

# MEMBER

MANAGEMENT

Guide Created by Binghamton University

#### HOW TO CLOSE GROUP MEMBERSHIP

* Screenshots Below
	1. How to Log Into [Custom platform link](https://www.campusgroups.com/home_login).
	2. Navigate To Your Group.
	3. Click Your Group ‘Dashboard’
	4. Click Settings
	5. Click ‘Basic Information’ & Scroll Down.
	6. Check ‘Yes’ Next To Close Membership.
	7. Save.
* Steps 1-5



* Steps 6-7



#### HOW TO DELETE ALL UN-VALIDATED MEMBERS

* Screenshots Below
	1. How to Log Into [Custom platform link](https://www.campusgroups.com/home_login).
	2. Navigate To Your Group.
	3. Click Click Members.
	4. Click Current Members.
	5. Filter for “Not Validated Members.”
	6. Check The Box Above First User Name (To Select All Un-Validated Members).
	7. Select 3 Dots (Top Right Corner) & Click Delete.
		+ *Note - Instead of deleting these individuals, consider making them your Group’s Contacts. To do this, just click the ‘Make Contact’ option instead of ‘Delete.’*
* Steps 1-4



* Steps 5-7



#### 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).