

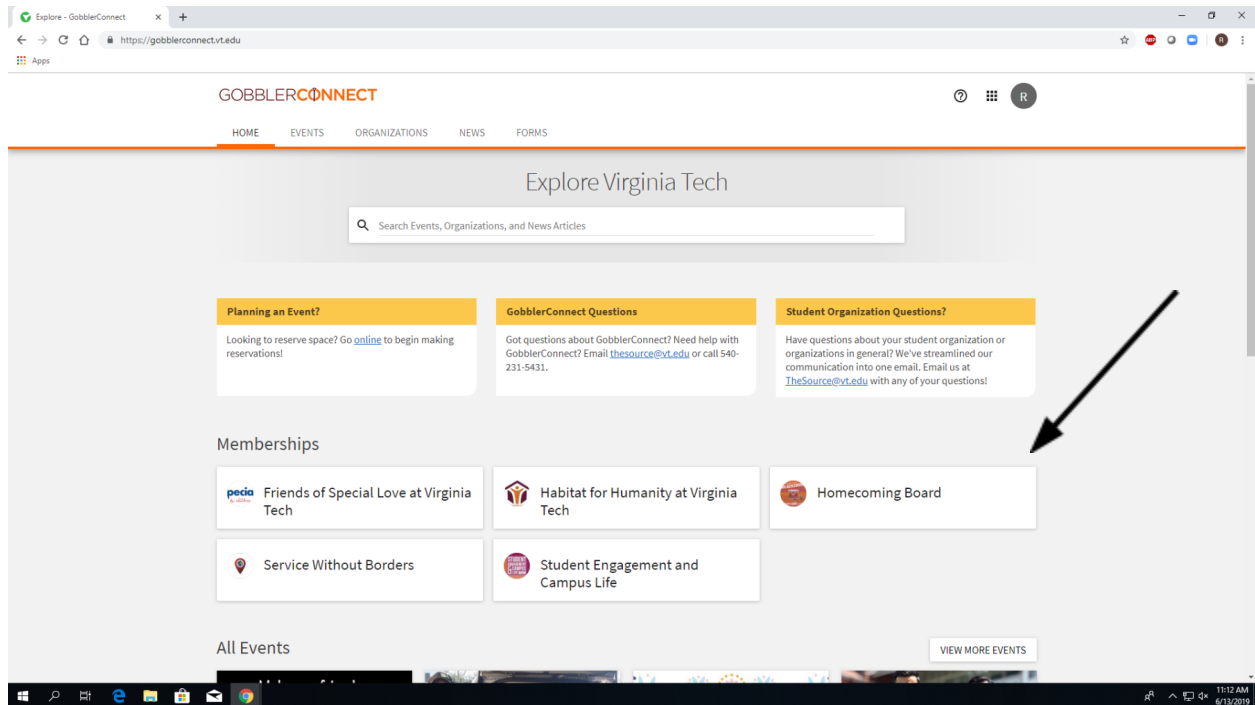
## GSBB Budget Request System Guide: 2021-2022

This guide serves the purpose to show organizations how to create a budget request on GobblerConnect. For maximum efficiency, please follow the guide in chronological order by scrolling down to navigate between the pages.

# PART 1: Accessing the System

## Updating Your Organizations Roster

- Go to GobblerConnect
- Log in to your account
- Go to your organization's main page



### Step 1:

Once on the organization's main page, click 'MANAGE ORGANIZATION' in the upper right corner.



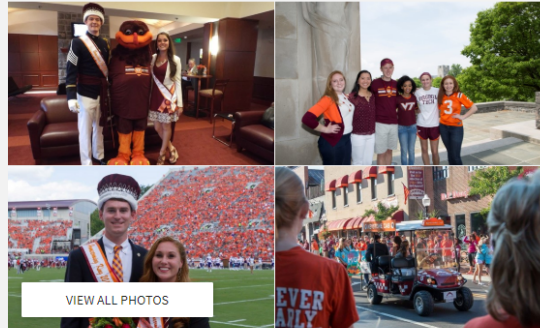
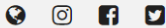
# Homecoming Board

Member Since September 2016

The Virginia Tech Homecoming Board is for students who love Virginia Tech and its traditions. The Board plans and oversees many of the activities that go on during Homecoming week. The Board begins planning months in advance for the next year so that Virginia Tech has the most successful and memorable Homecoming! Many new events will be happening this year at Homecoming; please contact a board member for more information.

