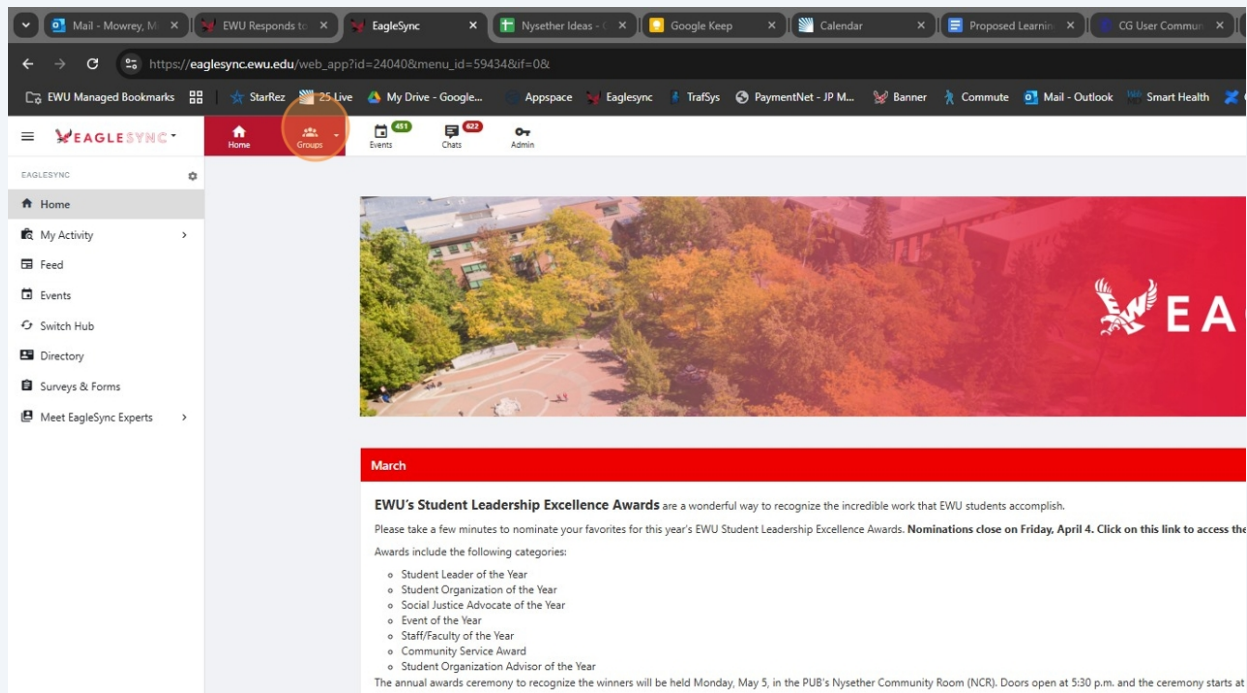


# EagleSync Tutorial - How to Create a Departmental Group

1 Within EagleSync, click "Groups" on the top tool bar.



## 2 Click "+All Groups"

The screenshot shows the EagleSync website interface. The top navigation bar includes links for Home, Groups, Events, Chats, and Admin. The 'Groups' dropdown menu is open, displaying a search bar and a list of groups. The '+ All Groups' link is highlighted with an orange circle. Below the search bar, there are two sections: 'MOST RECENT' and 'ALL GROUPS'. The 'ALL GROUPS' section lists various groups, including Eagle Entertainment, ASEWU Clubs and Organizations, Aerospace Club, EagleSync Officer HUB, EagleSync User HUB, Student Organizations & Leadership, 4D Print Studio, Africana Studies, and Alpha Omicron Pi. A search bar is also present at the bottom of the dropdown menu.

## 3 Click "Promote new Department/Program"

The screenshot shows the EagleSync website interface. The top navigation bar includes links for Home, Groups, Events, Chats, and Admin. The 'Groups' dropdown menu is open, displaying a search bar and a list of groups. The 'Promote new Department/Program' button is highlighted with an orange circle. Below the search bar, there are two sections: 'START A NEW ASEWU CLUB/ORG' and 'PROMOTE YOUR EWU DEPARTMENT/PROGRAM'. The 'PROMOTE YOUR EWU DEPARTMENT/PROGRAM' section contains a form for creating a new department/program, including fields for Name, Description, and a list of groups to select from. The 'Groups' section below the form shows a list of groups with their respective details, including the 4D Print Studio and Aerospace Club.

#### 4 Fill out the required information.

Under Officers, select "Department Staff" and then choose the person you want to assign as an Officer of this group. Officers will be able to create events and check in attendees.

The screenshot shows a web browser window with the URL [https://eaglesync.ewu.edu/group\\_approval\\_entry?group\\_type\\_lookup=10365](https://eaglesync.ewu.edu/group_approval_entry?group_type_lookup=10365). The page title is "Group Registration Details". A blue banner at the top reads: "Thank you for your interest in creating a department/program EagleSync page! Complete this form and email any questions to EagleSync@ewu.edu. As you fill out the form below, please assign at least one person to be an 'officer' of the group. The officer will be able to add other officers and members." The form fields include: "Group name" (with a red asterisk and a red circle highlighting the input field), "Group acronym" (with a red asterisk), "Logo" (with an "Upload" button), "Mission" (with a red asterisk), and "Goals". Below these fields is a section titled "OFFICERS" containing "Position of Officer 1" (a dropdown menu with "- Select -") and "Select Officer 1" (a dropdown menu with "Start typing and wait for suggestions...").

5

Click "Lookup users by name or email. Select users. Required. Start typing and wait for suggestions."

At the bottom click "Next"

After you have submitted your Group Registration, Student Engagement will receive your request in the workflow and approve it. Then it will go to IT in order to connect your account with 25 Live.

The screenshot shows a web form for group registration. The form includes fields for 'Group name', 'Group acronym', 'Logo' (with an 'Upload' button), 'Mission', and 'Goals'. Below these is a section titled 'OFFICERS' with three rows, each containing a 'Position of Officer' dropdown and a 'Select Officer' dropdown. The 'Select Officer 1' dropdown is highlighted with an orange circle. At the bottom right of the form is a blue 'Next' button.

\* Group name

\* Group acronym

Should be the "Mini Name" of your group. Letters and numbers only, no space, between 3-50 characters - make it easy to associate to your group. It is used to create a URL for your group web site (for example "eaglemasters" in <https://eaglesyncivc.edu/eaglemasters/>).

Logo

\* Mission

Goals

OFFICERS

\* Position of Officer 1 Department Staff

\* Select Officer 1 Start typing and wait for suggestions...

Position of Officer 2 - Select -

Select Officer 2 Start typing and wait for suggestions...

Position of Officer 3 - Select -

Select Officer 3 Start typing and wait for suggestions...

Next