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## **CampusGroups Community Management System**

Get Started User Guide

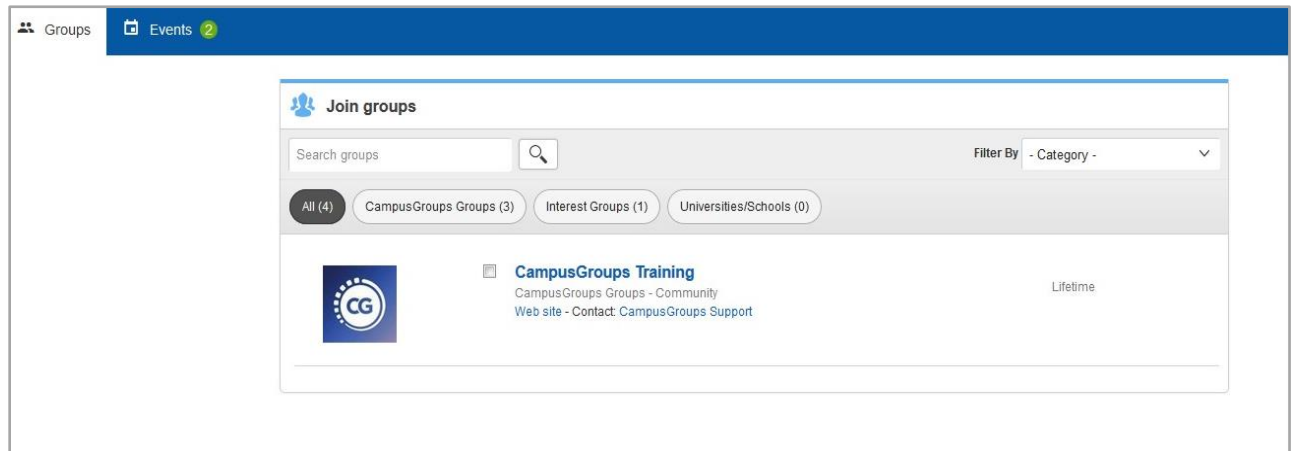
[www.campusgroups.com](http://www.campusgroups.com)

# 1. Register for a group

1. Click on the Groups icon on the top menu and then on the 'Join Groups' button.




2. Select the group(s) for which you wish to sign up and click on 'Join!'



3. Log on to the platform or click on the 'I want to Register' link if you don't have a CampusGroups account yet.

#### 4. Review and complete your profile information.


**Complete your profile**

Please enter your profile information:

\*

First name

\*

Last name

\*

Email

If you are a member of the network, please enter your network email address (ex: jdoe@campusgroups.com)

\*

Password

Minimum number of characters is 8.  
Your password has to contain at least one capital letter, one lowercase letter, one number and one special character (!@#\$%\*)

\*

Re-type password:

\*

Account type

- Select -

Students and Administrators "Account Types" are restricted to users with a school email address (ex: jdoe@campusgroups.com)

\*

Year of graduation

- Select -

Cancel

Submit

#### 5. Click on 'Submit'.

Please note that depending on the group policy, to become a member, your memberships might need to be validated by the group officers. You will receive an email once an officer has validated your account.

