About Anchor Link

Anchor Link is Vanderbilt’s student involvement system that helps students become connected on campus and manage their experiences outside the classroom. Anchor Link serves as the central calendar for student life and has groups for every registered student organization, residence hall, and living learning community on campus as well as a variety of university departments, programs, and resources.

Anchor Link has robust functionality for managing student organizations including recruiting new members, publicizing events and news, tracking attendance, maintaining organization records, conducting elections or polls, and communicating with members.

The public Anchor Link site is accessible to anyone, but every student, faculty, and staff member may log in with their VUnet ID and password for the campus user view as well as customized content for each individual user based on their involvement and interests.

Accessing Anchor Link

Anchor Link has both a public site and a campus user site with additional content for users who are logged in with their VUnet ID.

1. Go to anchorlink.vanderbilt.edu.
2. Click “Log In” at the top right corner of the public site.
3. Log on using your VUnet ID and password.

Organization Accounts

The term “organization” in Anchor Link refers to a group or site within the system. Organizations include all registered student organizations, residential areas, Commons Houses, living learning communities, Dean of Students offices and programs, and a variety of other university departments, programs, and resources.

All organizations must complete the annual registration process through Anchor Link in order to become official registered student organizations. During the registration process, organizations must update their organization’s contact information, officers, and membership roster. Organizations must upload a copy of their constitution and bylaws as well as a signed Officer and Adviser affirmation form.

For questions about student organization registration visit: http://www.vanderbilt.edu/anchorlink/student-leaders/register-your-organization/

Any university departments or programs that would like to have an organization created should email anchorlink@vanderbilt.edu to request a group. Creating a group in Anchor Link will allow departments to advertise events, track attendance, publicize programs, and communicate with students.

User Accounts

All Vanderbilt University undergraduate students, graduate/professional students, faculty, and staff members have automatically accounts created annually in Anchor Link. This account is connected to a user’s campus (@vanderbilt.edu) e-mail address and Commodore Card ID number so users will be recognized when they swipe into Anchor Link events.

Users should complete their basic profile information, contact information, interests, privacy settings, and notification settings upon logging into the system. See below for detailed instructions on setting up the user profile.
VUMC faculty and staff are able to access Anchor Link but will be prompted to provide their name and e-mail address upon their first log on. These accounts are not connected with the Commodore Card ID and users can successfully swipe into events but will show up as “unrecognized users” on attendance reports.

1. Complete Your Basic Profile Content
   a. Click “Settings” in the drop down under your name.
   b. Upload a profile picture.
   c. List a preferred e-mail address other than your @vanderbilt.edu e-mail (optional).
   d. Connect Social Media Profile Links including your Facebook, Twitter, or LinkedIn (optional).
      a. If you choose to connect any of your social media accounts, anywhere that your name is displayed in the system (ex. an Organization roster) (ex. an organization roster), a link to these social media accounts will be displayed.
   e. Note: You do not need to enter a Preferred First Name, Middle Name, Suffix, or Hometown nor complete any information under the “Demographics” section

2. Update Your Contact Information
   a. Click “Contact Information” in the bar under the header photo.
   b. Provide any contact information that you would like to be displayed when someone sees your name displayed in the system (ex. on an Organization Roster). You are not required to provide any additional contact information.

Note: Any contact information you provide or edit here will only be used for purposes internal to Anchor Link. If you have changes to make to your home/permanent address, please contact the University Registrar.

3. Designate Your Interests
   a. Click “Involvements” in the drop down under your name. There will be an “Interests” tab located in the bar under the header photo. Interests are used to provide customized recommendations for Organizations and Events on campus.
   b. Go through the folders and select the Interests that appeal to you most. You can update your Interests at any time.

4. Set Your Privacy Settings
   Community Directory Settings
a. Choose which pieces of contact information you would like to “Show” to other campus users when your name is displayed within Anchor Link (Ex. an organization roster).

**Organization Roster Settings**

a. You may choose to hide your membership or officer positions for any organization so that you will not be displayed on the organization’s public roster. The officers of any organization will still be able to view members who have elected to “Hide” their public membership.

5. **Set Your Notification Settings**

**General E-mail Notifications**

a. It is strongly recommended that you keep your e-mail notifications set to “All Notifications.”

b. If you alter your e-mail notifications, you will still get messages sent to your Anchor Link inbox. However, you may miss important, time sensitive messages by not having them sent to your e-mail.

**Text Message Notifications**

a. Providing your cell phone number and turning this feature “On” allows for organizations you are a part of within Anchor Link to send you text messages.

**Home Page Overview**

Anchor Link has both a public version of the site as well as a customized view with additional content for campus users who are logged in using their VUnet ID. The public Anchor Link site is accessible to anyone with an internet connection. Organizations in Anchor Link can choose whether the events and content they create is shown to “Anyone in the World”, “Students & staff at Vanderbilt” (users must be logged in with their VUnet ID), or “Organization Members” (only visible to members on their roster).