### Contact Information

290 College Avenue  
121 Squires Student Center  
Blacksburg, VA 24061  
USA  
E: homecoming@vt.edu  
P: 540-231-6309



⚙️ MANAGE ORGANIZATION

✉️ CONTACT



## Step 2:

Once in the action center, click the 3 horizontal lines next to your organization's name.

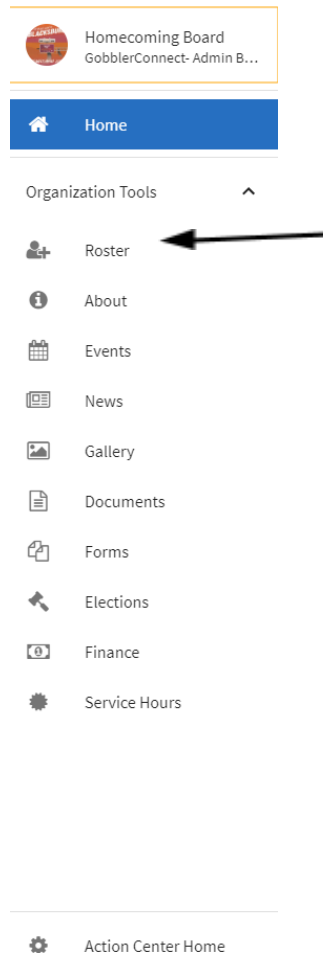
☰ Homecoming Board



The organization card features a circular logo at the top with the text 'All Roads Lead to BLACKSBURG' and 'HOMECOMING 2016'. Below the logo, the text reads 'Homecoming Board', '19 Members', and 'Primary Contact: Rachel Muscher'.

### Step 3:

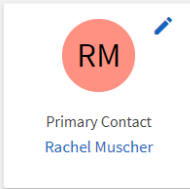
Then, select 'Roster' under the Organization Tools options. Once brought to your organization's roster, please go through each position to make sure the person registered to that position is accurate for this year.



### Step 4:

After verifying that all positions are correct and have the right person attached to them, scroll to the top of the page and click 'MANAGE POSITIONS' next to the pencil icon in the upper right corner.

## Roster



Primary Contact  
Rachel Muscher

MESSAGING

MANAGE POSITIONS

INVITE PEOPLE

**Step 5:**

Once on the page, click the first position listed and follow step 6. You will need to do these steps for every position. On each position's page you will see a section labeled 'Set Management Access'

### Manage Positions

+ POSITION

Name ^	Template ^	Type ^	Status ^
<a href="#">Advisor</a>	Advisor	Advisor	Active
<a href="#">Assistant to the President</a>	Organization Created	Member	Inactive
<a href="#">Authorized Contact (Advisor)</a>	Advisor - Authorized Contact	Member	Active
<a href="#">Authorized Contact 1</a>	Authorized Contact 1	Member	Active
<a href="#">Authorized Contact 2</a>	Authorized Contact 2	Member	Active
<a href="#">Authorized Contact 3</a>	Authorized Contact 3	Member	Active
<a href="#">Authorized Contact 4</a>	Authorized Contact 4	Member	Active
<a href="#">Authorized Contact 5</a>	Authorized Contact 5	Member	Active
<a href="#">Authorized Contact 6</a>	Authorized Contact 6	Member	Active
<a href="#">Authorized Contact 7</a>	Authorized Contact 7	Member	Active
<a href="#">Authorized Contact 8</a>	Authorized Contact 8	Member	Active
<a href="#">Authorized Contact 9</a>	Authorized Contact 9	Member	Active
<a href="#">Cadet Member at Large</a>	Organization Created	Officer	Inactive
<a href="#">Court Assistant</a>	Organization Created	Member	Active

**Step 6:**

You will be given 3 options:

- No Access - gives the position no access to any management task. This setting should be used for general members of your organization.

- All Access - gives the position full access to all management tasks. This setting should be reserved for Advisors and President(s)/Director(s) of organizations.
- Limited Access - lets you pick and choose which management tasks the position can have access to. This setting should be used for officers of your organization.

