

# Using WIN for your Involvement

What is the Wisconsin Involvement Network (WIN)? The University of Wisconsin-Madison launched this campus-wide service in the fall of 2011. WIN allows individual students to find and track their personal involvement on campus by creating profiles and receiving recommendations about opportunities that match their interests. WIN also connects students to events that take place on campus.

In addition to student profiles, WIN is the go-to-spot for all registered student organizations on campus. All registered student organizations (RSOs) receive a WIN page and can share photos, messages, news, and other information about their group. Each organization's WIN page also allows leaders to recruit new members, manage member rosters, promote events, create documents for members to access and connect to other campus resources.

By using your WIN account, you are open to all of the great possibilities WIN and the University of Wisconsin-Madison have to offer! So the question isn't, "What is WIN?" it's, "Why wouldn't you want to WIN?"

## Get Started

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### Find Organizations

1. Next to the "Home" option in the red bar, select "Organizations"
2. Search for organizations through the Directory A-Z
3. Search for organizations by entering in a specific organization's name or a keyword
4. Search for organizations through the Categories option
  - For example: If you are looking for organizations that have an emphasis on Arts, Media & Music, select that category from the drop down list and WIN will update the results displaying only organizations that self-identify as having an Arts, Media & Music emphasis
5. Search for an organization through the Recommendations feature
  - In the "Your Name" Tab section of this guide, see how to rank your interests. Then, click on the Recommendations option, and WIN will sort through the RSOs on campus to display groups that list similar interests
  - This unique feature helps you look only at organizations that share similar interests without having to sort through the full organization directory (which is huge!)

### Find Events

1. In the red bar next to "Organizations", select "Events" - events RSOs created will show up here
2. Search a specific event by entering in the organization's name
3. Search through the categories
4. Search through recommended events based on your ranked interests
5. You can also view events on the bulletin board on WIN's home page

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## **“Your Name” Tab**

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### **Update your profile and contact information**

1. Log in to WIN using your Net-ID and password
2. The first time you login, you will have a chance to add a preferred name and email, and learn about use and privacy guidelines
3. Click on your name in the top left corner
4. Click on Profile and update any of the fields you want, being sure to have an email address entered
5. Click Change Picture on the right to upload a personal profile picture (optional)
6. Click Update when all edits have been made
7. Go to the Contact Information tab on the left side of the screen
8. Update information for your local and home contact information (optional)
9. Click Update at the bottom of the page

*\*\* Information submitted in your account is only accessible by campus administrators and will not be public. \*\**

### **Managing and ranking your interests**

1. Click on your name in the top left corner
2. Select the Interests tab
3. Click on the folders in the Selected Interests section that accurately describe you
4. A more detailed list will appear and if the interest has a green plus sign, you can directly add it
5. All added interests will move over to the box on the right, where you can rank them
6. Move your mouse over an interest in the right module to display the navigation options. You can move the interest up or down in the list using the blue arrows
7. You can also remove it completely by clicking the red X
8. It is important that you rank your interests! RSOs also rank interests based on what the org is all about. You will be matched with student orgs that ranked the same interests!
9. We recommend choosing a small number of interest in order to get a more personalized list

### **Privacy Settings**

1. Select “Show” if you wish to appear in the organization’s public roster (recommended)
2. Select “Hide” if you wish to not appear in the organization’s public roster
3. Orgs will use messaging in WIN. If you aren’t receiving “All Notifications”, you will likely miss important information!

### **Notification Settings**

1. Select how you wish to receive General Email Notifications
2. If you wish to receive all email notifications, select “All Notifications”

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3. If you wish to receive only emails regarding group invitations, select, “Just Invitations”
4. If you don’t wish to receive any emails, select “None” (not recommended)
5. Text Message Notifications
6. If you wish to receive text messages from your student organizations, click “On”
7. Enter your phone number and select your carrier from the drop down list
8. Click “Test” in order to receive a test text message from WIN
9. Click “Save” to update the information

## **My Involvement Tab**

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### **Memberships - Current Memberships**

1. To view Current Memberships, click on the down arrow to the right of the organization name
2. Edit reflections in order to keep a detailed description of what responsibilities you held during your time with this organization
3. You can go to the organization’s page by selecting “Organization Site”
4. If you wish to no longer be a part of the organization on WIN, select “Leave Organization”

### **Memberships - Past Memberships**

1. Add a past position if you want it to show up in your Involvement Record
2. Click the “Add Past Involvement” button and enter the information
3. Once you click “Submit”, the request will either be approved or denied and may take a little time

### **Events**

1. If you selected “I’m Attending” for any event posted in WIN, you can view all upcoming events that you are attending
2. You can also view all events that you have attended if you select “Past Events”

### **Interests**

1. See “Your Name” tab for instructions
2. The interests you select will be matched with Registered Student Organizations on campus and WIN will then recommend student orgs based on your interests and their ranked interests, and these will show up under your profile picture on your home page

### **Service Hours**

1. If your organization is using this feature, you will be able to track hours in this section
2. Select your organization from the drop-down menu and enter the rest of the info based on what your org has instructed you to enter

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## Submissions

- Forms Tab
  - View any form you have started filling out or have submitted and its status (Pending means that it is still being reviewed)
- Elections Tab
  - View the elections you have been a part of (voted or created)
- Organization Registrations Tab
  - Any applications you have created to become a RSO on campus will show up under this tab
  - To edit submissions simply click on the magnifying glass icon next to any In Progress or Denied application you wish to edit and then submit or resubmit it
- Events Tab
  - Any events that you have created will show up under this tab and you can see the status

## Involvement Record

- Your Involvement Record is a compilation of all of the different organizations you are a part of in WIN
- It will show any leadership positions you have held or currently are holding, events you have attended and potentially more (for example: reflections, service hours)
- To view your Involvement Record, simply scroll to the bottom of the page and click “View”. You can also view it as a PDF for an official document which can be used for resumes, job applications, etc.
- If you do not want one of the positions to show, simply unclick the green box next to the position

## My Shortcuts Tab

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- My Shortcuts tab is a simple navigating tool to jump from one of your organizations to another
- Simply click an organization and it will bring you to their WIN page!

## Messages Tab

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- View Messages by clicking the subject headline
- Delete Messages by clicking in the box next to the message and then click “Delete”

**Know that you can always use the “Help” button on the upper right to better understand the different features WIN has to offer! Also, contact the Center for Leadership & Involvement – we are happy to help you or your Registered Student Organization make the most of WIN.**

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