

# Step 1: Log in

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# Step 1: Log In

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- ▶ <http://haas.campusgroups.com>
- ▶ Click “forgot password?” then enter your email address in the pop-up screen

The image shows two overlapping windows from a web application. The left window is titled "LOGIN" and contains the following elements: an "Email:" input field, a "Password:" input field, a "Remember me" checkbox, a "Login" button, a "Forgot password?" link (highlighted with a red box), and a "Help" link. Below these is the text "Not a member yet? Sign up!". The right window is a pop-up titled "Reset your password" and contains an "Email address:" input field with the text "first\_last@haas.berkeley.edu" and a "Send" button. A "close or Esc" button is visible in the top right corner of the right window.

\*Single sign-on is the goal, but since this is only a pilot, we’re not going down that technical route, yet

# Step 2: Add Your Membership

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# Step 2: Add Your Membership

- ▶ **TA-DA, we already did this for you!**
- ▶ In the future, manage members from your Profile Page.

The screenshot displays a user profile page for Rumana Hussain. The navigation bar includes 'My profile' (highlighted with a red box), 'Calendar', and 'Groups'. Below the navigation bar, there are sub-tabs for 'My groups', 'My events', and 'My photos & docs'. The main content area is divided into sections: 'MY OFFICER POSITIONS' with a 'Manage a group' dropdown menu (highlighted with a red box) showing 'HAAS - MBA Association (MBAA)' selected; 'MY GROUPS' listing 'Latin American and Hispanic Business Association (LAHBA)' and 'MBA Association (MBAA)'; and an 'Upcoming event' section for 'MBAA Weekly Meeting' on December 1st, 2009 at 6:00 PM. A sidebar on the left contains profile management links and a photo of Rumana Hussain.

# Step 2: Membership, cont

- ▶ Add/Change/Remove Members by choosing one of those menu items. We did a mass import with Excel, but now you can make changes individually

Managing: MBA Association (MBAA)

Group Home | Manage my Members | Compose an Email | Organize Events | Forms & Surveys | Docs & Photos

Add a new member  
Search  
Members by type  
Members by sub-group  
Members by tags  
Members A-Z  
Bounced emails  
Export all members  
Import members

**Members**

**Add one member** | **Add multiple members** | **Import** | **View all members**

**Prospects pending validation:**  
You have **1 new contact** who registered to one of your events.

**CURRENT MEMBERS (26)**

- ▶ **Officers (10)**
- ▶ **Full-Time Student (15)**

# Step 2: Membership, cont

- ▶ Set your **officers**. Click on View All Members or Search for your officers. Click the “Make an Officer” checkbox. If that person’s email has not been verified, feel free to “Send password”

The screenshot displays a membership management interface. At the top, there is a navigation bar with several tabs: "Manage my Members", "Compose an Email", "Organize Events", "Forms & Surveys", "Docs & Photos", "Edit my Web site", and "Manage my Money". Below this, a "Members" section contains options: "Add one member", "Add multiple members", "Import", "View all members" (highlighted with a red box), and a search field with a "Search" button. The main content area shows a member profile for Sarah Kwon. Her profile includes a photo placeholder, name, graduation year (2011), email address (sarah\_kwon@mba.berkel...), and a status of "Member". The "Make an Officer" checkbox is checked and highlighted with a red box. Below it, the "Send her her password" link is also highlighted with a red box. Other details include her join date (11/18/09), end date (Life-Time), and membership tags (VP Community).

# Step 3: Send an Email

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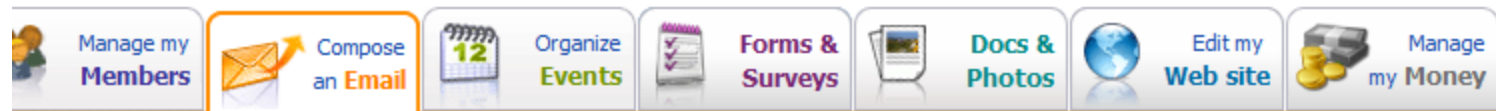
[Step 7: Edit my Website](#)

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# Step 3: Send an Email

- ▶ One of the values of this system, is you can easily send messages to your group or a subset of your group. It gets sent to that person's regular email inbox *and* gets saved to CampusGroups – no more lost emails!
- ▶ Select your recipients, and click “compose mail”



