



**STUDENT GUILD**  
GRIFFITH UNIVERSITY • GOLD COAST

**CLUBS Campus Groups Handbook**

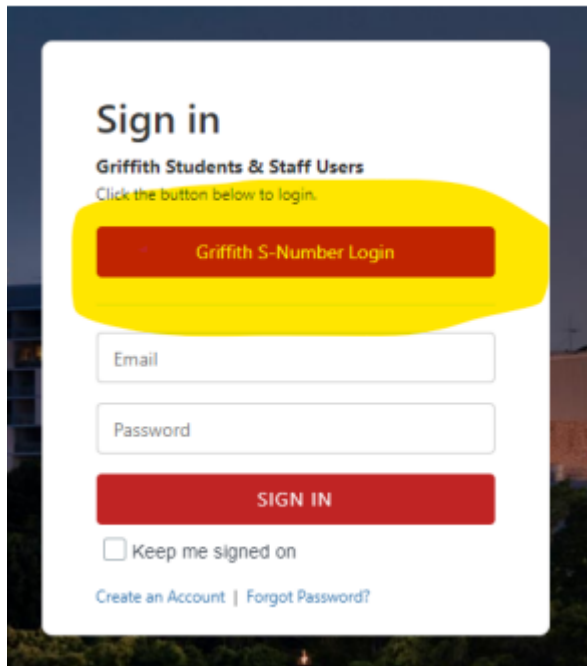
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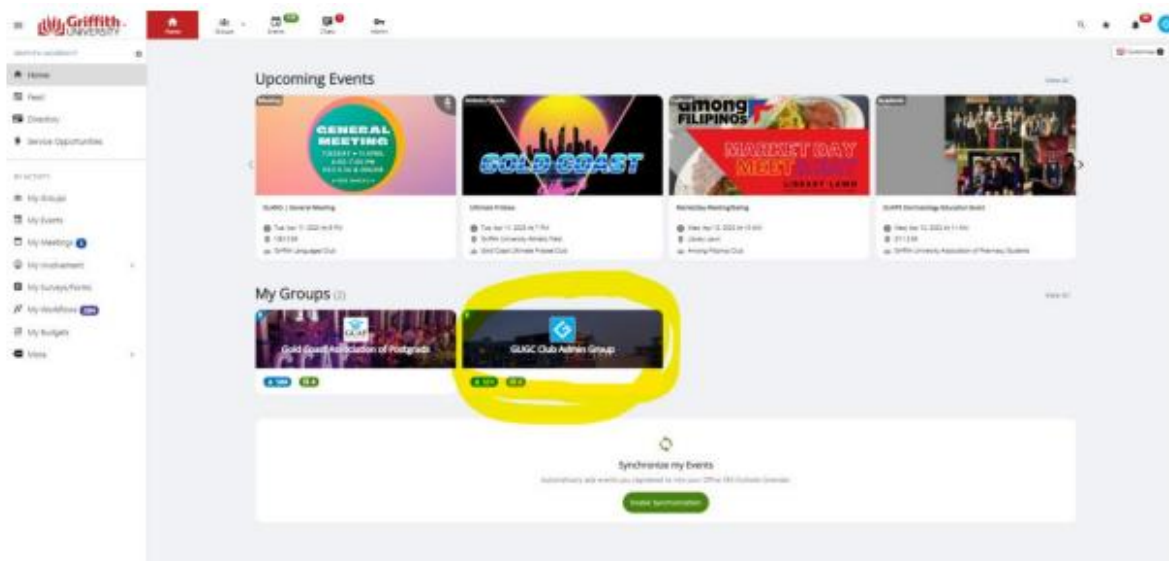
# Events

## Creating a New Event on Campus Groups

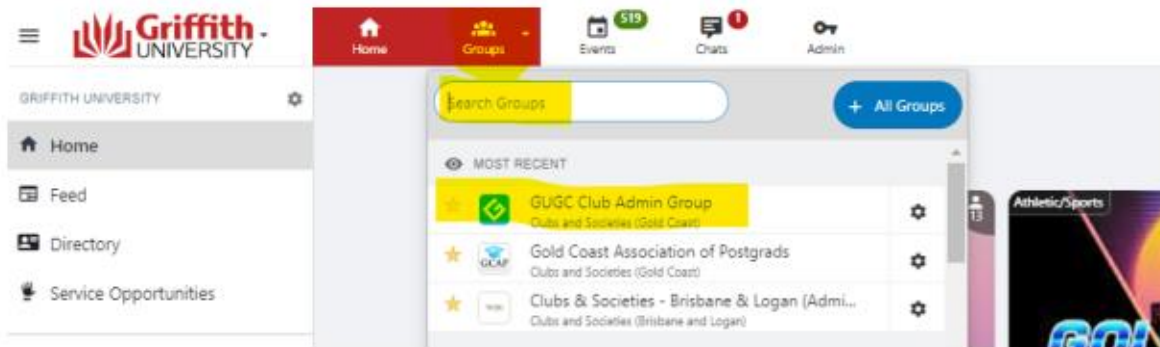
Step 1. Log into Campus Groups



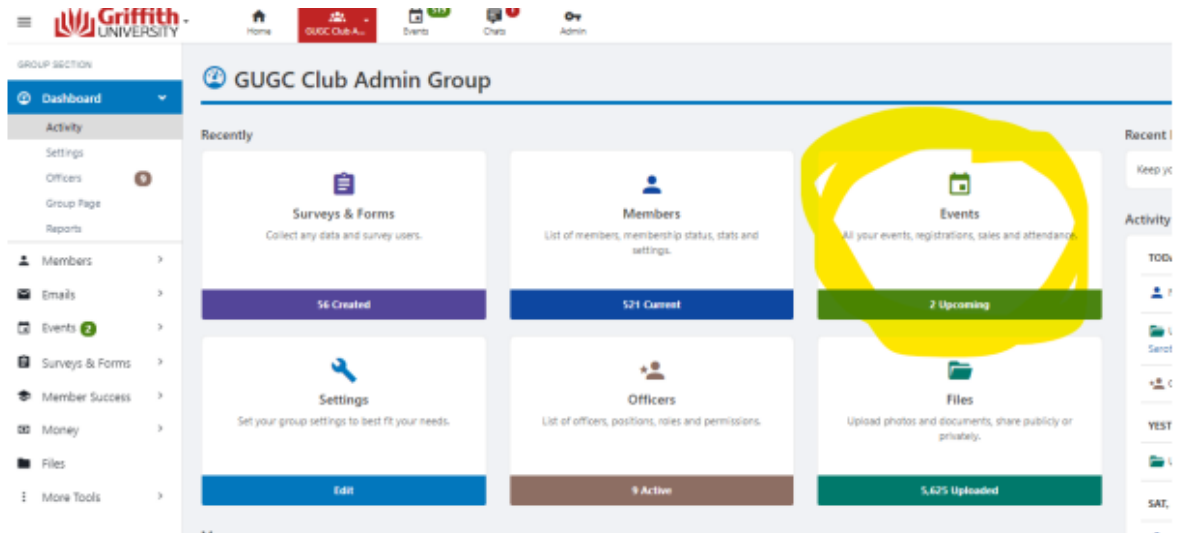
Step 2. Make sure you are a member of the GUGC Admin Group



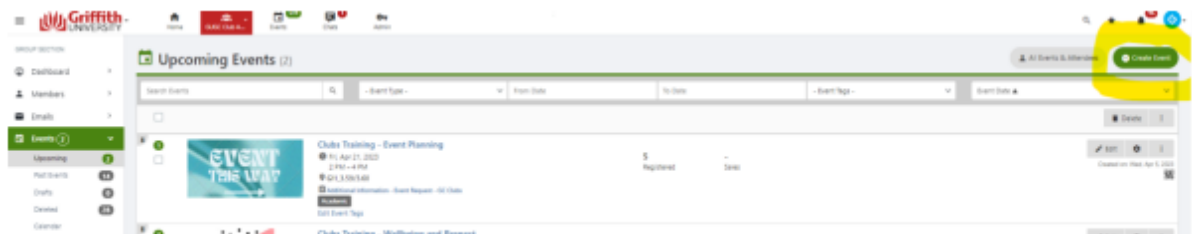
Step 3. Go to YOUR club's page



Step 4. Click on "Events"



Step 5. Click on "Create Event"



Step 6. Complete section 1 – What The “Event Coordinator” is the person who is organising the event and will be present on the day. This will auto fill to whoever is filling in the form, this can be changed to any exec member by clicking “Add Custom Host”

### 1 What

\* Event Name

\* Description   
Detailed description (HTML design)

\* Event Type

Event Tags

---

### Organizing Team

\* Event Coordinator   
Add Custom Host

Team Members   
Import Team Members

Only the event coordinator and officers of the host group added as team members can manage this event

How do you want your attendees to contact you?  
 Start a group chat with the organizing team  
 Send an email to the event coordinator

[Create Activity Stream](#)  
Stay in tune with your event via the CampusGroups Chat. Show more

Step 7. Fill in section 2 – When If it is a reoccurring event, select the drop down and select all dates that are required. Make sure the time zone is set to

### 2 When

\* Start Date  \* Start Time

End Date  \* End Time

\* Time Zone   
Custom time instructions  
Recurring event settings

April 2023	<input checked="" type="checkbox"/> Saturday 1 <input checked="" type="checkbox"/> Sunday 2	<input checked="" type="checkbox"/> Mon 3 <input checked="" type="checkbox"/> Tue 4 <input checked="" type="checkbox"/> Wed 5 <input checked="" type="checkbox"/> Thu 6 <input checked="" type="checkbox"/> Fri 7 <input checked="" type="checkbox"/> Sat 8 <input checked="" type="checkbox"/> Sun 9	<input checked="" type="checkbox"/> Mon 10 <input type="checkbox"/> Tue 11 <input type="checkbox"/> Wed 12 <input type="checkbox"/> Thu 13 <input type="checkbox"/> Fri 14 <input type="checkbox"/> Sat 15 <input type="checkbox"/> Sun 16	<input type="checkbox"/> Mon 17 <input type="checkbox"/> Tue 18 <input type="checkbox"/> Wed 19 <input type="checkbox"/> Thu 20 <input type="checkbox"/> Fri 21 <input type="checkbox"/> Sat 22 <input type="checkbox"/> Sun 23	<input type="checkbox"/> Mon 24 <input type="checkbox"/> Tue 25 <input type="checkbox"/> Wed 26 <input type="checkbox"/> Thu 27 <input type="checkbox"/> Fri 28 <input type="checkbox"/> Sat 29 <input type="checkbox"/> Sun 30
May 2023	<input type="checkbox"/> Monday 1 <input type="checkbox"/> Tuesday 2 <input type="checkbox"/> Wednesday 3 <input type="checkbox"/> Thursday 4 <input type="checkbox"/> Friday 5 <input type="checkbox"/> Saturday 6 <input type="checkbox"/> Sunday 7	<input type="checkbox"/> Mon 8 <input type="checkbox"/> Tue 9 <input type="checkbox"/> Wed 10 <input type="checkbox"/> Thu 11 <input type="checkbox"/> Fri 12 <input type="checkbox"/> Sat 13 <input type="checkbox"/> Sun 14	<input type="checkbox"/> Mon 15 <input type="checkbox"/> Tue 16 <input type="checkbox"/> Wed 17 <input type="checkbox"/> Thu 18 <input type="checkbox"/> Fri 19 <input type="checkbox"/> Sat 20 <input type="checkbox"/> Sun 21	<input type="checkbox"/> Mon 22 <input type="checkbox"/> Tue 23 <input type="checkbox"/> Wed 24 <input type="checkbox"/> Thu 25 <input type="checkbox"/> Fri 26 <input type="checkbox"/> Sat 27 <input type="checkbox"/> Sun 28	<input type="checkbox"/> Mon 29 <input type="checkbox"/> Tue 30 <input type="checkbox"/> Wed 31
June 2023		<input type="checkbox"/> Mon 5 <input type="checkbox"/> Tue 6	<input type="checkbox"/> Mon 12 <input type="checkbox"/> Tue 13	<input type="checkbox"/> Mon 19 <input type="checkbox"/> Tue 20	<input type="checkbox"/> Mon 26 <input type="checkbox"/> Tue 27

“Brisbane”.

