

# OFFICERS

## CHEAT SHEET

Novalsys, Inc – 902 Broadway, 6th Floor – New York, NY 10010

#### HOW TO LOG IN

1. Navigate to [Custom platform link](https://www.campusgroups.com/home_login).
2. Click 'Login.’
3. Enter your credentials & click login.

#### HOW TO CREATE AN EVENT

1. Log into your platform ([Custom platform link](https://www.campusgroups.com/home_login)).
2. Search for and/or click on your group.
	1. Group of ‘people’ icon on the top left corner
3. Click ‘events’ (left-hand menu bar).
4. Click green ‘create event’ button (top right corner).
5. Fill in appropriate event info.
6. Click either ‘save,’ if completed or ‘save as draft’ to come back to/edit event.

#### 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).