Branding icons/Badges

CatsConnect Style Guide
Definitions/Glossary

General Terms

User
Anyone with basic access to CatsConnect. Users are only able to see the Explore option in the Engage Switchboard.

Branch
Within CatsConnect, there are 3 branches: Student Engagement, Student Organizations, and Rec Sports & Fitness. These branches host their respected clubs and student organizations and other related offices.

Branch Admin
A user responsible for overseeing the functioning of an Administrative Branch in an Engage community. Branch Admin are able to see the Explore and Manage options in the Engage Switchboard.

Community Admin
Any user who has access to the Admin view when opening the Engage Switchboard. There are two types of Community Admin: All-Access Community Admin, who have access to every tool in Admin; and Limited Community Admin, who may only be able to manage one specific tool within Admin.

RSO
Registered Student Organization

Basic Navigation

Pancake Icon (3 Stacked Lines)
This will take you to various areas of CatsConnect or take you to tools for your organization, depending on which view of the site you are on (Explore, Manage, or Admin).

Engage Support (Question Mark Icon)
This will take you to the Campus Labs Engage Support Website.
Waffle Icon (Grid)
This is how users navigate between different views of the site, each view allowing users to accomplish different tasks. Clicking this icon will allow you to switch back and forth between the Explore, Manage, and Admin views.

Explore View
Explore View is the default view when users log into the community. Clicking on "Explore" will by default take you to the community home page, where users can discover new organizations, events, read news posts, and find ways to get involved. The Explore view is also where users can view organization pages and access content created by organization officers or administrators. Every user in the community will have access to the Explore View.

Manage View
Clicking on "Manage" takes you into your Action Center. From here, you can manage content for your organization or your administrative branch, such as creating, editing, or deleting content, re-registering your organization or reviewing a form submission. The Manage View is also where branch administrators access branch administrative tools, such as setting up organization registrations and position templates. Every user in the community will have access to the Manage View, but what a user sees will vary based on their management permissions across organizations.

Admin View
The Admin View is reserved for your highest-level users, users who need to manage community-wide settings. Certain community-wide configuration also takes place in the Admin View, such as site styles and branding, involvement settings, and CCT setup. Only a subset of users will have access to the powerful Admin View, allowing them to oversee the functioning of the community.

Profile Icon (Picture or Initial inside a circle)
This is where you can access the tools that are specific to users. Users will be able to access their event pass, past involvement history, complete unfinished submissions, and update personal profile. When users click on your initial or photo in the top right of the screen, a panel will appear on the right side of the page.

Account
Update/edit your basic profile with user information and an image. Update your privacy and notification settings here, too.

Event Pass
Access and save your event pass for mobile check-ins.

Paths
View your progress in your co-curricular paths and self-complete any available path items.
**My Event History**
View past events you have attended, mark yourself as an attendee at select events, and leave reflections on your event attendance.

**My Memberships**
View your current and past memberships, leave reflections on memberships, and submit past membership requests.

**Experiences**
Submit new experience requests and check the progress of experience submissions.

**Service Hours**
View a summary of the service hours you have completed and submit new service hours tied to an organization.

**Co-Curricular Transcript/Involvement Record**
View, customize, and save your Co-Curricular Transcript

**Submissions**
Finish incomplete submissions and check the status of event, form, and registration submissions.

**Notifications**
View your in-system notifications.

**Downloads**
Access any downloads you have requested.

**Get Ready to Vote**
If your campus is using our voter engagement extension, you can click here to get connected to democratic processes in your area.

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**Home Tab**
This is the landing page when users first log in. From here, users can search for events, organizations, or news articles; view their organization memberships and current events; see the latest news; and view Campus Links.

**Events Tab**
This is a list of all events organized by organizations on campus. Users can search, filter by date, branch, theme, category, and perks.
Organizations Tab
This is a list of all RSOs and MSU offices registered through Cats Connect. From here, users will be about to search, filter by branch and category.

News Tab
This tab contains news stories created by admin. Users are able to submit news stories

Forms Tab
This tab contains forms available to the user based on their memberships.

Events

Event Themes
These are hard-coded into CatsConnect, meaning admins cannot change, edit, add, or delete them. There are 9 themes in total, selected based on overarching event types on campus. The event themes are Arts and Music, Athletics, Cultural, Fundraising, Group Business, Learning, Service, Social, and Spirituality. Every event must be tied to one and only one event theme.

OR
These are general types used to describe events on campus. The themes are Arts & Music, Athletics, Cultural, Fundraising, Group Business, Learning, Service, Social, and Spirituality. Every event must be tied to one and only one event theme.

Event Categories
These are used to classify events in more specific ways than themes. Unlike themes, users can tag their events with multiple categories. Community Admins are able to set these categories. Further, Event categories can provide additional options for admins, such as the ability to create "hidden" categories that can be used as administrative-use-only tags for events. Many campuses will use hidden event categories to support their Co-Curricular Paths or will tag events according to report data they may want to pull at the end of the semester or the end of the year.

Event Perks
Like themes and categories, Event Perks gives another option to classify events. These perks are free food, free stuff, and credit. Admins cannot edit these.

Organizations Terms
Organization Status
Active
An Active organization is fully functional on the site. All information is accessible by members and new members are able to join.

Frozen
By default, Frozen organizations will not be visible in the organization directory, but can still be accessed by existing members or officers. Only officers and admins can make adjustments to the organization's page. Frozen organizations will still receive message relays.

Locked
Similar to Frozen organizations, Locked organizations are not visible on the organization directory but can still be accessed by members who have a link to the page. Any non-member will not be able to access the public page of a locked organization. However, with a Locked organization, only
site administrators can make adjustments to the page. Officers cannot change or create content, but can still submit content, such as the organization's re-registration form as long as the submission was started before the organization was locked. Once locked, the organization will not be able to access an active registration. Members cannot leave the organization roster while it is in the Locked phase.

Inactive
An Inactive organization is the closest option to archiving the organization when it is no longer active or needing to be accessed. When you change an organization's status to Inactive, all current memberships will be ended. The organization is not visible in the directory nor can it be accessed by any members. Only administrators can reactivate or edit the organization's profile.

Organization Directory
The master list of all registered student organizations (RSOs) and registered MSU departments.

Organization Categories
Categories are public-facing; these make it easy for users to find organizations of interest in the organization directory.

Organization Types
Types are admin-facing; they help classify organizations based on how admins would like them to behave (for example, RSOs behave different based on the types of funding available to them).
Branch Navigation

The Branch Tools are comprised of the following capabilities (from left to right, if looking at the screenshot above):

**Managing the Event Submission Process**

- Configuring custom fields for the branch
- Setting up event submission reviewers
- Having access to approve and deny all event submissions submitted by organizations in that branch

**Overseeing an Events List**

- Managing event details for any event
- Creating events on behalf of any organization in the branch

**Overseeing an Organization List**

- Being able to access the Action Center for any organization housed in that branch
- Reassigning organizations to new categories, types, and statuses

**Creating and Assigning Organization Types**

**Creating and Assigning Administrative Position Templates**

**Managing the Organization Registration Process**

- Creating registrations
- Approving and denying organization registration submissions