

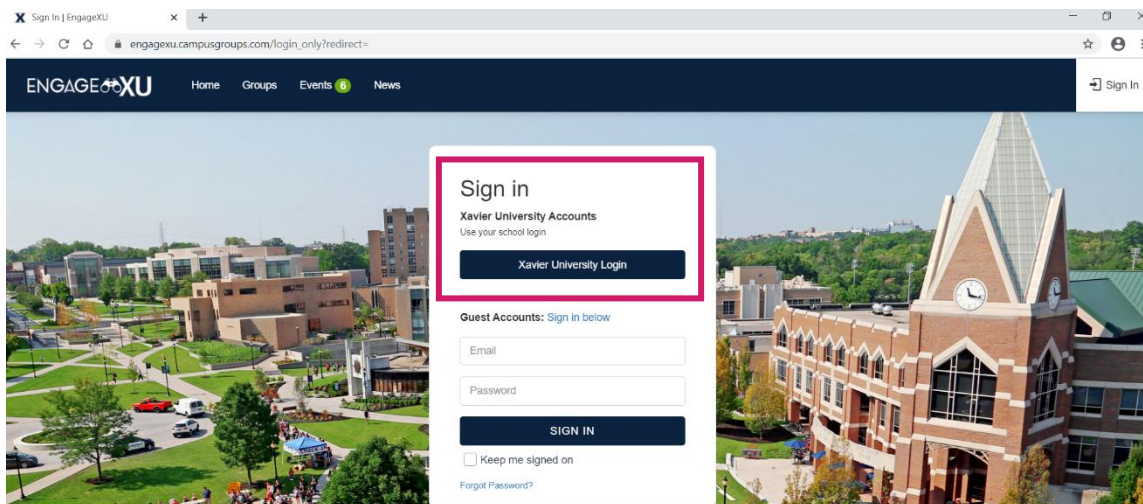
ENGAGE XU

How-To Series

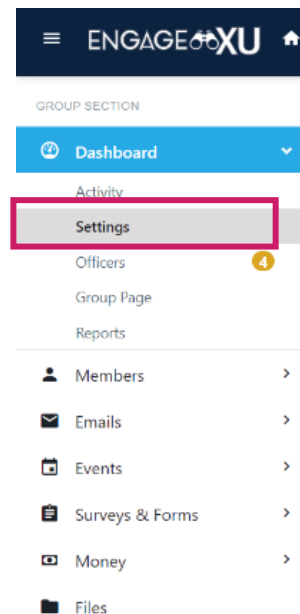
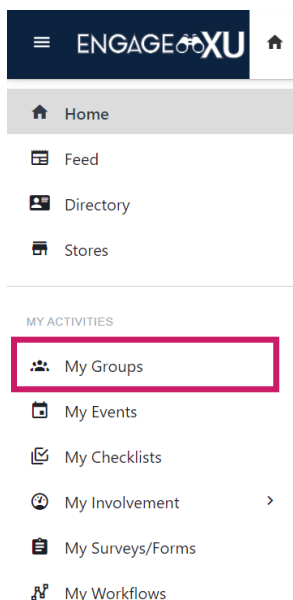
SETTING MEMBER JOIN OPTIONS

1. Go to xavier.edu/engagexu and click on **Sign In**.

Click on the **Xavier University Login** button and use Xavier credentials to log in.



2. Click on **My Groups** on the menu on the left side of your screen. Select the student organization you would like to edit. Click **Settings** on the dashboard on the left side of the screen.



Close Membership – Other students cannot join the group (such as an honors society, fraternity or sorority). Under the **Basic Information Tab**, scroll to **Close Membership**. Select **Yes** for closed membership or **No** to allow anyone who is interested to join the organization. Once you are done with settings, click the blue **Save** button, or any changes made will not register within the system.

Constitution

Publish Yes No

Un-publishing a group will hide the group from the Groups page, will take the group's Website offline and will hide all events from the calendar.

Hide from groups list Yes No

Unlist the group from the Groups page.

Close membership Yes No

Prevent people from joining this group.

Deactivate group page Yes No

Save

Signup / Join Preferences

Under the **Access & Privacy Tab**, you can establish preferences about whether or not someone needs a secret word (password) to join your group – closing membership to invitation only. You can also adjust **Auto Validation** to determine if a student is automatically validated as a member of your group just by joining the group page or if you want an officer to have to approve the member to join your page. We recommend that for student organizations, you coordinate as an officer team on choosing the right preferences and options for your group. Click the blue **Save** button when finished.

Group Settings

- Basic Information
- Address
- Access & Privacy
- Membership
- Payments
- Social Networks
- More
- Advanced (Admin Only)

Signup instructions

Signup secret word
Entering a password here will prevent people from signing up if they don't know that password. This is a way for you to turn "regular sign-up" into "invitation only sign-up".

* Auto validation

Set your member validation preferences. By default, new members are not validated when they join your group (you have to manually validate them). But you can choose to have them automatically validated when they join with a School/College email address, or choose to have all new members validated automatically (not recommended).

Auto validate users with the following account types

- Undergraduate
- Graduate
- Staff
- Faculty
- Parent / Family

Email restriction
"Same University Only" means all emails ending in xavier.com.

Members cannot leave Yes No

Parent group

Parent group restriction Yes No
Only allow people who have joined this group's parent group (NOTE: There is NO parent group for this group)

Ask for more details

Save