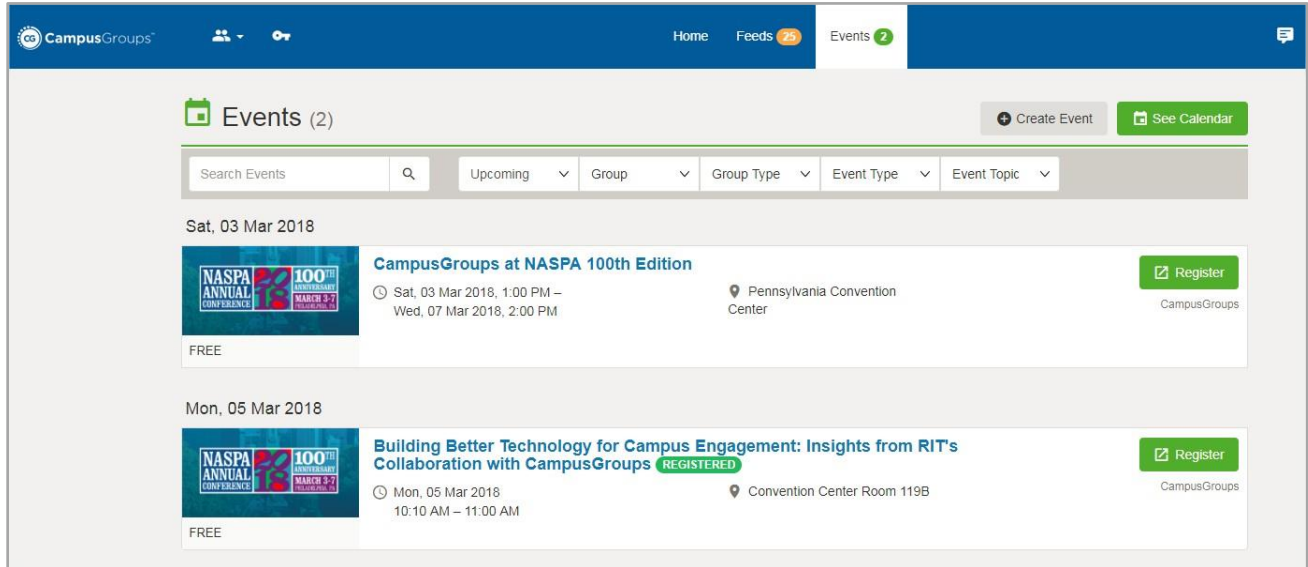
Retrieve the groups in pending validation under 'group(s) pending validation' in the group dropdown.

## 2. Access the school events

All public events of the school are accessible from the ‘Events’ menu.

From there, you can quickly RSVP to the events by clicking on the ‘Register’ button and stay up-to-date on campus initiatives.

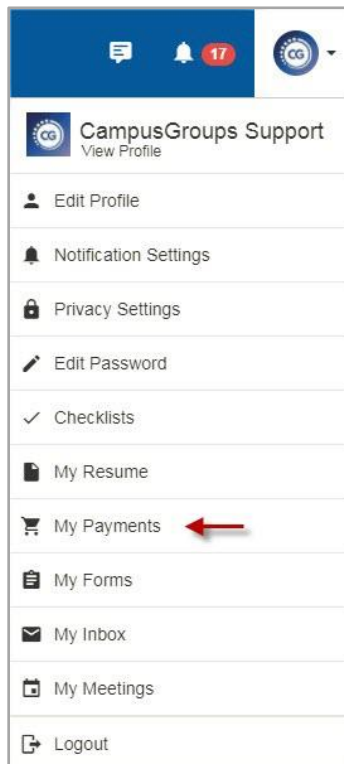
You can also access the school calendar by clicking on ‘See Calendar’.



The screenshot shows the CampusGroups web interface. The top navigation bar includes 'Home', 'Feeds' (with a notification badge), and 'Events' (with a notification badge). The main content area is titled 'Events (2)' and features a search bar and several filter dropdowns: 'Upcoming', 'Group', 'Group Type', 'Event Type', and 'Event Topic'. Below the filters, events are listed by date. The first event is for Saturday, March 3, 2018, titled 'CampusGroups at NASPA 100th Edition'. It includes a thumbnail image of the NASPA 100th Anniversary logo, the text 'FREE', the dates 'Sat, 03 Mar 2018, 1:00 PM – Wed, 07 Mar 2018, 2:00 PM', the location 'Pennsylvania Convention Center', and a green 'Register' button. The second event is for Monday, March 5, 2018, titled 'Building Better Technology for Campus Engagement: Insights from RIT's Collaboration with CampusGroups'. It also includes the NASPA 100th Anniversary logo, the text 'FREE', the date and time 'Mon, 05 Mar 2018 10:10 AM – 11:00 AM', the location 'Convention Center Room 119B', and a green 'Register' button. A 'See Calendar' button is located in the top right corner of the events section.

## 3. Retrieve your events and tickets

Access your upcoming events and tickets by either clicking on 'My Payments' in the dropdown menu at the top right of your browser or by clicking 'My Event Tickets' on the home page.



## 4. Print a receipt

Access all your payments made for event RSVPs or club registrations under ‘My Payments’ of the ‘Account’ menu.

From there, you can either request a refund or print a ticket or a receipt.


