How to add members to your organization

Step-by-step guide

Roster management series (Part 1 of 3)

Go to Bods Connect at www.washburn.edu/bodsconnect

Log into Bods Connect using your single sign on (Washburn Username and password) and navigate to your organization.

Click on Manage Organization

Once in manage organization click on the me, click on “ROSTER” under the three lines to the left side. You will then be able to click on “INVITE PEOPLE”. Enter the Washburn email address of the people that are joining your organization.
Then, you will have a list of the email addresses that you have entered, make sure it is the correct address and submit.
You will have a confirmation on the next screen, and you are done with adding members to your organization. Remember that in order to fully be added to a roster, a student must accept the invitation in their email.

Have a question? Contact us at student.involvement@washburn.edu