Step 8. Complete section 3 – Where Add meeting details required.

### 3 Where

Type  On-Campus  
 Off-Campus  
 Online Only

Building

Location Name

To Be Determined (TBD)  
 Address  
 Latitude/Longitude

Who can see the event location

Display map on registration page

### Meeting

Meeting Link  [Create Video Conferencing Link](#)

Meeting App

Who can see the meeting link

Step 9. Complete section 4 – Photo & Flyer The photo is a banner for the event and the flyer appears in the information section.

### 4 Photo & Flyer



Upload an event photo:

[Choose Photo](#) [Photo Gallery](#)

Your Event Photo is a nice photo or background image representing your event. It will be displayed in the upcoming events slider on the home page, on the right of your event page and in the mobile app. This is a great way to promote your event. It will be cropped into 380px high and 760px wide rectangle. Please upload a photo with a width of 760px or more.



Upload a flyer:

[Choose photo](#) [Photo Gallery](#)

Your Flyer is the key information about your event displayed in a visual way. We will display your flyer to people who mouse over your event in the calendar, in email invitations, and in the event details section of your event page. Please upload an image file (.png, .jpg...).

Step 10. Complete section 5 – More Details This is about food. If food is being provided you will need to have at least 2 people with food safety certs. This will need to be uploaded in the event request form (outlined below).

## 5 More Details

File attachments

Food provided

Food Provided

Specify the food provided at this event (optional)

Step 11. Complete section 6 – Access & Display Options This is who can see it.

Typically, the “Everyone” selection is the best option. This will allow anyone to view and join, including people who do not have campus groups, and any listing (student, external, staff) on Campus Groups. If changing to be set to certain people, just be mindful of this. The last box refers to the Campus Groups homepage main screen.

## 6 Access & Display Options

Who is allowed to register?

- Everyone
- Griffith University CampusGroups users only
- Some Griffith University users only (click to select users)
- Some Griffith University tagged users only (click to select users)
- Group members only
- Some group members only (click to select groups)
- Tagged members only (select one or several Members tags)
- Sub-Groups members only (select one or several Sub-Groups tags)
- Invited people only (invited by email from CampusGroups with the event clickbox)
- Lottery winners only (this only applies to events included in an **event package**)
- Officers only
- Members with Badges only (select one or several badges)
- Prevent users who are already registered to another event at the same time from registering to this event

Who can see this event?

- Everyone
- Logged on users only
- Group members only
- Just the people who are allowed to register
- No one (always hide from the calendar)
- Display on the Upcoming Events slider (on the home page)

Step 12. Complete section 7 – Registration Options This is where people can purchase tickets. You can add options for different pricing, and can schedule when registration opens or closes, the number of tickets etc. (You can also select to register to send out event feedback form)

### 7 Registration Options

Do you want to let people register to this event?  
 Yes  No (Option to enter an external event registration Website URL.)

Option	Price	Registrations Starts	Registrations Ends	Total # of Items for Sale	Waiting List Activation	Items Sold	Waiting List	Manage
RVVP	A\$0	-	-	No Limit	<span>ON</span>	0	-	<span>Edit</span> <span>Access Duplicate</span>
						Total	0	

[Add New Option](#)

**Close Event Registration** (When you don't want people to register anymore)

Registration will be open from/to

Attendance limit

RSVP Not Attending

To change who can access certain tickets, click “Access” and then you can edit the visibility to certain people. Like above, but for individual tickets, not the event. To change pricing for ticket, select “Edit”, then add in the price. You will need a ‘new ticket option’ for each ticket price (i.e. Option 1 – student ticket at \$5, option 2 staff ticket at \$10, option 3 exec ticket at \$0, etc). Scroll down this pop up for additional ticket settings.

### Registration Option

**Name**   
Example: Member, Non-Member, Student, Alumni, etc.

**Price**   
Numbers only  
 Enter 0 for a free item or a donation item.

**Donation**  Yes  No  
Will allow users to specify their own amount. Do not set a price while using this option.

**Quantity available**   
Numbers only, no decimals  
 (IMPORTANT: if you leave this field empty, your event will have unlimited capacity.)

**Waiting list:**

**Allow waiting list**  Yes  No

**Waiting list promotion timeout**   
Numbers only, no decimals  
 This field defines the period of time in which a user will be able to buy a ticket after being promoted from the waiting list. (This only works for non-free registration options)  
 Enter a number of hours (24 hours by default).

**Additional options for this registration option:**

**Min per order**   
Numbers only, no decimals

**Max per order**   
Numbers only, no decimals

**Start Sales Date**   
Format: dd/MM/yy

**Start Sales Time**    (GMT+10)

**End Sales Date**   
Format: dd/MM/yy

RSVP personalized email confirmation ⌵

Display the list of attendees to ⌵

Ticket cover ⌵

Feedback request ⌵

Send a feedback request  after the event.

To all the people who registered to the event  
 Only to the people who checked-in at the event

Form/survey  ⌵  
Add a form/survey to your feedback request.

Custom content   
Customize the content of your feedback request email.

Step 13. Complete section 8 – Advanced Option These are not required but could be useful if there is something specific you want to do.

## 8 Advanced Options

Attendance tracking options ⌵

Add more questions / slots ⌵

Speakers ⌵

Sponsors ⌵

Redirect URL after registration ⌵

Parent event ⌵

Automatically register to other events ⌵

Cost center code ⌵

Waiver ⌵

Co-host this event ⌵

Service opportunities ⌵

Virtual Fair ⌵

Event template ⌵

Calendar Sync ⌵

Step 14. Click Create Event at the bottom of the page. If you do not click create, it will not take you to the next section and the Club Coordinator will not be able to approve it.



Step 15. This will open the Event Request form. If this does not pop up, then you are not currently in the GUGC Admin Group. Please stop, exit, join group, email the clubs coordinator, receive the access then begin from step 1 again.

✓ Your event has been approved. If you make any changes to the event please alert Clubs Coordinator through [guldclubs@griffith.edu.au](mailto:guldclubs@griffith.edu.au) so it can be re-approved. ✕

### Event Details

📅 Super Cool Event Social Sat, Apr 1, 2023 9 AM - 10 AM TBD

Come and join us for an awesome event doing cool things!!

0%

### Additional Information - Event Request - GC Clubs DRAFT

Edit Copy Link Manage

#### Club Event Request

**On Campus Events**

**You MUST put your event in Campus Groups in order to be eligible for insurance and funding from the Guild for that specific event. Please allow at least 2 working days for approval.**

**On Campus non-sport events**  
Uni Bar Venue & Function Manager, Phone: (07) 55528548 | Email: [functions@griffith.edu.au](mailto:functions@griffith.edu.au)

**On Campus Sport Competitions and Training**  
Ashleigh Cocksley, Email: [a.cocksley@griffith.edu.au](mailto:a.cocksley@griffith.edu.au)

**Court Hire**  
Book Online: <https://gugcstudentguild.com.au/court-hire/>

**Pavilion Booking**  
Email: [guldclubs@griffith.edu.au](mailto:guldclubs@griffith.edu.au)

**Pool, track or track field booking:** Email: [s.somogji@griffith.edu.au](mailto:s.somogji@griffith.edu.au)

**Off Campus Events**

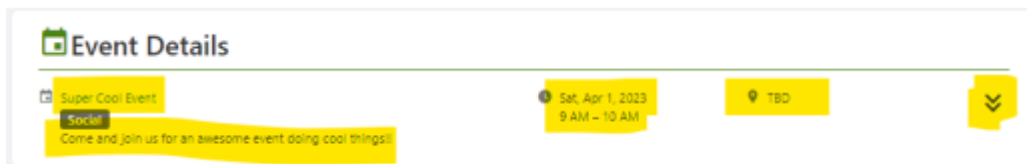
Clubs are now able to organise activity off campus provided they:

- Secure a Statement of Compliance
- Complete this form

## Event Request Form

This form should automatically open once you complete the Campus Groups Event.

### Step 1. Check the Event Details



Step 2. Complete page 1 (Read through the first section to make sure you are contacting the correct person etc. Please email the Clubs Coordinator if unsure.) Select your club's name from the drop-down menu. Title of event and primary event organiser should match event in campus groups. Enter a primary contact for the event. Select which category your event best falls into. Select if it is on campus or off campus and if you need equipment. (Limited equipment is available upon request. Please contact the Clubs Coordinator for a full equipment list and to ensure your booking of these items.)

This form will prompt different pop ups depending on your selection (i.e., if you select yes to equipment, then the equipment selection will pop up, if you select no, then it will not pop up). Please complete as necessary.

Club name \*

Event name \*

Primary event organiser \*   
The person responsible for the event and will be in attendance at the event.