**Select the list of recipients**

↓ CURRENT MEMBERS (26)      ↓ NON-MEMBERS (0)

▶ Officers (26) <span>All</span>	▶ Past Members (0) <span>All</span>
<input checked="" type="checkbox"/> 26 Officer <span>Active</span> <span>All</span>	You have 0 past members.
▶ Full-Time Student (15) <span>All</span>	▶ Contacts (0) <span>All</span>
<input type="checkbox"/> 5 Full-Time Student <span>2011</span> <span>All</span>	You have 0 contacts.
<input type="checkbox"/> 10 Full-Time Student <span>2010</span> <span>All</span>	

Officer Student Alumni Unknown

Use a template: - No -



# Step 3: Emails, cont

- ▶ You can add “boxes” to have people RSVP for an event you’ve created or to give a link for them to update their profile. Then **PREVIEW** your email before you **SAVE** and **SEND**

**5 Add clickboxes to your message** —  
When checking checkboxes below, you add the color boxes (“clickboxes”) to the bottom of the emails you send.

**EVENT**  
Event: MBAA Weekly Meeting  
When: Dec 8, 2009, @ 6:00 PM (ends on Dec 8, 2009 @ 7:10 PM)  
Where: The Saumil Shah and Rochan Raichura...  
[VIEW EVENT DETAILS](#)

**Advanced:** add an RSVP link inside your message (cut/paste the [RSVP:###] tag below)  
 (Example)

**RSVP!**  
Event: MBAA/Program Office Dinner  
When: Dec 8, 2009, @ 7:15 PM (ends on Dec 8, 2009 @ 9:30 PM)  
Where: TBD  
[RSVP](#)

**Advanced:** add an RSVP link inside your message (cut/paste the [RSVP:###] tag below)  
 (Example)

You have 0 surveys [Create a survey now](#)

**Update your profile!**  
Please click on the link below to check/update your profile:  
[PROFILE](#)

# Step 4: Create an Event

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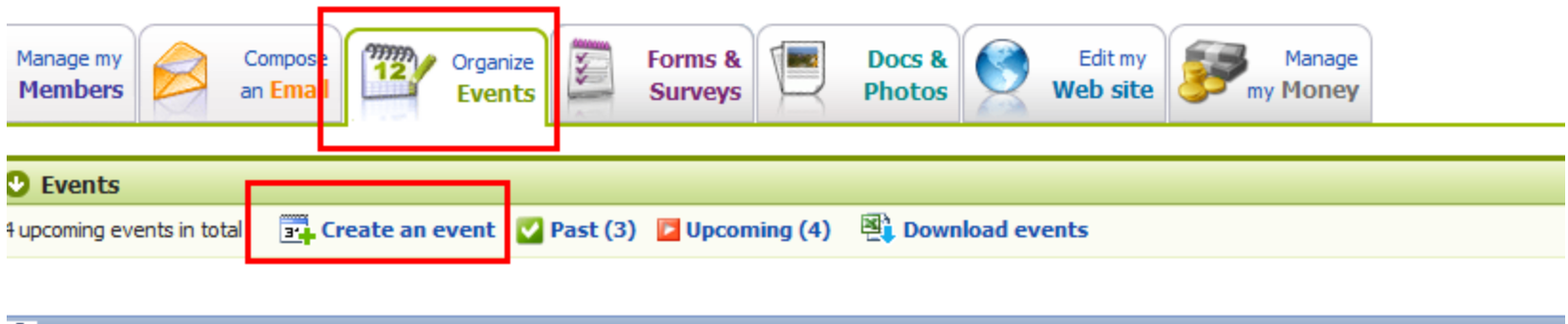
[Step 8: Manage my Money](#)

[Step 9: FAQs and Tutorials](#)

# Step 4: Create Events

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- ▶ “Events” can be anything from internal meetings to speakers open to the public
- ▶ Again, from your profile, choose the “Organize Events” tab. Then select “Create an Event”



# Step 4: Create Events, cont

## 1 What

\* Event coordinator:

Event type:

\* Event Name:

## 2 When

\* Start Date:

\* Start Time:  :

End Date:  (optional)