**My Payments**

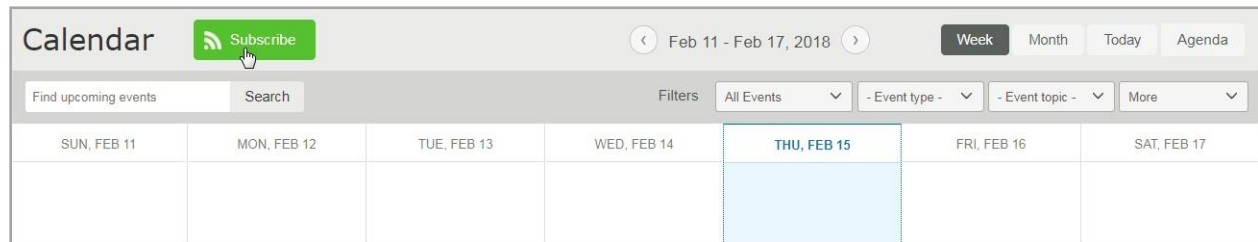
[View my Profile](#)

☆	<b>Simplistic Pen (Black/White)</b> Student Life <b>50 tickets</b> Thursday, February 1 at 3:26pm	Amount <b>\$15</b>	<div>  Print Receipt           </div> <div>Request Refund</div>
☆	<b>Note Card - Thank You</b> Student Life	Amount <b>\$25</b>	<div>  Print Receipt           </div>

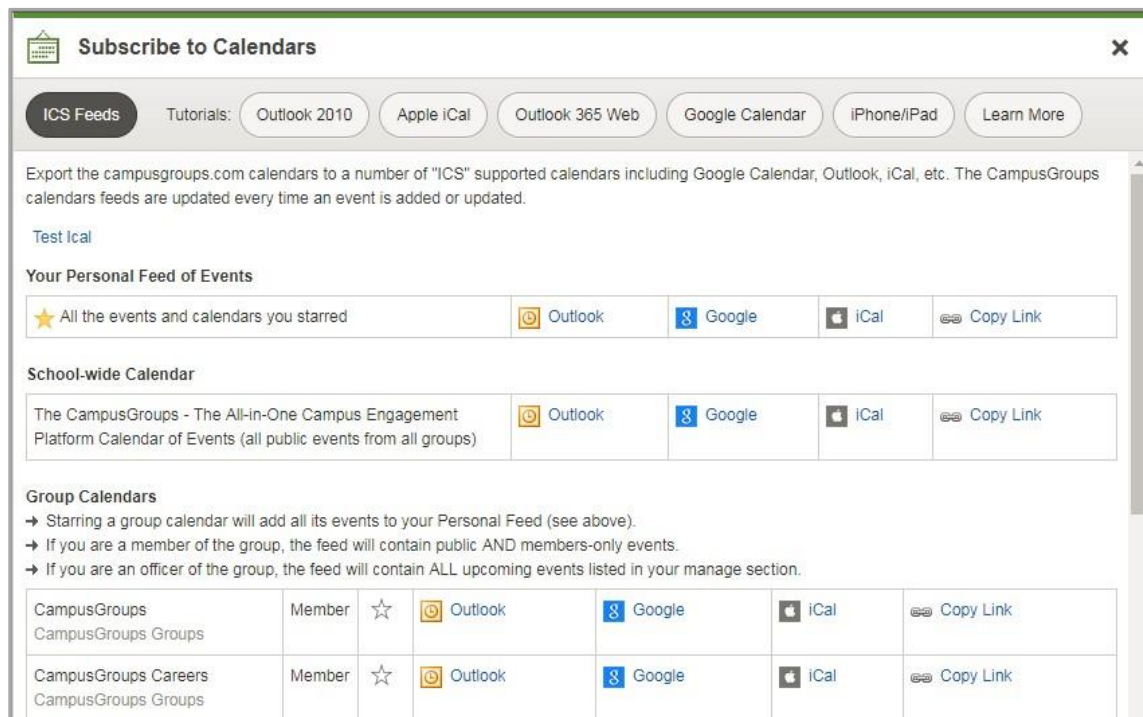
## 5. Import events in your calendar

### Import group Calendars

You can export the campusgroups.com calendars to a number of "iCal" supported calendars including Google Calendar, Outlook Calendar, iCal, etc., allowing your calendars to update automatically as events are created. To do so, click on the 'Subscribe' button under the Calendar.

