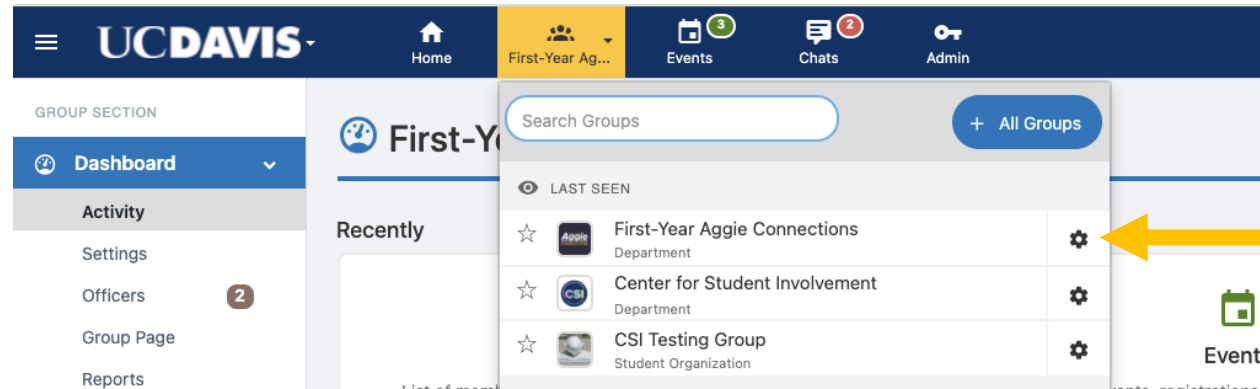


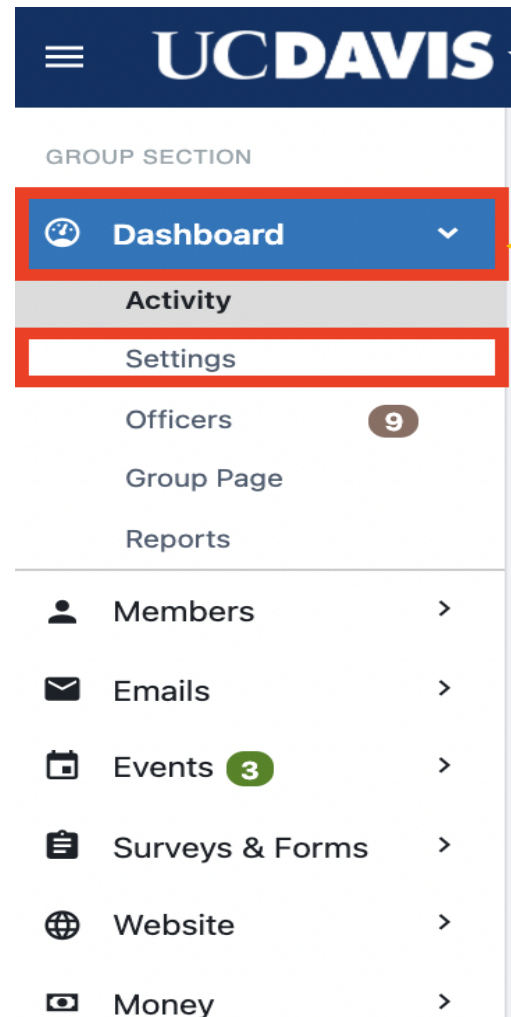
Managing Your Group

- 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.

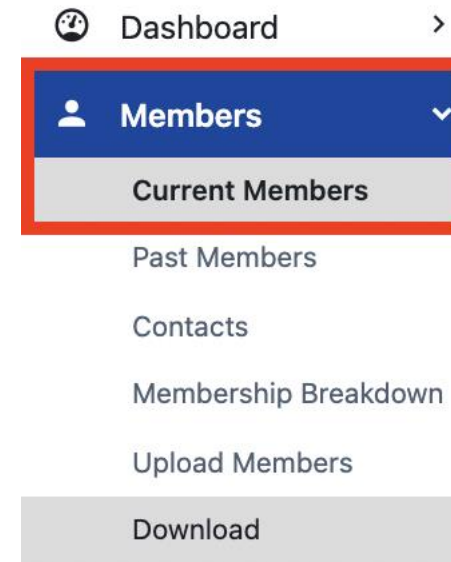
Membership should be private: Decide whether or not members should have this group listed on their profile under groups.