End Time:  :

+ [Recurring event settings](#)

## 3 Where

Location Name:  (ex: Room Name / Number or Off-Campus Location Name)

+ [More about the location when your event is off-campus](#)

## 4 Description

### \* Simple description (recommended):

Short paragraph used to advertise your event in listings and RSS feeds (ideally less than 200 words)

I don't know if this has actually been scheduled, but I'm using it as an example for my CampusGroups documentation... so, if it hasn't been planned, maybe we should do it at this date/time! Prentiss? Long?

feedback/bugs/questions: <http://tinyurl.com/haascg2>

# Step 4: Create Events, cont

## ▶ Calendar publishing & Invites (Advanced Settings)

+ Advanced settings (event registration options, restrictions, flyer, etc)

### 5 Flyer (Optional)

+ Upload a flyer image - No flyer

Your flyer will be resized and displayed on your event page, in your email invitations and on all event listings.

### 6 Audience and Calendar Publishing

This event is open to:

- Everyone
- Berkeley Haas School of Business users only (Students/Faculty/Staff)
- Some Berkeley Haas School of Business users only (click to select users)
- Group members only
- Some group members only (click to select groups)
- Invited people only (invited by email from CampusGroups)
- Officers only

This event shows on the calendar for:

- Everyone on the school-wide calendar
- Everyone on the group calendar only
- Just the people who are allowed to register (above)
- No one (always hide from the calendar)

**This is where it could get a little tricky. Determine how far in the 'aggregate' calendar this event goes. Should it appear on your group calendar? On the school calendar?**

**Definitely open to usability suggestions here.**

### 7 Registration (Optional)

Event registration required:  Yes  No (we do not need people to RSVP)

# Step 4: Create Events, cont

## ▶ Calendar publishing & Invites (Advanced Settings)

### 7 Registration (Optional)

Event registration required:  Yes  No (we do not need people to RSVP)

#### Open/Close registration

**Close**  You might want to close your event to prevent people from RSVP'ing.

+ Registration will be open from/to

#### What is the name of the items that people register for?

Item name:  (Ex: ticket, seat, t-shirt, trip, etc)

#### Up to how many items can one attendee register for?

Number of items:  maximum

#### Are you selling the items?

##### ONLINE PAYMENT: no Paypal account up yet

To allow students to buy tickets online, you need to set up your Paypal account in CampusGroups. Your Paypal account could be your group's account or the school-wide account used by all clubs.

Price:  (10) **Caption** (optional):   Members only

+ Add more prices (when you are selling tickets at different prices)

**Allow variable amount entry box**  This will allow people to enter the amount they want for  
**Selling something (not an event)**  Check this checkbox when you are just selling something

#### Attendance limit:

Maximum number of people who can register:

**Waiting List**  Allows people to register after your cap has been reached. Payment will not be required.

#### Reminder:

I would like to remind guests who have responded:  Yes,  before the event.

Customize your reminder message (optional):

#### RSVP personalized email acknowledgement (optional):

Don't send an RSVP Confirmation email after someone registers

Send RSVP Confirmation email from your group email address (miguel\_martinez@mba.berkeley.edu)

### 8 More (Optional)

+ Time slot reservation

+ File/photo uploads

+ Funding status

+ Redirect URL after registration

+ Customize profile fields

+ Add questions to the registration page

+ Co-host this event

Save and Preview >>

# Step 4: Create Events, cont

## ▶ Calendar publishing & Invites (Advanced Settings)


**Events**

Create a new event  
Events package page

0 upcoming events in total [Create an event](#) [Past \(0\)](#) [Upcoming \(0\)](#) [Download events](#)

You have 0 events.

**Group logo**



Edit

**Useful links**

[Group sign-up page](#)  
[Group calendar](#)  
[Group web site](#)

**CampusGroups**  
on Facebook

[Follow Us](#)

Berkeley Haas School of Business | All Groups

Support Join this group

**Haas Enterprise Computing & Service Management**

About Officers Blog Events Newsletters Photos Surveys Members Contact us Discussion board

**Calendar of Events**

JANUARY 2010

Calendar export Events rss

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

Event arc

# Step 4: Create Events, cont

## ▶ Calendar publishing & Invites (Advanced Settings)

### Exporting calendars:

You can export the campusgroups.com calendars to a number of "iCal" supported calendars including Google Calendar, Outlook Calendar, Zimbra, iCal, etc. To export the campusgroups.com calendars, you need to copy one or several of the URLs below (<http://...>) into your preferred calendar "Import Setup". The campusgroups.com calendars feeds are updated every time an event is added or updated.

