

# FORM & EVENT

FEATURES GUIDE

Guide Created by Binghamton University

#### A FEW HELPFUL EVENT FEATURES TO UTILIZE

* **Duplicate An Event**
	+ *Where To Find?*
		- 3 Dots/Ellipses Next To Specific Event (Under Group > Events).
* **Download Attendees List**
	+ *Where To Find?*
		- 3 Dots/Ellipses Next To Specific Event (Under Group > Events).
* **An Event ‘To Do’ Checklist**
	+ *Where To Find?*
		- 3 Dots/Ellipses Next To Specific Event (Under Group > Events).
* **Your Event’s Unique QR Code**
	+ *Where To Find?*
		- **Under** 3 Dots/Ellipses Next To Specific Event (Under Group > Events).
* **Event Waiting List**
	+ *Where To Find?*
		- Group > Events > ‘Edit’ Next To Specific Event > [Scroll Down A Little] ‘Registration Options’ > ‘Edit’ > Check ‘Yes’ Next To Allow Waiting List > Save.
* **Download Selected Events (Event Report)**
	+ *Where To Find?*
		- Group > Events > Select Events You Want A Report On > 3 Dots > ‘Download Selected Events’ (Top Right Above List Of Events).
* **Event Template**
	+ *Where To Find?*
		- Group > Events > ‘Edit’ Next To Specific Event > [Scroll Down To Bottom] ‘Advanced Options’ > ‘Event Template’ > Check Bubble Next To ‘For This Group’ > Save.

#### A FEW HELPFUL FORM FEATURES TO UTILIZE

* **Duplicate A Form/Survey**
	+ *Where To Find?*
		- 3 Dots (Ellipses) Next To Specific Form/Survey (Under Group > Surveys & Forms).
* **Preview A Form/Survey**
	+ *Where To Find?*
		- The Arrow Between ‘Edit’ & 3 Dots (Ellipses) Next To Specific Form/Survey (Under Group > Surveys & Forms).
* **Approve, On Hold, Reject Submissions**
	+ *Where To Find?*
		- Group > Surveys & Forms > Click On Specific Survey/Form.
* **Open (Submissions) As PDF**
	+ *Where To Find?*
		- Group > Surveys & Forms > Click On Specific Survey/Form > 3 Dots Next To Individual Submission(s) > ‘Open As PDF.’
* **Generate Report**
	+ *Where To Find?*
		- Group > Surveys & Forms > Click On Specific Survey/Form > Select Submissions You Want A Report On > Click ‘Generate Report’ (Top Right Above List Of Submissions).
* **Answer Tags**
	+ *Where To Find?*
		- Group > Surveys & Forms > Click On Specific Survey/Form > Select Submissions You Want To Tag > 3 Dots (Top Right Above List Of Submissions) > ‘Add Answer Tag.’
* **Logics**
	+ *Where To Find?*
		- Group > Surveys & Forms > Click On Specific Survey/Form > Click The Criss-cross Arrows That Appear After You’ve Created Your Question) > Create Your Distinct Logic Rule(s) To Hide/Show Certain Questions, Pages, etc.

#### CAMPUSGROUPS ARTICLES

* [How To Create An Event](https://help.campusgroups.com/en/articles/1105581-how-to-create-an-event)
* [How To Create An Event Template](%E2%97%8F%09https%3A/help.campusgroups.com/en/articles/2861845-how-to-create-an-event-template)
* [How To Create A Waiting List](%E2%97%8F%09https%3A/help.campusgroups.com/en/articles/2711623-how-to-create-a-waiting-list)
* [How To Create A Survey](%E2%97%8F%09https%3A/help.campusgroups.com/en/articles/1105994-how-to-create-a-survey)
* **Logics:** [How To Hide A Survey Question Depending On The Answer Of A Previous Question](%E2%97%8F%09https%3A/help.campusgroups.com/en/articles/2876782-how-to-hide-a-survey-question-depending-on-the-answer-of-a-previous-question)
* **Logics:** [How To Hide A Survey Page Depending On The Answer Of A Previous Question](%E2%97%8F%09https%3A/help.campusgroups.com/en/articles/2876783-how-to-hide-a-survey-page-depending-on-the-answer-of-a-previous-question)

#### NEED MORE HELP?

1. Explore CampusGroups Resource Articles [http://help.campusgroups.com.](http://help.campusgroups.com/)
2. Click “?” on bottom right to access CampusGroups Support.
3. Email campus contacts (insert campus contact emails).