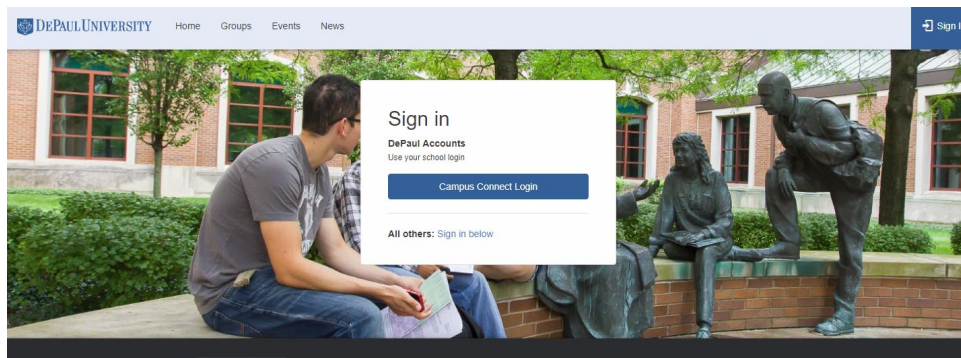# OFFICER TOOLKIT

An administrator of a DeHUB page is called an officer. Officers are responsible for the upkeep and maintenance of their groups' pages. This guide will introduce you to some of the major tools you will need to do this successfully.
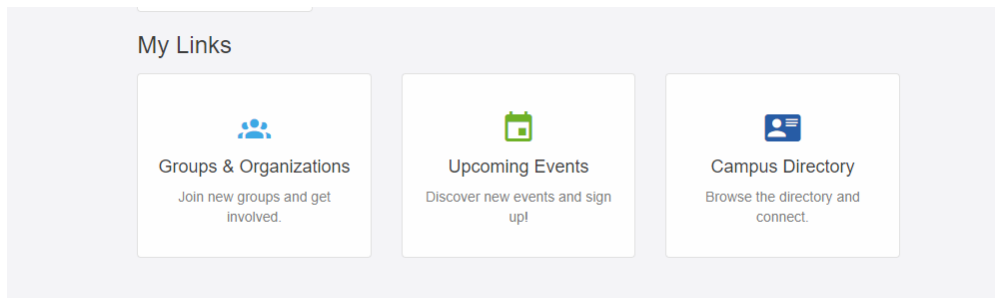
CREATE A GROUP

Use your Campus Connect login information to login to DEHUB.
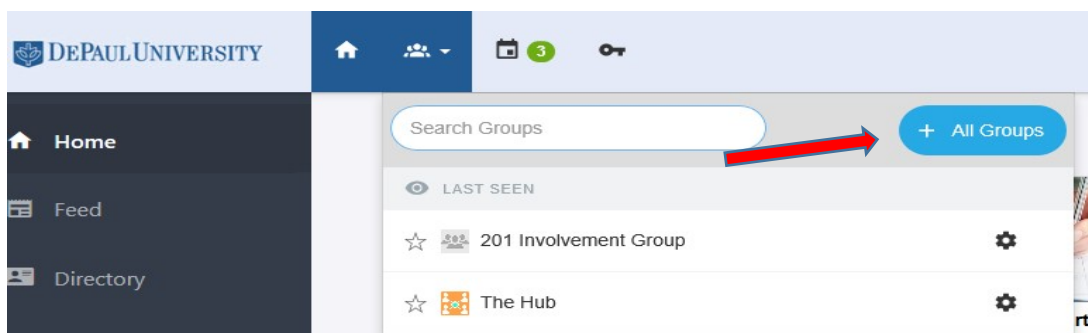

