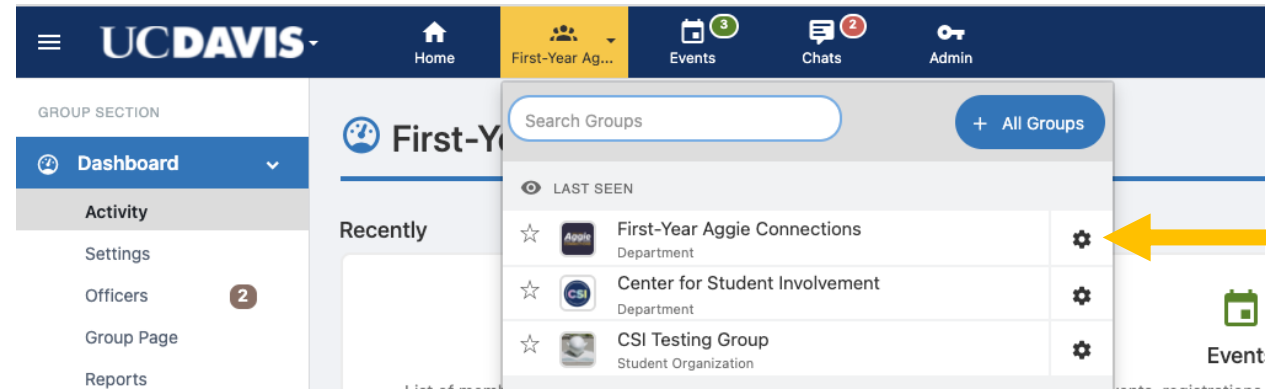


Manage Group Settings

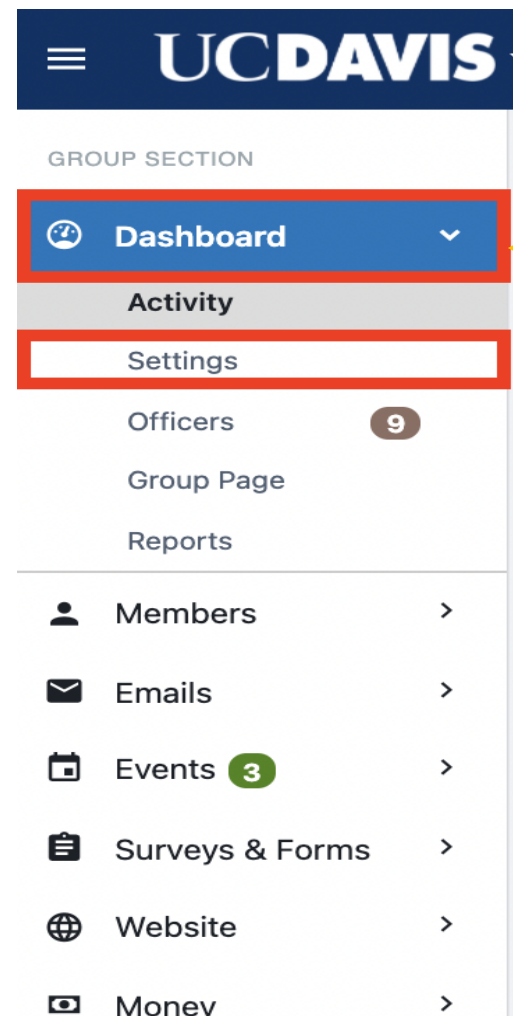
Managing Your Group

- Officers are able to manage their group in order to send emails, create events, manage group settings, and more!
- You will begin by clicking on the Group Dropdown and then clicking on the *Gear* icon next to the group you would like to manage



How to change your group settings

- Log in to aggielife.ucdavis.edu
- Manage your group
- Select *Dashboard* and then *Settings*



Managing Your Group Settings

It is important that you have selected the appropriate access and privacy settings within AggieLife for your organization.

Log into aggielife.ucdavis.edu

Select an organization under My Groups from the home page.

Note that only Officers can view and make changes to settings.

Access & Privacy

Signup secret word: Turn "regular sign-up" into "Invitation-only sign-up". Entering a password here will prevent people from signing up if they don't know that password.

Members can see each other: Decide whether or not members should be visible to each other.