*All content that users must be logged in to view is noted with an asterisk.*

**Black Toolbar:**

*Organizations Directory*

Clicking “Organizations” in the black toolbar will allow the user to access the complete listing of organizations in the system. Search for organizations alphabetically, by name, or by category. Clicking on an organization’s name will provide basic profile information for that organization as well as any content they have chosen to display publicly or to campus users.

*Events Calendar*

Clicking “Events” in the black toolbar will allow logged in users to access the complete listing of events registered to “Anyone in the world” and “Students & staff at Vanderbilt.” Search for events by date, name, or category.
Campus Links
Clicking this tab in the black toolbar will connect the user to the Anchor Link Resources Website, Dean of Students Website, and additional campus resources.

*Drop Down Tab:*
By clicking on your name near the drop down arrow in the upper right corner, you are able to access the following resources.

*Your Name*
Clicking on your name will allow you to edit your profile, upload a picture, update your contact information, designate interests to receive custom recommendations for organizations and events, and edit your privacy settings and notification settings.

*My Involvement*
This drop down is where you go to manage your involvement within Anchor Link. From this section you can access and edit your organization memberships, view your personal events calendar, log self-reported experiences (ex. internships, study abroad, awards), edit your interests, track your service hours, access forms/events/elections/organization registrations you have started, view your Co-Curricular Program progress, access downloaded files, and view/edit your Co-Curricular Resume. Your shortcuts will display any organization you are a member of within the system. This is the fastest way to get to the home page for any of your organizations.

*Messages*
This is your message inbox within Anchor Link. Depending on your notification settings, you may receive messages to both your @vanderbilt.edu e-mail address and your Anchor Link inbox.

Home Page:
Alerts & Important Information
Users should pay close attention to this bar, as important information regarding student organizations and alerts about approaching deadlines will be posted here. This is also the easiest way to reach the Anchor Link Help Ticket.
(used to submit technical issues, ask questions, or request a training) and the Card Reader Check Out Form to reserve a free card reader for attendance tracking. *Note: You must log in to access these forms

*My Co-Curricular Programs Progress
This gives you an overview of your progress in any Co-Curricular Program you are enrolled in through Anchor Link. All users have the ability to participate in the Dore Rewards program that provides prizes for students who attend Vanderbilt Programming Board events. Click the “View Map” button to see a detailed chart of your progress as well as an overview of the requirements and potential completion options for any program in which you are enrolled.

Jump in with these opportunities!
This is a constantly updated list of events that are open to the public. This area always displays “Anyone in the world” events and will also display “Students & staff at Vanderbilt” events when a user is logged in. If you select “Anyone in the World” or “Students & staff at Vanderbilt” as an audience for your event, it will show up here. Be sure to upload a photo, as this is what people will see first on the homepage.

News Feed
The news feed displays all news articles posted by organizations. The news feed always displays “Public” articles and will also display “Campus Only” articles when a user is logged in.

*Your Organization Discussions
This feed shows any posts that have been made on the discussion wall of organizations you are a part of.

Customizing Your Organization
Organization officers have the ability to customize the appearance of their organization’s site including profile photo and header. Follow the instructions below for the various customization functions.
Uploading Header Images
Uploading a header makes your site look more like a website. You can upload multiple header images if you wish to have rotating headers with different images or promoting various events.

1. Select Manage from the right side of the top bar.
2. Click on “Cover Photos”
3. Click the “Choose File” button to select the image file.
   ** Image size guidelines: 1024px by 600px or larger with a File size limit: 10MB. Supported file types JPG, PNG, GIF. **
4. You can also use an old image by selecting “Header Image”.

Managing Organization Interests
Each organization has the ability to designate different interests that describe the organization during the annual organization registration process. These interests are used to match students with organizations that match their personal interests.

It is important that organizations select only the very specific interests that match the work of their organization. It is requested that you do not edit the interests that have been connected to your organization without first contacting the Anchor Link Office. If you would like to change your organization’s interests, please email anchorlink@vanderbilt.edu.

Managing Your Organization’s Roster

The Roster of an organization allows you to manage current members, invite new members to join your organization, assign membership classifications or officer positions, and grant administrative access to the features of your site. Only officers with all access or full access to the Roster can manage the organization membership and officer positions.

Accessing Organization Roster
1. Select the “Roster” tab from the gray bar under the header photo.
2. The complete roster for your organization is now displayed.

Invite New Members
1. From the roster page, select “Manage Roster” near the top of the page or below “Roster” in the left toolbar.
2. Click on “Invite People” in the top right corner.
3. Enter the email addresses of the individuals you wish to send invitations for membership.
4. Select a designation from the “Invite As” dropdown if you would like to assign a specific position or officer designation to the person you are inviting. Leave the designation as “member” if the person does not need to be assigned a position.
   a. If the position you want to use has not yet been created, you can always add a designation after the user has accepted your invitation to the group
5. Click “Send Invitations” when all people have been added to the list.

**Approve New Membership Requests**
In addition to being invited to join your organization, prospective new members can request to join by clicking the “Join Organization” button on your organization’s home page. These members must be approved by organization officers before they are added to the organization’s roster.

