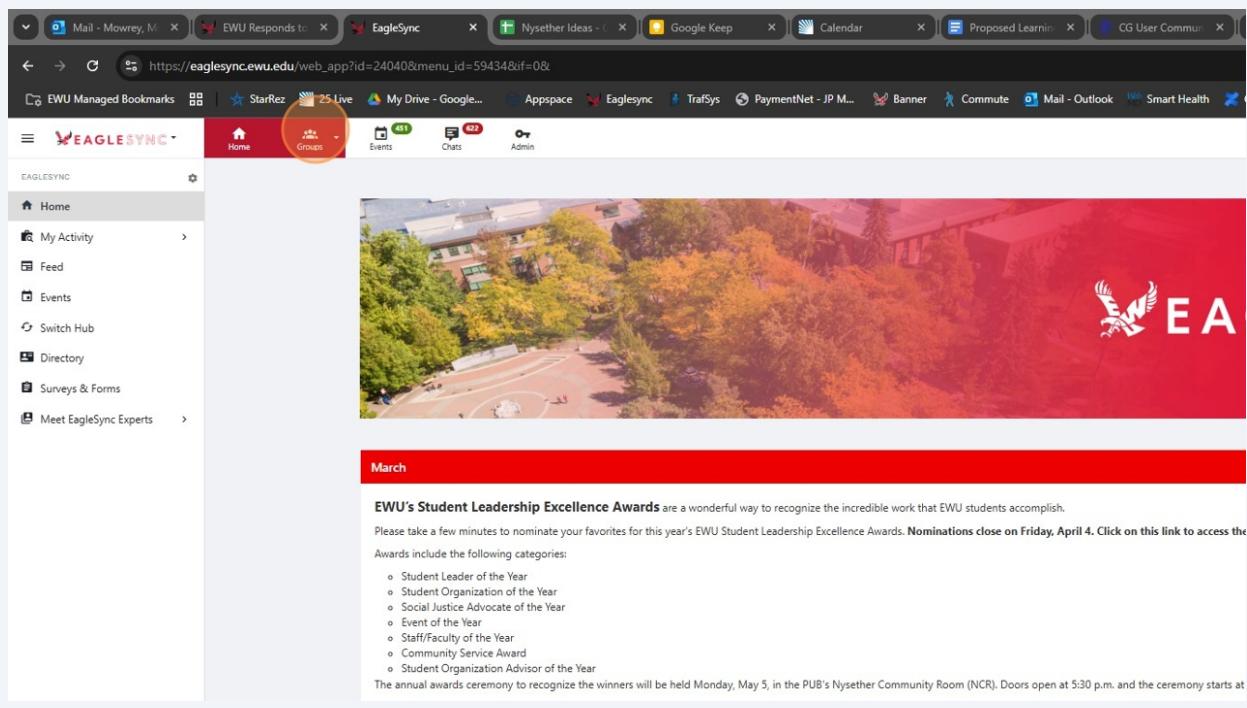
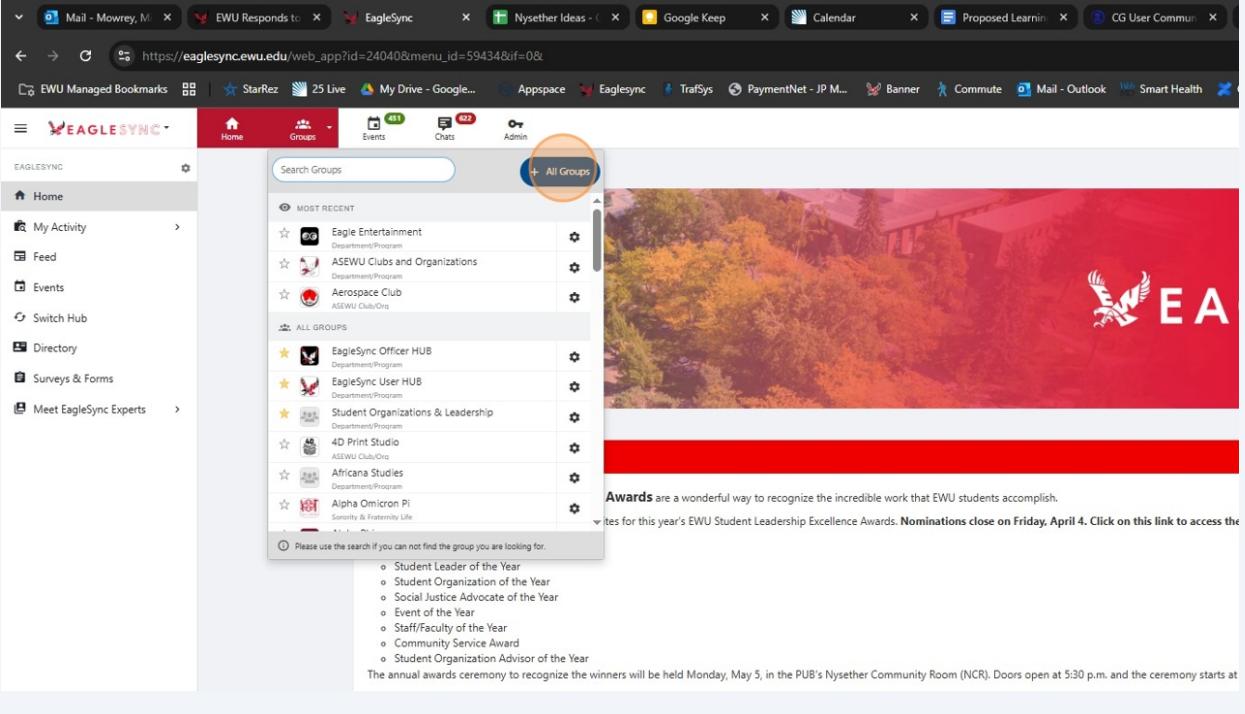


