VIRTUAL EVENTS GUIDE

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**

MEMBERSHIP MANAGEMENT

- Send updates to office staff or group members on your Group Page.
  - 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**

EMAILS

- Use the email builder to send important updates out to your office staff, group members, and Contacts.
  - **Note:** Add click boxes 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 Click boxes To Your Email**

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- Utilize Push Notifications or 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
  - Notes: 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**

VIRTUAL EVENTS TOOLS

TRACKS & CHECKLISTS/BADGES

- Keep students engages 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 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 the CampusGroups.
    - **Helpful CG Support Articles:**
        - **How To Link Connection Programs & Badges**
            - This also displays how to connect a Checklist to a Badge.

OTHER FUN IDEAS

- Brainstorm fun activities your staff or group can do virtually and share the results virtually.
    - Note: These can be included in any 'Social 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)
            - Take a virtual museum tour together
            - Download different game apps that can be played in real time