



**This quick step guide has been created to orient student leaders to using the Community interface to create their profiles, register student organizations, advertise events, and more.**

- **To access Community, visit:**  
<https://clayton-community.symplicity.com>
- **Sign In:** your username and password is your **SWAN** username and password
- **Home Page**-This home page features your latest activities
- Click on the **My Account** tab to edit and update your information.
  - Profile (linked to D.U.C.K.)
  - Contact (linked to D.U.C.K.)
  - Education (linked to D.U.C.K.)
- Click on **Student Groups** tab to register and/or find groups.
  - **Find A Group to Join**-click on tab to see a list of registered student groups
  - **Reactivate a Group**-click on Reactivate a Group, locate your group's name and select it. Complete the form and update all required documents (constitution and advisor agreement form must be current) and member roster.
  - **New Group Registrations**-click on tab to register group, then click the **Register A New Group** button.
    - ✓ Group Info-Fill in requested fields
    - ✓ Group Preferences-**Visibility** *should* always be set to **public**; **Enrollment Type** should be set to open enrollment for all groups except Social and Service Greek Letter organizations, and Honor Societies (may select Approve Applications or Invitation Only depending on organization's membership process); **Enable Interested Student List** should be set at **NO** for ALL organizations (failure to do so will result in a violation of FERPA which can lead to loss of organization's registration)
    - ✓ Group Logo-Upload group logo. (be sure the logo adheres to University and Division of Student Affairs standards)
    - ✓ Meeting Info-Fill in fields
    - ✓ Advisors-Click **ADD ADVISOR** button and complete all fields
    - ✓ Links-Click **ADD LINKS** button and add links to organization websites

- ✓ Documents- Click **ADD DOCUMENTS** to add required registration documents such as the **Organization's Constitution** and **Advisor Agreement Form**.
- ✓ Members-Add members to organizations by completing all fields. Members must be currently enrolled CSU students.  
**Type**- Admin Members are members who require permission to access and modify any and all parts of the Student Group's profile; Active Members are for all members of the organization not granted administrative rights; **Student**-type student name in search box, select student's name (if a student's name does not show up upon searching, please ensure the student is currently enrolled and has a profile in **Community**, contact Ms. Royal).  
**Visibility**- President's visibility **MUST** be set to System Users Only, all other members maybe set to System Users Only or Members Only (privacy selection).
- ✓ **Membership Dues**- Select yes or no.
  - If yes, provide the amount that will be requested.
  - Provide a detailed description of what the fees will be used for (itemize- i.e.: \$15 for national membership dues, \$10 for organization shirt, \$5 for end of the semester banquet.)
- ✓ **FERPA Warning**- All registered student organizations must adhere to the Families Educational Rights and Privacy Act, FERPA. FERPA in its entirety can be found at:  
<http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>
- ✓ **Terms Agreement**- All applying student organizations must accept the terms agreement for recognition consideration.
- Upon completion of registration form (including constitution and advisor agreement documents), click **SUBMIT**. **DO NOT** submit incomplete registration forms: forms can be saved and retrieved later to continue completing.
- **Student Groups-My Groups**- On this page you will find all of the groups you belong to. Click on group's name to access the following:
  - ✓ **Group Details**-Click here to edit your group's profile
    - ✓ **Blog**-Create a discussion blog and publish for your members only or the entire student body.
    - ✓ **Budget**-Budget information will be covered in the mandatory **Budget Workshops** conducted by Ms. Felisha Whitehead.
    - ✓ **Photo Gallery** ✓ **Documents** ✓ **Links** ✓ **Notes** ✓ **Polls**