

Virtual Tools Guide



TRAINING SESSIONS

- Attend one of our virtual training sessions.
 - **Note:** For a list of our upcoming training sessions, look at our [Training Calendar](#).

EVENTS

- Add any/all virtual events to CampusGroups.
 - **Note:** For guidelines on best practices, consult [our 'Virtual Events' checklist](#).
 - **Helpful CG Support Articles:**
 - [How To Create An Event](#)
- Continue to track attendance for your events - just do it remotely!
 - **Note:**
 - Have staff, group members, etc. scan the event QR code, which could be displayed at the beginning of a Zoom meeting, screen-share, etc.
 - 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:**
 - [How To Activate The QR Code Self Check-In Feature](#)

MEMEBERSHIP 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:**
 - [What Is The Difference Between Members & Contacts](#)
 - [How To Add Contacts To Your Group](#)
 - [How To Manage My Group Contacts](#)
 - [The Difference Between 'Member Tags' & 'Subgroup Tags'](#)
 - [How To Manage Members With Tags](#)

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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](#)

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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.

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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

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