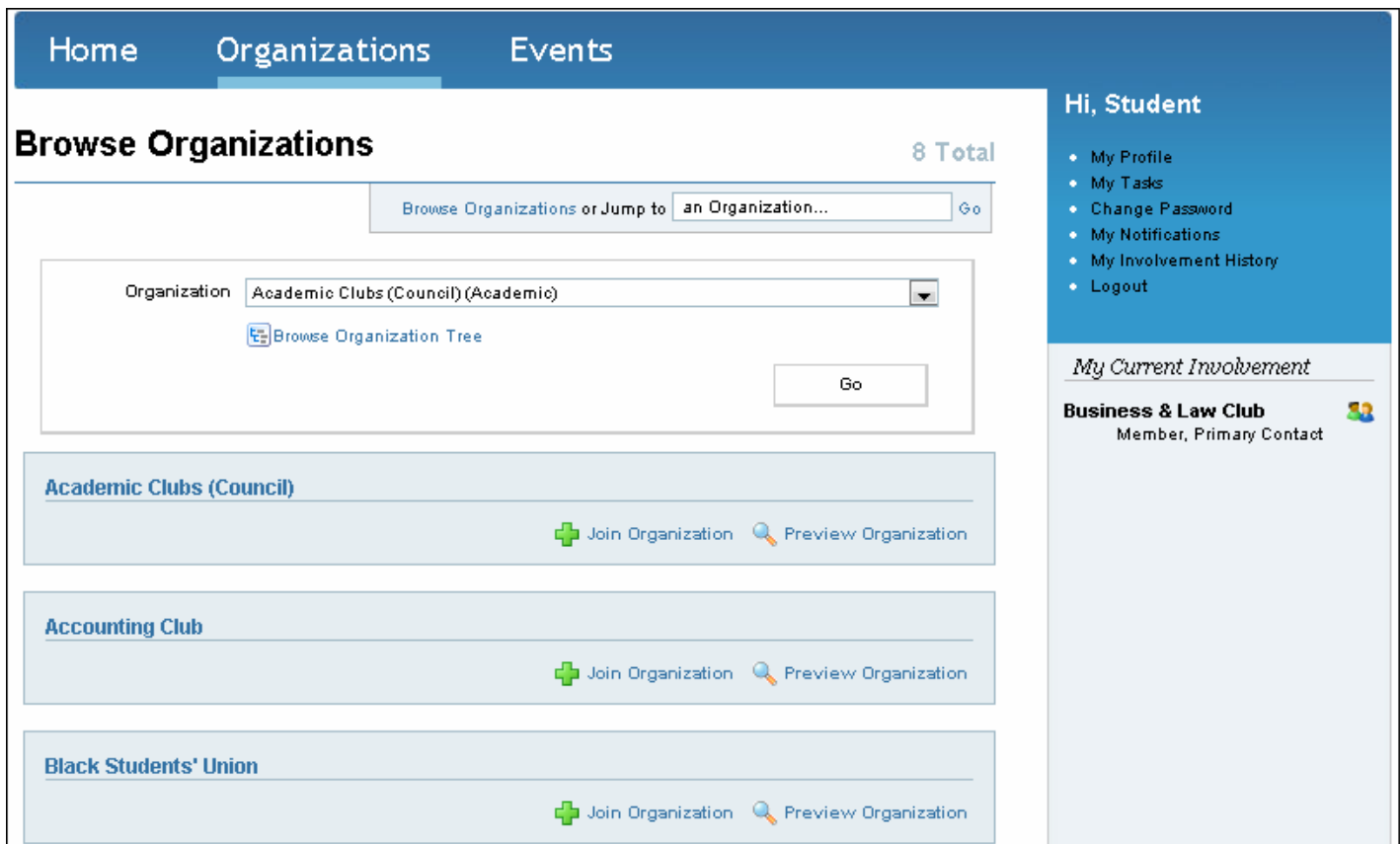


Introducing myGroups

a communication tool and recordkeeping system for student organizations

- Register your student organization
- Manage membership and participation
- Store files & documents
- Access financial information and forms
- Distribute surveys
- Hold online elections
- Communicate with membership