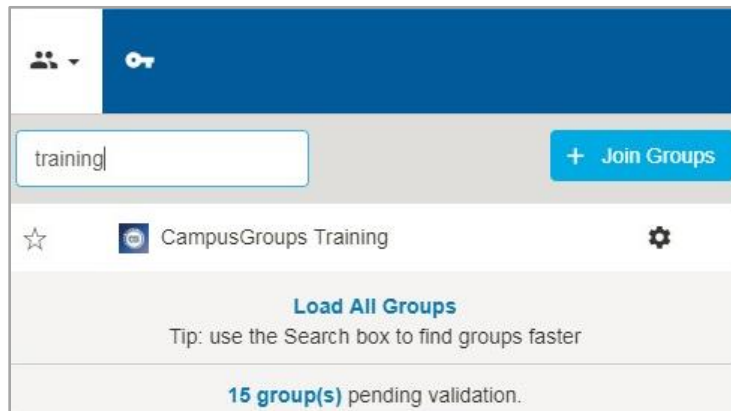


Before you begin importing events, click on the 'Learn More' tab in the 'Subscribe' window to learn how to use this feature with your desktop or mobile email clients.

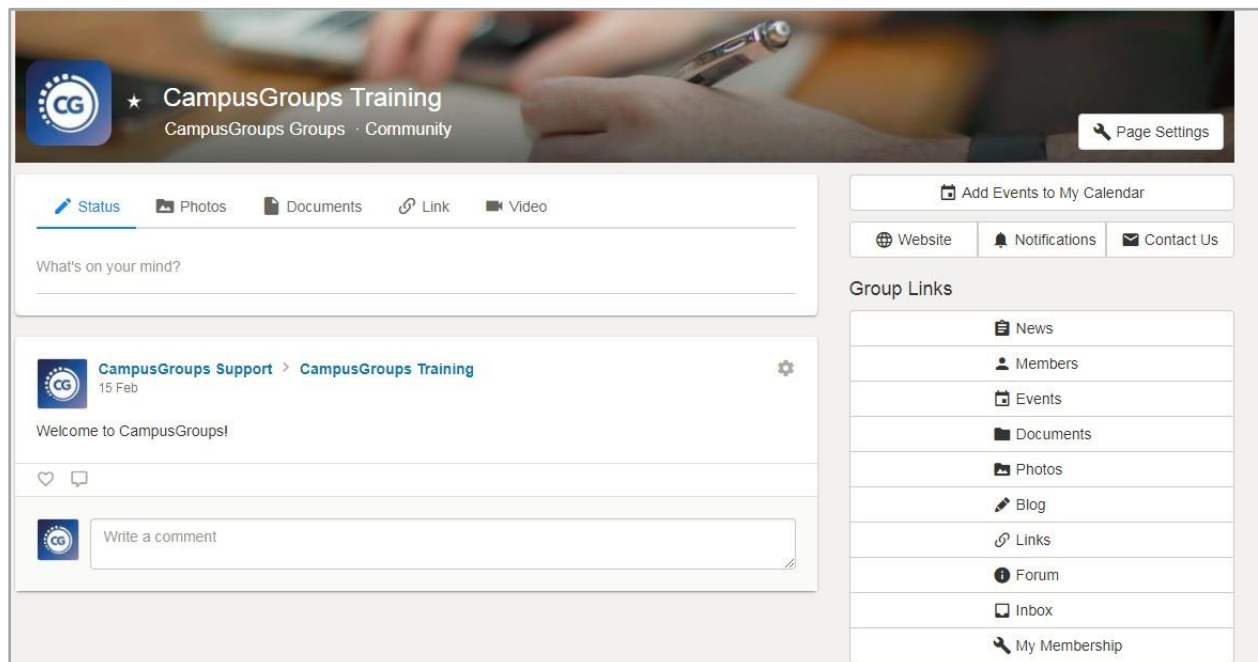


## 6. Post on a group feed

You can access the group page of each group in which you are a member. To do so, click on 'Groups' on the top menu and then click on the group's name.




You can retrieve all the group's activities and share information with other members by posting a message on the group feed. Please note this message will be displayed on all members' Home Page when they log on to the platform.





## 7. Manage your membership settings

To leave a group, stop receiving emails and manage your membership privacy, click on ‘My Membership’ on the right-side menu of the Group page.


