

SIGNING UP FOR YOUR CLUB'S ROSTER ON PIONEER LIFE



Most club members will be invited to participate in the group's roster through the primary contact. The primary contact is usually the club's president and will need to know you are a part of the group prior to sending out their invitations. If you have been invited, you will receive an e-mail in your WPU e-mail account asking you to follow the link to the clubs main page. By accepting the invitation you will be added to the clubs roster. Greek members can only be added to the roster through the invitation process. All other clubs will have the ability to have their members sign-up as individuals to the clubs page. To sign up without an invitation, please follow the steps below:

1

How to Locate the Pioneer Life Home Page

Option 1 – Go directly to the web site at: <https://wpunj.collegiatelink.net/>

Option 2 – Go to the William Paterson University main web page and follow one of the two procedures outlined below:



- Home
- Legislature
- Committees
- Clubs
- Resources
- SGA Staff

1. Type SGA in the search tab
2. Click on Recourses
3. Click on Financial System

- Financial Resources**
- [SGA Financial System](#)
 - [Financial Guidelines](#)

OR

- CAMPUS LIFE
- IN THE COMMUNITY
- Campus Life
- Activities
- Services
- Health and Safety
- Transportation
- Housing and Dining
- Other Helpful Links

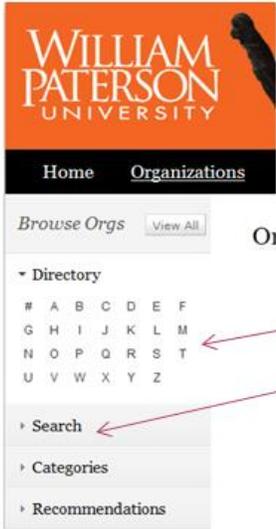
1. Pull down the campus life tab
2. Click Campus Life
3. Click on Financial System



Click here to enter the Pioneer Life portal. Your personalized location to get involved and learn about clubs, organizations and events on campus.

2

Find Your Organization



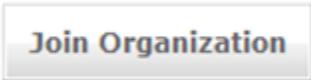
Step one is to find the organization you wish to join.

You can search by clicking the letter that the organization starts with, or you may search by typing in the name of the organization.



3

Click to Join Your Club's Pioneer Life Page



Click to join the organization. This will send a message to the primary contact that you are interested in joining the club. The primary contact needs to accept you as a member. Once this is complete, you are a member of the club.



4

Primary Contact will accept you as a Member



Current – All members who are already on the club roster will be listed in the current section

Pending – All potential members that were invited to join the organization will be in the Pending tab. They stay in that section until they follow the steps in the e-mail that was sent by the primary contact

Prospective – These are potential members that clicked the join Organization Button.

5

How to be set as the Primary Contact

Primary Contact – The Primary Contact is the person in your organization who will control the roster, accept new members to the club, remove non-active members from the club, invite new members to attend interest meetings, and may assign leadership and management access roles to the clubs e-board. The Primary Contact MUST attend Leadership Academy and, in most cases, should be the clubs current president. Primary Contacts will have full access rights to the system and thus should be the one most comfortable and familiar with the Pioneer Life procedures. Club Advisors may hold temporary Primary Contact Status in if the club leadership has not yet completed the Leadership Academy Training.

How to be Assigned Primary Contact Status:

Step 1: Primary Contacts should be the president or treasurer of the club and must attend leadership academy in order to be assigned as the Primary Contact. Once this is complete, the club leaders must contact the office of campus activities with an e-mail request to become the clubs Primary Contact. Please e-mail campusactivities@wpunj.edu.

Step 2: The campus activities staff will make sure the club has a page on the Pioneer Life system and will send the club leader an invitation to join the club roster.

Step 3: The club leader must join their clubs roster. Once this is complete, the club leader will send an e-mail to campusactivities@wpunj.edu informing our department that the member is on the roster. An administrator will then assign Primary Contact status to that person. Remember, each club may only have one Primary Contact. If a club wishes to change their Primary Contact, they must repeat the steps listed above.

Step 4: The club leader may now access the clubs page and begin to invite key leaders, members, and the clubs advisor to join the club roster. The Primary Contact will also be able to begin to design and update the club page.

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How to be set as the Club's Advisor

All fulltime faculty or staff members who wish to be set as a club advisor need to sign up to be a member of the organization or club before they can be set as the advisor.

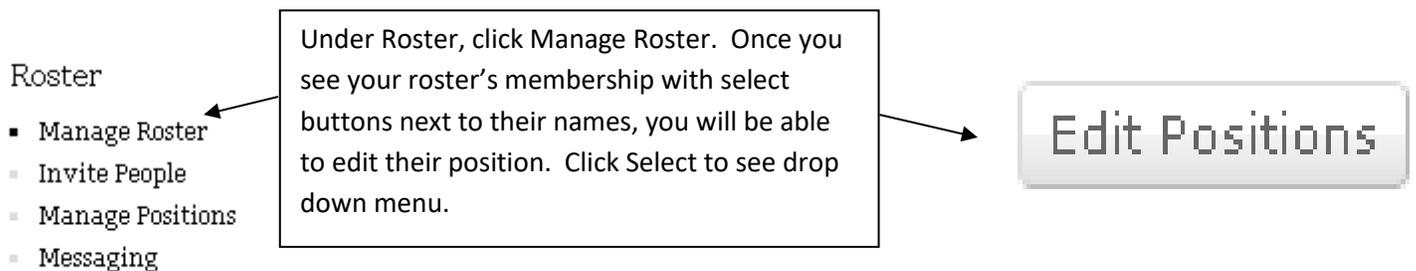
Advisors should follow steps 1-3.

Once the advisor is on the roster, the primary contact will set the access rights to allow for access to the clubs page. Advisor status gives the clubs advisor access to e-mail the club roster, see the clubs homes page, and make stage two approvals for financial access. Clubs can have more than one advisor, but should only reserve the advisor status in the roster to their primary full time campus advisor.



How to Edit Positions

The Primary contact will be able to edit positions for the their club.



Edit Positions for Angie Mercedes

- Advisor
- Campus Activities Advisor
- SGA Treasurer
- SGA Financial Manager
- SGA Bookkeeper
- Annual Budget Officer
- Financial Officer
- Approved Financial Officer
- PR Chair
- Fundraising Chair

Save Cancel

- ⦿ All clubs must have at least 15 eligible members listed on the on-line roster system.
- ⦿ All clubs must have the four main leadership positions listed on the on-line roster system. This could includes:
 - President
 - Vice President
 - Secretary
 - Treasurer
 - Clubs may assign other titles to their members, but must use the above four first.
- ⦿ Clubs must have an advisor signed up and listed on their on-line roster system.

CASL does have final approval of any roster, the assignment of Primary Contact, and the acceptance of members and club leadership.

- For example, if a student has below a 2.3, they can speak with our office in order to be granted permission to be assigned membership or a Leadership Position. Decisions are made on a case by case basis.