TRAINING SESSIONS

• Attend one of our virtual training sessions.
  o  **Note:** For a list of our upcoming training sessions, look at our *Training Calendar*.

EVENTS

• Add any/all virtual events to CampusGroups.
  o  **Note:** For guidelines on best practices, consult our 'Virtual Events' checklist.
  o  **Helpful CG Support Articles:**
    * How To Create An Event

• Continue to track attendance for your events - just do it remotely!
  ●  **Note:**
    o  Have staff, group members, etc. scan the event QR code, which could be displayed at the beginning of a Zoom meeting, screen-share, etc.
    o  Have another staff or group member moderate the event in Zoom and add attendees to the event during/after the event.
  ●  **Helpful CG Support Articles:**
    o  How To Activate The QR Code Self Check-In Feature

MEMBERSHIP MANAGEMENT

1. Send updates to office staff or group members on your Group Page.
   a. Compile and collect email addresses under Contacts.

●  **Note:** Utilize Member Tags to organize sub-sections of Contacts (and members).

●  **Helpful CG Support Articles:**
  o  *What Is The Difference Between Members & Contacts*
  o  *How To Add Contacts To Your Group*
  o  *How To Manage My Group Contacts*
  o  *The Difference Between ‘Member Tags’ & ‘Subgroup Tags’*
  o  *How To Manage Members With Tags*
EMAILS

- Use the email builder to send important updates out to your office staff, group members and Contacts.
  - **Note:** Add clickboxes to emails that include upcoming virtual events for your group.
  - **Helpful CG Support Articles:**
    - How To Email Targeted List Of Members
    - How To Email A List Of Contacts (Non-Members)
    - How To Send An Email With A Template
    - How To Add Clickboxes To Your Email

- Utilize Push Notifications to send important updates out to your community that will be received on the CampusGroups app.
  - **Helpful CG Support Articles:**
    - Getting Started With The New Email Builder

- Use the ‘Emails Tracking’ function to see who did/didn’t open your email updates and utilize the ‘Resend Email’ button to resend emails to those who haven’t opened emails.
  - **Helpful CG Support Articles:**
    - How To Track Your Emails

SURVEYS & FORMS

- Turn paper forms into electronic Forms.
  - **Note:** Eliminate handouts by adding documents as attachments to events as well.

- Create an electronic survey to send to fellow staff, group members, etc. to check in on them.
  - **Helpful CG Support Articles:**
    - How To Create A Survey
**MEETING SCHEDULER / CONNECTION PROGRAM**

- Set up virtual office hours utilizing the ‘Meeting Scheduler’ (which syncs your Google or Outlook calendar with CampusGroups), as well as the ‘Connection Program’ function.
  - Helpful Support CG Articles:
    - How To Connect Your Personal Calendar To CampusGroups
    - How To Create A Connection Program
    - Creation Options Of Connection Programs

**TRACKS & CHECKLISTS / BADGES**

- Keep students engaged virtually by creating a list of actionable items for them to complete and record their daily progress via CampusGroups. You can use a Checklist to encourage attendance at virtual events, completion of surveys your office sends out and other items you add to this ‘Social Distance Engagement’ Checklist.
  - Helpful CG Support Articles:
    - How To Create Checklists
    - How To Create A Track

- Reward those who complete any Checklists with a ‘Badge’ you can create right in CampusGroups.
  - Helpful CG Support Articles:
    - How To Link Connection Programs & Badges
      - This also displays how to connect a Checklist to a Badge.

**DISCUSSION FORUMS**

- Start a Discussion for ‘COVID-19 Updates’ and use this feed to post updates about your office and/or group’s programming, operations, etc.
  - Note: Pin important COVID-19 Updates on top of the Discussion Feed for everyone to see first.
OTHER FUN IDEAS

- Brainstorm fun activities your staff or group can do from home and share the results virtually.
  - Note: These can be included in any ‘Social Distance Engagement’ Checklist created.
  - Virtual ideas can be (via Zoom, Google Hangouts, etc.):
    - Daily check-ins and/or updates
    - Breakfast/lunch/dinner dates
    - Start reading the same book & have discussions
    - Start listening to the same podcast & have discussions
    - Dance parties (go the extra mile and make them themed!)
    - Cook/bake the same recipe in real time
    - Have lip sync competitions (recording speakers/music performances)
    - Have Netflix (or Hulu, Amazon Prime, HBO, etc.) watch parties together
    - Take a virtual museum tour together
    - Download different game apps that can be played in real time