1. From the organization’s home page, select the “Roster” tab on the left.
2. Click “Manage Roster” near the top corner of the page.
3. Select the tab labeled either Pending or Prospective.
   **Pending members are those your organization has invited to join. Prospective members are those who have found the organization and indicated they would like to join.**
4. Review the users who are awaiting membership approval.
5. Click “Approve” or “Deny” next to each user.
6. Confirm each action.

**Assign Positions to Officers or Members**
1. From the organization’s Roster, click “Manage Roster” near the top corner of the page.
2. Locate the member you would like to assign an officer position.
3. Click “Edit Positions” to the right of the member’s name.
4. Select the appropriate position from the list of positions available.
   a. *If the appropriate position does not already exist, see below for instructions on creating new positions.*
5. Click the save button.
6. The roster page will reload with the position now assigned to the member will be displayed.

**Change Administrative Access for Existing Positions**
1. From the Roster page, click the “Manage Positions” link.
2. Click the name of the position you would like to edit.
3. Select the position type
   a. **Officer** – Will be displayed at the top of your membership roster.
   b. **Member** – Will be displayed in the general roster listing.
4. Set the following options as appropriate:
   a. *Show holders of this position on the organization’s roster:* Check this box if you would like this position designation to be visible to users.
   b. Set Management Access:
      a. **No Access** allows no administrative access, but the user will still be able to see any content designated for organization members.
      b. **All Access** allows administrative access to all features of the organization’s site. Only users with All Access can edit the roster.
         i. If some of your officers do not want to receive membership requests for the organization, you should change them to Limited Access and give them only “View” access to the roster.
      c. **Limited Access** allows you to select each feature of the organization’s site that the position should not have access, have full access, or only be able to view. Finally, click “Create.”

**Create New Positions Specific to Your Organization**
1. From the Roster page, click the “Manage Positions” link on the left.
2. A list of all the current positions available for your organization will be listed. Some of these can be organization created, while others may be system-wide positions.
3. Click the “+ Position” button at the top of the page.
4. Identify the name of the position.
5. Select the position type:
   a. Officer – Will be displayed at the top of your membership roster.
   b. Member – Will be displayed in the general roster listing.

6. Set the following options as appropriate:
   a. Show holders of this position on the organization’s roster:
      Check this box if you would like this position designation to be visible to users.
   b. Is Active: The position is available for a user to hold. If this is not checked, the position will only be available as a past position.

7. Set Management Access:
   a. No Access allows no administrative access but the user will still be able to see any content designated for organization members.
   b. All Access allows administrative access to all features of the organization’s site. Only users with All Access can edit the roster.
      i. If some of your officers do not want to receive membership requests for the organization, you should change them to Limited Access and give them only “View” access to the roster.
   c. Limited Access allows you to select each feature of the organization’s site that the position should not have access, have full access, or only be able to view.

8. Click “Create.”

**Removing Members from the Organization Roster**

1. From the Roster section of your organization’s site, click the “Manage Roster” near the top of the page.
2. Locate the member you would like to remove.
3. Check the box on the far left of the member’s name.
4. Click “End Membership” at the top of the screen.
5. Confirm deletion.

**Roster Messaging**

Anchor Link allows you to send e-mails and text messages to your entire membership roster or subsets of your membership.

**E-mail Messaging**

Anchor Link allows you to send e-mails to your entire membership roster or subsets of your membership.

Note: These e-mails are plain text and do not have formatting options or allow for attachments. If you include a URL, it will hyperlink when the message is sent.

You will be given a temporary relay address, to which you will send your message.
1. From your organization’s page, click “Roster” in the toolbar then click “Messaging” that will appear below it in the toolbar.

2. Click the “Create Relay” button

3. Select the recipients for your message
   a. You can send to specific position holders, as well as...
   b. “All Members” – everyone on your organization’s roster

4. You will be given a temporary relay address. If you use Outlook, simply click the address. If you would like to use a different email server, simply copy and paste the address into the “Send To” region. This address will expire in 24 hours.

Discussion Wall
Specific content can be added to round out your organization’s site. These include wall posts, news articles, photos, and documents.

1. From your organization’s page, type in the text field below “Wall.”

2. Click “Post.”

**Your post will automatically be added to your organization’s wall. Anyone in your organization can post/comment on your organization’s wall. An e-mail will be sent to all members on the organization’s roster when a wall post. Officers can remove any post or comment that is inappropriate or unwanted. **

Users can change their personal Notification Settings if they do not wish to receive e-mail notifications for wall posts.

News Articles & Blog Posts
The News feature can be used to post press releases, news stories, or blog posts for your organization that include the ability for users to provide comments and initiate discussions. Only officers with administrative access to News can post news articles.

1. From your organization’s page, click the “News” tab.

2. Click “Create Article” button near the top of the page.

3. Enter the Title, Summary, and full story text of the article. You can use the text editing features to customize the style of the story of your article.