Organiser phone number \*

Organiser email address \*

Which category best describes the purpose or outcome of your event? \*

- Sport, Health and Active Lifestyles
- Mental Health and Wellbeing
- Careers, Employability and Professional Networking
- Campus Culture and Social Connection
- Community Outreach and Cause Based Initiatives
- Academic Support and Peer Mentoring
- Orientation, Navigation and General Life Skills
- Other

Is the activity on campus, off campus or online? \*

- On campus
- Off campus
- Online

Do you require hire of club equipment? \*

- Yes
- No

Trestle tables, marquees, bean bags, sport equipment, etc

Do you need to book a space? \*

- Yes
- No

Complete this form before moving forward - On Campus Venue Booking: <http://au.cglink.me/Zip/s1349> \*

- I have completed this form and received approval

### Step 3. Complete page 2

#### Additional Information - Event Request - GC Clubs DRAFT

Edit Copy Link Manage

##### Event Catering

**Is there catering at the event or does it involve cooking?**  Yes  No

**Catering served by**  Club (Students)  On Campus Supplier  External Vendor/Establishment  Student - Tutorial/Workshop

**Provide detail of food supplied**

**Name of Food Safety Person #1**   
Complete food safety certificates here - <https://dofoodsafely.health.vic.gov.au/en/>

**Upload certificate of Food Safety Person #1**

**Name of Food Safety Person #2**

**Upload certificate of Food Safety Person #2**

### Step 4. Complete page 3

This one is about food. If food is being supplied, all people who are handling the food MUST complete the food safety certificate. This is a minimum of 2 people. - <https://dofoodsafely.health.vic.gov.au/en/>

#### Additional Information - Event Request - GC Clubs DRAFT

Edit Copy Link Manage

##### Event Information

**Specify event location \***   
Enter booked or to be booked if off campus

**Is this a one-off event or re-occurring? \***  Once off  Re-occurring

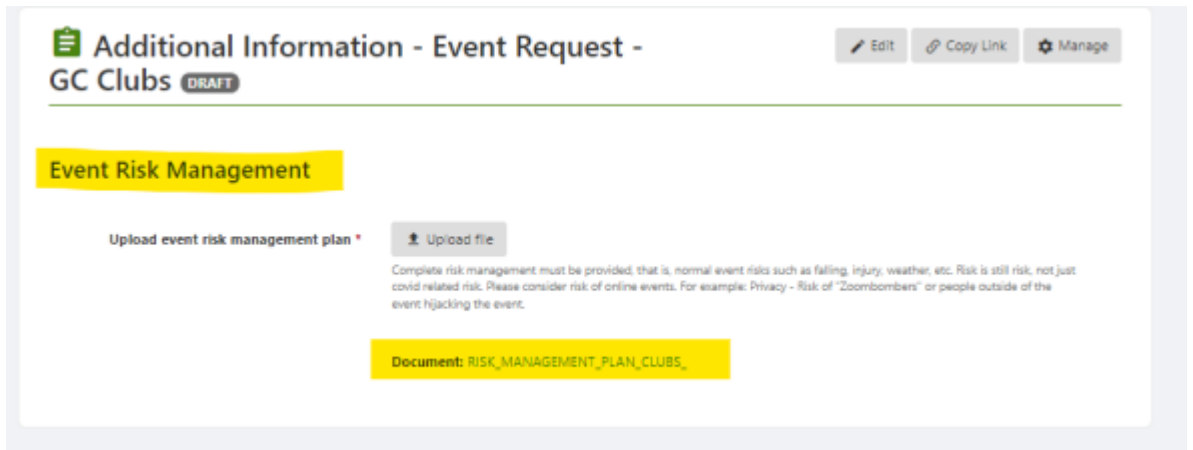
**Event Type \***  Social Event  Meeting  Fundraiser  Promotional stall  Training/Workshop  Academic  Online  Sport/Fitness  Other

**Comments:**

**Does the event have a registration and check in process? \***  Yes

## Step 5. Complete page 4

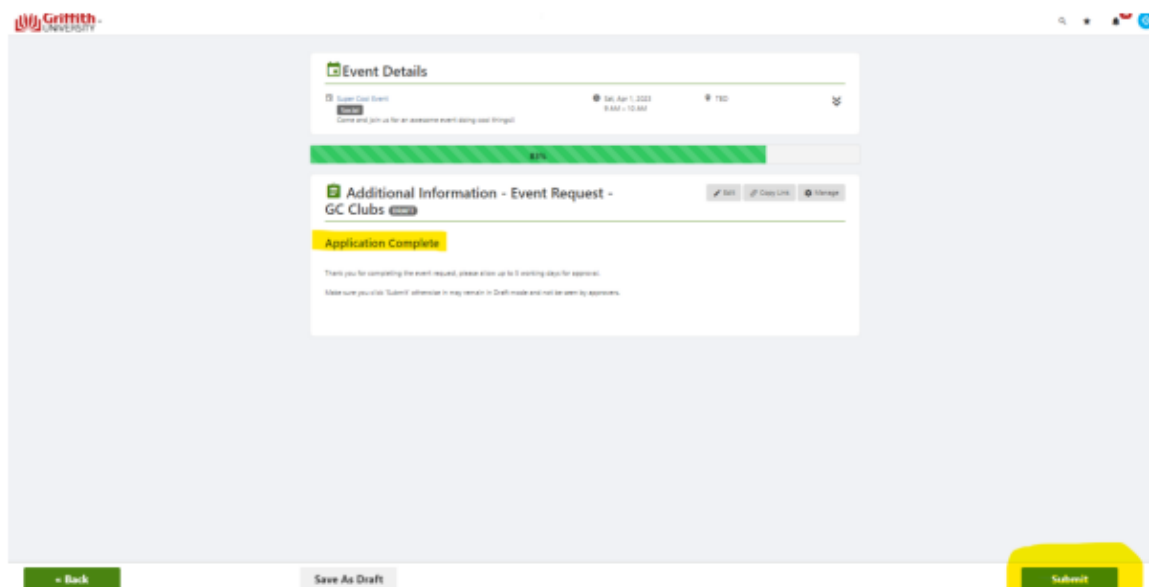
This is where you upload risk management document. The link to the template is in the form. If you do not complete this, and/or the Clubs Coordinator can see no effort was put into attempting to complete, the event WILL NOT BE APPROVED. If you have any questions, please contact the Clubs Coordinator for support.



The screenshot shows a web form titled "Additional Information - Event Request - GC Clubs" with a "DRAFT" status. At the top right, there are buttons for "Edit", "Copy Link", and "Manage". The main section is titled "Event Risk Management" in a yellow box. Below this, there is a label "Upload event risk management plan" with a red asterisk, followed by an "Upload file" button. A paragraph of text explains that complete risk management must be provided, including normal event risks like falling, injury, weather, etc., and also covid-related risks. It gives an example of "Privacy - Risk of 'Zoombombers' or people outside of the event hijacking the event." Below the text is a yellow box containing the text "Document: RISK\_MANAGEMENT\_PLAN\_CLUBS\_".

## Step 6. Application is complete

Make sure to click on submit. You will get a confirmation email. If you do not click submit, the event will stay pending in drafts and will not be able to be approved.

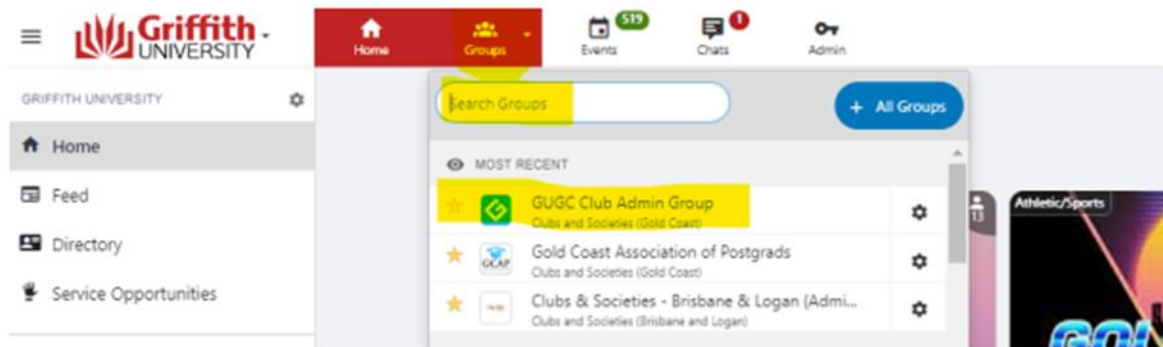


The screenshot shows a web page with the Griffith University logo in the top left. The main content area is titled "Event Details" and shows a progress bar at 81%. Below the progress bar is a section titled "Additional Information - Event Request - GC Clubs" with a "DRAFT" status. A yellow banner across the top of this section reads "Application Complete". Below the banner, there is a message: "Thank you for completing the event request, please allow up to 3 working days for approval. Make sure you click 'Submit' otherwise it may remain in Draft mode and not be seen by sponsors." At the bottom of the page, there are three buttons: "Back", "Save As Draft", and "Submit".

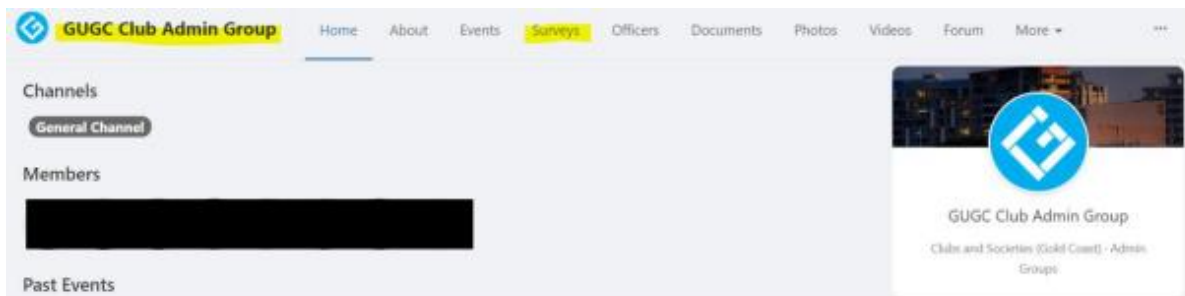
## Venue Booking Form

Step 1. Log into Campus Groups

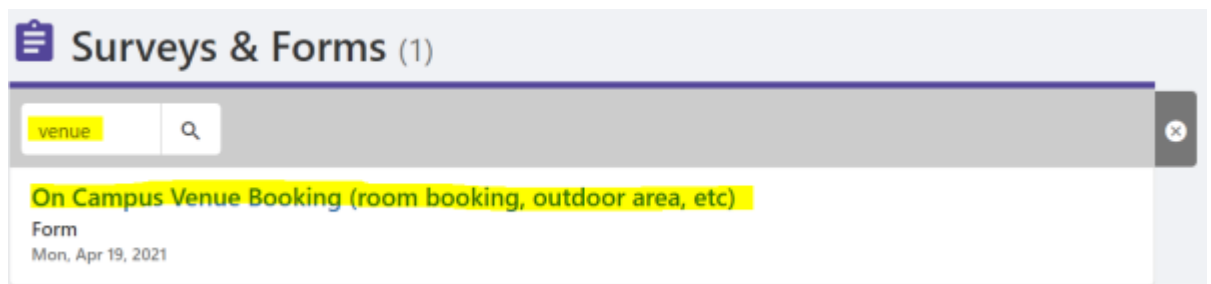
Step 2. Go to the GUGC Club Admin Group



Step 3. Go to Surveys



Step 4. Search “venue” and open the form “On Campus Venue Booking (room booking, outdoor area, etc)”



## Step 5. Complete page 1

Read through the first section to make sure you are contacting the correct person etc. Select club name from the drop-down menu. Enter the details for the primary contact of the event (this should be the same as the event request). Select what type of space is required. Please contact the Clubs Coordinator and the relevant department to book any alternative spaces. Please note that different pages will pop up next depending on your selections in this form. Complete pages as necessary. (This example will walk through a general booking.)