After logging in, click the "Groups" dropdown menu located on the navigation bar to start the process of creating a group.
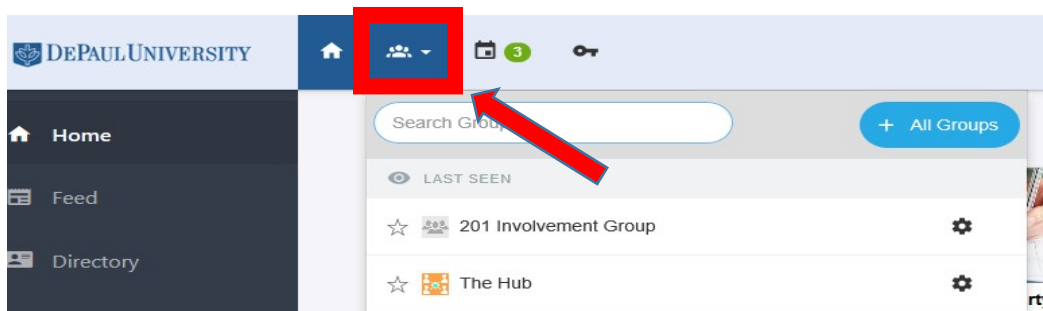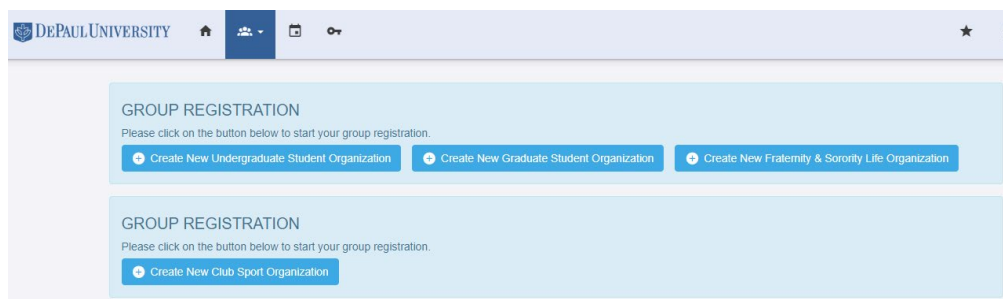

You can also access the "Groups" feature by selecting "Groups & Organizations" on the home page.

From here, click "All Groups" to advance to the next webpage to create a student group.

Select the group registration that best fits your student organization.

After selecting your group registration type, please proceed in completing the Group Registration Details as seen below. After completing the registration, an email will be sent to your listed advisor and the Office of Student Involvement to initiate the approval process.

Group Registration Details

|	
Group type	- Select -
* Group name	
* Group acronym	

Should be the **"Mini Name"** of your group, letters and numbers only, **no space**, between 3-12 characters - make it easy to associate to your group. It is used to create a URL for your group web site (for example: "eaglemasters" in https://depaul.campusgroups.com/eaglemasters/).

Categories
- ☐ Academic/Pre-Professional
- ☐ Activist/Political
- ☐ Community Engagement
- ☐ Cultural Student Organization
- ☐ Entertainment/Performance

ONLINE TRAINING

If you are listed as the President or Treasurer, you will need to complete student organization training. This is a mandatory requirement to be an approved student organization. After the student organization registration is completed, the listed officers will receive an email. Please click "Answer Form" to be redirected to complete the training.
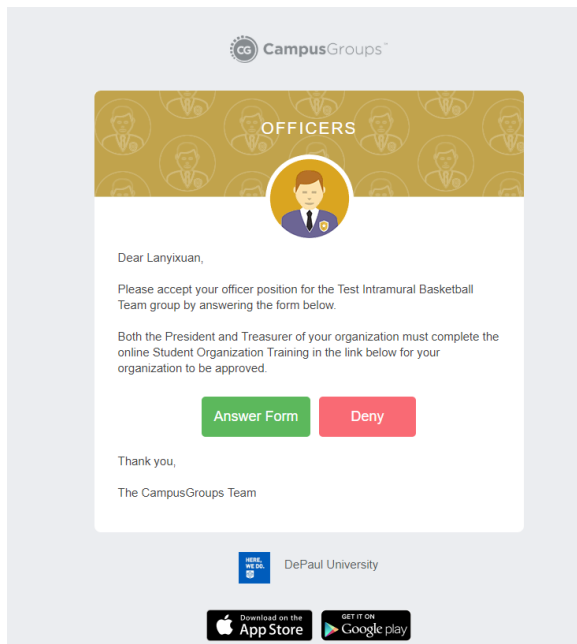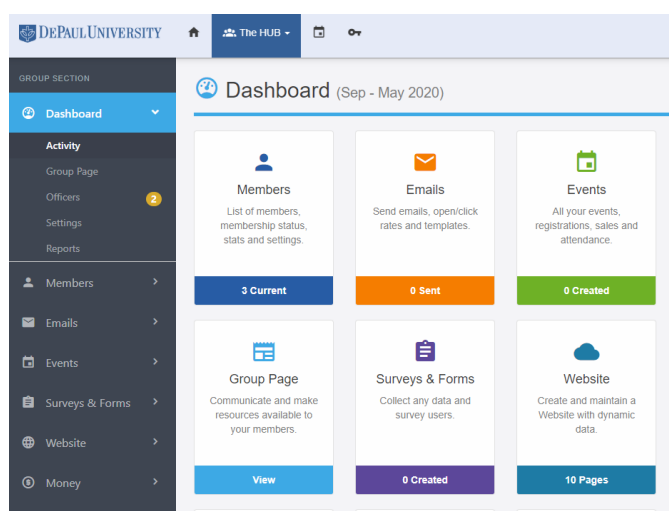

