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]

- First name
- Last name
- Email
- 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 (e.g., !@#$%
- Re-type password
- Account type
- Year of graduation

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

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

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’.
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.
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.
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’.

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.

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. We will be happy to answer your emails.