### On Campus Venue Booking (room booking, outdoor area, etc)

Edit Copy Link Manage

#### Club Event Request

**On Campus Events**

**You MUST put your event in Campus Groups in order to be eligible for insurance and funding from the Guild for that specific event.**

**Room bookings**  
Complete this form - please allow at least 5 working days notice for confirmation

**Outdoor areas** (library lawn, G42 lawn, deck, etc)  
Complete this form - please allow at least 10 working days notice for confirmation

**Uni Bar & Function Centre**  
Uni Bar Venue & Function Manager, Kerri Trail, Phone: (07) 55526548 | Email: k.trail@griffith.edu.au. \*Only vaccinated people are permitted to enter from 17 December. If you are hosting a private event, if occurring with unvaccinated individuals, a maximum of 20 people or 1 per 4 square metres.

**On Campus Sport Competitions and Training Pavilion court bookings:**  
For on-going trainings: Alex Kolatchew, Email: a.kolatchew@griffith.edu.au  
One-off events (including use of BBQ area) complete this form - please allow at least 5 working days notice for confirmation.

**Pool, track or track field booking:** Russel Ramsay Phone: (07) 5678 0407 | Email: r.ramsay@griffith.edu.au.

**Off Campus Events**

Clubs can organise activity off campus provided they:

- Complete event request with filled out risk assessment and any food safety requirements
- Agree to follow venue's COVID health directives.

**What club?** GUGC Club Admin Group

**Primary event organiser \*** Kaitlin Bell  
The person responsible for the event and will be in attendance at the event.

**Organiser phone number \*** 55526450

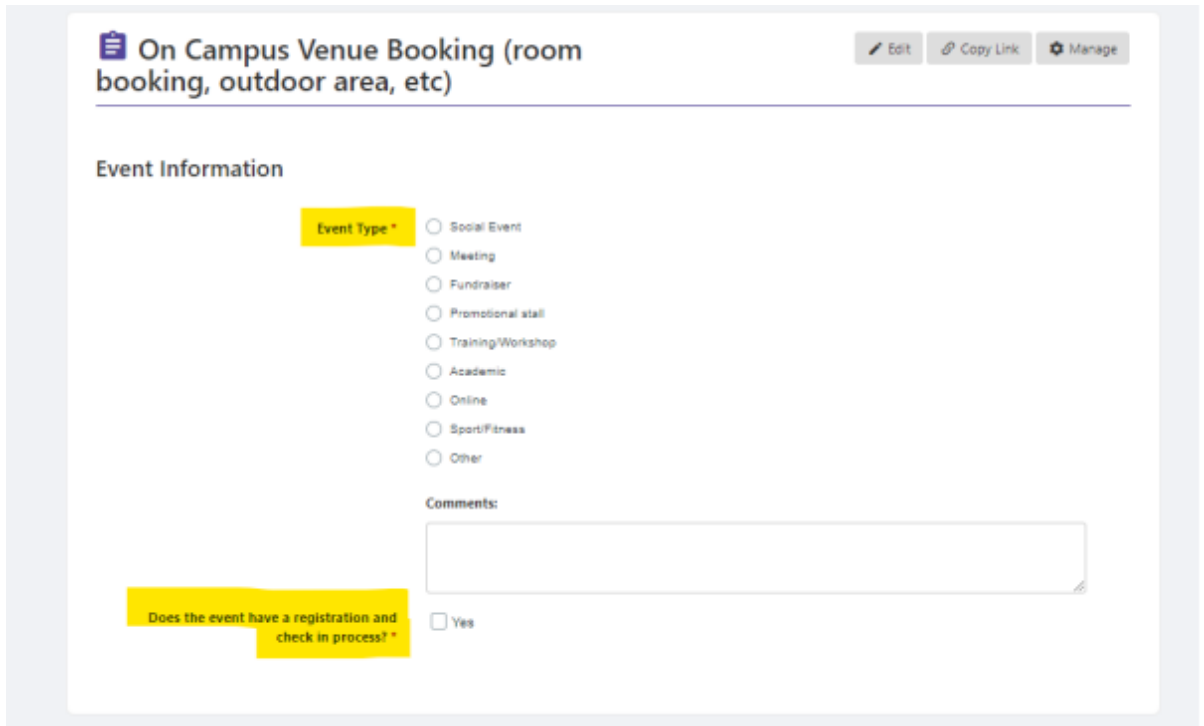
**Organiser email address \*** guildclubs@griffith.edu.au

**Do you need to book a space? \***

- Uni Bar Function Centre - contact in form intro
- Field Booking (this is Athletics Track field) - contact in form intro
- Pool Booking (Griffith Uni QC Aquatic Centre) - contact in form intro
- Pavilion Facility Booking (Tennis, Basketball, Beach Volleyball, BBQ) - contact in form intro
- Outdoor Space (on campus)
- Room Booking (on campus)

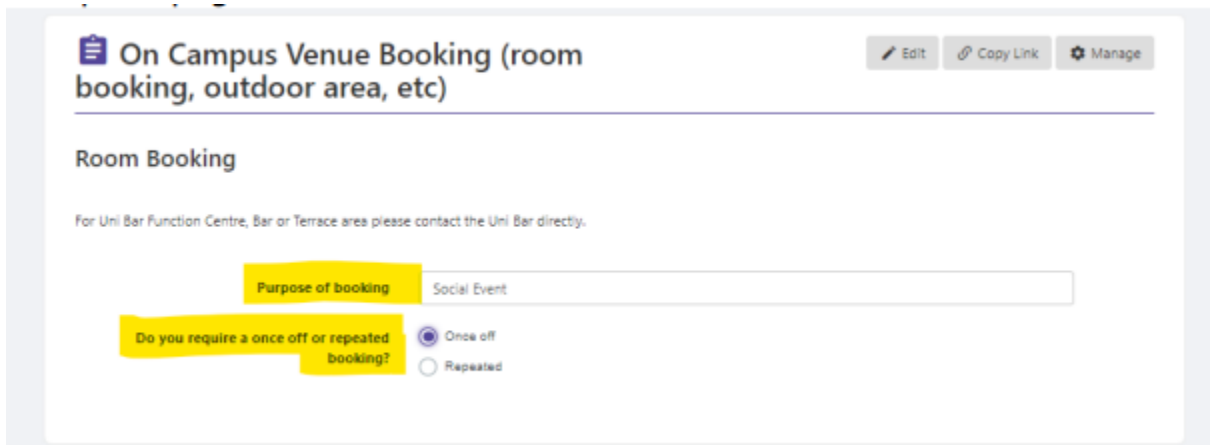
\*Only vaccinated people are permitted to enter Uni Bar Function Centre and Terrace after 17 December. If you are hosting a private event, if occurring with unvaccinated individuals, a maximum of 20 people or 1 per 4 square metres.

Step 6. Complete page 2



The screenshot shows the 'Event Information' section of the 'On Campus Venue Booking' form. At the top right, there are buttons for 'Edit', 'Copy Link', and 'Manage'. The main heading is 'On Campus Venue Booking (room booking, outdoor area, etc)'. Below this is the 'Event Information' section. A yellow box highlights the 'Event Type \*' label, followed by a list of radio button options: Social Event, Meeting, Fundraiser, Promotional stall, Training/Workshop, Academic, Online, Sport/Fitness, and Other. Below the list is a 'Comments:' text area. At the bottom left, another yellow box highlights the question 'Does the event have a registration and check in process? \*' with a 'Yes' radio button option.

Step 7. Complete page 3



The screenshot shows the 'Room Booking' section of the 'On Campus Venue Booking' form. At the top right, there are buttons for 'Edit', 'Copy Link', and 'Manage'. The main heading is 'On Campus Venue Booking (room booking, outdoor area, etc)'. Below this is the 'Room Booking' section. A note states: 'For Uni Bar Function Centre, Bar or Terrace area please contact the Uni Bar directly.' A yellow box highlights the 'Purpose of booking' label, followed by a text input field containing 'Social Event'. Below this is another yellow box highlighting the question 'Do you require a once off or repeated booking?' with two radio button options: 'Once off' (which is selected) and 'Repeated'.

Step 8. Complete page 4

For one off bookings, room date and time need to match event in campus groups – depending on event, you may need to allow an additional half hour at the start and end of the event for set up and pack down. The rooms will all open 10 minutes before booking starts. Please be aware of classes occurring. Call security if the room is not open. Room capacity, estimate how many people will

be attending, better to go over. Equipment is equipment in the room (some seminar rooms have computers, some have projectors, etc). Please provide a preferred room and at least 2 alternative rooms (a different building is also recommended if possible).

**On Campus Venue Booking (room booking, outdoor area, etc)** Edit Copy Link Manage

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### One off booking

**Room Booking Date**

**Room Booking Start Time**

**Room Booking Finish Time**

**Room capacity**

**Preferred Room Setup**   
Examples: Computer room, seminar room, lecture theatre, etc

**Do you require any of the following equipment?**

- Data/Video Projector
- Microphone/ Lectern
- TV/DVD Player
- Laptop Interface
- We don't require any of the above

**Preferred room/ building \***   
To check room capacity use SpaceAid to determine room size and apply government regulations (1 person x 4m<sup>2</sup>) - <https://www154.griffith.edu.au/SpaceAid/Inventory/Rooms> Example: G11\_3.59 - 65.90m<sup>2</sup>/4 = 16 people max.

**If your preferred room is unavailable, please list two alternate spaces/building/rooms. \***

Step 9. Complete page 5 - Food safety Same as event application.

**On Campus Venue Booking (room booking, outdoor area, etc)** Edit Copy Link Manage

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### Event Catering

**is there catering at the event or does it involve cooking?**  Yes  No

**Catering served by**

- Club (Students)
- On Campus Supplier
- External Vendor/Establishment
- Student - Tutorial/Workshop

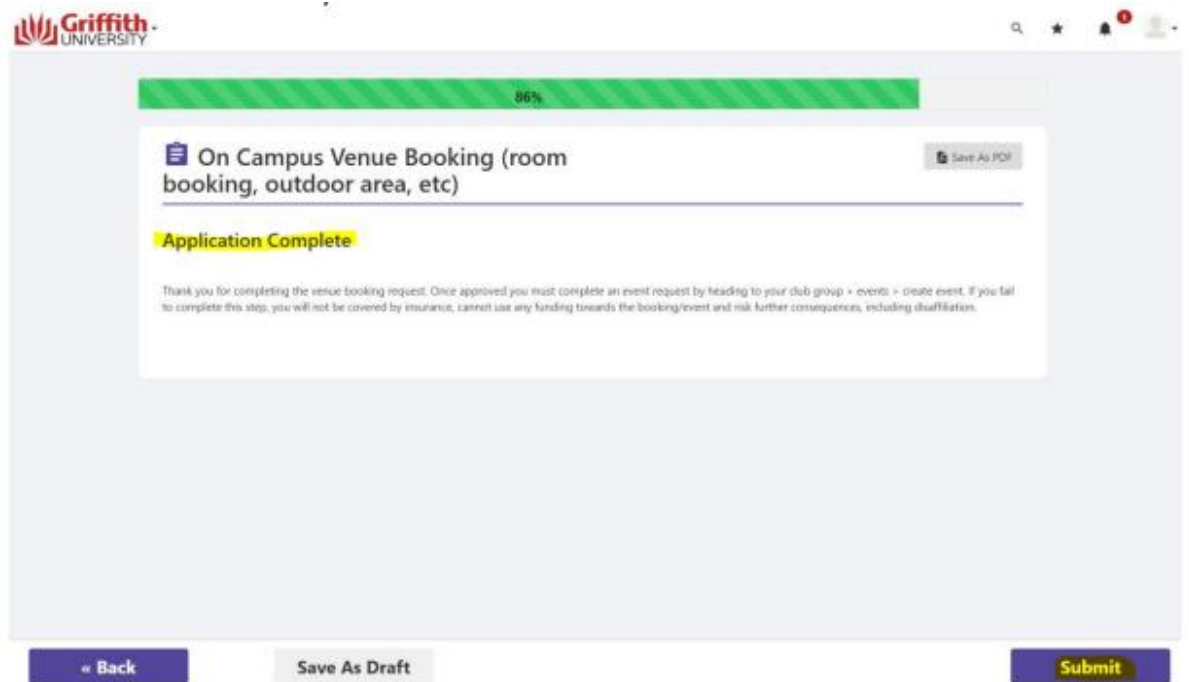
**Provide detail of food supplied**

**Name of Food Safety Person #1 \***   
Complete food safety certificate here - <https://dofoodafety.health.vic.gov.au/en/>

**Upload certificate of Food Safety Person #1**

## Step 10. Application is complete

Make sure to click submit, or it will not be approved. Once booked, this request will be approved. Once confirmed by Griffith, you will receive the booking confirmation in your emails with confirmed date, time and room.