## Assistant Director

\*Position Name  
Assistant Director

Position Type  
Officer

Show holders of this position on the organization's roster

Active *(If not checked, the position will only be available as a Past Position)*

### Set Management Access

No Access  
People with this position can access NO management features

All Access  
People with this position can access ALL management features

Limited Access  
People with this position can access the management features selected below

SAVE CANCEL

### Step 7:

For those in charge of your organization's finances, you must make sure to give them 'Full' access under 'Finance'. This access must be given in order for them to access the budget, make requests, and check pending requests.

● Limited Access

People with this position can access the management features selected below

Documents

None



Elections

None



Events

None



Finance

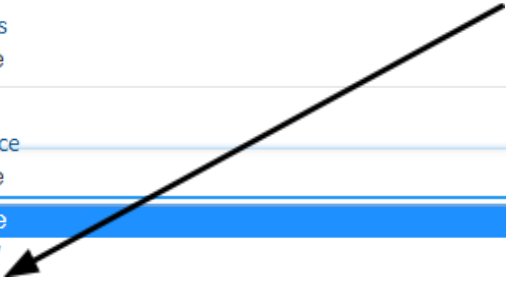
None



None

View

Full



Messaging

None



News

None



Photo

None



Profile

None



Roster

None



Service Hours

None







## PART 2: Operating the System

### How to Operate the System

Once you have completed all the steps in Part 1, those with access will be able to use the Finance System within GobblerConnect!

All of your organization's finances will now be handled through GobblerConnect directly.

#### Step 1:

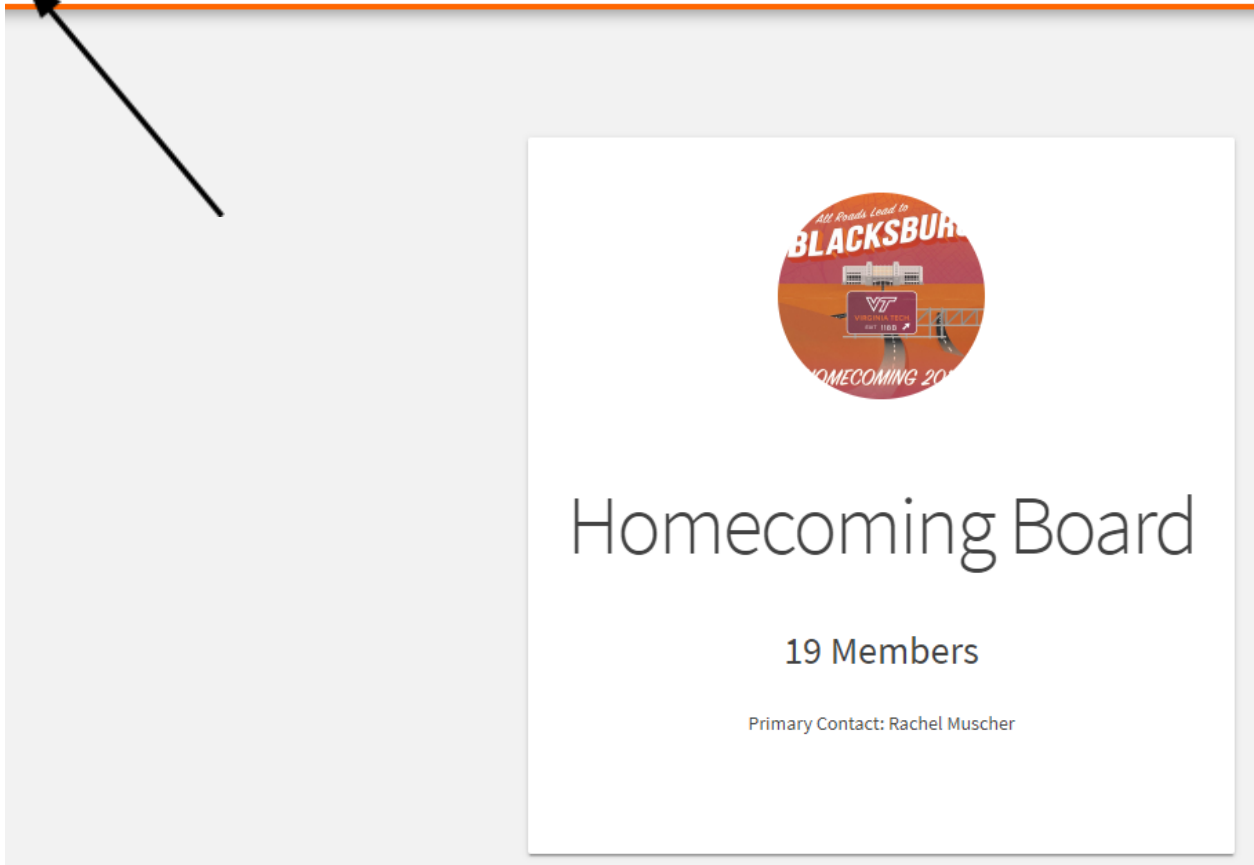
Access GobblerConnect, log in to your account, and go to your organization's home page. Once there, click 'MANAGE ORGANIZATION' in the upper right corner.