# EagleSync Tutorial - How to Create a Departmental Group

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

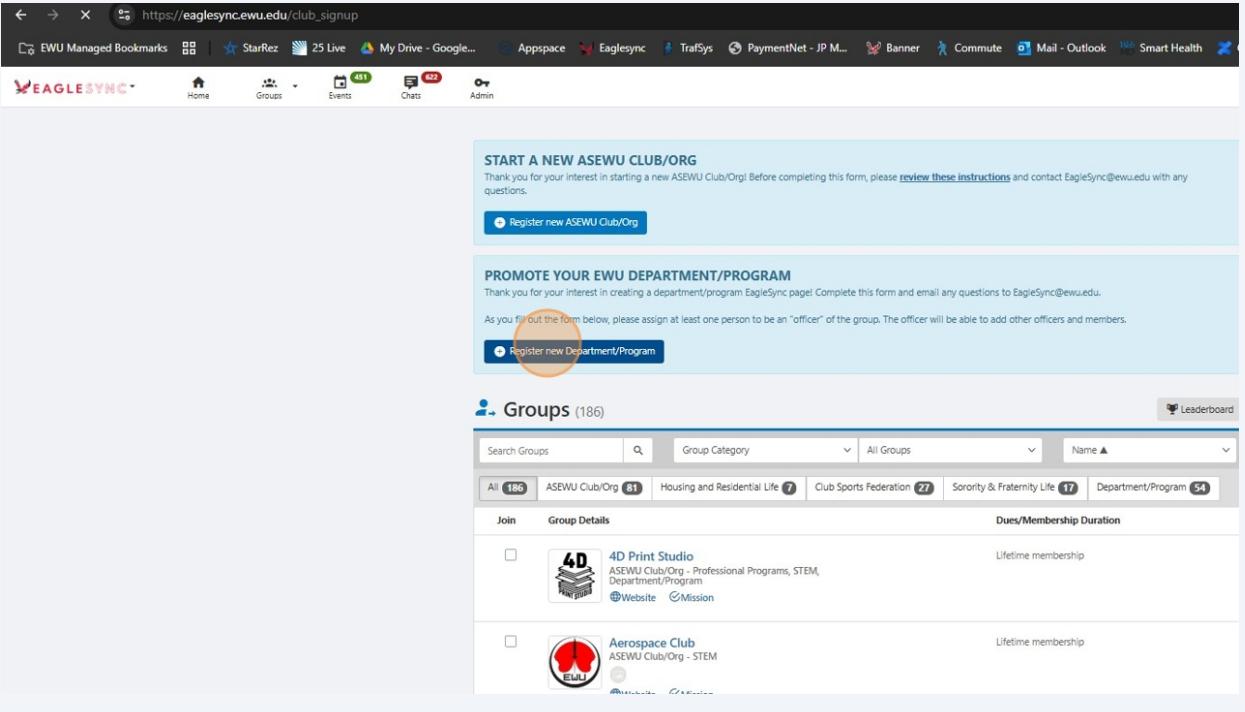


## 2 Click "+All Groups"



The screenshot shows the EagleSync Groups page. At the top, there is a search bar labeled "Search Groups" and a button labeled "+ All Groups" with a red circle around it. Below the search bar, there are two sections: "MOST RECENT" and "ALL GROUPS". The "ALL GROUPS" section contains a list of various groups, each with a small icon, the