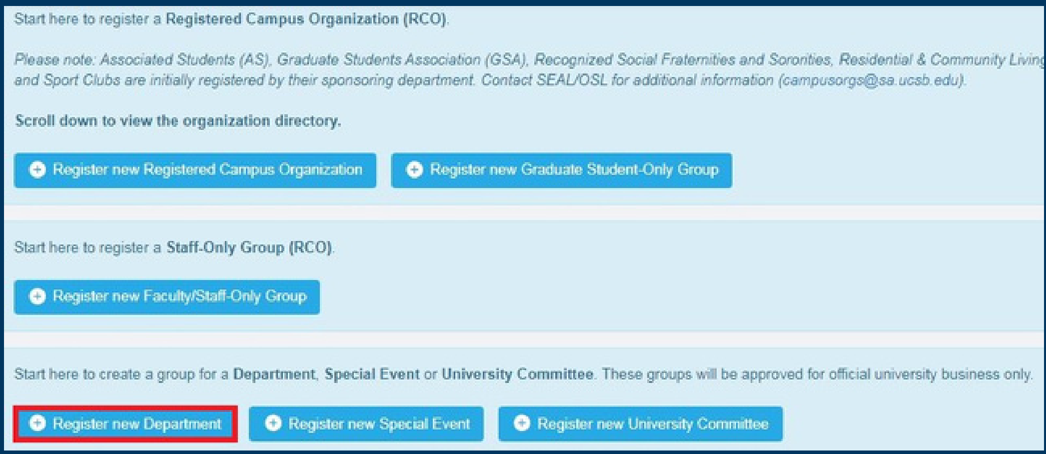
STEP ONE
Log on to Shoreline using your UCSB credentials.



STEP TWO
Click on the Groups icon

STEP THREE
Click on "All Groups"

STEP FOUR
Scroll down and click on "Register new Department"



STEP FIVE
Add your information, submit your registration, SEAL will review & approve within 2 business days.

STEP SIX
Once you're approved, feel free to create and publicize events on Shoreline! Many departments are using the email and scheduling function.