Tutorials: [Outlook](#) | [Google Calendar](#) | [Zimbra](#)

There are three types of campusgroups.com calendar:

- ◆ ■ **The "All Club Events" calendar (all events from all clubs):** [https://haas.campusgroups.com/ical/ical\\_haas.ics](https://haas.campusgroups.com/ical/ical_haas.ics)
- ◆ ■ **The clubs calendar (for each individual club):**
  - ◆ ■ **BERC (Berkeley Energy & Resources Collaborative):** [https://haas.campusgroups.com/ical/ical\\_club\\_9763.ics](https://haas.campusgroups.com/ical/ical_club_9763.ics)
  - ◆ ■ **Black Business Student Association:** [https://haas.campusgroups.com/ical/ical\\_club\\_8730.ics](https://haas.campusgroups.com/ical/ical_club_8730.ics)
  - ◆ ■ **BREC (Berkeley Real Estate Club):** [https://haas.campusgroups.com/ical/ical\\_club\\_8730.ics](https://haas.campusgroups.com/ical/ical_club_8730.ics)
  - ◆ ■ **Business Plan Competition:** [https://haas.campusgroups.com/ical/ical\\_club\\_8730.ics](https://haas.campusgroups.com/ical/ical_club_8730.ics)

### BLOG POST

## How to export CampusGroups calendars to Outlook 2007

by [Yorick Ser](#) on Sep 26, 2008 | Category: Tutorials

0 Comments

1. Go to the CampusGroups Calendar tab.
2. Click Export Calendars.
3. Locate the URL (<https://...ics>) and copy it.
4. In Outlook, on the Tools menu, click Account Settings.
5. On the Internet Calendars tab, click New.
6. Paste the URL you copied in step 3.
7. Click Add.
8. In the Folder Name box, type the name of the calendar as you want it to appear in Outlook, and then click OK.

### Leave comment

\* Name:   
\* Email:  (will not be displayed)  
URL:  (optional)  
Please add up: 3+4=  (thanks, this helps us block spam)  
Comment:

Submit

# Step 4: Create Events, cont

## ▶ Calendar publishing & Invites (Advanced Settings)

The screenshot displays the Microsoft Outlook calendar interface. The main window shows a multi-calendar view for January 2010, with events from various sources like 'ical\_kellogg[1].ics' and 'Kathleen Harris' visible. The left sidebar contains a 'People's Calendars' section with a red arrow pointing to it. The status bar at the bottom indicates '376 Items - Updated 1/22/2010 4:37 PM' and 'Connected to Microsoft Exchange'.

# Step 4: Create Events, cont

- ▶ Invite people! From your Upcoming Events page... See Send Emails slides for more guidance.

Events

5 upcoming events in total Create an event Past (3) **Upcoming (5)** Download events

December 2009

DEC  
**3**  
THURSDAY

## MBAA 2009/2010 Social! *(Officers only)*

Hosted by MBA Association (MBAA)

**Date/Time:** Thursday, December 3, 2009 at 7:00 PM → 9:00 PM

**Location:** TBD

I don't know if this has actually been scheduled, but I'm using it as an example for my CampusGroups documentation... so, if it hasn't been planned, maybe we should do it at this date/time! Prentiss? Long?

0 registered

This event was downloaded 1 times to Outlook, iCal, etc.

**Link to this event:**

**iCal link:**  (to add to Outlook, Google Calendar, iCal)

Edit Preview **Invite** Delete Duplicate  Close

# Step 5: Complete Forms and Surveys

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# Step 5: Forms & Surveys

- ▶ Get feedback about your latest event, send a survey. Responses are analyzed with percentages. Collect information with Forms to make ready decisions.