ACCESS YOUR OFFICER TOOLS

After logging in at DEHUB.DEPAUL.EDU, your groups will appear as clickable tiles on the homepage. To access a list of your groups from anywhere in DeHUB, use the "Groups" dropdown menu as seen below.
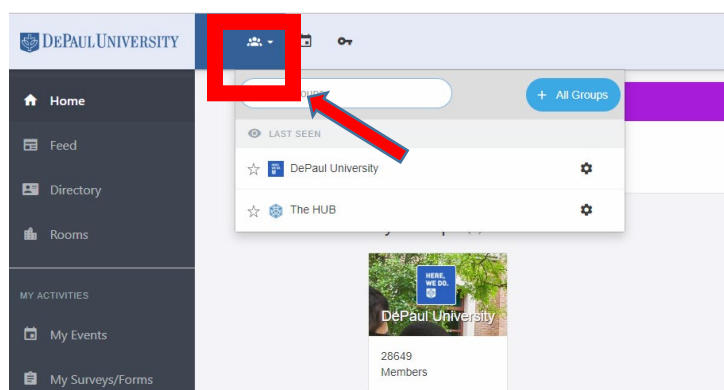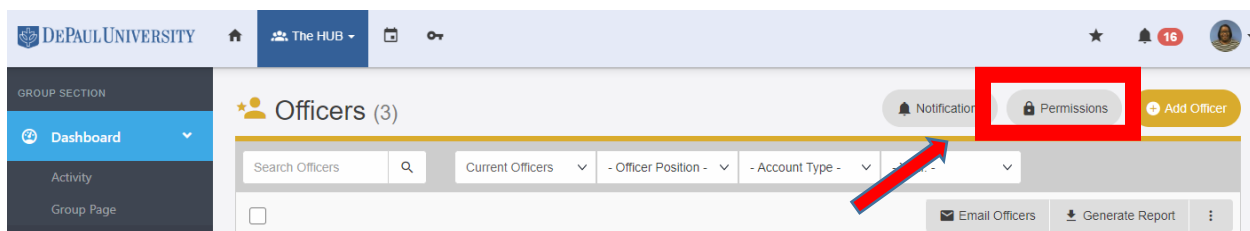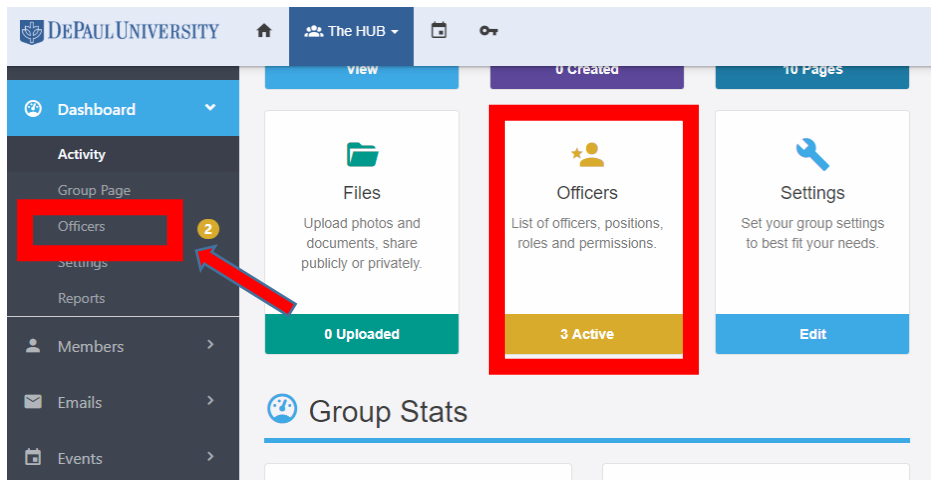

If you are an officer of a group, you will find the group's dashboard when you enter your group's page. From here, you can access your various officer tools.