The screenshot shows the GobblerConnect website interface. At the top, the logo 'GOBBLERCONNECT' is on the left, and a user profile icon with the letter 'R' is on the right. Below the logo is a navigation menu with 'HOME', 'EVENTS', 'ORGANIZATIONS', 'NEWS', and 'FORMS'. The main content area features the 'Homecoming Board' organization page. On the left, there is a circular logo with 'BLACKSBURG' and '2016-2017' text, followed by the organization name 'Homecoming Board' and a 'Member Since September 2016' badge. Below this is a paragraph of text describing the board's role. To the right of the text is a 'CONTACT' button. Further right, there is a 'MANAGE ORGANIZATION' button with a gear icon. A black arrow points from the text 'click 'MANAGE ORGANIZATION'' to this button. Below the text and buttons is a photo gallery with four images: a person in a mascot costume, a group of people outdoors, a person in a crown, and a person in a red shirt. A 'VIEW ALL PHOTOS' button is at the bottom of the gallery. At the bottom left of the page, there is a 'Contact Information' section with an address, email, and phone number, and social media icons for Twitter, Instagram, Facebook, and Twitter.

#### Step 2:

Next, click on the 3 horizontal lines next to your organization's name in the upper left corner.

☰ Homecoming Board

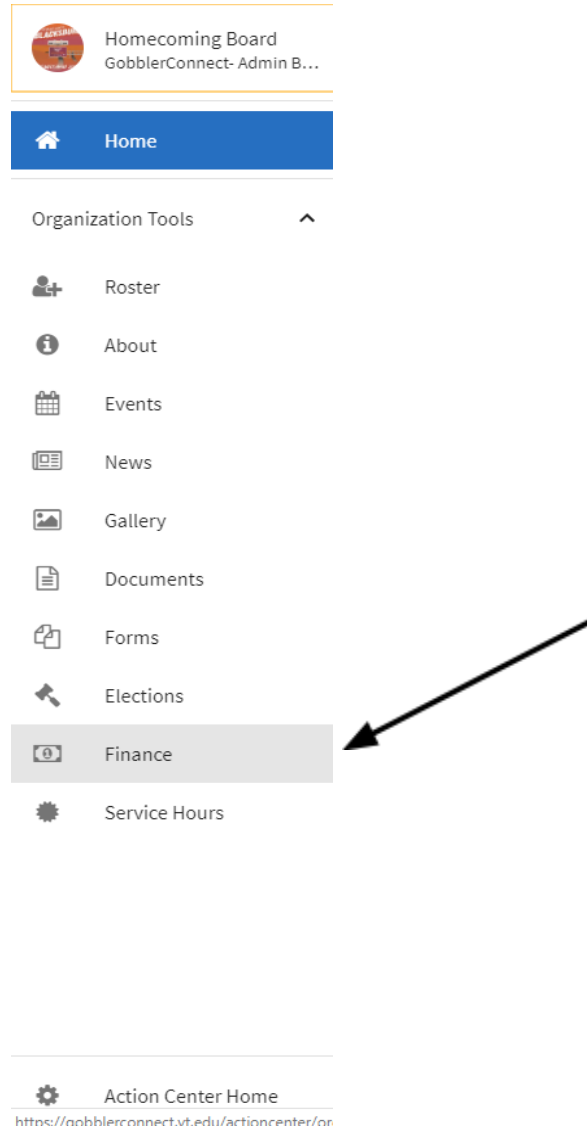


Homecoming Board

19 Members

Primary Contact: Rachel Muscher

**Step 3:**  
Select 'Finance' under the Organization Tools.



#### **Step 4:**

Once on the Finance main page you can access your organization's previous budget requests, check the status of current requests, and submit new requests!