The screenshot displays the 'Forms & Surveys' section of a web application. At the top, there is a navigation bar with icons for 'Manage my Members', 'Compose an Email', 'Organize Events', 'Forms & Surveys', 'Docs & Photos', 'Edit my Web site', and 'Manage my Money'. Below this, a purple header reads 'Surveys & Forms' with a sub-header 'List of existing surveys & forms:'. Two buttons, 'Create a new Form' and 'Create a new Survey', are visible, with the 'Create a new Form' button highlighted by a red box. A yellow banner contains the text 'What's the difference between a "Survey" and a "Form"?'. A red arrow points from this banner towards the 'Designing a form' section. The 'Designing a form' section includes a 'Save' button, a 'Question type' dropdown menu (currently set to 'Multi-choice (multiple selection)'), and a 'Question:' field. Below this are sections for 'Answers properties' and 'Separating sentence', each with various options and informational text boxes.

School of Business  
For suggestions please email Support.  
System developed by Novalsys, Inc

# Step 5: Forms & Surveys, cont

- ▶ Get feedback about your latest event, send a survey. Responses are analyzed with percentages. Collect information with Forms to make ready decisions.

The screenshot shows a navigation bar with icons for 'Manage my Members', 'Compose an Email', 'Organize Events', 'Forms & Surveys', 'Docs & Photos', 'Edit my Web site', and 'Manage my Money'. Below the bar is a 'Surveys & Forms' section with a dropdown arrow and the text 'List of existing surveys & forms:'. A red box highlights two buttons: 'Create a new Form' and 'Create a new Survey'. A blue arrow points from this box to a yellow callout box containing the text 'What's the difference between a "Survey" and a "Form"?'. Below the callout, it says 'You have 0 surveys.'

What's the difference between a "Survey" and a "Form"?

**chool of Business**  
s/suggestions please email Support.  
ystem developed by Novalsys, Inc

The screenshot shows a survey configuration page for '1 Testing survey (Survey) (Open)'. A red arrow points to the title. The page includes the following information:

- Date:** Dec 22, 2009
- Description:** This is a test to determine the development of the survey.
- Questions:** 1 [Add/edit questions](#) | [Main settings](#)
- Answers:** 0 [View and manage answers](#) [Download into Excel](#)
- Login required:**  Anonymous responses are not allowed
- Disable editing:**  After submitting his/her answers, the submitter will not be able to change them
- Link:**
- Order in list:** 1

At the bottom, there are buttons for 'Preview', 'Send', 'Duplicate', 'Delete', and 'Share'. The 'Share' button has checkboxes for 'On your Web site' and 'Close'.

2 Test Form (Form) (Open)

feedback/bugs/questions: <http://tinyurl.com/haascg2>

# Step 5: Forms & Surveys, cont

- ▶ Get feedback about your latest event, send a survey. Responses are analyzed with percentages. Collect information with Forms to make ready decisions.

The screenshot displays a survey management interface for a 'TESTING SURVEY'. The top navigation bar includes options like 'Group Home', 'Manage my Members', 'Compose an Email', 'Organize Events', and 'Forms & Surveys'. The survey title is 'Testing survey', and it shows '7 answers (+0 archived)'. A button 'Download answers into Excel table' is available.

Three questions are listed:

- Question 1: Are you a student at Haas?** (Multi-choice (dropdown)):
  - 42% (3): Not answered
  - 28% (2): no
  - 28% (2): yes
- Question 2: Are you a member of a club?** (Multi-choice (dropdown)):
  - 100% (3): Yes
- Question 3: Are you an active member?** (Multi-choice (dropdown)):
  - 100% (3): Yes

Below the questions is an 'Answers' section with a 'Preview survey/form' button highlighted in a red box. A search bar for answers is also present.

On the right side, a detailed view of the survey questions is shown, including question numbers, titles, dropdown menus, and editing options like 'Edit', 'Delete', 'Insert question above', 'Move up', and 'Move down'. Question widths and answer widths are also specified.

At the bottom right, a message says 'Done! Thank you for answering our survey. P' and an error message 'Error on page.' is visible.

# Step 5: Forms & Surveys, cont

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- ▶ Get feedback about your latest event, send a survey. Responses are analyzed with percentages. Collect information with Forms to make ready decisions.

You successfully answered the following survey.