MANAGE YOUR OFFICERS

You can manage your officer roster on the **Dashboard** by selecting **Officers**. You can also access Officers by using the Dashboard dropdown menu on the left side of the page. Once you've clicked on **Officers**, go to **Permissions** to customize each officer's individual role and their ability to manage certain items on your DeHUB page.
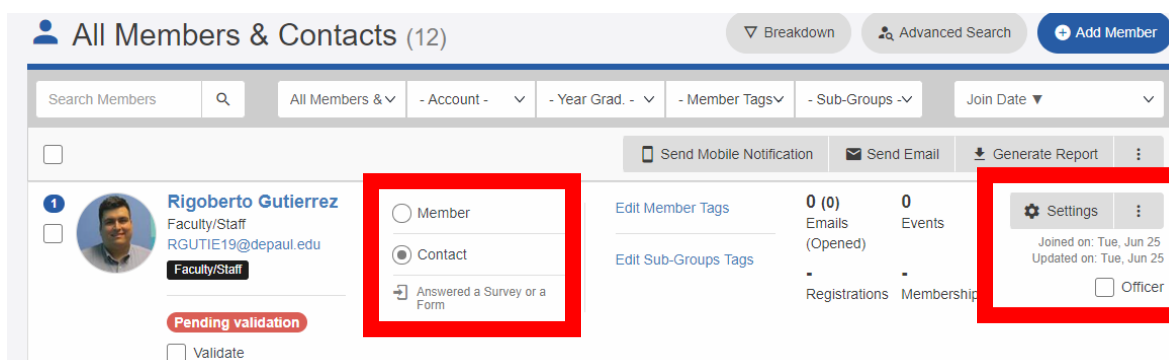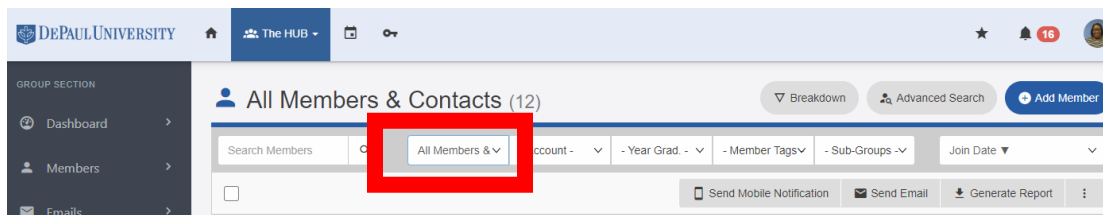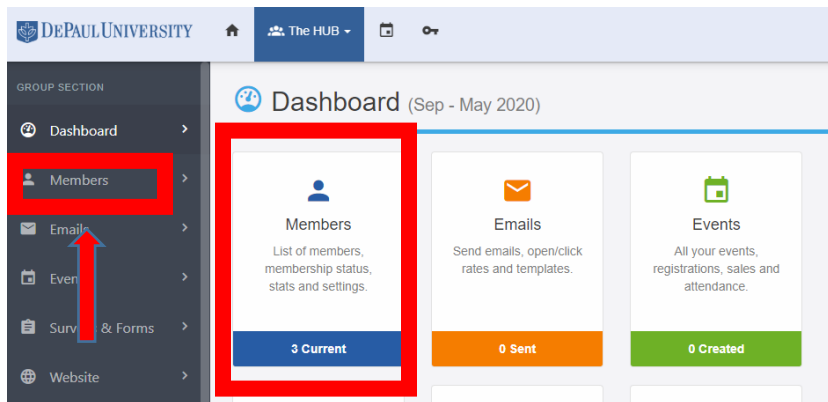
Alternatively, you can update officer statuses by selecting **Members** on the **Dashboard** (or by using the dropdown menu) and then selecting **All Members**. From there, you can select officer status by using the checkboxes next to each member of your roster. You can also adjust membership information by clicking Settings.

MANAGE YOUR MEMBERS

The **Members** option holds all of your member management tools. Unless you change your group settings to *closed membership* (**Dashboard**->**Settings**->**Close membership**->**Yes**), anyone can sign up to join your group. However, you will need to validate any new members by checking their **Validate** checkbox (**Members**->**All Members**); otherwise, they will not have access to your group.

