



Adding a new position to the CCR database

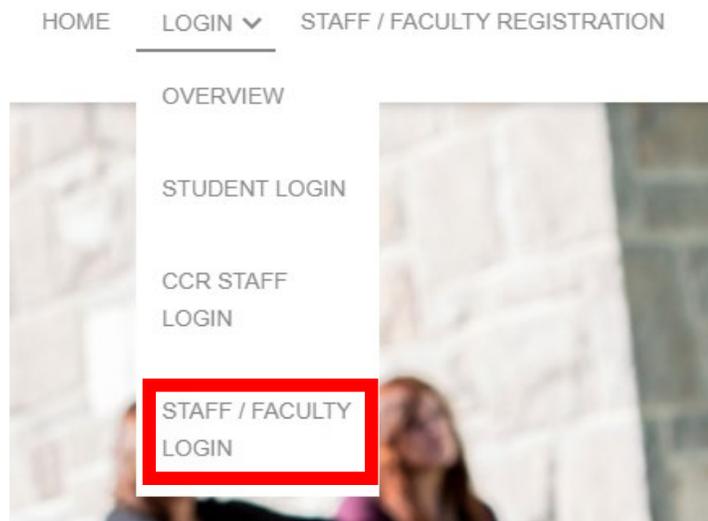
Regardless of the position, **it must meet the following criteria** to be eligible for the Co-Curricular Record.

- It cannot be a position required for academic credit
- The positions are unpaid
- It must be connected to an on-campus opportunity
- Only positions for the current academic year will be accepted

In the event that the position the student participated in is not in the database, you can add it by follow these steps.

Step #1

Go to the CCR database (www.synergy.concordia.ca) and enter your netname and password.



Step #2

You will now be on the home page of the Co-Curricular Record.

Note: Any important information, such as deadlines and maintenance will appear on the home page.

Select the "Position Request Form" on the Dashboard. Please read the guidelines and then click "Add New Position to New or Existing Activity".

Concordia University

Home | Dashboard

Co-Curricular Record

Position Request Form

Logout

Add New Position to New or Existing Activity

Once you have completed the form in its entirety click the *Send Request* button to submit y. If your request is approved it will be displayed as an option for students to add to their Co-

Any requests that are not complete will not be approved.

Step #3

This will bring you to the Position Request Form. Start by selecting the category and drop down options will appear.

Grouping Activity Position

Select a time period

2019 - 2020

Select a category

Campus and Community Eng

Select an organization

Institute for Co-operative Edu

Next

Note: there are four CCR categories to select from:

- Clubs & Associations
- Leadership and Professional Development
- Campus and Community Engagement
- Student Led Initiatives.

Step #4

Select the Activity. If the activity you want to select is not present, then add "New One." The activity is an overall description of the program or student group.

For Example: Community Compass -> Community Compass is a community-based experiential learning program that helps participants develop their leadership potential, self-awareness, and agency through engagement in development issues identified by community partners.

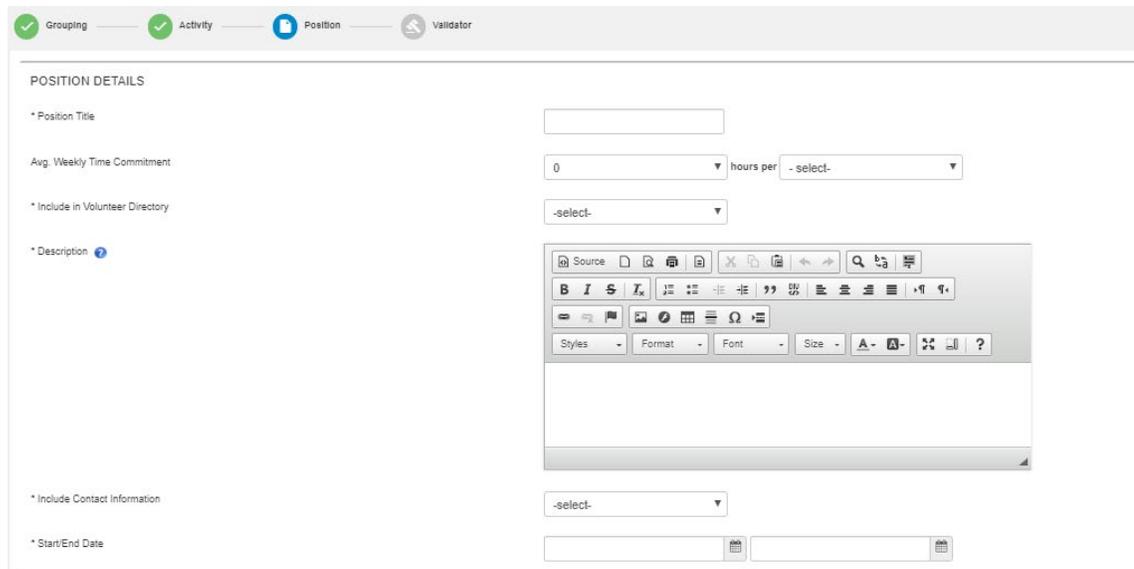
The screenshot shows a web form with a navigation bar at the top containing icons for Grouping, Activity, Position, and Validator. The main form is titled "Select an activity" and features a dropdown menu with "Add New" selected. Below this is the "ACTIVITY DETAILS" section, which includes a rich text editor for the description, a logo upload field, a timeframe selection menu (with options for Fall, Spring, and Winter), a total number of hours dropdown, and a location dropdown. The "Activity" field is a simple text input. A section titled "WHERE TO DIRECT REQUESTS FOR INFORMATION" contains fields for "Website" and "Contact email", each with a help icon. At the bottom, there are "Previous" and "Next" buttons.