If you need to review your answers, please click on:

[https://haas-lahba.campusgroups.com/survey.aspx?answerer\\_uid=9864d896-5764-102d-a976-0030485d8fda&survey\\_uid=0fad7862-40aa-102d-a976-0030485d8fda](https://haas-lahba.campusgroups.com/survey.aspx?answerer_uid=9864d896-5764-102d-a976-0030485d8fda&survey_uid=0fad7862-40aa-102d-a976-0030485d8fda)

This is an email you will receive.



# Step 6: Upload Docs and Photos

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# Step 6: Upload Docs and Photos

- ▶ Share documents and photos with your club members!

The screenshot displays the Haas School of Business website interface. At the top, there is a navigation bar with tabs for Home, Calendar, and Groups. Below this is a secondary navigation bar with links for My school, My profile, My groups, My events, and My photos & docs. A search bar is located to the right of the navigation bar. Below the navigation bar is a row of utility icons: Group Home, Manage my Members, Compose an Email, Organize Events, Forms & Surveys, Docs & Photos, Edit my Web site, and Manage my Money. The main content area is divided into two sections: DOCUMENT FOLDERS and PHOTOS ALBUMS. The DOCUMENT FOLDERS section has a search bar and three folders: Documents (1), Website CSS (1), and Other (1). The PHOTOS ALBUMS section has a search bar and several photo albums: A year in pictures (41), Stinson Beach BBQ (20), Kickoff (9), BBQ (50), Consumption Function (50), Club Fair (8), Coronation Dinner (12), and Other (14). A red box highlights the 'Documents (1)' folder in the DOCUMENT FOLDERS section.

# Step 6: Upload Docs and Photos, cont

- ▶ Select 'Documents', 'Website', 'Other' to upload files to your club site!

# Step 7: Edit my Website

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# Step 7: Edit my Website

- ▶ Tell everyone that you have the best group on campus through a dynamic website!



## Group Web Site

 <https://haas-lahba.campusgroups.com>  
(add your own site )

[FAQs and Tutorials](#)

[10 Examples of Sites \(screen shots\)](#)

[▶ Looking for a professional graphic design?](#)

## What can I do with my

[FAQs and Tutorials](#)

[10 Examples of Sites \(screen shots\)](#)

[▶ Looking for a professional graphic design?](#)

Depending on your experience with Web

## What can I do with my CampusGroups Web Site module?

Depending on your experience with Web design, you can achieve different levels of Web site customization.

### Web pages and menu navig:

#### 1 Getting Started!

When you start a new group, your CampusGroups Web site contains 10 web pages by default. Each page is made of Content Tags (see below) which generate dynamic content. You can easily modify or add content to these pages.

- ↪ Edit the content of your Web pages
- ↪ Add menu and sub-menu navigation
- ↪ Change the colors of your site
- ↪ Upload your group logo and top banner

#### 2 More Options

When you need to create a unique look and feel for your Web site, CG allows to do the following:

- ↪ Change the HTML content of the header or footer
- ↪ Hide/show the default header and footer
- ↪ Add more content tags to your web pages
- ↪ [Hide, move or modify the side bar of each page](#)
- ↪ Restrict access to some pages to members

#### 3 For Expert Designers

Expert Web designers can design their own "HTML Master Page", meaning the complete HTML for the header and footer, including the with Javascripts, Meta Tags and CSS:

- ↪ Change the HTML structure of your Web site, design your header and footer
- ↪ Create your own CSS and upload it
- ↪ Add your own Javascript

### Web pages and menu navigation

You can edit the web pages of your site, or add more pages if needed. By default, a link to each page will be placed in the horizontal menu. However, if you add your page under a "Menu item", the link to your page will appear in the sub navigation area within the side bar.

# Step 7: Edit my Website, cont

- ▶ Tell everyone that you have the best group on campus through a dynamic website!

## Web pages and menu navigation

You can edit the web pages of your site, or add more pages if needed. By default, a link to each page will be placed in the horizontal menu. However, if you add your page under a "Menu item" the link to your page will appear in the sub navigation area, within the side bar.