CREATE EVENTS

For your **Events** option, you will be able to select **Create Event** in order to setup events. When creating the event, you will also have options to create multiple tickets, timeslots, and a waiting list.
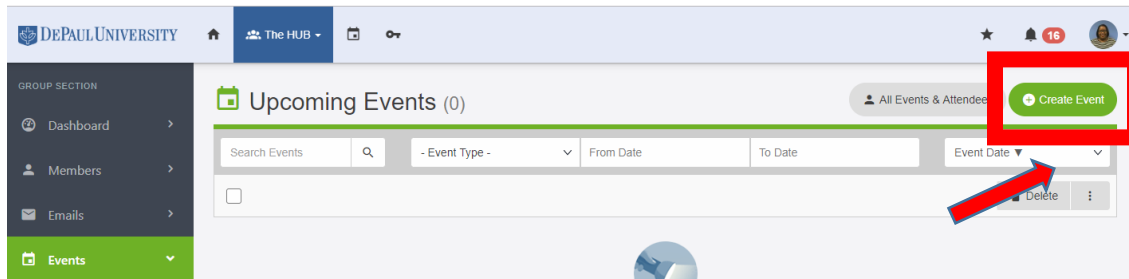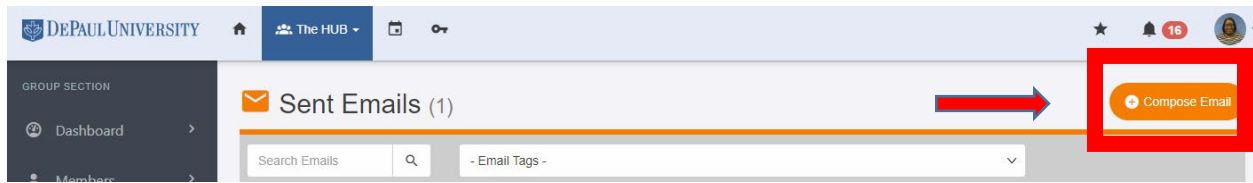

By clicking on any individual event, you will be able to view your list of registrants and attendees.

COMMUNICATE WITH YOUR MEMBERS

Select the **Emails** option to communicate with your group members. You can set up mailing lists and email templates for your convenience, as well as track the delivery of your messages.
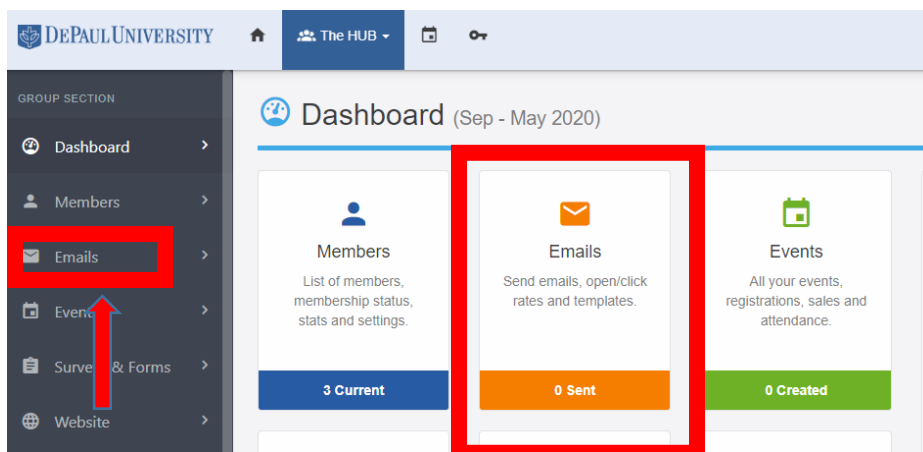
CREATE A SURVEY OR FORM