group name, and a "gear" icon for settings. To the right of the list is a large image of a building with autumn foliage and the letters "EA". Below the image, there is a red banner with the text "Awards are a wonderful way to recognize the incredible work that EWU students accomplish. Click on this link to access the". At the bottom of the page, there is a note about the awards ceremony and a link to the nomination form.

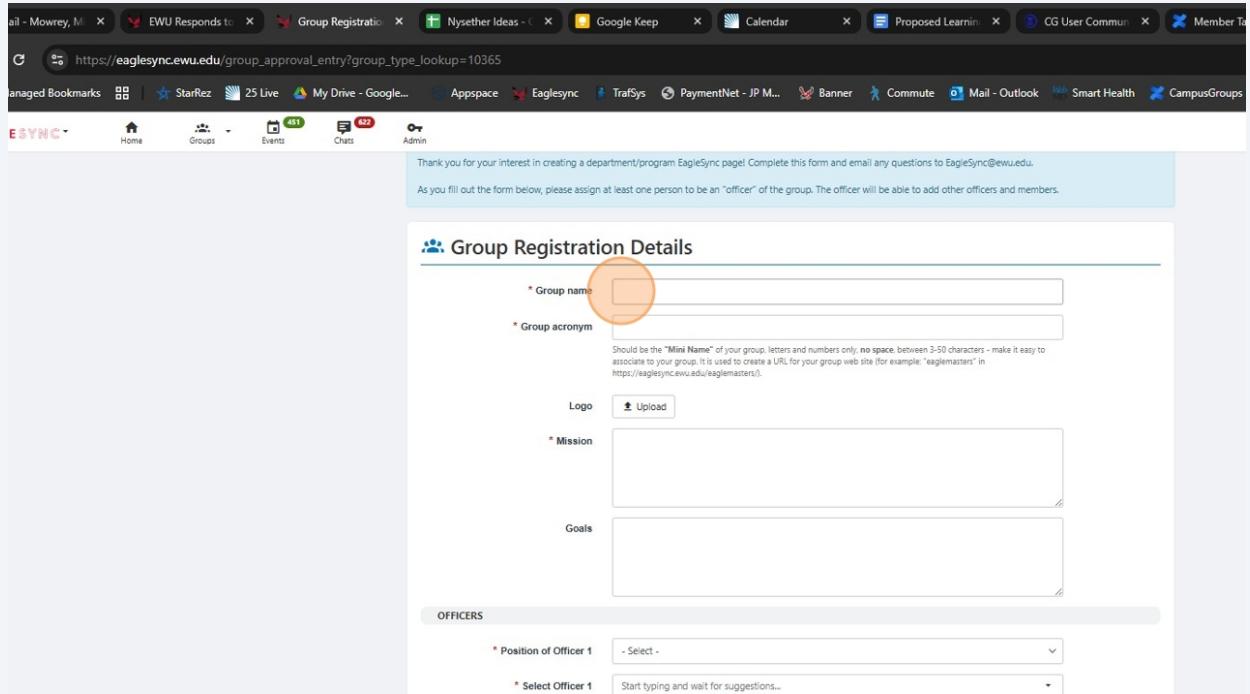
## 3 Click "Promote new Department/Program"