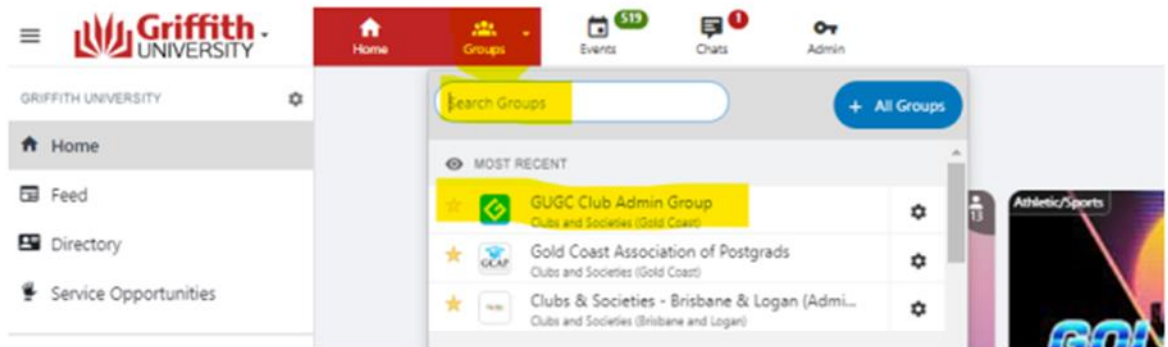
The screenshot shows a web interface for Griffith University. At the top left is the Griffith University logo. At the top right are navigation icons for search, star, notification, and user profile. A green progress bar at the top indicates 86% completion. The main heading is "On Campus Venue Booking (room booking, outdoor area, etc)" with a "Save As PDF" button to the right. Below the heading, the text "Application Complete" is highlighted in yellow. A paragraph of text follows: "Thank you for completing the venue booking request. Once approved you must complete an event request by heading to your club group > events > create event. If you fail to complete this step, you will not be covered by insurance, cannot use any funding towards the booking/event and risk further consequences, including disaffiliation." At the bottom, there are three buttons: "Back" (blue), "Save As Draft" (grey), and "Submit" (blue with yellow text).

# Membership

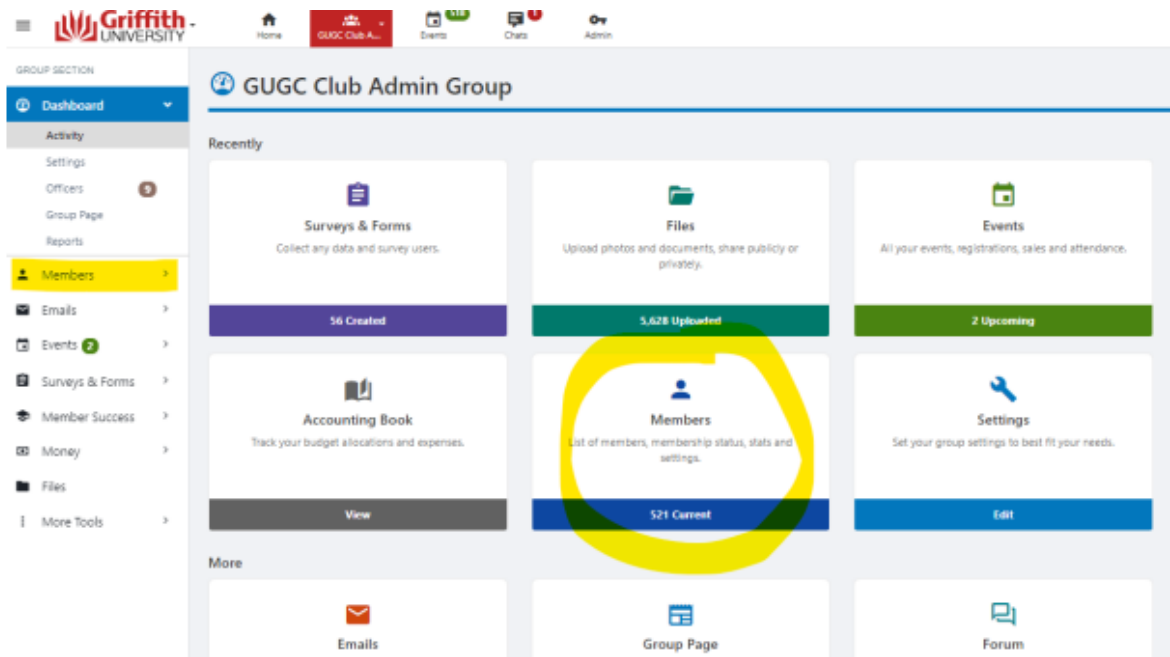
## Adding a Member

Step 1. Log into Campus groups

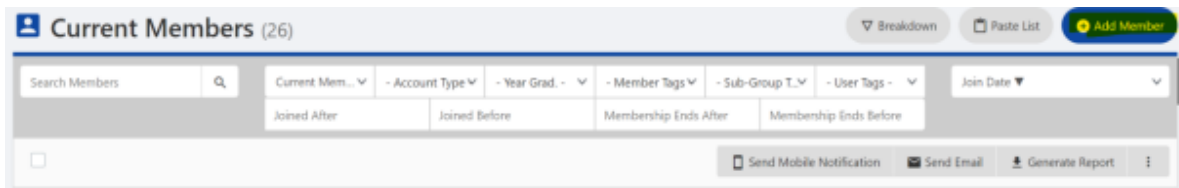
Step 2. Go to YOUR club's page



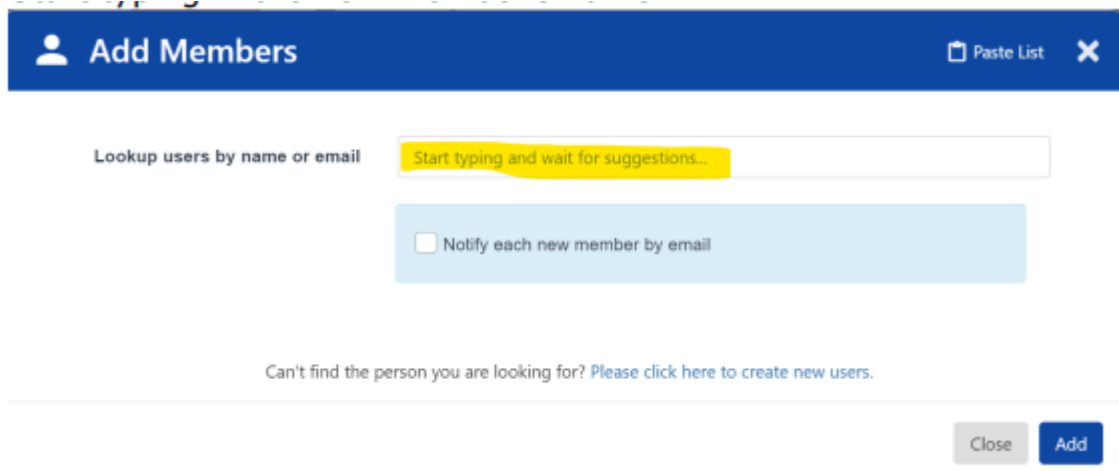
Step 3. Click on “Members”



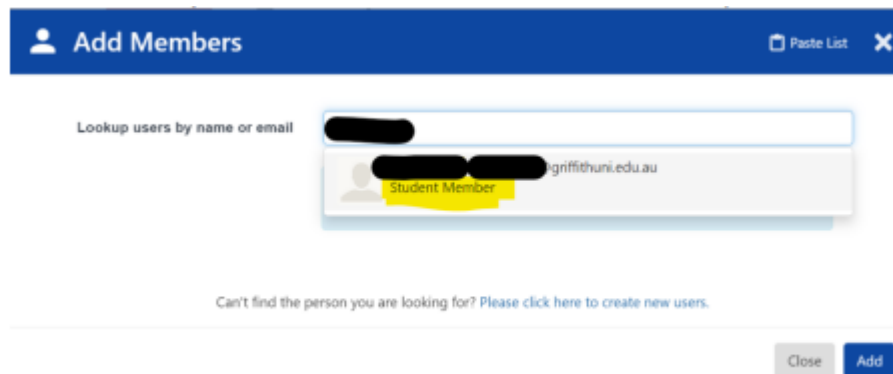
Step 4. Click “Add Member”



Step 5. Start typing in the new member’s name



Step 6. Make sure you select the student member option if available



Step 7. Select the person and click “Add”

**Add Members** Paste List ×

Lookup users by name or email

Notify each new member by email

Can't find the person you are looking for? [Please click here to create new users.](#)

Close Add

Step 8. If you cannot find the person's email, you will need to manually add them. Select "create new user"

**Add Members** Paste List ×

Lookup users by name or email

Notify each new member by email

Can't find the person you are looking for? [Please click here to create new users.](#)

Close Add

Step 9. Add in the persons email and name. Select student member and notify member by email. Then click submit.