Create surveys and forms by selecting the **Surveys & Forms** option. While surveys and forms have the same functionalities, forms are more compact in appearance than surveys. Also under this option, you can set up elections for your group's officers or polls for quickly gathering information from your members.
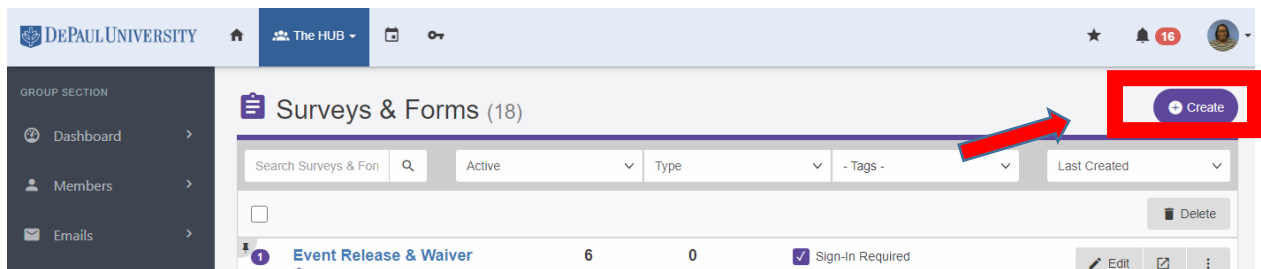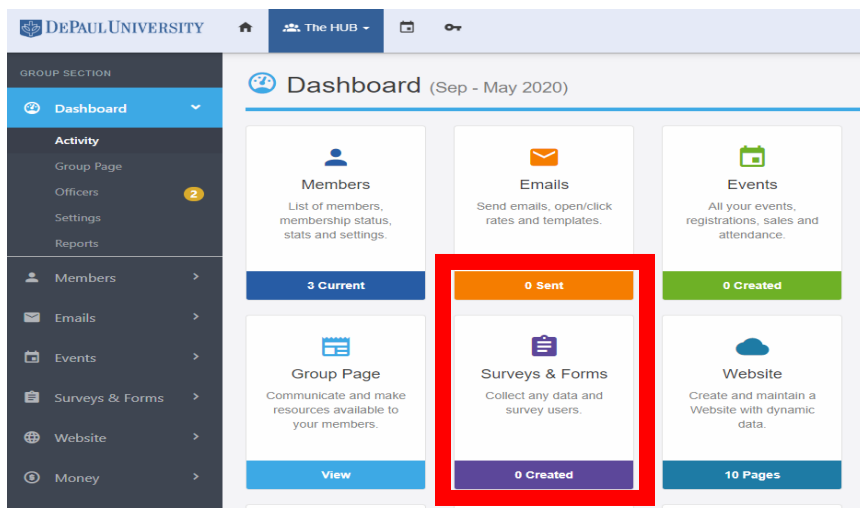
MANAGE YOUR WEBSITE

Administer, edit, and customize your group's website by selecting the **Website** option. You can also create blogs and discussion boards.
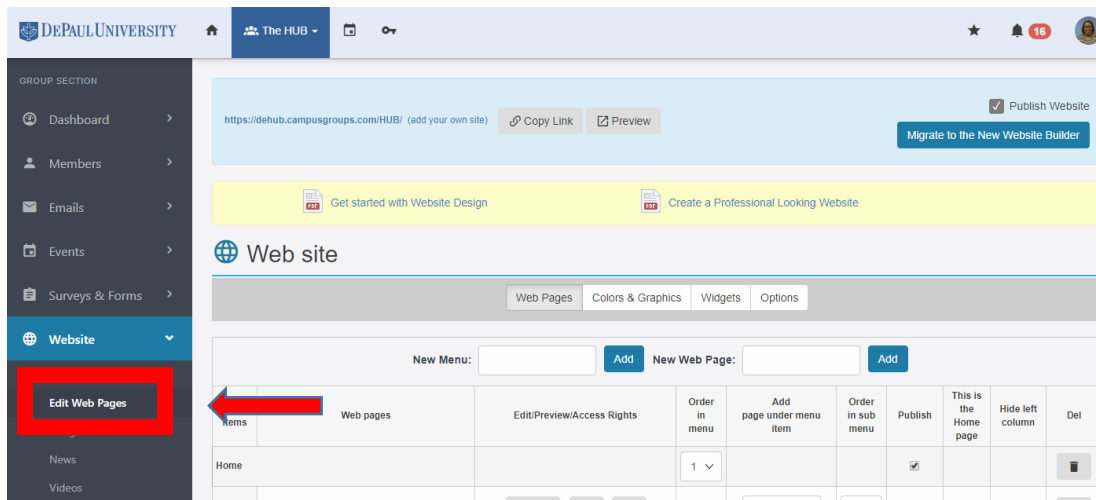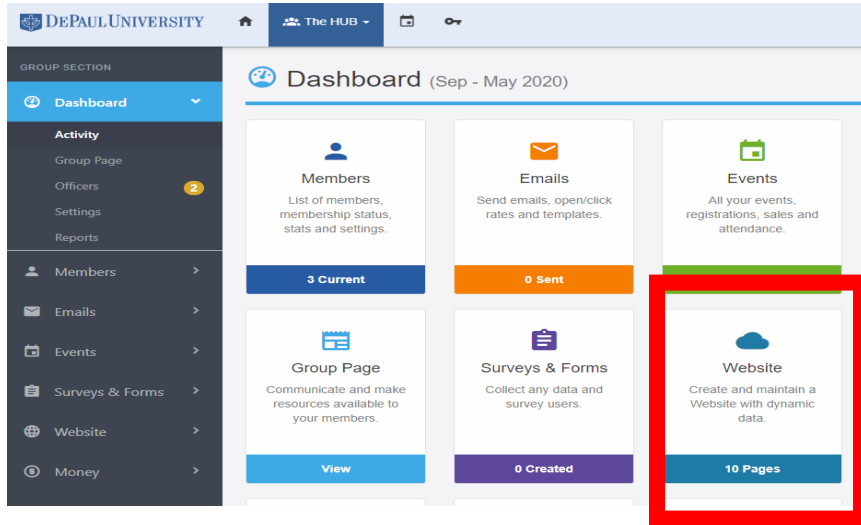
SHARE AND STORE FILES

