CREATE AND JOIN A GROUP

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 feature, click the Create New Campus Group link (see illustration below left).
 The New Group Application form will display (see illustration below right).
 Fill in the information for the new group such as the Name, the description of the group, and the reason for creating the group.

 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.
 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.
 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.

Join a Group

Click the Clubs and Organizations tab under My Siena.

Under Campus Groups, click the Browse Groups button (see illustration on previous page).

A list of My Siena groups will appear.

Click the Join button next to the group that you want to join.

The Join Group window will display (see illustration below).

Click the Join Group or Submit Application button.

Which button is available will depend on the options that were chosen when the group was created.

In this illustration the option is Join Group because no application is required to join the group.

After you have clicked the Join Group button, click the Return to Campus Groups button to return to the list of Campus Groups.

Leave a Group

Click the Clubs and Organizations tab.

In the Campus Groups area, click the Drop Group button next to the group you would like to leave.

The group will be removed from the My Groups list.

Accept an Invitation to Join a Group

If you have received an invitation from a group leader to join a campus group, follow these steps to accept it. To decline the application, follow the same steps for leaving a group.

Click the Clubs and Organizations tab.

Under My Groups, select the group to accept.

Look for the Join Group feature, and click Join Now (see illustration above).

NOTE: Groups that are by invitation only must have this feature or you will not be able to join.