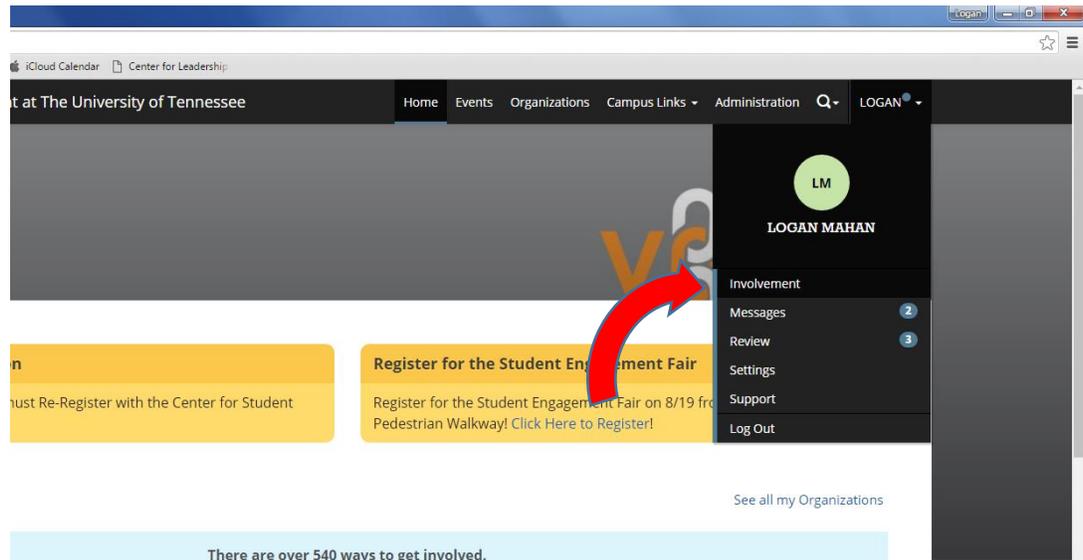


Recording Leadership Experiences: Tutorial

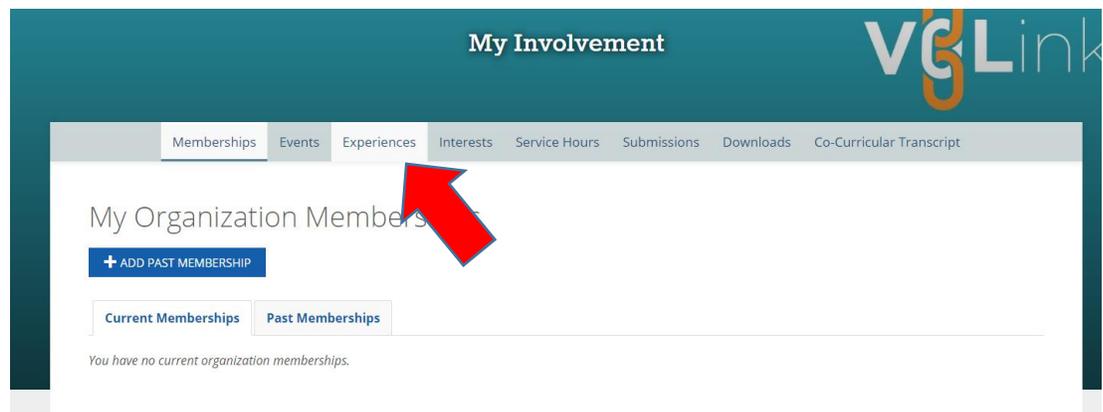
Step 1: Go to <https://utk.collegiatelink.net>

Step 2: Sign in with your Net ID and password.