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', 'Settings' (highlighted with a red box), 'Officers', 'Group Page', 'Reports', 'Members', 'Emails', and 'Events'. The main content area is titled 'Group Settings' and features a navigation bar with tabs: 'Basics', 'Contact Information', 'Access & Privacy', 'Membership', 'Payments', 'Social Networks', 'Recommendation Settings', and 'More'. The 'Access & Privacy' tab is active. Below the navigation bar, the 'BASICS' section contains 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). The 'BRANDING' section is partially visible at the bottom. A red box highlights the 'Membership should be private' option, which is selected with a radio button. Below this, there is a question: 'Decide whether members should have this group listed on their profile under "My groups". Yes: they will be hidden.'

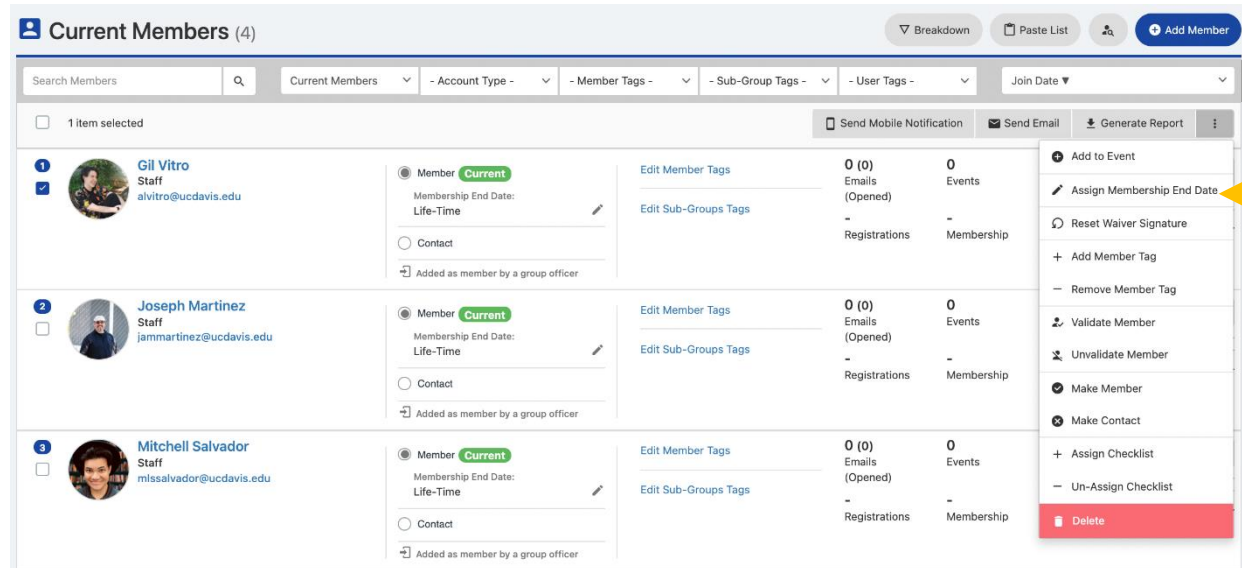
Managing all members of a group

- 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



The screenshot displays the 'Current Members (4)' interface. At the top, there are filters for 'Current Members', 'Account Type', 'Member Tags', 'Sub-Group Tags', 'User Tags', and 'Join Date'. Below the filters, a table lists three members: Gil Vitro, Joseph Martinez, and Mitchell Salvador. Each member row includes a 'More' icon (three dots) in the right-hand corner. A dropdown menu is open for the first member, Gil Vitro, showing various actions. A yellow arrow points to the 'Assign Membership End Date' option in this menu. Other options include 'Add to Event', 'Reset Waiver Signature', 'Add Member Tag', 'Remove Member Tag', 'Validate Member', 'Unvalidate Member', 'Make Member', 'Make Contact', 'Assign Checklist', 'Un-Assign Checklist', and 'Delete'.

Please contact getinvolved@ucdavis.edu with any questions.