4. Include a header image by selecting “Choose File” and upload the file.

5. Select the permissions for the article by selecting the radio button to the left.
   a. The Public: Anyone is able to view the article and it will appear in the News Feed on the Anchor Link home page as well as the organization’s home page.
   b. Anyone on Campus: Anyone logged in to Anchor Link is able to view the article and will appear in the News Feed on the Anchor Link home page as well as the organization’s home page.
   c. Only People on the Organization Roster: Will only be viewable to members of the organization and can be accessed by selecting the “News” on the left side for the group.
d. **Only Organization Members in Specific Positions**: Only viewable to the selected officer positions and can be accessed by selecting the “News” tab.

6. Click “Save.”

### Photo Gallery

Using the Photo Gallery section of your Anchor Link site allows you to keep visual records of your organization’s activities and provides a dynamic way to display the work of your organization to campus and potential members. Only officers with administrative access to Photos can create photo albums and upload images.

1. From your organization’s page, click the “Photo Gallery” tab.
2. Click “Create Album” near the top of the page.
3. Enter a name for the album and brief description.
4. Select viewing options for the album:
   a. **Public**
   b. **Anyone On Campus**
   c. **Only People on the Organization Roster**
   d. **Only Organization Members in Specific Positions**
5. Click “Create Album.”
6. Click “Add Photo” near the top of the page.
7. Enter a title and caption for the photo, and select the file from a saved location.
8. Click “Save Photo.”
9. Repeat steps 6-8 for each additional photo to be added.
10. Click “Back to Albums” once all photos have been uploaded to the album.

### Removing Photos

1. From the “Photo Gallery” section on your organization’s page, locate the photo to be removed within an album.
2. Click the red “x” in the corner of the photo.

### Documents

**Uploading a new document**

1. From gray toolbar, select the “Documents” tab.
2. Click “Add File” towards the top of the page.
3. Select the file you wish to upload from a saved location by clicking on “Upload”. Files must be less than 10 MB in size.
4. Provide a title of the document.
5. Indicate the type of document from the drop down menu.
6. Click “Add”

*To update security options, click the 3 black dots near the download button. You will then be able to display the document to either:

a. **The Public**: Allows anyone to view the document.

b. **Anyone on Campus**: Allows anyone within the system to view and download the document.

c. **Only People on the Organization Roster**: Allows only members to view and download the document.

d. **Only Organization members in Specific Positions**: Allows you to select what specific officers/members have access to view and download the document.
To edit a current document
1. From the gray toolbar, select the “Documents” tab.
2. Choose to create a folder or add file to a previously established folder.
3. When you click on “Add File” you will have the option to give the document a “Title” and “Type” (i.e. Finance Documents, Meeting Minutes, Applications, etc.).
4. Designate the permissions of the document to You can make documents viewable to large audiences such as the public or anyone on campus who is logged into Anchor Link or you can limit access to only organization members or people in specific positions (ex. Exec Board).

**To update the actual document file, follow the steps for replacing an existing document.**

To replace an existing document
1. From the gray toolbar, select the “Documents” tab.
2. Locate the document you would like to replace.
3. Click the 3 dots icon and select “Delete” **Once document is deleted, it cannot be recovered.**
4. Upload the new version of the document you are replacing by following the steps in “Uploading a New Document.”
Events

Event Registration Information
Events are not auto-approved but must be approved by a site administrator.

- Events are reviewed on a daily basis during the work week for approval.
  - Most events are approved immediately upon review.
  - Events occurring in large events spaces (ex. Langford, Student Life Center, Sarratt Cinema) need to be reviewed by the manager of that space before being approved.
  - Events with special needs (ex. Police, Plant Operations, outside amplification, etc.) may be required to attend a Special Event Registration meeting through the Office of Reservations & Events.
- Some areas have specialized event registration and approval processes. If you fall under one of these categories, contact the appropriate office if you have questions about your event approval.
  - Fraternities or Sororities – Greek Life gives the final approval.
  - Residential Education (ex. RA & LLC Programs) – Res Ed gives the final approval.
  - Law School – Chris Meyers gives the final approval.
- You can edit or cancel an event once it has been created by opening the event and clicking the “Change details” button under “manage.”
  - All event changes must also be approved by a site administrator. However, do not hesitate to make any necessary changes to your event or edit the event multiple times.
- Creating an event through Anchor Link does not reserve a space.
  - You must go through the Office of Reservations & Events, Virtual EMS, or the appropriate venue to book your space on campus prior to creating your event in Anchor Link.
- As you progress through the Event submission process, your information is saved once you click the “Next” button.
  - To continue where you left off or to make changes before submitting your event, log into Anchor Link and go to:
    - Involvement → More → Submissions → Events

Creating a New Event
Events can only be created by officers or administrators of an organization/group who have been granted administrative access. Events that have an image or flyer uploaded along with it will appear on the Event Cork Board on the home page. You can set who can see and RSVP to the event during the creation process.
1. Go to your organization’s home page and select the “Events” on the gray toolbar.
   a. Note: You must have administrative access to your organization to create events. This can be either “All Access” or “Full Access” to the Events feature.
      i. All Access Administrators of a group (ex. Primary Contact, President, other designated officers) can grant access privileges through the Roster.