The screenshot shows the myGroups website interface. At the top, there is a navigation bar with "Home", "Organizations", and "Events". The "Organizations" tab is active. Below the navigation bar, the main content area is titled "Browse Organizations" and shows "8 Total" organizations. A search bar allows users to "Browse Organizations or Jump to an Organization..." with a "Go" button. Below the search bar, there is a dropdown menu for "Organization" currently set to "Academic Clubs (Council) (Academic)", with a "Browse Organization Tree" link and a "Go" button. Three organization cards are displayed: "Academic Clubs (Council)", "Accounting Club", and "Black Students' Union". Each card has a "Join Organization" button (with a green plus icon) and a "Preview Organization" button (with a magnifying glass icon). On the right side, there is a sidebar with a blue header "Hi, Student" containing a list of links: "My Profile", "My Tasks", "Change Password", "My Notifications", "My Involvement History", and "Logout". Below this, there is a section titled "My Current Involvement" showing the user's role in the "Business & Law Club" as a "Member, Primary Contact" with a small group icon.

<http://mygroups.brown.edu>

To get started, go to the address above and log in using your Brown Username.

Officers and Advisor access – Management Tools

Home Organizations Events

Business & Law Club 2 Members

Browse Organizations or Jump to an Organization...

Manage Organization Profile

Access the Management Tools menu from you organization listing

Edit Profile

Full Name Business & Law Club

Acronym/Nickname BizLaw

Category Law School Organization

Official Website http://www.collegiatelink.net

Description We provide students with a forum to discuss key business and business law issues and a venue to host important decision makers within various industries. The club exposes undergraduate and MBA students to career opportunities within a variety of fields.

Local Address

Street 1698 Massachusetts Ave

Ste 3

City Cambridge State/Prov MA Postal Code 02138

Hi, Student

- My Profile
- My Tasks
- Change Password
- My Notifications
- My Involvement History
- Logout

Organization Pages

- Home
- News
- Members
- Events
- Documents
- Discussions
- Surveys & Elections
- Forms

Management Tools

- Organization Profile
- Site Management
- Members & Positions
- News
- Events
- Space Reservations
- Documents


Management functions at-a-glance

Once your organization has been registered, you get access to these online tools:

- 1) **Organization Profile** – Edit your group profile and home page
- 2) **Site Management** – Post an organization picture; showcase news and events from other groups (featured organizations)
- 3) **Members & Positions** – manage your roster and Positions assigned to members
- 4) **News** – Create news articles on your group site and generate your RSS feed
- 5) **Documents** – Upload public files to your organization documents section
- 6) **E-mail lists** – Send messages to members and interested students (prospective members)
- 7) **Accounts** – View financial accounts, balances, and transactions
- 8) **Financial Requests** – Place requests to make purchases and submit budget proposals
- 9) **Discussions** – Moderate discussions, create sections for different types of posts
- 10) **Surveys & Elections** - Create a survey or secure online election
- 11) **Forms** – Create any form to distribute and manage submissions and approval status

1. Your Organization Profile

- Organization profiles are shown as part of the directory of student groups
- The Description field should describe your group accurately to potential members and the general public.