NOTE: The activity will only need to be completed once. If you are entering it for the first time, then only one position can be entered. Until the CCR admin approves the request, only then can multiple positions be added.

Step #5

Complete the position detail portion of the request form. Write a brief description of the position – this description will appear on the record of all students who have added this position.

- Write in third person (ex. they)
- Approximately five sentences maximum
- Don't include bullet points or characters and don't include specific dates.



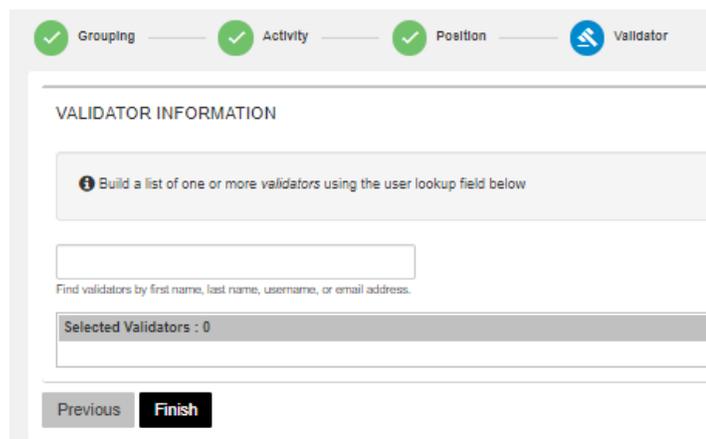
The screenshot shows a web application interface with a progress bar at the top containing four steps: Grouping (checked), Activity (checked), Position (active), and Validator (disabled). The main content area is titled "POSITION DETAILS" and contains several form fields:

- * Position Title: A text input field.
- Avg. Weekly Time Commitment: A dropdown menu with "0" selected, followed by "hours per" and another dropdown menu with "-select-" selected.
- * Include in Volunteer Directory: A dropdown menu with "-select-" selected.
- * Description: A rich text editor with a toolbar containing options for Source, Bold, Italic, Underline, Text Color, Background Color, Bulleted List, Numbered List, Indent, Outdent, Undo, Redo, Search, and Help. Below the toolbar is a large text area for the description.
- * Include Contact Information: A dropdown menu with "-select-" selected.
- * Start/End Date: Two date pickers.

Step #6

Add a Validator. A validator is responsible for verifying a student's participation in an activity. This role is an essential part of the co-curricular record and can be filled by a staff member, faculty member, or registered Concordia student who is involved within the activity.

- Include the validator name, title, email address and ID number (if possible)
- Contact us if the validator has changed, co-curricular@concordia.ca
- Don't submit a request form without a validator, it will not approved



The screenshot shows a web application interface with a progress bar at the top containing four steps: Grouping (checked), Activity (checked), Position (checked), and Validator (active). The main content area is titled "VALIDATOR INFORMATION" and contains the following elements:

- An information icon followed by the text: "Build a list of one or more validators using the user lookup field below".
- A text input field for searching.
- Below the input field, the text: "Find validators by first name, last name, username, or email address."
- A dropdown menu showing "Selected Validators : 0".
- At the bottom, two buttons: "Previous" and "Finish".

NOTE: Don't submit a request form without a validator, it will not approved

Step #7

The activity is reviewed by CCR staff who will edit any spelling mistakes, ensure the description is in proper form, and will approve the request. Once complete, you will receive an e-mail indicating the request has been approved.