What is PurplePost?
PurplePost.wiu.edu is WIU’s social media network for its Registered Student Organizations (RSOs). Powered by Collegiate Link, PurplePost.wiu.edu is the one stop shop for both established student leaders managing their organizations and students looking to get involved.

Primary Contact
Each RSO has a Primary Contact listed on the home page of the organization. The Primary Contact must be a student leader, not the organization’s advisor.

Benefits of PurplePost
1. Members of the campus community can contact the organization for collaboration ideas, questions, and more.
2. Students interested in the organization can contact the RSO leadership with questions or request to join.
3. Virtual Event Flyers, the Photo Gallery & News Feed all raise awareness about your RSO.
4. Quick messages via email or text can go out to your membership.
5. Documents can be loaded and shared with different levels of viewing permissions (i.e. role descriptions, constitution, meeting minutes).
6. Forms can be created right within PurplePost to collect information (i.e. applications or surveys).
7. Service hours can be tracked for easy record-keeping.
8. Students get recommendations based on their interests.

Re-Registration of the Organization
Each year all RSOs must re-register their organization via PurplePost. The current profile for the RSO will be loaded and only information that has changed will need to be updated. The officers of the RSO will have the opportunity to re-register the organization prior to anyone else.

Service Hours
Individuals can record any volunteer work they do on behalf of your RSO in PurplePost. In addition to the description, date, and hours served, PurplePost asks for a verification contact. This allows for streamlined record keeping. A designated member of your organization can approve or deny these hours after verifying them (if that is part of your process). The OSA wants to know if groups are actively involved in volunteer work, philanthropy, and other civic engagement opportunities and this is a great way to keep track of it!

Events
Events can only be created by student leaders and must be associated with an organization. Each organization can set who can see and RSVP to each event during the creation process. Events that are classified as Campus Only or Public and have an image or flyer uploaded with it will appear on the Virtual Bulletin Board on the Home page once approved.

Managing the Roster
The Roster menu within PurplePost can do so much more for your organization than just help track your membership. Here’s a short description of the options available to your RSO Student Leadership:
1. Invite members (and potential members) to join the organization with just their WIU email address (what a great use of that interest sheet at the activities fair!)
2. Customize leadership positions specifically for your organization. Is your President actually called the Guru of Awesome? Great!
3. Access to manage the site is given to a leadership position, not to a person. Permissions can be set to limit access to only those functions that pertain to a specific role (i.e. the Community Service Chair might only have access to approve service hours). That way when the roster is updated, permissions are too! The default setting is for the President, Treasurer, WIU Faculty/Staff Advisor, and Graduate Advisor (if applicable) to have Full Access; everyone else has No Access. Your RSO can adjust this to your needs.
4. Quick reminder messages can be sent via email or text to membership and the best part is the audience can be everyone or just limited to specific people or specific roles within the RSO. Customizing the positions in your organization (#2) will make messaging work for your needs.