**My Membership Settings**

**Membership status:**

☒ Member  
☐ Just a Contact  
[Leave group](#)


Your membership started on: **Thu, Sep 26, 2013** (Added as a Member by an Officer)  
 Your membership expires on: **Life-time**

**Privacy settings**

☐ Hide me from members and non-members of this group  
☐ Hide me from non-members of this group  
☐ Hide my attendance to events from members and non-members of this group











**Unsubscribe**

☐ I want to stop receiving emails from this group

 Add Events to My Calendar

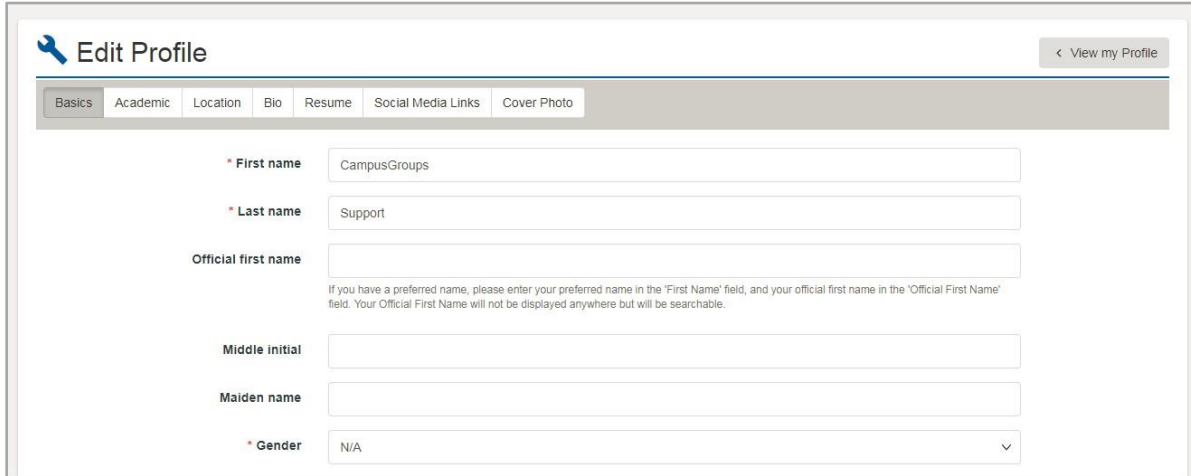
[Website](#)
[Notifications](#)
[Contact Us](#)

**Group Links**

	News
	Members
	Events
	Documents
	Photos
	Blog
	Links
	Forum
	Inbox
	<b>My Membership</b>

## 8. Manage your profile

To change your profile and your profile picture, click on the ‘Account’ dropdown menu at the top right of the group page, and then click on ‘Edit Profile’.



**Edit Profile** [View my Profile](#)

Basics Academic Location Bio Resume Social Media Links Cover Photo

\* First name CampusGroups

\* Last name Support

Official first name

If you have a preferred name, please enter your preferred name in the 'First Name' field, and your official first name in the 'Official First Name' field. Your Official First Name will not be displayed anywhere but will be searchable.

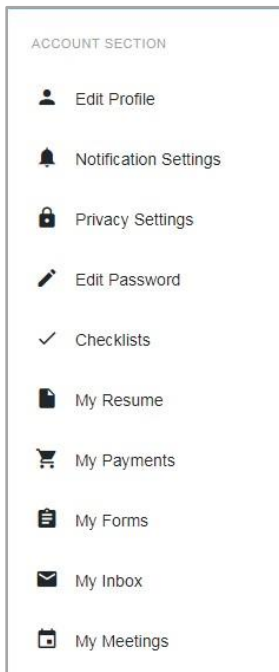
Middle initial

Maiden name

\* Gender N/A

If you need to change some fields restricted to school administrators only, please contact your school administration.

By default both profile and resume are visible by all the users of the platform. To change these Settings click on ‘Privacy Settings’ under the Account Section.



ACCOUNT SECTION

- Edit Profile
- Notification Settings
- Privacy Settings
- Edit Password
- Checklists
- My Resume
- My Payments
- My Forms
- My Inbox
- My Meetings

Several features are available under the "Account Section" menu:

- **My Inbox:** All CampusGroups emails are sent to your regular mailbox. Please note that you can also retrieve them in "My Inbox".
- **My Forms:** Retrieve and change all the forms and surveys you answered in the "My Forms" section.
- **Notifications Settings:** Configure the notifications emails you received from your groups.

## 9. Build your network

Stay connected with your classmates! Connections will allow you to chat with your peers and be aware of their involvements and activities. See what badges they have just earned; keep up-to-date on new leadership roles; view peers' RSVPs to events and new group memberships. Click on the "Connect" button in your classmate profile, and once the connection has been accepted, chat with him/her and get access to his/her full profile.



## 10. Support contacts

For more information, go to our support website <http://help.campusgroups.com/>

If you have any questions or suggestions, feel free to contact us at [support@campusgroups.com](mailto:support@campusgroups.com). We will be happy to answer your emails.