 Show me an illustration

Create a new menu item:

Add

Create a new Web page:

Add

Menu items	Web pages	Edit/Preview	Order in Menu	Add page under menu item (Optional)	Order of page in sub menu (Optional)	Publish	This is the Home page	Members only access	Hide side bar	Side bar on right	Menu link Advanced (Optional)	Delete
------------	-----------	--------------	---------------	-------------------------------------	--------------------------------------	---------	-----------------------	---------------------	---------------	-------------------	-------------------------------	--------

You have 0 menu items.

"Standalone" Web pages: these pages are not attached to a menu item. You can place them directly in the menu by checking the "Publish" checkbox.

	Menu items	Web pages	Edit	Preview	Order in Menu	Add page under menu item (Optional)	Order of page in sub menu (Optional)	Publish	This is the Home page	Members only access	Hide side bar	Side bar on right	Menu link Advanced (Optional)	Delete
	About				1	-	-	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	[LINK:ABOUT]	Default Page
	Officers	Contact us			2	5	-	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	[LINK:CONTACT US]	Default Page
	Events	Photos			3	6	-	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	[LINK:PHOTOS]	Default Page
	Members	For Sponsors			4	7	-	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	[LINK:FOR SPONSOR]	
	Contact us	For Recruiters			5	8	-	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	[LINK:FOR RECRUTE]	
	Photos	Prospective Students			6	9	-	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	[LINK:PROSPECTIVE ]	
		Alumni				10	-	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	[LINK:ALUMNI]	
		Blog				-	-	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	[LINK:BLOG]	Default Page
		Discussion board				-	-	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	[LINK:DISCUSSION B]	Default Page
		Newsletters				-	-	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	[LINK:NEWSLETTERS]	Default Page
		Surveys				-	-	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	[LINK:SURVEYS]	Default Page

feedback/bugs/questions: <http://tinyurl.com/haascg2>



# Step 8: Manage my Money

[Step 1: Log in](#)

[Step 2: Add your Membership](#)

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[Step 4: Create an Event](#)

[Step 5: Complete Forms and Surveys](#)

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# Step 8: Manage my Money

- ▶ Setup financial membership transactions through PayPal and relieve your worries!

Managing:

Group Home | Manage my Members | Compose an Email | Organize Events | Forms & Surveys | Docs & Photos | Edit my Web site | Manage my Money

No record.

Payment transactions  
You have 0 complete transactions [Complete & Checks \(0\)](#) | [Not Complete \(0\)](#)  
No transactions.

Imported sample of financial management screen

Manage my Members | Compose an Email | Organize Events | Forms & Surveys | Docs & Photos | Edit my Web site | Manage my Money

Online payments  
You have 16 complete transactions [Complete & Checks \(16\)](#) [Not Complete \(11\)](#)

Reference #	Date	Name	Group	Item Title	Status	Debit	Credit
1 cbb566a0-0af4-102d-8f59-00215af6f5dc	10/15/2009 5:02:16 PM	Morrish, Jessica	ACT	SIGNUP (One-Year)	COMPLETE	-	£10
				COMPLETE		-	£10
				CHECKS		-	-
				TOTAL		-	£10
2 fb07349e-099e-102d-8f59-00215af6f5dc	10/14/2009 12:14:43 AM	Waller, Louise	ACT	SIGNUP (One-Year)	COMPLETE	-	£10
				COMPLETE		-	£10
				CHECKS		-	-
				TOTAL		-	£10
3 7cbb6e1e-0626-102d-8f59-00215af6f5dc	10/9/2009 2:15:20 PM	Ladkin, Megan	ACT	SIGNUP (One-Year)	COMPLETE	-	£10

Setup financial membership transactions through PayPal and relieve your worries!

- Understand how clubs receive money (via PayPal)
- Understand how money is distributed to each club



# Step 9: FAQs and Tutorials

[Step 1: Log in](#)

[Step 2: Add your Membership](#)

[Step 3: Send an Email](#)

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# Step 9: FAQs – Tutorials

## ► Get acquainted!

### BLOG POSTS

**How to create a basic event?**  
Jan 26, 2010 0 Comments

**How to Add/Invite members**  
Jan 25, 2010 0 Comments

**Member tags**  
Jan 21, 2010 0 Comments

**How to export CampusGroups calendars to Zimbra**  
Jan 21, 2010 0 Comments

**How to use Privacy Settings in CampusGroups?**  
Jan 21, 2010 0 Comments

**Categories**

- FAQs (0)
- General information & news (2)
- Tutorials (12)