2. Click “Create Event” at top of page.

3. Enter the Event Title, Theme, Description, Date, Start time, End time, and Location. (Required)

4. Check if you would like a Google Map to appear with your event.

5. Attach a flyer or image to associate with your event
   a. Only events with flyers will appear on the cork board on the home page.
   b. Supported files include image files (jpg, jpeg, tif, tiff, gif, png, bmp), Office files (xls, xlsx, ppt, pptx, doc, docx, pub, rtf) and html, htm, mht, and pdf.

6. Specify the type of event: (Required) 
   a. Anyone in the world: Anyone who accesses the site will be able to view the event without logging in.
   b. Students & staff at Vanderbilt: Anyone logged in with their VUnet ID can view this event.
   c. Organization Members: Only members of your organization can view this event.

7. Specify who can RSVP: (Required) 
   a. Anyone: Anyone who is logged in can RSVP.
      i. Even if you do not need to capture RSVPs for your event, it is recommended that you select “Anyone”. Users can RSVP to events to keep track of them in their personal Anchor Link events calendar under the “Events” section of the “My Involvement” drop down in the toolbar.
   b. Only invitees: Only users that you invite through Anchor Link can RSVP.
   c. No one: Use this option if the event is “closed” to certain members or RSVP is not applicable.

8. Select the categories which the event fits from the drop down menu.

9. Select the perks which the event offers from the drop down menu.

10. Check if you would like anyone to Self-Report Attendance at an event.
    a. This means they would appear on the attendance report if they self-report but do not swipe in at an event.

11. Under Additional Information, provide a URL for the event website or Facebook event if applicable.

12. Upload a relevant document that users can download.
    a. File size must be under 4MB.
    b. Allowable file types are DOC, DOCX, XLS, XLSX, PPT, PPTX, PDF, TXT, RTF, CSV, JPG, JPEG, GIF, PNG, TIF, TIFF, SVG, WPS, WPD.

13. Read through “Important Event Registration Information” and click “Next.”
1. Attach a flyer or image to associate with your event
   a. Only events with flyers will appear on the cork board on the home page.

**PAGE 3**

1. Select the expected attendance at your event. *(Required)*
2. Indicate who the event is being registered by. *(Required)*
   a. You should indicate what type of organization you represent in this section. Even if you are registering this event for your own organization’s purposes (ex. attendance tracking) but you are not the group hosting the event, please only describe your organization here.
3. Complete information about any co-sponsors.
   a. *Note:* This information will not appear when users view your event. You should also indicate any sponsors you would like to highlight in your event description.
4. Indicate if your event is occurring in any of the listed locations on campus.
   a. Your event will be approved once the manager of this space confirms your reservation.
5. Check all applicable boxes related to the needs of your event. *(Required)*
   a. Based upon what check boxes you select, you may be required to fill out additional forms (ex. VUPD or Security Request, Social Event with Alcohol Registration form, etc.).
6. If you would like free graphic design assistance for your event, click “ACE Design Team Request Form.”
   a. *Note:* This form is housed on a different page of the site. You are welcome to complete your event registration and then go back and complete your design request form. ACE Design Team can also be found in the Organizations Directory.
7. Click “Next.”

**ADDITIONAL PAGES:**

1. Complete any additional forms prompted by the check boxes for your event needs or based on your organization type.

**FINAL PAGE:**

1. Check if you would like attendance at this event to show up on a user’s Co-Curricular Resume (found under the My Involvement Section).
2. Click Submit.

**Event Invitations**

To send invitations to your Anchor Link event, open the Event page and click the “Manage Invitations” button on the right side. *(Remember: you must have administrative access to use this function).*
Anchor Link allows you to send invitations to users in two ways:

1. **Invite Users**: You can invite anyone who is a member of any organization you are a part of within Anchor Link.
   a. Users must be selected individually, but you can sort by Organization and Position.

2. **Invite by E-mail**: You can invite using a list of e-mail addresses.
   a. Since attendance tracking creates a list of e-mails of all attendees, this is a good way to invite people who have previously attended your events.

When a user is invited to an event, they will receive the invitation in 3 ways:

1. In an e-mail
2. In a message in their Anchor Link inbox
3. In an Event Invitation on their Anchor Link home page below their profile picture

### Managing RSVPs

If you have an RSVP feature turned on for your event, the response of any user who RSVPs can be found by opening the Event Page and clicking the “Manage Invitations” button.

