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.

(SQLException)

While the My Siena page displays, click the Clubs and Organizations tab.

In the My Groups portlet, 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.