### USEFUL LINKS

**Users Support**  
Tutorials, FAQs and Discussion Board for existing users of CampusGroups.

**RoomReservations Module (RR)**  
Self-service Room Reservations Module

**AlumniAffairs Module (AA)**  
Administration Module for Alumni Affairs departments

**StudentLife Module (SL)**  
Administration Module for Student Life

### BLOG POST

## How to create a basic event

by **Almudena Ruiz** on Jan 26, 2010

- 1) Log on to eCampusGroups.
- 2) Log as an officer (see: "How to log on as an officer")
- 3) Select "Organize Events" in the top menu.
- 4) Select "Create an event".

#### Events

0 upcoming events in total

You have 0 events.

5) In the "What" box:

- Choose the officer in charge of the event.
- Give the event a name.

**1 What**

\* **Event coordinator:** Almudena Ruiz

**Event type:** - Select

\* **Event Name:**

### BLOG POST

## How to Add/Invite members

by **Almudena Ruiz** on Jan 25, 2010 | Category: Tutorials

- 1) Log on to eCampusGroups.
- 2) Log on as an officer. (see: How to log on as an officer to eCampusGroups)
- 3) Select "members" in the top menu.
- 4) To add one member:
  - Click on "Add one member", in the text box enter the name or the email address of the member and click "Search".

#### Members

**Add one member** Add several members Import

- Check the box next to the name of the member and click "Add selected member".

#### STEP 2: Select your new member

1   ? **David** Full-Time 2009 david Send her her password

**Add selected member**

- 5) To add several members:
  - Click on "Add several members", fill the text box with the name or the email address of the member and click "Search".

### BLOG POST

## How to use Privacy Settings in CampusGroups?

by **Almudena Ruiz** on Jan 21, 2010 | Category: Tutorials

### 1. Introduction

In this tutorial we describe how to use new privacy options for contents in CampusGroups. Until now, we were allowing groups to restrict access to events, now we have added privacy of piece of content that groups post on CampusGroups (emails, surveys/forms, photos, documents, Web pages, etc)

In the figure, we can see the different kind of contents where we can add privacy options:

Content tag	Description	Privacy	Preview	RSS feeds (advanced)
[CONTENT] OFFICERS	The list of your officers (Display photos) (Display email addresses)	Privacy settings	Preview	Rss feed
[CONTENT] LEADER	Your next leader	Privacy settings	Preview	Updating Post All
[CONTENT] NONLEADER	Your next second leader	Privacy settings	Preview	
[CONTENT] EVENT LIST	Your list of upcoming events	Privacy settings (Group events only)	Preview	
[CONTENT] SURVEYS	Your surveys	Privacy settings (Group members only)	Preview	Rss feed
[CONTENT] ABOUT	Your about us page (edit)	Privacy settings	Preview	
[CONTENT] NEWS LETTERS	Your list of newsletters	Privacy settings	Preview	Rss feed
[CONTENT] CONTACT	Your contact information (edit)	Privacy settings	Preview	
[CONTENT] BLOG	Your blog	Privacy settings	Preview	Rss feed
[CONTENT] MAIN BLOG	Your group summary	Privacy settings	Preview	
[CONTENT] PHOTOS	Your professional information (edit)	Privacy settings	Preview	
[CONTENT] MAIN PHOTOS	A quick list of photo albums with your latest photos (edit)	Privacy settings	Preview	
[CONTENT] FILES	Your files and information	Privacy settings	Preview	
[CONTENT] MAIN FILES	A quick list of files	Privacy settings	Preview	
[CONTENT] DISCUSSION	Your discussion board (upload new site visitors to log on to your web site)	Privacy settings	Preview	
[CONTENT] LINKS	Your useful links (edit)	Privacy settings	Preview	

### 2. Privacy Settings

# Step 9: FAQs – Tutorials, cont

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- ▶ Point and click!
- ▶ Online tutorial:
  - ▶ <http://www.campusgroups.com/assistant/theater/ecg.html>
- ▶ Tutorial and FAQs:
  - ▶ [https://haas.campusgroups.com/student\\_community?club\\_id=549](https://haas.campusgroups.com/student_community?club_id=549)