- You can click “Response” in the RSVP toolbar to sort the users by their Response (Yes/Maybe/No/Not Responded).
- You can also click “Export” to download an excel spreadsheet of all users who have RSVP’d or been invited to the event to access a list of names and e-mails.
Attendance Tracking
To track attendance at your Anchor Link event, open the Event page and click the “Track Attendance” button on the right side. *(Remember: you must have administrative access to use this function)*

When you track attendance at an event through Anchor Link, you will automatically capture not only the total number of attendees but the following information about each attendee:

- First & Last Name
- Campus E-mail Address
- Preferred E-mail Address (if they have listed one)
- Timestamp
- Who tracked their attendance
- Any comments provided next to the user’s attendance record

Attendance can be tracked in 4 Ways:

1. **Swiping using an Anchor Link Card Reader**
   **Card readers can be checked out through a variety of offices including Sarratt 339 and can be reserved on the Anchor Link home page.**
   a. Plug in the card reader to the USB port of your laptop or desktop computer. You must be connected to an active internet connection to track attendance.
   b. Click the link to the “Swipe page” and enter your Access Code.
   c. Click submit (see image below).
   d. When a user successfully swipes their card, there will be a series of dots before you see “success.”

2. **Invitations**
   a. If you used the invitations feature, you can simply go through and check Attended/Absent/Excused for each invited user.

3. **Text Entry of E-mail Addresses**
   a. You can enter Vanderbilt campus e-mails and indicate a user’s attendance status.
b. You can keep a running list of attendees rather than clicking “Add” each time which will take you back to the previous page.

4. File Upload of E-mail Addresses
   a. You can upload a CSV or TXT file with e-mail addresses.

Attendance Tracking Tip:
If you are using card readers at your event, it is recommended that you keep open a second tab in your browser that is open to the Text Entry page so that any attendees who did not bring their Commodore Card can enter their e-mail addresses. Keeping open a second tab that you can easily toggle back and forth between will save time and ensure you always are on the correct page.

To download an Excel spreadsheet attendance report, click the “Export” button on the right side of the Track Attendance page. This attendance record will be permanently accessible for your organization or office in the Past Events section of your Anchor Link group.

To learn how you can most effectively utilize your attendance records, visit: http://www.vanderbilt.edu/anchorlink/2013/10/utilize-attendance/

Elections

While the tab may be called Elections, this function of Anchor Link can be utilized in a variety of ways including polls and surveys. Some examples of how the Elections feature can be used include holding officer elections, voting on a t-shirt design, selecting catering for a program, or getting feedback on what type of event your organization should hold.
Voting in Anchor Link elections is confidential and users are only able to vote once in any election. You have the ability to determine who can vote in your election: any Anchor Link user, only members of your organization, or only a specific population of users called an eligibility list.

Creating an Election for your Organization
1. From the gray toolbar, select the “Elections” tab.
2. Click “Create Election” at top of page.
3. Identify the Name of the election.
4. Check if you would like instructions displayed to voters and complete the additional instructions box with any relevant information.
5. Indicate if the election should be “Active.” (meaning turned on during the selected dates) and select the date range for voting.
   - You can always turn the election to “Inactive” or change the voting timeframe once the election has been created.
6. Indicate if you would like an alert displayed on your organization’s home page when voting is open to prompt users to vote.
7. Indicate if the election is for organization members only (people listed on your Anchor Link Roster). You can elect not to limit the election and have it open to any Anchor Link user.
8. Click “Save.”

Creating Ballots for your Election
You can create as many ballots as needed, and each ballot can have only one or a series of questions. Each ballot can be accessible to any Anchor Link user, only members of your organization’s roster, or only a specific population of users called an eligibility list (ex. members of an organization’s Executive Board, first year members of an organization). A user will see only the ballots they are designated to see.

Only Anchor Link site administrators have the ability to create eligibility lists. If you have specific voting needs for your organization and would like help creating eligibility lists for an election, fill out an Anchor Link Help Ticket via the link on your user homepage.

1. Once you have created an Election, make sure you are in the “Ballots” tab and click “Create Ballot”.
2. Enter the name of the ballot.
3. If you have not worked with an administrator to create an Eligibility list, your election will default to “Enable” General Access.
   - General Access either means anyone on Anchor Link OR anyone on your membership roster, depending on what you selected when you created the election.
4. Click “Save” when all access has been identified.
5. Click the format on the left side of the page of the question you’d like to add to the ballot:
   - **Check Box List**: Includes question text and answer set, where multiple answers can be selected.
**Radio Button List:** Includes question text and answer set, where only one answer can be selected.

**Instructions:** Includes Question text with no answer set.

**Ranking:** Includes question text and answer set with ability to rank up to x number of items.

**File Upload:** Includes question text with ability to upload a file.

6. Type in text for the question and answer set, if applicable. Click “OK”.

- Text fields can be associated with an answer, e.g., *Other (please specify)*, if needed.

### Editing Ballot Questions

1. From the Ballot page, edits can be made to each question after they have been created.

2. There are several options once you click on a question to make edits.
   
   - Click the arrows to move the question to a different position in the question order.
   
   - Change the page number and sequence number to move the question from one page to the next or after a certain question.
   
   - Click the trash symbol to delete the question entirely.
   
   - Click blue edit symbol to make edits to the question text or answer options.