Manage Organization Profile

Edit Profile


Full Name

Acronym/Nickname

Category

Official Website

Description



Local Address

Street

City State/Prov Postal Code

Phone Number

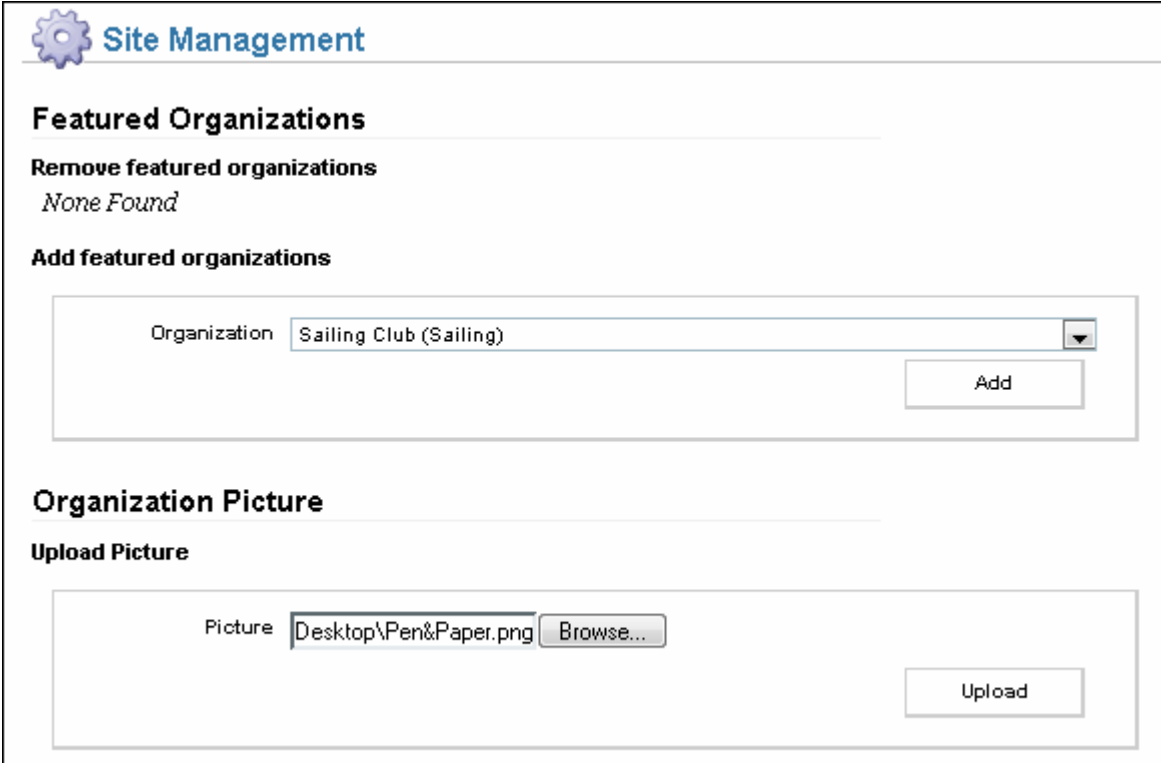
Fax

Email Address

Changes go live immediately when the Update button is pressed

2. Site Management

- Upload or change your organization image or logo
- Add Featured Organizations to your organization's web site – events and news from these Featured Organizations is cross-promoted on your group's site



The screenshot displays the 'Site Management' interface. At the top left, there is a gear icon followed by the text 'Site Management'. Below this, the section 'Featured Organizations' is visible. Underneath, there are two sub-sections: 'Remove featured organizations' with the text 'None Found', and 'Add featured organizations'. The 'Add featured organizations' section contains a dropdown menu labeled 'Organization' with 'Sailing Club (Sailing)' selected, and an 'Add' button. Below this, the 'Organization Picture' section is shown. It includes an 'Upload Picture' sub-section with a text input field containing 'Desktop\Pen&Paper.png', a 'Browse...' button, and an 'Upload' button.

To add a Featured Organization, select it from the “Add to Featured” dropdown list.

To update your organization's logo or image, click the Browse... button to choose a file, then click Upload. The new picture is placed on your organization home page immediately.

3. Members & Positions

- Placing a person on your membership roster should be considered an official record.
- Every organization **MUST** have at least one primary contact that the SAO will use to communicate with your group. You may have more than one. You must always add a primary contact before you attempt to remove that assignment from the last person.
- There are two ways to add members: by searching existing users or by specifying an e-mail address. Members added by e-mail alone will be sent an e-mail asking them to confirm their identity by logging in before they are added to your official roster.
- If you have an account in the SAO, please also assign the position Financial Signatory to up to two of your members. Financial signatories must have been trained by the SAO; if you are adding a new signatory that has not been trained, contact Diane Chouinard at Diane_Chouinard@brown.edu.
- At this time, only students, faculty, and staff of Brown can be added to your membership list. Also, membership information for groups is viewable by anyone logged in with a Brown username and password. If this presents issues for your group, please contact Ricky or Kelly in the SAO.

1) Add your members:

Manage Members & Positions

[See Organization Positions](#)

Officers
2 Total

Click here to edit positions

Name	Position	Manage
Doe, Jane	Member, Treasurer	
Sample, Student	Member, Primary Contact	

Other Members
None Found

Add New Member


[Search For Members](#)

Search for an existing user via the link above, or add users by email address using the form below. Adding by email address will require users to confirm, before being added to your official roster.