**Add Members** Import with CSV/Excel File Paste Email ×

Email  First Name  Last Name  Account Type  Year  ×

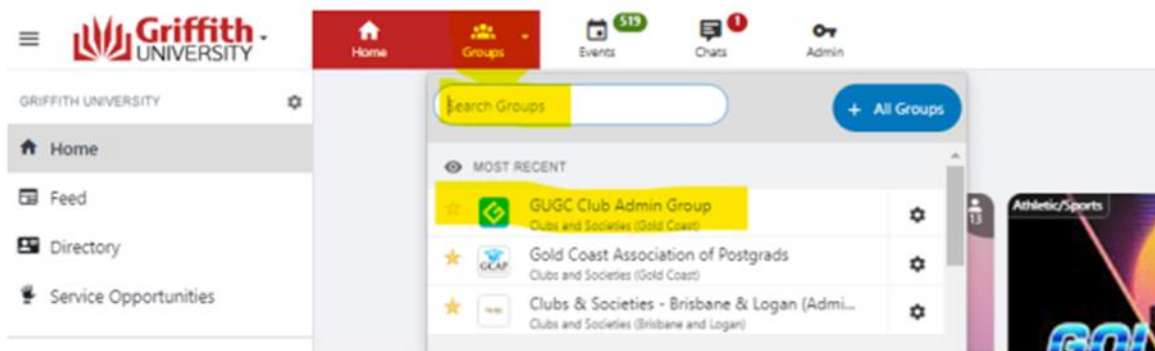
Notify each new member by email

Close Submit

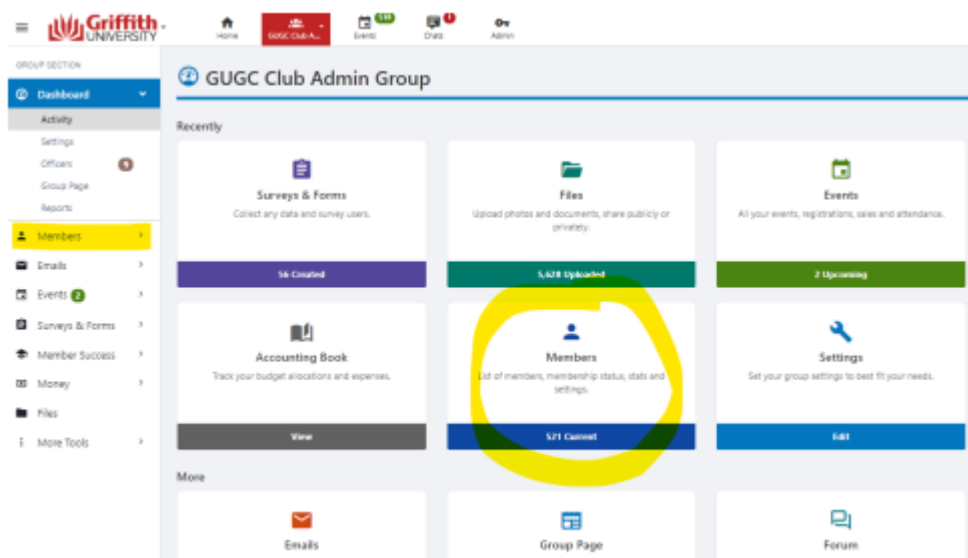
## Deleting a Member

Step 1. Log into Campus groups

Step 2. Go to YOUR club's page



Step 3. Click on “Members”



Step 4. Search or find whoever you need to delete, and click the 3 dots next to settings

Current Members (1)

Current Mem... Account Type Year Grad. Member Tags Sub-Group T. User Tags

Joined After Joined Before Membership Ends After Membership Ends Before

Send Mobile Notification Send Email Generate Report

Member **Current**

Membership End Date: Life-Time

Contact

Added as a Member by an Officer

0 (0) Emails (Opened)

0 Events

Registrations Membership

Settings

Step 5. Click “Delete”

Settings

- Email
- Engagement
- Send Password
- Send Profile Update Link
- View Payments
- Private Notes
- Delete**

Step 6. It might prompt you to confirm, so click “OK”

griffith.campusgroups.com says

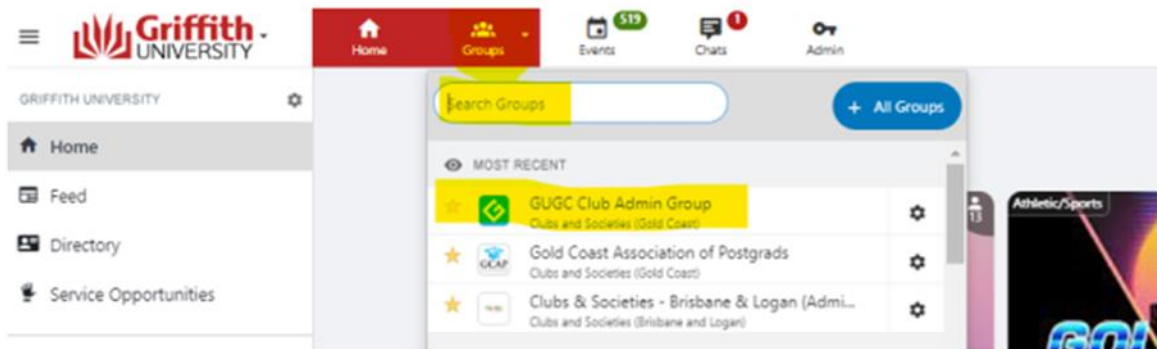
Are you sure you want to delete this member?

OK Cancel

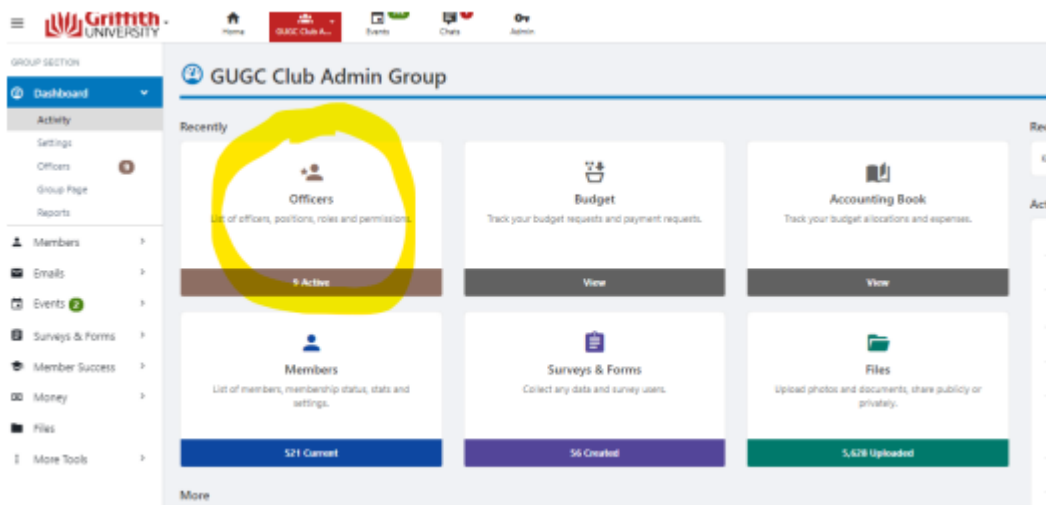
# Changing Someone to an Officer

Step 1. Log into Campus groups

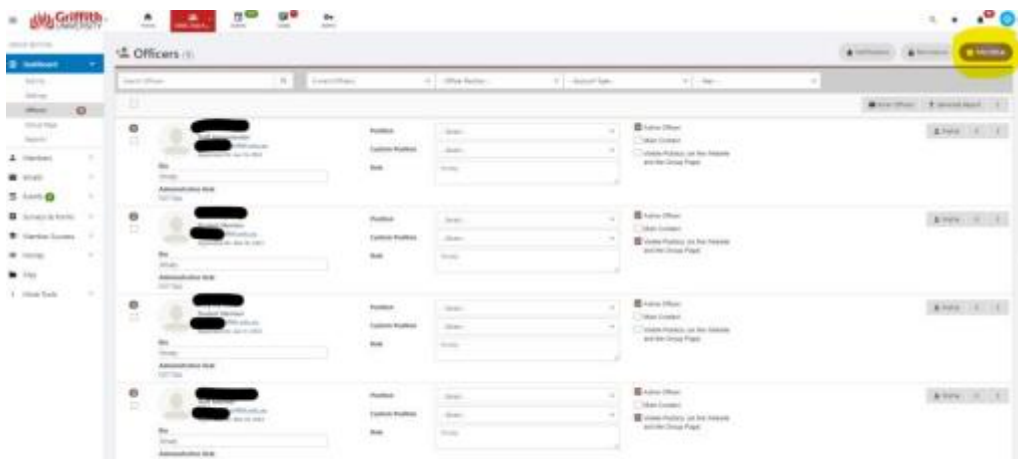
Step 2. Go to YOUR club's page



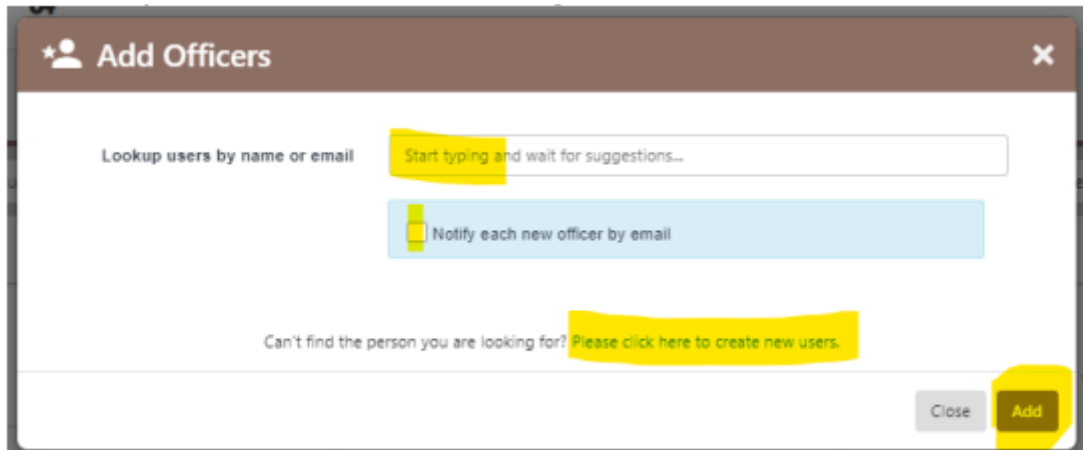
Step 3. Click on "Officers"



Step 4. Click "Add Officer" in the top right corner.



