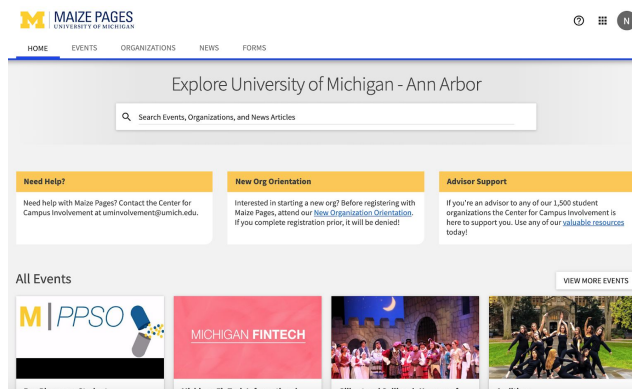


# Tech Solution for Managing Student Organizations & Tracking Involvement

## What is Maize Pages?

Over the last year, many students have asked for an easier way to learn about, register for, participate in, and track their involvement in service learning and community service opportunities. A small working group comprising students, faculty, OMSE and HITS staff determined that Maize Pages is the optimal tool that allows students to do all of the above. We are currently working with the vendor (CampusLabs Engage), UM Student Life and HITS to bring Maize Pages to you!



Maize Pages (<https://maizepages.umich.edu/>) is UM's online resource to **connect students** to the **student organizations** and **various events** happening on campus.

## Why use Maize Pages?

### All Students

- **Reduce Emails:**
  - By centralizing where student organizations and related events can be found, you will be able to find and take part in opportunities without having to search through the past emails.
- **Electronic Platform:**
  - Easily communicate with and sign up for student organizations
  - View all events in one place!
  - Maize Pages will be embedded in Canvas and the Medical Student Gateway for quick access and visibility
- **Calendar:**
  - Students can easily add events to their personal calendars (Google Cal and iCal/Outlook)
- **Track Your Involvement:**
  - Participation in events listed in Maize Pages will be recorded in the system
  - You can enter involvement and experiences that take place outside of Maize Pages or student organizations as well!
- **Save and Share a Record:**
  - A customizable Co-Curricular Record (PDF) can be exported and shared creating a great reference document for Branch Advisors and ERAS process.

## Student Organization Leaders

- **Student Organization Management:**
  - Manage group membership: add, remove, assign positions and allow members to join online
  - Create meetings and events (private or public)
  - Manage forms related to the organization
- **Easily Broadcast your Events:**
  - List your events and have an online event pages that can be customized
  - Manage participation with the built-in RSVP tool
  - Add custom forms or waivers for gathering unique data such as dietary needs, class level, and more.

## How to get your student organization listed in Maize Pages:

1. Register with the *Center for Campus Involvement*. Information on starting a new organization can be found here: <https://campusinvolvement.umich.edu/managing-your-student-organization>

By registering you will be listed as an official student organization and make your group eligible for funding, vehicle usage, and more.

2. If you are doing a limited number of events and do not need the benefits of being a registered student organization, contact Denise Brennan ([denisebr@med.umich.edu](mailto:denisebr@med.umich.edu)) in the Office of Medical Student Education for details on how to have your event listed in Maize Pages.

**If your student group is registered with the *Center for Campus Involvement*, then your group is already in Maize Pages!**

## If your student organization is already listed in Maize Pages...

**You can start using the group and event management features today!**

Need help on setting up the organization page or setting up events? Contact the *Center for Campus Involvement* at [uminvolvement@umich.edu](mailto:uminvolvement@umich.edu).

- View the *Maize Pages How-To Guide for Student Leaders* on <https://campusinvolvement.umich.edu/maize-pages-guide> to get started on managing your group.

## Getting your Events Listed with other Medical School Organizations Events

While entering your event into Maize Pages (see [Creating a New Event in your Organization](#) for instructions), select one or both of the following in the **Event Categories** drop down menu:

- Med School Community Service
- Med School Service Learning

This will ensure your event is listed along with other Medical School student organization events and appear in the regular newsletter sent out by OMSE.

### What Category should I choose?

Here's how the categories are defined:

**Community service:** designed to improve the quality of life for community residents or to solve particular problems related to their needs.

**Service-learning:** Involves service to the community in activities that respond to community-identified concerns AND 1) student preparation; and 2) student reflection on the relationships among their participation in the activity, their medical school curriculum, and their roles as citizens and medical professionals.

## How-to Guides

### Event Related

- [Walkthrough: Events & Event Management](#)
- [Creating a New Event in your Organization](#)
- [Managing Event Invitations and RSVPs](#)
- [Assigning an Event Category to an Existing Event](#)
- [Walkthrough: Forms](#)
  - [Forms How-Tos](#)

### Messaging

- [Sending a Message as an Organization Leader](#)

### Transcript Related

- [Adding Reflections to Involvement Experiences](#)
- [Accessing and Customizing Your Co-Curricular Transcript \(Video\)](#)
- [Submitting an Experience](#)

## Organizational Management

- [Roster Walkthrough](#)
- [Organization Primary Contacts](#)
- [Assigning Position Templates to Organizations](#)
- [Creating Positions specific to your Organization](#)
- [Changing Position Holders in your Organization](#)
- [Inviting New Members to Join an Organization](#)
- [Approving Organization Membership Requests](#)
- [Removing Members From your Organization](#)

## Account Related

- [Managing How My Name is Displayed on Engage](#)
- [Updating your User Profile Information](#)
- [Adjusting User Notification Settings](#)
- [Viewing your Organization Memberships](#)
- [Viewing your Event History](#)
- [Adjusting User Notification Settings](#)
- [Changing your Privacy Settings](#)
- [Changing your User Profile Picture](#)
- [Accessing your Co-Curricular Transcript](#)
- [Resetting your Password](#)
- [Adding Past Memberships](#)
- [Removing yourself from an Organization](#)
- [Viewing your Organization Registration Submissions](#)

## If you have further questions...

- Contact Denise Brennan ([denisebr@med.umich.edu](mailto:denisebr@med.umich.edu)) in the Office of Medical Student Education for question related to Student Organizations.