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.
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 aggilife
- 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.