Continue through the presentation to learn how to submit requests and check their status.

## Homecoming Board Budget Requests

Status	Request Name	Process	Submitted	Amount
Approved	<a href="#">Annual Funding Request for 2019-2020</a>	UCSO Annual Funding for 2019-2020	---	\$9093.89
Approved	<a href="#">Annual Funding Request</a>	UCSO Annual Funding for 2018-2019	---	\$12902.65
Saved	<a href="#">Budget</a>	2019-2020 RSO/USLP General Program Funding	---	\$0.00
Saved	<a href="#">Homecoming Week Activites</a>	UCSO Request- Increases, New Items, Reallocations-- Annual Fu...	---	\$0.00
Saved	<a href="#">Organization Competition</a>	2019-2020 RSO/USLP Competition Funding	---	\$0.00
Saved	<a href="#">Organization Conference</a>	2019-2020 RSO/USLP Conference Travel Funding	---	\$0.00
Saved	<a href="#">Organization Equipment</a>	2019-2020 RSO/USLP Small Grant Funding (Equipment/Items R...	---	\$0.00
Saved	<a href="#">Organization Event</a>	2019-2020 RSO/USLP Major Event Funding	---	\$0.00

Total Items: 8

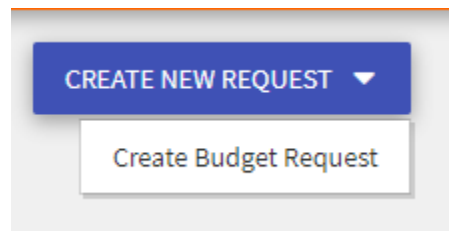
## PART 3: Submitting the Requests

### Submitting Requests

Submitting requests will now be done through your organization's page on GobblerConnect. To apply, follow Part 2, Steps 1-4 to navigate your way to the Finance main page. Then, continue on through this part (Part 3) to learn how to submit the requests.

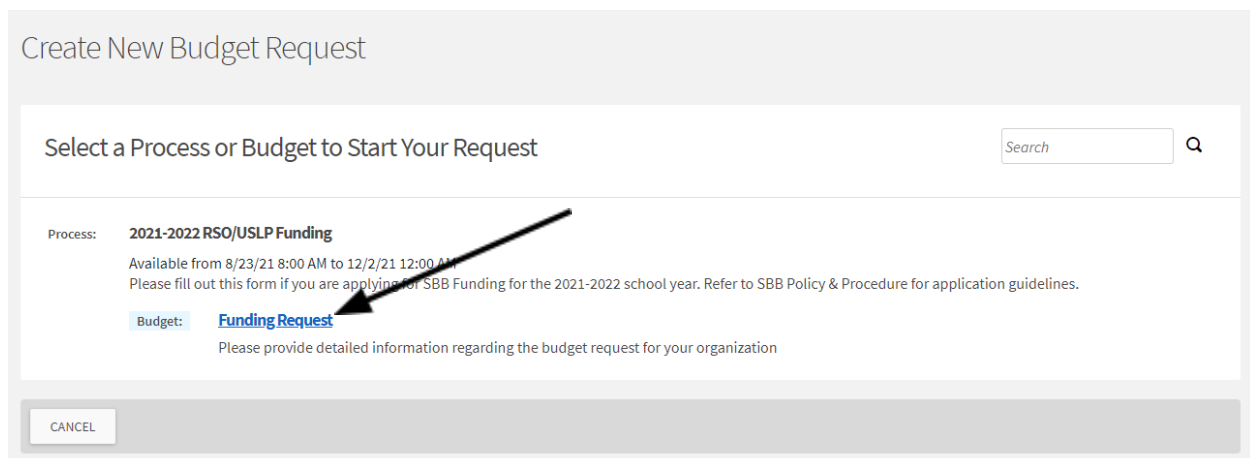
#### Step 1:

To create a new budget request, click the blue bar in the upper right corner titled 'CREATE NEW REQUEST' and then click the down bar 'Create Budget Request'



#### Step 2:

Next you will be able to select the funding application. Select **Graduate Student Budget Board (GSBB) 2021-2022**. Once selected, you will be asked to select what funding category that you want to submit under. You will then be asked questions specific to the funding category chosen.