3. Once in the Edit box for a particular question, you are able to make any adjustments to the question as a whole.

   - Designate the minimum and maximum number of answer selections on the “Properties” tab.
   
   - Include a “Tooltip” for an answer choice on the “Answers” tab. The Tooltip text will display when the user hovers over the answer choice.
   
   - Include “Additional Text” to be associated with an answer choice on the “Answers” tab. The specific text will display in a pop-up window after the user click on an “I” icon.
   
   - Include a “Text Area” for an answer choice on the “Answers” tab.
   
   - Add additional answer choices on the “Answers” tab.
   
   - Reformat the size of the text box, either at the bottom of the “Properties” tab or on the “Answers” tab by adjusting the number of rows to the desired size.

4. Click “OK” when all edits have been made.

### Adding Photos to Ballot Answers

There is not an image upload button within the Answers section of the question builder. There are two ways that you can insert an image into your Answer Text or the Additional Text field of a question.
Insert an image found online:
- Click the formatting button with the small tree icon to Insert/Edit an Image found online. This needs to be an isolated jpeg (for example, found using a Google image search).
- You can then edit the dimensions and alignment of the image in this section

Insert your own photos:
If you have a series of photos (ex. Candidates) that you would like to include on the ballot, the easiest thing to do is:
1. Upload the photos to a photo album in the Photo Gallery section of your Anchor Link group
2. In a separate browser tab from your Election, open the photo album and right click on a photo and select “Copy Image”
3. Click back to your Ballot. Open the question and select the answer that corresponds to the image.
4. Past the image in to the Answer Text section or Include Additional Text section depending on where you would like the image to appear
5. Repeat for each answer

Adding Pages and Conditions to your Ballot
Depending on the needs of your election/poll, you have the ability to create forms with multiple pages. You can have all users answer all questions on the ballot or you can set conditions to select which pages a user needs to complete based upon their responses to questions within the ballot.
- Ex. If on Page 1 a user answers Yes to a question, they could be directed to Page 2 but if they answer No, they could be directed to a different page or not directed to any further pages.

To create multiple pages:
1. Create the first page of your form
2. Click the “Page List” button in the top left corner
3. Click the “Page” button under Add New on the left side bar

To add conditions:
1. Open up the page of the ballot you would like to apply conditions to by accessing the “Page List” or scrolling through the pages at the top of the “Ballot Page”
   - Page 1 cannot have conditions applied to it
2. Click the “Page Properties” button in the top right corner
3. Click the “Conditions” Tab
4. Click Add Condition
5. Select the question, select the desired answer, and then click “is selected” or “is not selected” depending on what is appropriate for how you would like the form to function.
6. You can add multiple conditions also group questions/answers with AND/OR criteria if multiple conditions can or must be true to move to a specific page
To group conditions:
1. From the “Conditions” tab in the “Page Properties”, check the box to the left of each condition that should be grouped together.
2. Click “Group Selected”.
3. Indicate if the group should be True or False.
4. Repeat steps 1-3 for each needed grouping.
5. Click “OK” when all conditions have been grouped.

Add as many ballots to the election as you need by following the steps outlined above. Once you are done creating ballots, you have now building your election. Be sure that it is set to Active so that the prompt will display on the organization’s home page for members to vote.

**Publishing Options**
Under the Publishing Options tab, you can edit your Election Status from Active/Inactive, change whether you would like a voting alert displayed, and access the URL to send to eligible voters.

<table>
<thead>
<tr>
<th>Properties</th>
<th>Ballots</th>
<th>Results</th>
<th>Publishing Options</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Election Alert</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Display an alert on the organization homepage when the election is active and voting is open</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>You may use the URL below when encouraging others to vote in this election. You MUST use the URL below as election URLs copied from your browser address bar will NOT work for other users.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Election Link</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• <a href="https://anchorlink.vanderbilt.edu/organization/arianastraininggroup/election/start/77314">https://anchorlink.vanderbilt.edu/organization/arianastraininggroup/election/start/77314</a></td>
</tr>
</tbody>
</table>

**Viewing Ballot Results**
1. From the organization’s home page, select the “Elections” tab on the left side of the page.
2. Click the name of the election
3. Go to the “Results” tab
4. Click on the name of the Ballot to see an overview of the current results
5. Click the “Export” button to download an Excel file of all the ballot entries
   - Voting is anonymous. You will only see a record of the votes cast, not who cast them.
Forms

How to Create a Form

- In order to create a form, you must have administrative access to the Forms feature within Anchor Link. Officer positions can be created and access levels can be set by the President of your group or anyone with All Access.

- To create a form:
  1. Go to your organization’s group in Anchor Link.
  2. Click “Forms” on the gray bar near the top of the page.
  3. Click “Manage Forms” which will appear under “Forms”.
  4. Complete the basic form information and designate who you want to have access to completing the form (additional details about form properties below).
  5. Click “Save and Add Questions.”
  6. Use the “Add New” section on the left hand side to add varying types of questions, instructions boxes, or a file upload button. You can reorder any questions after creating them.