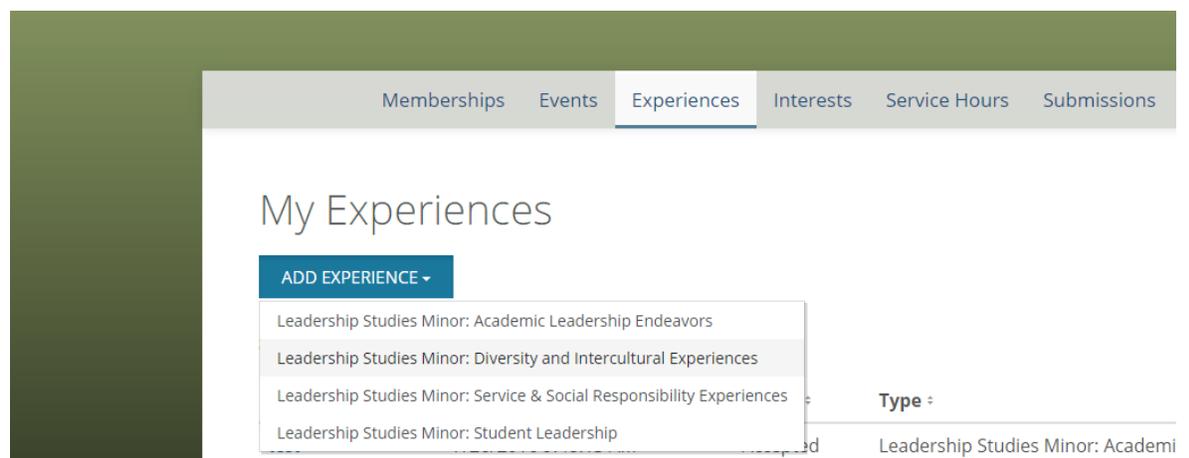
Step 3: Once you're logged in, click on your name in the top right corner and select "Involvement" from the drop-down menu.



Step 4: On the next page, select "Experiences."



Step 5: Click the "Add Experience" dropdown menu and select the Leadership Studies Minor option that best fits the experience you're recording.



Step 6: Follow the prompts to fill out the form.

The screenshot shows the 'Intercultural Experiences' form on the VOLink website. The form includes a header with the site name and navigation links. Below the header is a description of the experience type. The form fields are:

- * Experience Name:** A text box containing 'Mahogany Soul Cafe: Completed'. A note below explains that 'Planned' indicates non-attendance and 'Completed' indicates participation.
- Organization Name:** A dropdown menu with 'Multicultural Student Lif' selected.
- * Start Date:** A date picker showing '9/27/2015'. A note asks for a start date, distinguishing between planned and actual experiences.
- * End Date:** A date picker showing '9/27/2015'. A note asks for an end date, also distinguishing between planned and actual experiences.
- * Hours:** A text box containing '2:00'. A note asks for the number of hours spent on the experience.
- * Reflection:** A text area with a prompt: 'Reflect on the implications for goals and development. Why did you choose this activity? How does it help'.

When you've finished and submitted the form, you'll be directed back to the "My Experiences" page and your new experience should appear. You can edit the experience at any time.

The screenshot shows the 'My Involvement' page on the VOLink website. The 'Experiences' tab is selected in the navigation bar. A green notification bar at the top says 'The Experience has been updated.' Below this is the 'My Experiences' section, which includes an 'ADD EXPERIENCE' button, a 'Show' dropdown menu set to 'All', and a search box. A table lists the user's experiences:

Experience	Last Modified	Status	Type	
Mahogany Soul Cafe: Completed	7/27/2016 11:33:21 AM	Accepted	Leadership Studies Minor: Diversity and Intercultural Experiences	
test	7/26/2016 9:48:13 AM	Accepted	Leadership Studies Minor: Academic Leadership Endeavors	

At the bottom of the table, it says 'Showing 1 - 2 of 2'. Two red arrows point to the 'Experiences' tab and the edit icons in the table, with the following text:

- Select this tab to add experiences to your Portfolio.** (pointing to the 'Experiences' tab)
- Click here to edit at any time** (pointing to the edit icons)

Step 7: To download experience for your portfolio, go to "Co-Curricular Transcript" [see image above] and click the "Create PDF." The abbreviated record of your experiences should download.