

Setting Up Your Group Site

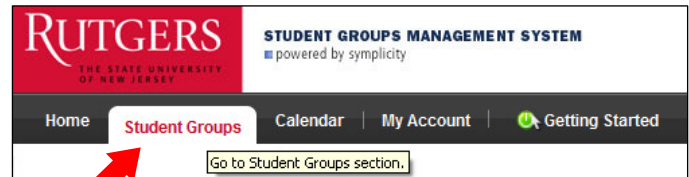
Inputting your Group's Meeting Time
Adding/Inviting Group Members

Inputting your Group's Meeting Time

Log in with your net id and password:

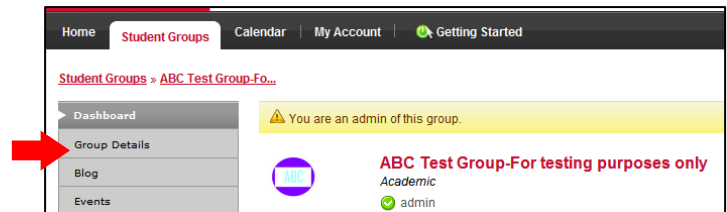
<https://rutgers-community.symlicity.com>

1) Click on "Student Groups" in the top navigation bar.



2) Click on the Name of your Group

3) Click on the "Group Details" tab on the left navigation bar.



4) Click and input your group's meeting time/location.

5) To save your changes, click "Submit". (*Clicking Save DOES NOT store your changes)

Adding/Inviting Group Members

1) Click on "Members" tab on the left navigation bar. You will see all of your officers listed. Scroll to the bottom of the list and click "Add/Invite A Student" to add members to your group.

Status Drop Down Menu:

If you wish to *invite* a student, choose "Invited" in the Status Field.*

If you wish to *add* an existing member, choose "Active Member" in the Status Field.

Inviting a student will send an email to let them know that you would like them to join. They have to then log into myGETINVOLVED to accept your invitation.

2) Search for your group members by using their full name or net id.

3) You can leave Membership status blank. Disregard Date Joined/Left.

4) Choose visibility.

"Private": Viewable only by you.

"System users Only": Viewable only by those who are logged into the Symlicity system.

"Members Only": Viewable only by those who are members of your student organization.

"Group Admins Only": Viewable only by the student (s) designated as Group Admins of your Group site.

5) To save your changes, click "Submit". (*Clicking Save DOES NOT store your changes)

Note: Changing/adding officers to your group site on myGETINVOLVED does NOT officially change your executive board. Please see [Student Officer Training Materials](#) for more information on officer changes.