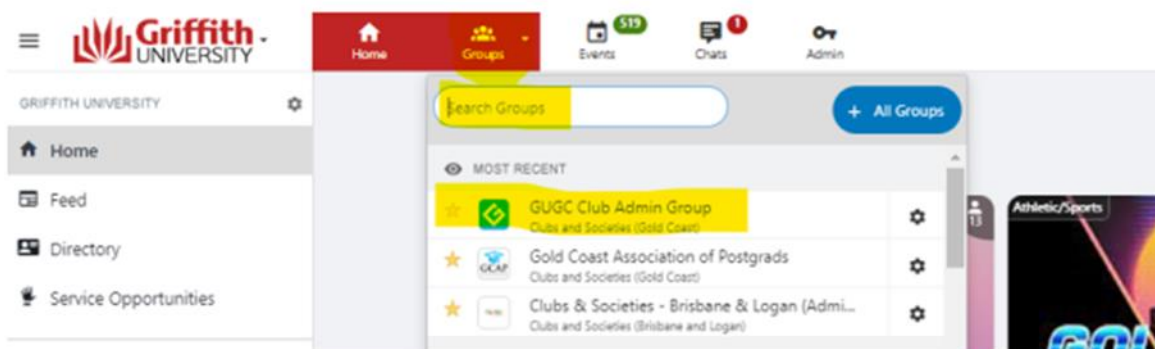
Step 5. Type in the persons email, select the person, then click add. If the person is not popping up, manually add them in. **Both steps are the same as adding a new member.**



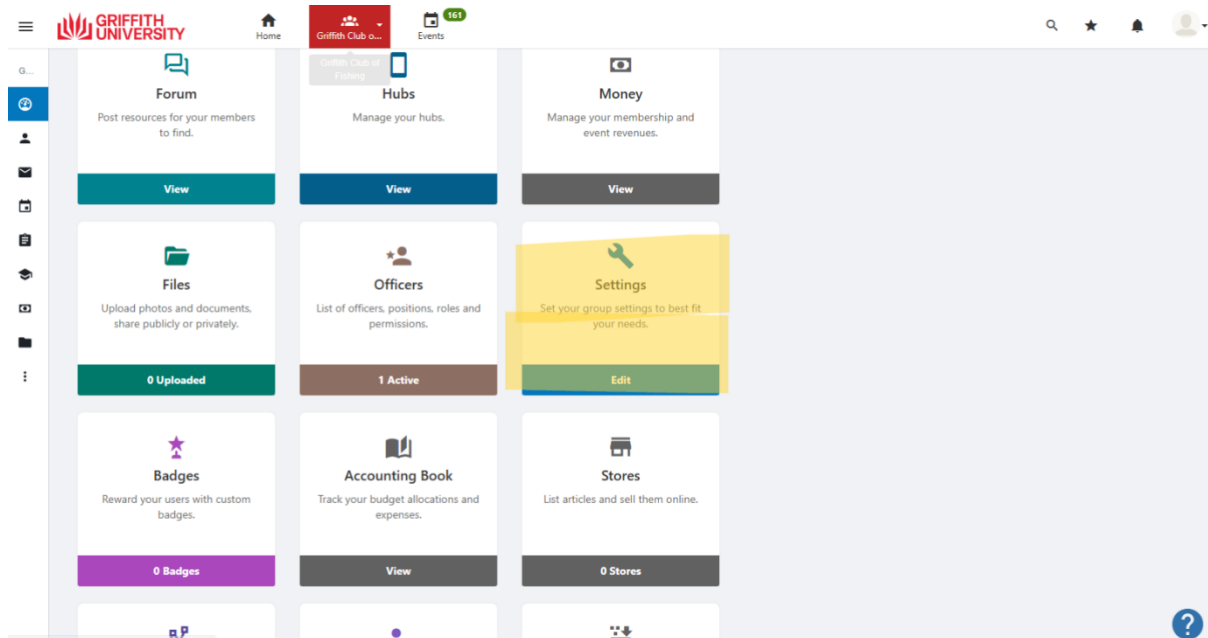
## Setting the Membership Price

Step 1. Log into Campus groups

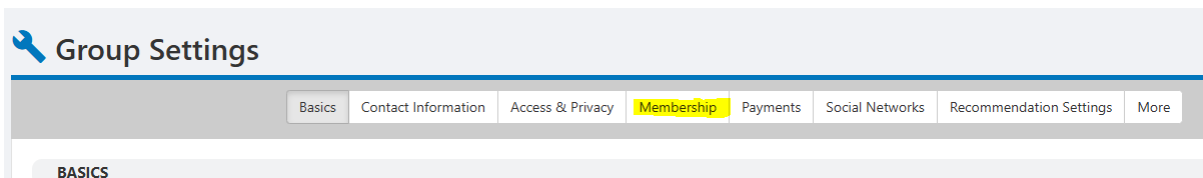
Step 2. Go to YOUR club's page



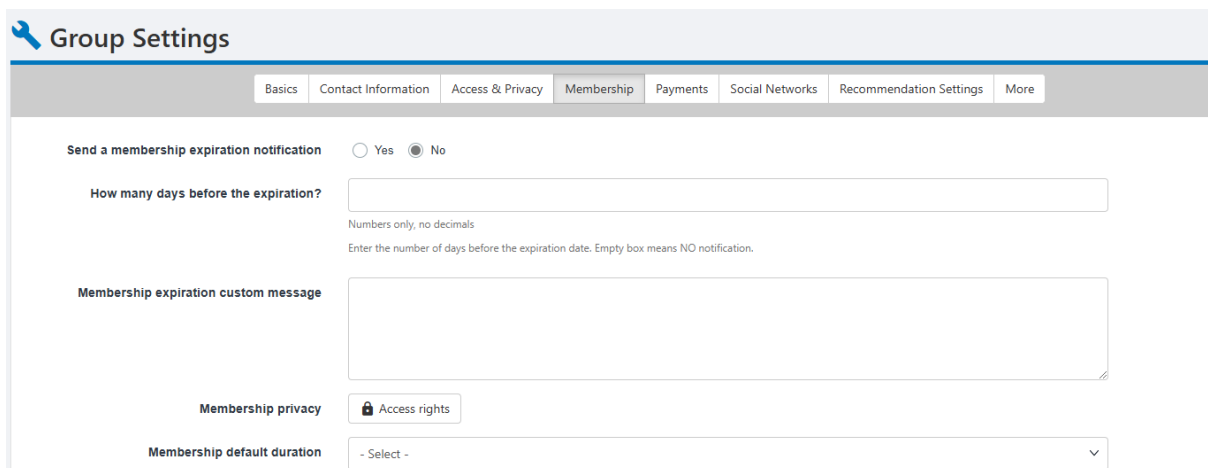
### Step 3. Click on “Settings”



### Step 4. Click on “Membership”



### Step 5. Set membership notifications and durations. Then scroll down.



Step 6. Set membership options (You can set one or up to six options if needed).

**MEMBERSHIP OPTION 1**

Fee amount   
Numbers only

Caption

Duration

Who can join?

**MEMBERSHIP OPTION 2**

Fee amount   
Numbers only

Caption

Duration

Who can join?

Step 7. Click "Save" to finalise your selections

Home Griffith Club o... Events

Who can join?

**MEMBERSHIP OPTION 3**

Fee amount   
Numbers only

Caption

Duration

Who can join?

**MEMBERSHIP OPTION 4**

Fee amount   
Numbers only

Caption

Duration

Who can join?

**MEMBERSHIP OPTION 5**

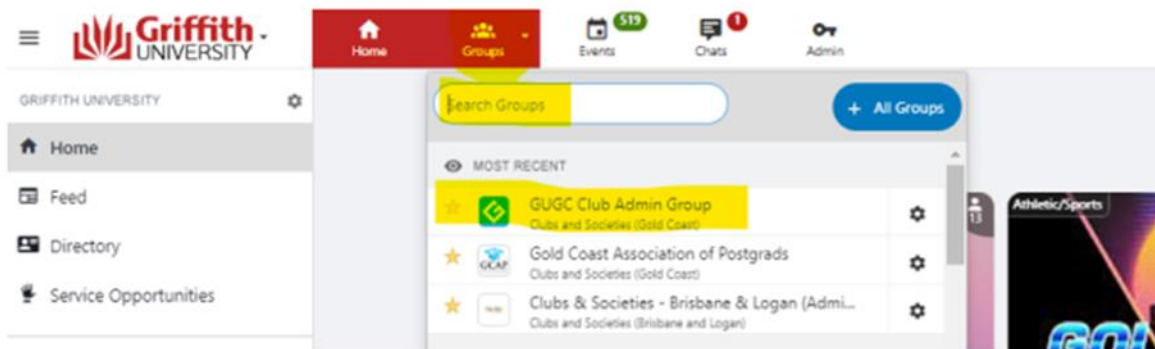
Fee amount

# Money

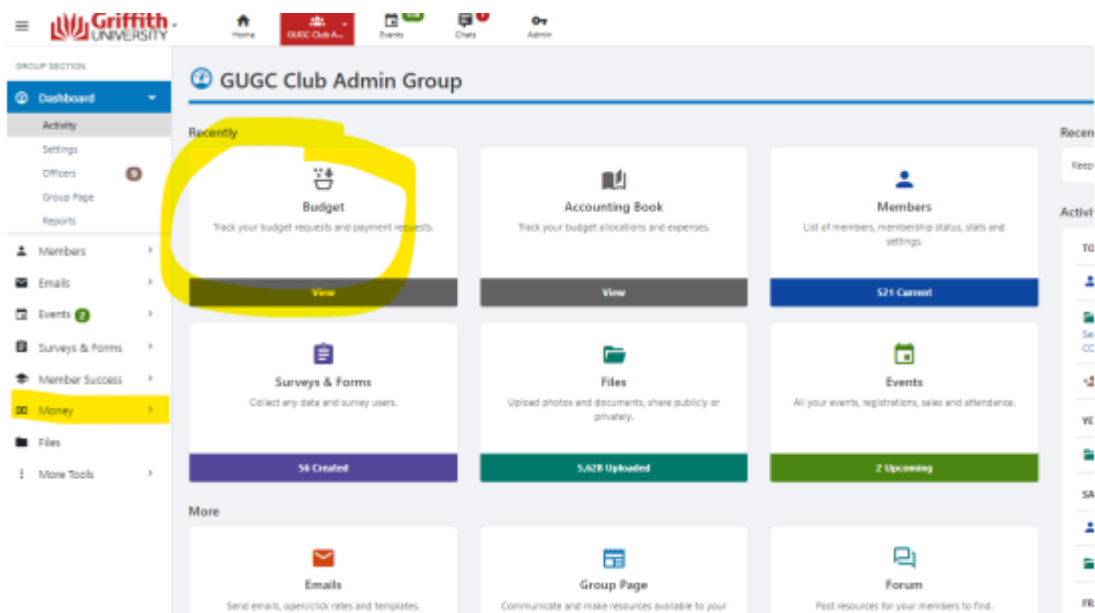
## Payment Request

Step 1. Log into Campus groups

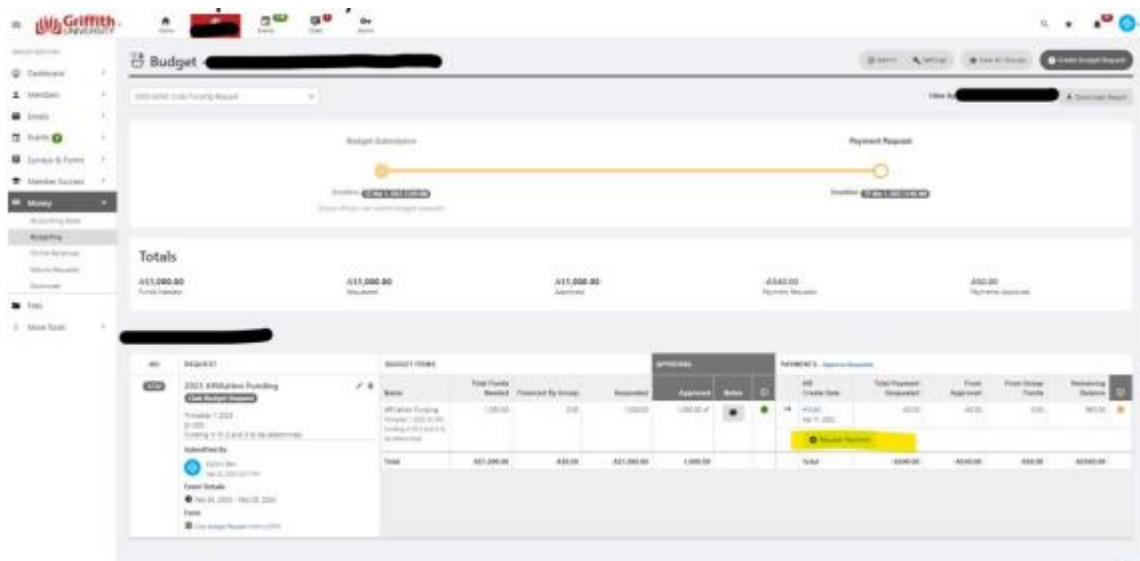
Step 2. Go to YOUR club's page



Step 3. Click on "Budget"



Step 4. Click on “Request Payment”



Step 5. Complete page 1

The transaction type will typically be a reimbursement. Description is the name of the activity and what the money was used for. “From Allocated” is the amount you are requesting for reimbursement. Leave the other section as \$0.