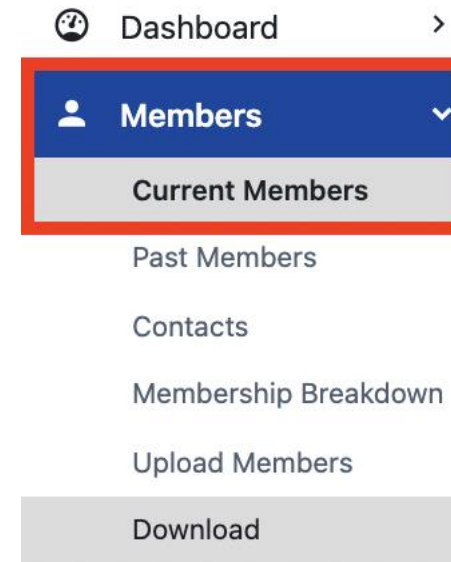
Membership should be private: Decide whether or not members should have this group listed on their profile under groups.

From the group group dashboard review your group page to see what other members and the public may see.

The screenshot displays the AggieLife Group Settings interface. On the left, a sidebar menu under 'GROUP SECTION' includes 'Dashboard', 'Activity', 'Settings' (highlighted with a red box), 'Officers' (9), 'Group Page', 'Reports', 'Members', 'Emails', and 'Events' (3). The main content area is titled 'Group Settings' and features a tabbed interface with 'Basics', 'Contact Information', 'Access & Privacy' (highlighted with a red box), 'Membership', 'Payments', 'Social Networks', 'Recommendation Settings', and 'More'. The 'Access & Privacy' tab is active, showing the 'BASICS' section with fields for 'Group name' (Center for Student Involvement), 'Group type' (Department), 'Categories' (Performance, Professional, Professional Society & Fraternity Council, Recreation/Sports, Religious/and or Spiritual), and 'Group Acronym' (admin). Below this, the 'BRANDING' section contains two settings: 'Membership should be visible to each other' (Yes/No) and 'Membership should be private' (Yes/No), both highlighted with red boxes. The 'Membership should be private' setting is currently set to 'Yes'.

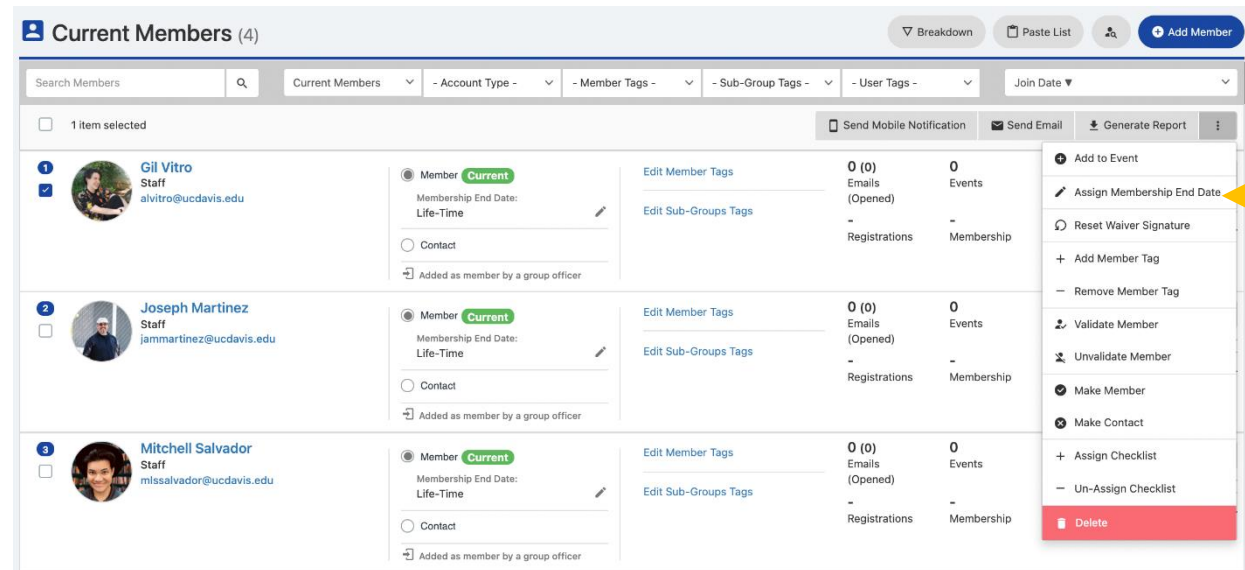
Managing all members of a group

- As an officer, you will have the ability to manage and communicate with the members of your group.
- Log in to aggielife
- Manage your group
- Select *Members* then *Current Members*



Managing all members of a group

- Click on *Search Members* and type to refine your search
- Select members or click on the *Select All* checkbox
- Click the *More* icon and select an action:
 - Send a Mobile Notification
 - Send an email
 - Validate or Invalidate Member
 - Make someone a Member or Non-Member
 - Delete
 - Assign a Membership End Date
 - Assign a Tag



Please contact getinvolved@ucdavis.edu with any questions.