The screenshot shows the EagleSync Groups page. At the top, there is a search bar labeled "Search Groups" and a button labeled "+ Register new Department/Program" with a red circle around it. 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 note about creating a department/program page and a "Register new Department/Program" button. At the bottom, there is a "Groups (186)" section with a table showing various groups, their details, and their dues/membership duration. The table includes columns for "Join", "Group Details", and "Dues/Membership Duration".

#### 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.

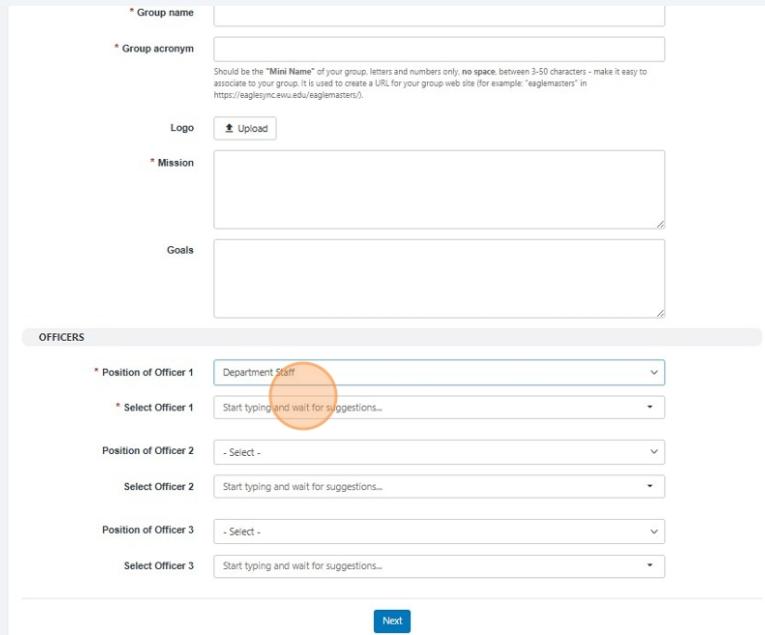


The screenshot shows a web browser with multiple tabs open. The active tab is titled "Group Registration" and has the URL [https://eaglesync.ewu.edu/group\\_approval\\_entry?group\\_type\\_lookup=10365](https://eaglesync.ewu.edu/group_approval_entry?group_type_lookup=10365). The page is titled "Group Registration Details". It contains fields for "Group name" (with a red circle around it), "Group acronym", "Logo" (with an "Upload" button), "Mission", and "Goals". Below these, there is a section titled "OFFICERS" with fields for "Position of Officer 1" (a dropdown menu) and "Select Officer 1" (a search bar). A note at the top of the page says: "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."

- 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-based form for creating a group. The 'Group name' and 'Group acronym' fields are filled out. A 'Logo' upload button is present. The 'Mission' and 'Goals' sections are empty. The 'OFFICERS' section is expanded, showing three dropdown menus for 'Position of Officer 1' (set to 'Department Staff'), 'Select Officer 1' (with a placeholder 'Start typing and wait for suggestions...'), 'Position of Officer 2' (set to '- Select -'), 'Select Officer 2' (placeholder 'Start typing and wait for suggestions...'), 'Position of Officer 3' (set to '- Select -'), and 'Select Officer 3' (placeholder 'Start typing and wait for suggestions...'). A 'Next' button is at the bottom right. The Windows taskbar is visible at the bottom of the screen.