Add by Email Address







Email

2) Click Organization Positions to set up positions to give your members:



 **Manage Members & Positions**
[See Membership Roster](#)

Organization Positions
[Create Position](#)

4 Total

Name	Roles	Manage
Treasurer	Manager	 
Primary Contact	Manager	Cannot manage a system position.
Member	No management access	 
Secretary	Manager	 

3) Assign positions to members

Name	Position	Manage
Doe, Jane	Member, Treasurer	 
Sample, Student	Member, Primary Contact	 

4. News

- Showcase information about your group by creating a news article
- News articles show on your organization page until the expiration date
- An RSS feed is generated of your organization news articles

 **Manage Organization News**
[See Expired Articles](#) | [Create Article](#)

Current Articles
1 Total

Title	Created	Expires	Author	Manage
Subscribe to our RSS feed!	Sep 26, 2007	11/2/2007	Student Sample	 

5. Documents

- Files can be uploaded to your organization documents section
- Use this feature to store your constitution and bylaws as well as other public downloads
- **Always remember that these files can be accessed by any campus user, regardless of membership in your organization**


 **Manage Documents**
[Back To All Documents](#)

Misc Files
1 Total





Name	Upload Date	Uploaded By	Manage
SA LINK - Co-curricular transcripts position paper	Sep 26, 2007 11:57 PM	Student Sample	 

6. E-mail Lists

- A list of all your members is automatically kept up to date as well as a list of people who have expressed interest in your organization
- You can create custom e-mail lists for committees or groups of your members
- E-mail Lists currently allows for outbound messaging only and does not archive messages sent out

 **Manage Email Lists**
[Create Email List](#)

Email Lists
2 Total

Name	Description	Manage
All current members	Default mailing list containing all members.	 
All prospective members	Default mailing list containing all prospective members.	 

The All prospective members list is a list of people who are interested in joining your organization!


When viewing your Prospective Members list (either from E-mail Lists or Members & Positions) use the Convert To Member icon to add the person to your official roster

All prospective members - Subscribers
1 Total

Name	Email	Receiving Mail	Manage
Aaron Severs	asevers@collegiatelink.net	Yes	

7. Accounts (Finances)

- Listed here are financial accounts that your organization has access to view
- Click an account to see a list of transactions
- Your Available Balance may be lower than your Ending Balance – this means there are outstanding purchase requests in Approved status.

 **Manage Accounts**

Account Summary

Name	Business & Law Raised Funds
Description	raised funds from business and law
Available	\$125.00
Requested	\$0.00
Balance	\$125.00


Transactions

1 Total

Origin Acct	Date	Category	Method	Amount	Balance
Payee/Source	Memo/Comment				
Business & Law Raised Funds	09/26/2007	Income: Dues	D	\$125.00	\$125.00
Dues payment	university acct system #123456				

8. Financial Requests

- Come in to the SAO to make a purchase request.
 - When a Purchase Request has been approved, funds will be set aside in an account until the purchase is made and payment transaction recorded
- Funding requests are only used for requesting funding from the Undergraduate Finance Board (more information available at <http://www.brown.edu/Students/UFB>) or from your UFB representative (<http://www.brown.edu/Students/UFB/rebs.php>). Only approved financial signatories may submit Funding Requests. See the separate guide available for Submitting Funding Requests (<http://www.brown.edu/sao/mygroups>).



Manage Financial Requests

[See Denied & Canceled Requests](#) |
 [Create Funding Request](#) |
 [Create Purchase Request](#)

Showing - October 2007

Change Month

Month

Confirmed

1 Total

Submitted	Account	Creator	Stage	Type	Manage
10/08/2007	Business & Law Operating	Student Sample	Stage 1 - Default Stage 1 Desc...	Funding	

Pending

1 Total

Submitted	Account	Creator	Stage	Type	Manage
10/08/2007	Business & Law Operating	Student Sample	Stage 1 - Default Stage 1 Desc...	Funding	

9. Discussions

- Add and delete discussion sections or remove posts using this management tool
- Remember - your discussion forums can be accessed by any campus user through the Organizations tab – **they are not restricted to just members of your organization**

Posts - General discussion

1 Total

	Subject	Posted by	Activity	Comments	Manage
	Event ideas...	Student Sample	None yet.	0	

10. Surveys & Elections

- You can create any survey, poll or election using this tool
- Survey / Election results export are viewed as MS Excel files once the submission period has ended
- When creating a survey / election, you have the option to use several different question types

Use the Export icon to get survey / election results

Current

1 Total

ID	Name	Start Date	End Date	Responses	Manage
1	Who should be our featured speaker?	Sep 27, 2007 12:00 AM	Dec 31, 2007 1:00 AM	0	 

11. Forms

- Custom forms are similar to surveys & elections, except that results are stored as submissions and can be viewed and marked approved or denied individually
- Results may be exported as MS Excel files at any time
- When creating a survey / election, you have the option to use several different question types

Search for a form previously created to view submissions or export results

Search Forms

Search

Field

Type