

# OFFICERS

TRANSITION CHECKLIST

Guide Created by Binghamton University

#### OFFICERS TRANSITION CHECKLIST

* Add new Officer(s) to your Group on the platform.
	+ How to add new Officers:
		- Log Into [Custom platform link](https://www.campusgroups.com/home_login).
		- Go to Your Group.
		- Click ‘Officers.’
		- Click the Gold ‘+ Add Officer’ Button (Top Right Corner).
		- Type the email, net ID or name Info for the new Officer(s) you want to add.
		- Click their names when they pop up.
		- Click the yellow ‘Add’ button.
			* You can also modify your Officers’ permissions by clicking the ‘Permissions’ button (top right corner) and choosing exactly what you want specific Officers to be able to do.
	+ *Contact your administrators to add a new Officer(s) to a Group if for some reason, no one in the Group can add new Officers.*
* Create and/or pass over any internal training materials.
	+ *Contact your administrators if additional materials are needed.*
* Have new Officer(s) attend a general and/or feature specific platform training session. These are the trainings we currently offer:
	+ General Training
	+ Attendance Tracking
	+ Form & Event Features
	+ Tracks & Checklists
	+ Officer Transitions
	+ Marketing & Roster Outreach
* Make sure any forms or surveys on Google Forms, Survey Monkey, etc. are moved to your group.
* Set up a meeting with an administrator to decide what additional training is needed.
* Verify current attendance tracking structure within the office and/or set up a meeting with Giovanna to brainstorm additional ways the office can be tracking attendance and using Your platform in general.
	+ Your platform Attendance Tracking Options:
		- Swiping attendee ID cards with system-specific card readers.
		- Scanning attendee ID card barcodes with CampusGroups (Your platform) app.
		- Setting up an online Kiosk where attendees can have their ID cards swiped or type their info in.
		- Attendees scanning your event's specific QR code with their phone camera or with CampusGroups app.
		- Scanning attendees personal QR codes with CampusGroups app.
		- And many more options!
* *Consider old integrations, new features available, etc.*

#### 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).