A screenshot of a web form titled 'Create New Budget Request'. At the top, it says 'Select a Process or Budget to Start Your Request' next to a search bar. Below this, there is a list of options. The first option is '2021-2022 RSO/USLP Funding', which is highlighted. Underneath this option, it says 'Available from 8/23/21 8:00 AM to 12/2/21 12:00 AM' and 'Please fill out this form if you are applying for SBB Funding for the 2021-2022 school year. Refer to SBB Policy & Procedure for application guidelines.' Below the main option, there is a sub-section for 'Budget:' with a blue link 'Funding Request' that has a black arrow pointing to it. Below the link, it says 'Please provide detailed information regarding the budget request for your organization'. At the bottom left of the form, there is a 'CANCEL' button.

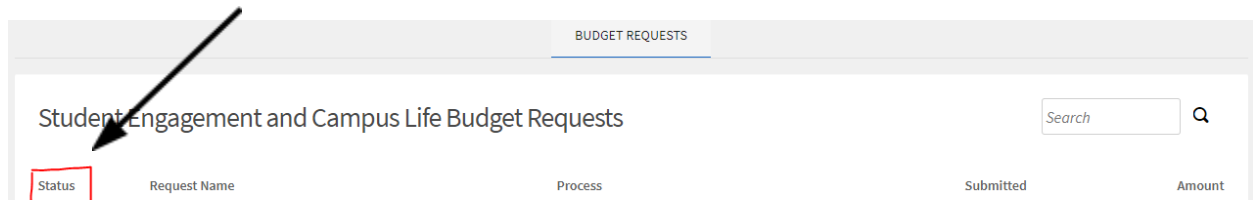
## PART 4: After Requests

### Reviewing Requests

To review past budget requests, visit the main finance page (see Part 2 to refresh how to get there). Once on the main page simply click on a request to review it!

### Request Status

Once a request has been submitted, you can check the status by looking in the far left column under your organization's Budget Requests.



Status	Request Name	Process	Submitted	Amount
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This column will say whether your request has been approved, denied, withdrawn, returned for revisions, or saved (which means it has been submitted but not yet reviewed).

If a request has been sent back to you, your organization will have one week to reply before the request is denied.

### Request History

Once you have selected a request, you will be able to view the request's history in a box to the right of the request. Here you can see a full review of actions taken throughout your request's history.

## Request History



### Approved and Allocated

5/10/2019, 2:46PM by Regina Tamburro



### 'Table Cards for Homecoming Week Schedule' Adjusted from \$100.00 to \$16.00

5/8/2019, 12:32PM by Eryn Peters

#### Additional Comments:

Line items 4,5, and 8 are capped at a total of \$100 per event, per print advertising policy. This was taken out of line item 5 in your request, as it was the only total over the amount to be cut. See policy for reallocation procedures, as this does not mean this is the specific cap for line item 5, just print advertising as a whole.



### 'Space Heaters' Adjusted from \$660.00 to \$440.00

5/8/2019, 12:00PM by Eryn Peters

#### Additional Comments:

2 Space heaters were cut by the Homecoming Board per email conversations with the Homecoming Board.



### Moved Forward to: Funding Decision

5/6/2019, 12:14PM by Regina Tamburro



### Submitted

2/1/2019, 3:43PM by Curtis Holland

- Approved
  - If your request has been approved, the top box of the Request History will be green with a green check in the left of the box. It will read "Approved and Allocated" indicating that you can proceed with spending.
  - Be sure to read all attached comments and approval language. These tell you important information about your request and access to funds.
- Denied

- If your request has been denied, the top box of the Request History will be red with a red X in the left of the box. It will read "Rejected" indicating that you can NOT proceed with spending.
- Read all of the comments . They will outline why the request was denied, and how to appeal, if applicable.