

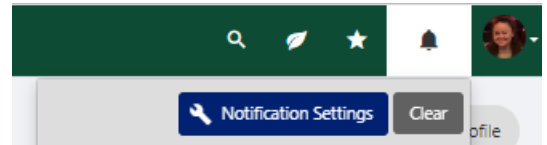
## Club Moderator One-Pager

**Logging In to The Bridge:** Navigate to “The Bridge” icon on Inside Loyola, or simply type in [bridge.loyola.edu](http://bridge.loyola.edu) to get to the login page. Log in using single sign on.

### Notification Settings

Click the bell icon on the green banner at the top of the homepage. You’ll be able to view your recent notifications and have the option to adjust notification settings by clicking the blue icon.

- Select notification preferences for web, email, or mobile)
- It’s recommended you have email notifications on for “New event created by an officer.” This lets you know when there’s an event that needs your approval.



### Workflow Approvals

As a club moderator, you are the first step in approving all club related events and activities. We recommend getting into the habit of checking your workflows a few times a week to approve event requests.

On The Bridge homepage, navigate to the “My Workflows” icon under “My Activity.” If students have submitted an event request, their submission will show up. Take a minute to review their submission and click “I approve” so the request moves on to the next step of the workflow.

### Role during annual Re-Registration

RSO re-registration happens every year during the spring semester. If you plan on continuing as moderator for the following year, there are two things you need to do:

1. Submit an updated Moderator Verification form (link would be provided)
2. Approve the club’s re-registration form in “My Workflows”

Moderators should notify student leaders if they are unable to serve as moderator. It is the student’s responsibility to identify a new club moderator.

### Involvement in Club Activities

The Office of Student Engagement encourages moderators to decide how active they should be in club activities, but at minimum, moderators should:

1. Maintain communication with club leaders, assist with decision making and overall guidance, show excitement for ideas and events
2. Communicate questions and concerns with Student Engagement as/if they arise
3. Approve designs to be used on club merchandise (if applicable)
4. Be available to attend off-campus club trips as a chaperone if long distance or if there’s an element of risk involved

It is up to you whether you attend some, all, or no meetings and events. OSE recommends reaching out to your club leadership at the start of each semester to discuss expectations and set ground rules for working together. Student leaders are encouraged to update their Club Constitution as they continue to learn what support they need from their moderator.