

## CREATING AND JOINING A GROUP

### Create a New Campus Group

Complete the steps below to request a new My Siena group. Normally your request will be processed within three business days.

- ✦ Login into **My Siena**.
- ✦ Once the **My Siena** page displays, click the **Clubs and Organizations** tab.
- ✦ In the **My Groups** portlet, click the **Create New Campus Group** link (see illustration below).



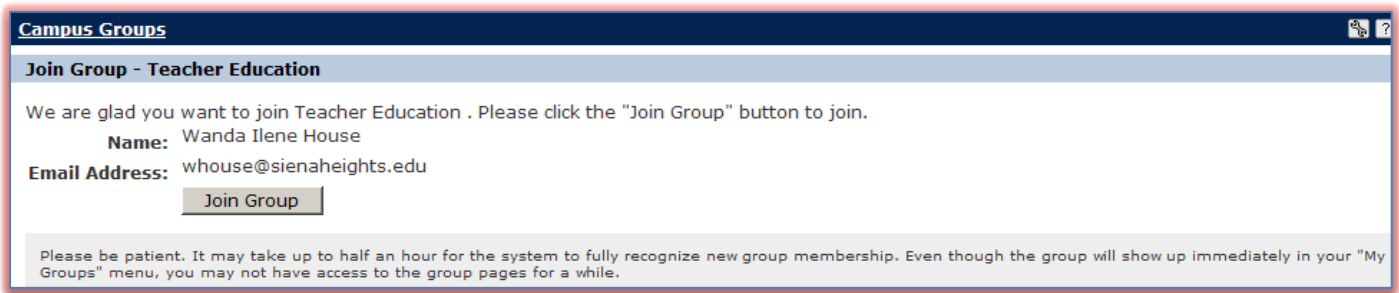
- ✦ The **New Group Application** form will display.
- ✦ Fill in the information for the new group such as the **Name**, the description of the group, and the reason for creating the group.
- ✦ If the group is public, then this information will be visible to the campus community.
- ✦ Choose whether you want this group to be:
  - ✦ **Public** - Select this option to have this group appear in the Campus Group Directory.
  - ✦ **Private** - When this option is selected, the group will **not** appear in the Campus Group Directory.
- ✦ Input the **Maximum Number of Members** for the group. This is optional.
- ✦ Select a type of **Membership Enrollment**:
  - ✦ **Open, No Application Required** - When this option is selected, all My Siena users will be able to join the group.
  - ✦ **Open, By Membership Application** - In order to join the group, a user has to submit a membership application.
  - ✦ **Membership By Invitation Only** - The leader of the group must invite members to join the group when this option is selected.
  - ✦ **Closed to New Members** - When this option is selected, members are specified when the group is created.
- ✦ Once all the options have been specified, click the **Submit Application** button.

### Join a Group

- ✦ Click the **Clubs and Organizations** tab under **My Siena**.
- ✦ Under **Campus Groups**, click the **Browse Groups** button (see illustration above).
- ✦ A list of **My Siena** groups will appear.
- ✦ Click the **Join** button next to the group that you want to join.

[Join](#)

- ✦ The **Join Group** window will display (see illustration below).



- ✦ Click the **Join Group** or **Submit Application** button.
  - ✦ Which button is available will depend on the options that were chosen when the group was created.
  - ✦ In this illustration the option is **Join Group** because no application is required to join the group.
- ✦ After you have clicked the **Join Group** button, click the **Return to Campus Groups** button to return to the list of **Campus Groups**.

### **Leave a Group**

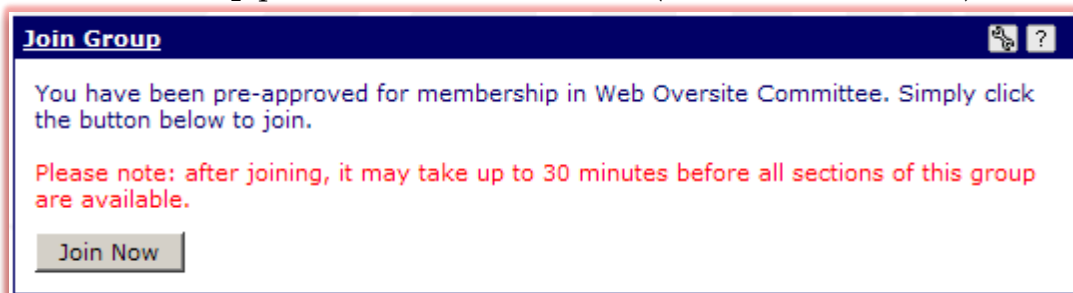
- ✦ Click the **Clubs and Organizations** tab.
- ✦ In the **Campus Groups** area, click the **Drop Group** button next to the group you would like to leave.
- ✦ The group will be removed from the **My Groups** list.

[Drop Group](#)

### **Accept an Invitation to Join a Group**

If you have received an invitation from a group leader to join a campus group, follow these steps to accept it. To decline the application, follow the same steps for leaving a group.

- ✦ Click the **Clubs and Organizations** tab.
- ✦ Under **My Groups**, select the group to accept.
- ✦ Look for the **Join Group** portlet, and click **Join Now** (see illustration below).



**NOTE:** Groups that are by invitation only **must** have this portlet or you will not be able to join.