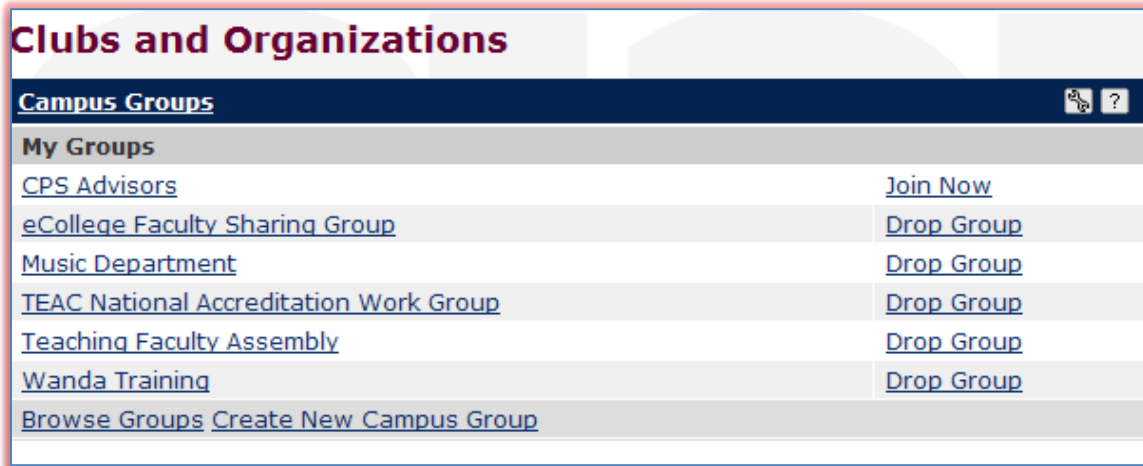


Create a New Campus Group

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.
- ✦ 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.
- ✦ If the group is public, then this information will be visible to the campus community.
- ✦ 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.