

# VIRTUAL

TOOLS GUIDE

Guide Created by Binghamton University

#### TRAINING SESSIONS

* Attend one of our virtual training sessions.
	+ **Note:** For a list of our upcoming training sessions, look at our [Training Calendar](https://bengaged.binghamton.edu/events?group_ids=25402&embed=1).

#### EVENTS

* Add any/all virtual events to CampusGroups.
	+ **Note:** For guidelines on best practices, consult [our 'Virtual Events' checklist](https://docs.google.com/document/d/1Muu3_6vnWDLMYw5FLaWi3360GX-uVtAblwJlRFOkGoY/edit).
	+ **Helpful CG Support Articles:**
		- [How To Create An Event](https://help.campusgroups.com/en/articles/1105581-how-to-create-an-event)
* Continue to track attendance for your events - just do it remotely!
* **Note:**
	+ Have staff, group members, etc. scan the event QR code, which could be displayed at the beginning of a Zoom meeting, screen-share, etc.
	+ Have another staff or group member moderate the event in Zoom and add attendees to the event during/after the event.
* **Helpful CG Support Articles:**
	+ [How To Activate The QR Code Self Check-In Feature](https://help.campusgroups.com/en/articles/1105584-how-to-activate-the-qr-code-self-check-in-feature-to-your-event)

#### MEMEBERSHIP MANAGEMENT

* Send updates to office staff or group members on your Group Page.
	+ Compile and collect email addresses under Contacts.
* **Note:** Utilize Member Tags to organize sub-sections of Contacts (and members).
* **Helpful CG Support Articles:**
	+ [What Is The Difference Between Members & Contacts](https://help.campusgroups.com/en/articles/3193863-what-is-the-difference-between-a-member-and-a-contact)
	+ [How To Add Contacts To Your Group](https://help.campusgroups.com/en/articles/1182002-how-to-add-contacts-to-your-group)
	+ [How To Manage My Group Contacts](https://help.campusgroups.com/en/articles/1105805-how-to-manage-my-group-contacts)
	+ [The Difference Between ‘Member Tags’ & ‘Subgroup Tags’](https://help.campusgroups.com/en/articles/1105995-what-is-the-difference-between-member-tags-and-subgroup-tags)
	+ [How To Manage Members With Tags](https://help.campusgroups.com/en/articles/1106039-how-to-manage-members-with-tags)

#### EMAILS

* Use the email builder to send important updates out to your office staff, group members and Contacts.
	+ **Note:** Add clickboxes to emails that include upcoming virtual events for your group.
	+ **Helpful CG Support Articles:**
		- [How To Email Targeted List Of Members](https://help.campusgroups.com/en/articles/1105847-how-to-email-targeted-list-of-members)
		- [How To Email A List Of Contacts (Non-Members)](https://help.campusgroups.com/en/articles/1105830-how-to-email-a-list-of-contacts-non-members)
		- [How To Send An Email With A Template](https://help.campusgroups.com/en/articles/1105859-how-to-send-an-email-with-a-template)
		- [How To Add Clickboxes To Your Email](https://help.campusgroups.com/en/articles/1105845-how-to-add-clickboxes-to-your-email)
* Utilize Push Notifications to send important updates out to your community that will be received on the CampusGroups app.
	+ **Helpful CG Support Articles:**
		- [Getting Started With The New Email Builder](https://help.campusgroups.com/en/articles/2889914-getting-started-with-the-new-email-builder)
* Use the ‘Emails Tracking’ function to see who did/didn’t open your email updates and utilize the ‘Resend Email’ button to resend emails to those who haven’t opened emails.
	+ **Helpful CG Support Articles:**
		- [How To Track Your Emails](https://help.campusgroups.com/en/articles/1105858-how-to-track-your-emails)

#### SURVEYS & FORMS

* Turn paper forms into electronic Forms.
	+ **Note:** Eliminate handouts by adding documents as attachments to events as well.
* Create an electronic survey to send to fellow staff, group members, etc. to check in on them.
	+ **Helpful CG Support Articles:**
		- [How To Create A Survey](https://help.campusgroups.com/en/articles/1105994-how-to-create-a-survey)

#### MEETING SCHEDULER / CONENCTION PROGRAM

* Set up virtual office hours utilizing the ‘Meeting Scheduler’ (which syncs your Google or Outlook calendar with CampusGroups), as well as the ‘Connection Program’ function.
	+ **Helpful Support CG Articles:**
		- [How To Connect Your Personal Calendar To CampusGroups](https://help.campusgroups.com/en/articles/3155631-how-to-connect-your-personal-calendar-to-campusgroups)
		- [How To Create A Connection Program](https://help.campusgroups.com/en/articles/2835723-how-to-create-a-connection-program)
		- [Creation Options Of Connection Programs](https://help.campusgroups.com/en/articles/2977833-creation-options-of-connection-programs)

#### TRACKS & CHECKLISTS / BADGES

* Keep students engaged virtually by creating a list of actionable items for them to complete and record their daily progress via CampusGroups. You can use a Checklist to encourage attendance at virtual events, completion of surveys your office sends out and other items you add to this ‘Social Distance Engagement’ Checklist.
	+ **Helpful CG Support Articles:**
		- [How To Create Checklists](https://help.campusgroups.com/en/articles/2902419-how-to-create-checklists)
		- [How To Create A Track](https://help.campusgroups.com/en/articles/2902426-how-to-create-a-track)
* Reward those who complete any Checklists with a ‘Badge’ you can create right in CampusGroups.
	+ **Helpful CG Support Articles:**
		- [How To Link Connection Programs & Badges](https://help.campusgroups.com/en/articles/2982142-how-to-link-connection-programs-and-badges)
			* This also displays how to connect a Checklist to a Badge.

#### DISCUSSION FORUMS

* Start a Discussion for ‘COVID-19 Updates’ and use this feed to post updates about your office and/or group’s programming, operations, etc.
	+ **Note:** Pin important COVID-19 Updates on top of the Discussion Feed for everyone to see first.

#### OTHER FUN IDEAS

* Brainstorm fun activities your staff or group can do from home and share the results virtually.
	+ **Note:** These can be included in any ‘Social Distance Engagement’ Checklist created.
		- Virtual ideas can be (via Zoom, Google Hangouts, etc.):
			* Daily check-ins and/or updates
			* Breakfast/lunch/dinner dates
			* Start reading the same book & have discussions
			* Start listening to the same podcast & have discussions
			* Dance parties (go the extra mile and make them themed!)
			* Cook/bake the same recipe in real time
			* Have lip sync competitions (recording speakers/music performances)
			* Have Netflix (or Hulu, Amazon Prime, HBO, etc.) watch parties together
			* Take a virtual museum tour together
			* Download different game apps that can be played in real time