By selecting the **Files** option, you will be able to store files and photos. You can change the access rights to folders so that some folders are only available to officers, while any member can access other folders.
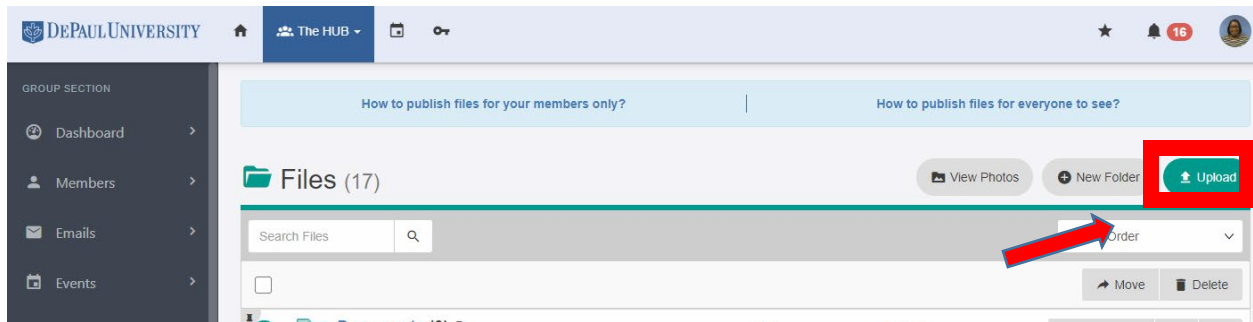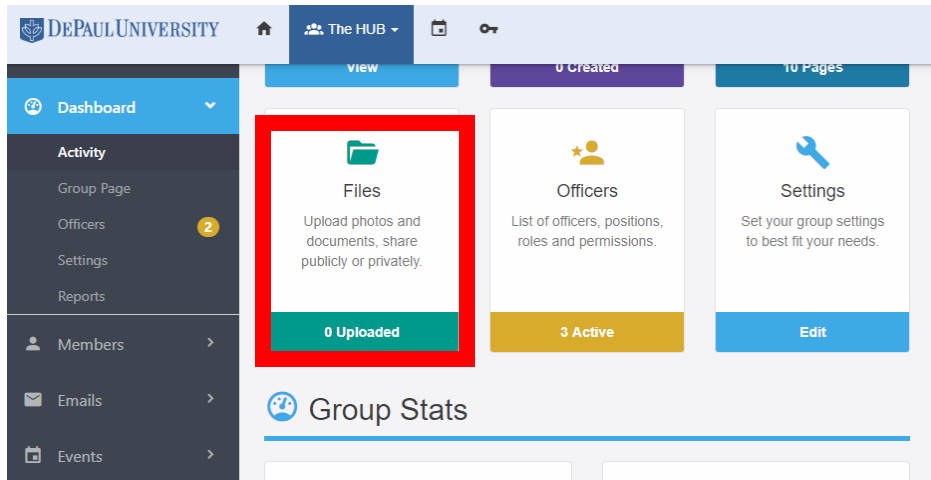
CHANGE YOUR GROUP'S SETTINGS

Under **Dashboard**->**Settings**, you will be able to manage many of your group's administrative settings. If anything you wish to change is locked, such as changing your group name or category, you can contact studentorgs@depaul.edu