- Note: The default for all questions is to be required. If you want a question to be optional, click on the question then click the “Edit” button. Then uncheck the “Required” box under Validation.
Details about Form Properties

- **Active:** Your form will only be live when the Active Box is checked AND during the time frame you set for the start and end times.
  - When this box is checked the form will not go live until the designated start date but it will automatically turn on at that time.
  - Generally, the only reason you would uncheck this box is if you need to temporarily or unexpectedly turn off your form.

- **Start Time/End Time:** Your form will be live during the time frame you designate here (so long as the Active box is checked).

- **Allow Multiple Submissions:** Check this box if you would like to allow users to complete this form multiple times.

- **Allow Submissions only from Users on your Roster from these Positions:** You have the ability to designate who you want to have access to complete the form here.
  - **General Access:** To allow any user to be able to access a form, select “General Access”. Users will still have to log into the system but they do not have to be a part of your organization. Only people with VUnet IDs can access forms.
  - **Notifications:** There is a “Notifications” tab where you can select users that you would like to be e-mailed every time a form is submitted
    - Only users with the appropriate level of access (designated in the Roster section) will be able to view forms.
    - You are not required to have anyone notified when forms are submitted.

Creating Multiple Pages & Using Skip Logic within Forms

- You have the ability to create forms with multiple pages. You can have all users complete all pages of the form or you can select which pages a user needs to complete based upon their responses to questions within the form. This feature is called **skip logic**.
  - Ex. If on Page 1 a user answers Yes to a question, they could be directed to Page 2, but if they answer No, they could be directed to a different page or not directed to any further pages.

- To create multiple pages:
1. Create the first page of your form.
2. Click the “Page List” button in the top left corner.
3. Click the “Page” button under Add New on the left side bar.
   - To set up skip logic:
     1. Open up the page that will be the destination after the question.
     2. Click the “Page Properties” button in the top right corner.
     3. Click the “Conditions” Tab.
     4. Click Add Condition.
     5. Select the question, select the desired answer, and then click “is selected” or “is not selected” depending on what is appropriate for how you would like the form to function.
     6. You can add multiple conditions to group questions/answers with AND/OR criteria if multiple conditions can or must be true to move to a specific page.

How to Distribute a Link to an Anchor Link Form
*NOTE: Do NOT simply open the form and copy the URL from your address bar. Since every submission is saved, a unique URL is created for each user that opens a form. Your URL will not work for other users*
1. Click “Forms” in the gray toolbar then click “Manage Forms.”
2. Click “Publish” next to the appropriate form.
3. Use the URL provided in the “Copy URL to Share” box.

How to View Form Results
1. Click “Forms” in the gray toolbar then click “Manage Forms.”
2. Click “Submissions” next to the appropriate form (if any forms are pending, it will show the number of unapproved submissions).
3. From here, there are three ways that you can view submissions:
   1. Click on the eye next to each submission.
      - This method allows you to open up the text fields of the form, gain access to any uploaded documents, and approve or deny the form with comments.
   2. Download as a PDF by clicking on the PDF icon next to each submission.
This method is useful when the form includes lengthy text answers or when you’d like to print individual submissions.

The PDF version will not include any uploaded files.

3. Export all submissions into a single Excel spreadsheet by clicking the “Export All” button.

Helpful Tips about Approving Forms

- If you click the “Approve” button next to the “Export All” button when you are in the dashboard that lists all the pending form submissions, it will just send an e-mail approving the form without any comments.

- If you open the form submission using the eye next to the form, you have the ability to approve or deny the form and provide a comment (up to 255 characters).
  - The comment you provide will be sent in an e-mail and Anchor Link message to the person who submitted the form.

- You are not required to approve forms if you do not want to. If it takes unnecessary time or you are concerned that approving a form will cause confusion, you can simply leave the submissions pending permanently. Even when forms are pending you can still export all the results into the excel spreadsheet.

- Example: When forms that are used to enter a contest you have two options to prevent confusion when someone sees that their form has been “approved”:
  - Leave the form pending indefinitely.
  - Approve the form with a note along the lines of “Thank you for entering our contest. Winners will be notified via e-mail on (Date).”

How to Access Uploaded Files from Forms

- When you build forms you have the ability to add a file upload button so that a user can provide a photo, word document, or excel spreadsheet.

- In order to access these uploaded files, you must open the form using the eye next to the submission. The uploaded file will not appear in the PDF version or the excel export.
  - When you open the submission, go to the page where the file is uploaded and then click on the gold file name and it will download.

Archiving Forms

- When you are done using a form you archive it by selecting it and clicking the “Archive” button so that it does not appear in your list of Active forms.

- When a form is archived new submissions cannot be completed but you can always restore the form if you would like to use it again at a later date.

- You still have the ability access all form submissions even when a form has been archived.
<table>
<thead>
<tr>
<th>Name</th>
<th>Start Date</th>
<th>End Date</th>
<th>Copy</th>
<th>Publish</th>
<th>Submissions</th>
</tr>
</thead>
</table>