**(This must be over \$50 in total)**

The screenshot shows the 'Payment/Budget Request' form. It includes a header with a close button and a blue informational box. Below that, the 'Affiliation Funding' section shows budgeted, requested, and allocated amounts, along with the remaining balance. The 'DETAILS' section has a 'Transaction Type' dropdown set to 'Reimbursement' and a 'Description' text box containing 'Club Event Catering'. The 'AMOUNT' section has a 'Revenue/Expense' dropdown set to 'Expense', a 'From Allocated' field set to '\$ 150', and a 'From Group Funds' field set to '\$ 0'. At the bottom right, there are 'Close' and 'Next' buttons.

Step 6. Read and click next.

## Club Reimbursement /Acquittal Form DRAFT

Save As PDF

### Reimbursement /Acquittal Form

Please complete this form to claim any subsidy/funding request from the GUGC Student Guild as part of Affiliation Funding or other.

You MUST put your event in Campus Groups in order to be eligible for insurance and funding from the Guild for that specific event.

Notes:

- Only one funding line per request
- For reimbursement the club must make the initial purchase from their own account and then submit application
- For an advance the club needed to complete the payment request form prior.
- A minimum reimbursement value of \$50 per request (option to put multiple receipts together to reach minimum)
- Make purchases ensuring you get a valid tax receipt (not an EFTPOS receipt). Valid tax receipts have an ABN, legal company name and GST amount.

Save As Draft

Next »

Step 7. Fill in Club details. Please note that funds can only be deposited into club bank accounts. DO NOT ENTER IN PERSONAL ACCOUNT DETAILS.

### Club Details and upload

Club Name *	<input type="text"/>
Club BSB *	<input type="text"/>
Club account number *	<input type="text"/>
Submission Date (Today's date) *	<input type="text"/>
	<span>Required.</span>
Is this a reimbursement or acquittal? *	<input checked="" type="radio"/> Reimbursement <input type="radio"/> Advance payment was made - Acquittal <input type="radio"/> No payment to club account needed *GUILD STAFF ONLY
Amount total claiming (if multiple receipts please add together) *	<input type="text"/>
How many receipts will you be uploading? *	<input type="text" value="-"/>
Type of subsidy #1 *	<input type="text" value="-"/>

For more information on subsidy types refer to the GUGC Clubs Package

Step 8. Fill in this section for each receipt (make sure to upload the receipts!).  
Select what SSAF allocation is from (Hint: this is typically C.).

Document: [GUGC\\_Guild\\_Club\\_Package](#)

Receipt Date #1 \* **Required.**

Project/Event Name #1 \*   
E.g Annual ball, Nationals competition

Expense detail #1   
E.g. travel costs, printing, conference registration fee, venue hire, etc

Which trimester's funding? #1 \*  Trimester 1  
 Trimester 2  
 Trimester 3

Receipt #1 amount claiming \*

Please upload tax invoice/receipt #1 \*   
Valid tax invoices have an ABN, legal company name and GST amount

Is this a student member registration subsidy request?  
Example: Sport competition registration subsidy \*  Yes  
 No

Please select which SSAF (Student Services Amenities Fee) applies. This is the overall project objective, not the specific purchase. Example: Powerade provided to members playing at a curling club tournament is B. supporting a sporting or other recreational activity by students; \*

- A. providing food or drink to students on a campus of the higher education provider;
- B. supporting a sporting or other recreational activity by students;
- C. supporting the administration of a club most of whose members are students;
- D. caring for children of students;
- E. providing legal services to students;
- F. promoting the health or welfare of students;
- G. helping students secure accommodation;
- H. helping students obtain employment or advice on careers;
- I. helping students with their financial affairs;
- J. helping students obtain insurance against personal accidents;
- K. supporting debating by students;

Step 9. Fill in the declaration Leave the “Approved by Clubs Coordinator” section blank and click submit

Names and positions of other management committee members endorsing this application \*

Approved by Clubs Coordinator or team member

Officer Only Question: This question can only be answered by officers.

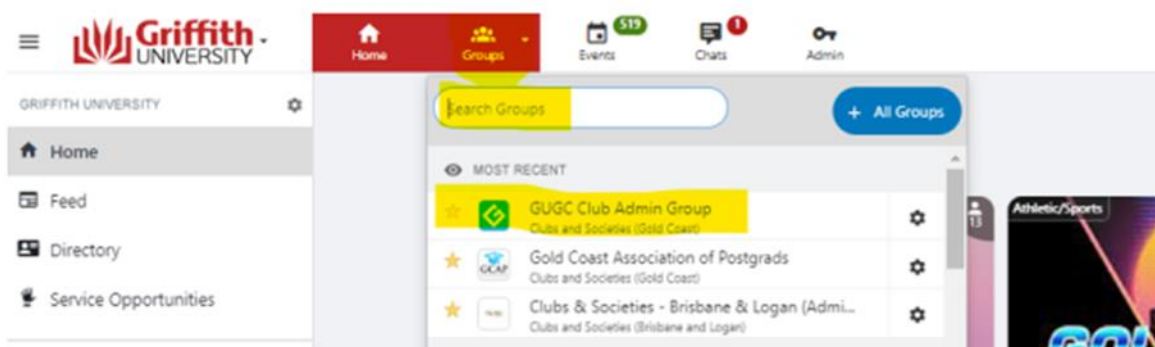
« Back      Save As Draft      Submit

Step 10. That’s it – now just wait for Clubs Coordinator to approve it. This funding will be in your clubs account shortly.

## Apply for a Grant

Step 1. Log into Campus groups

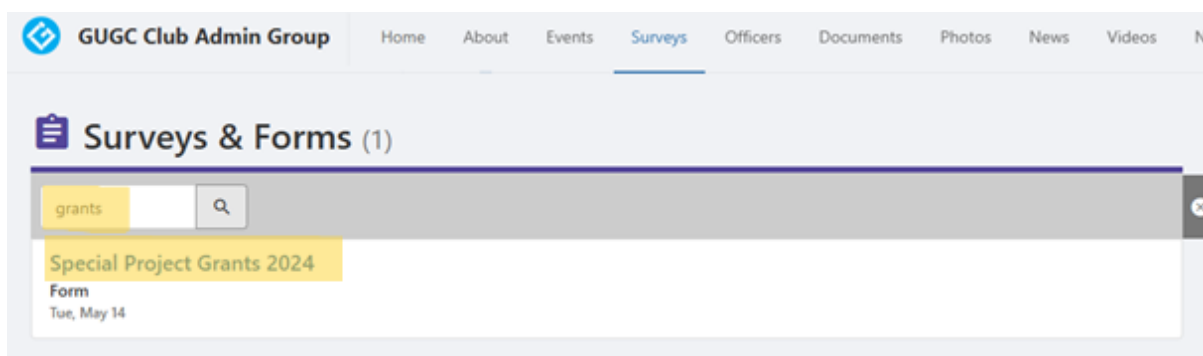
Step 2. Go to the GUGC Admin group page



### Step 3. Go to “Surveys”




### Step 4. Search “Grants” and open the “Special Project Grants” form for the current year



### Step 5. Complete the page

Make sure to answer the questions in as much detail as possible to ensure your club will receive the grant.

## Special Project Grants 2024

 Save As PDF

### Special Project Grants

This form is for Student Guild affiliated clubs to apply for Special Project Grants for expenses that are ad-hoc, occasional or unable to be accommodated through the standard Affiliation Funding. Funding for these projects is competitive, limited for special occasions and subject to the approval of the Sport and Cultural Committee.

The primary selection criteria for all grants is the cost of the project and the projects ability to increase student participation. Sport teams competing in Nationals has a different support structure.

All funding relies on the honesty and integrity of Club Executives and members to provide the true and correct information relating to Club finances. Any breach or misuse of funding will be taken seriously and club executives may be held liable for any misappropriation.

Applications for Special Project Grants are open.

All categories will be viewed together with the following projects eligible for grants:

#### Major Equipment

Club equipment purchases of significant value which will benefit current and future members.

#### Major Events and Projects

Events or projects that are ad-hoc, occasional and sit outside the normal operations of the club. Examples; hosting the national mooted competition, making a state championships, a once-in-three-year event.

#### Club Member Professional Development

Activities which provide professional development or accreditations for members which enables or enhances club operations such as training courses or accreditation.

#### Venue and Facilities

Subsidies for hiring venues for competitions, training or recurring events such as sport competitions, training or drama rehearsals.

Step 6. Press “Submit” when completed for it to be sent to the club coordinator and the board for review

The screenshot shows a web form for Griffith University. At the top left is the Griffith University logo. At the top right are navigation icons: a magnifying glass, a star, a bell, and a user profile icon. The main content area contains two text input fields. The first field is labeled "Describe how this project will support the growth of your club." and the second is labeled "Please provide additional information to support the club's application for this grant, in particular the benefit it will provide." Below these fields is a section titled "Category Specific Questions" with the heading "Which grant categories are relevant to this application?". This section contains five checkboxes: "Major Equipment", "Major Events and Projects", "Club Member Professional Development", "Venue and Facilities", and "Formal Competition". At the bottom of the form are two buttons: "Save As Draft" on the left and "Submit" on the right.

GRIFFITH UNIVERSITY

Describe how this project will support the growth of your club. \*

Please provide additional information to support the club's application for this grant, in particular the benefit it will provide.

Category Specific Questions

Which grant categories are relevant to this application?

- Major Equipment
- Major Events and Projects
- Club Member Professional Development
- Venue and Facilities
- Formal Competition

Save As Draft

Submit