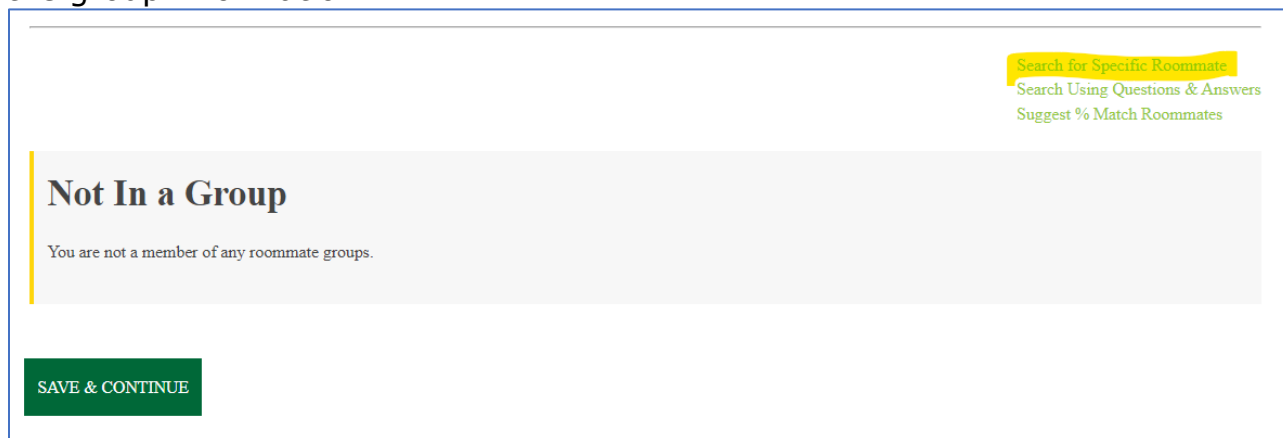


## How to Create a Group for Upper-Class Students

Once you know who you would like to live with, the Group Leader is responsible for making the group in the application, adding the other student(s), verifying the group once the request has been accepted, and booking spaces for all students in the group

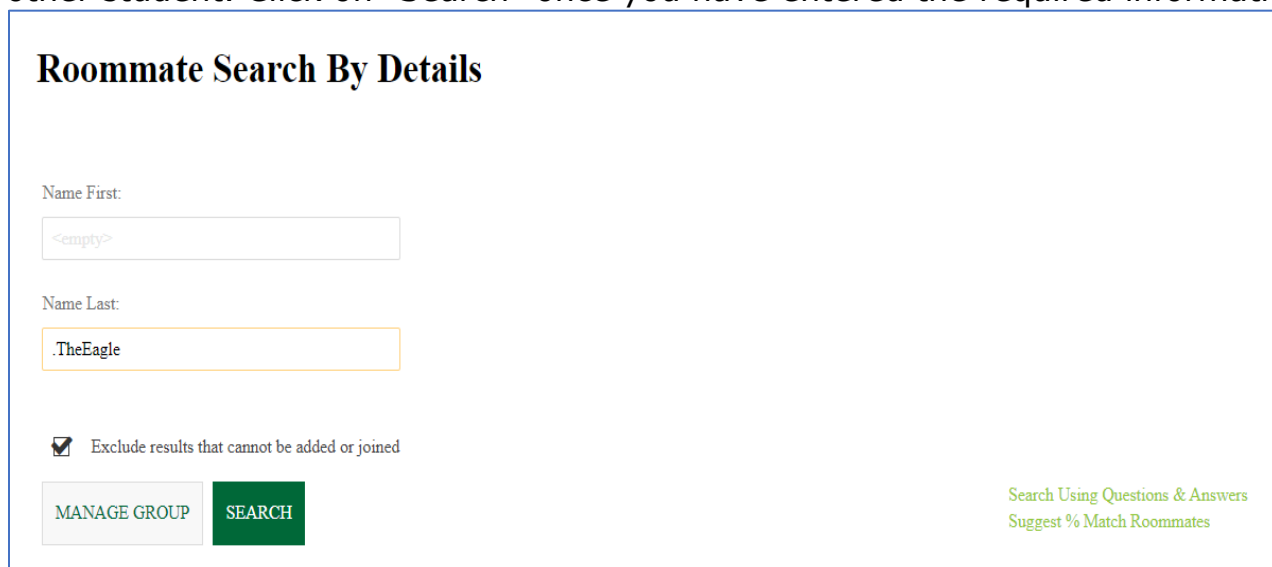
**The student designated as the Group Leader needs to complete the following:**

- (1) Click on "Search for Specific Roommate" from the links listed in the upper right of the group information



This screenshot shows a web interface for a roommate search application. In the top right corner, there are three links: "Search for Specific Roommate" (highlighted in yellow), "Search Using Questions & Answers", and "Suggest % Match Roommates". The main content area has a light gray background with the heading "Not In a Group" and the text "You are not a member of any roommate groups." Below this, there is a green button labeled "SAVE & CONTINUE".

- (2) Enter your group members LEGAL first and/or last name into the text boxes. If you enter a nickname or have the spelling wrong, you won't be able to find the other student. Click on "Search" once you have entered the required information



This screenshot shows the "Roommate Search By Details" page. It features two text input fields: "Name First:" with a placeholder "<empty>" and "Name Last:" with the text ".TheEagle". Below these fields is a checkbox labeled "Exclude results that cannot be added or joined", which is checked. At the bottom left, there are two buttons: "MANAGE GROUP" and "SEARCH". On the bottom right, there are two links: "Search Using Questions & Answers" and "Suggest % Match Roommates".

- (3) As long as the information you entered is correct AND the other student is not a member of another group, you will see the student as an option to add to your group. Click on "Add to Group" to add the person to your group.

This action sends an email the other student, telling them that they have a request to join.

This also auto-creates a group for you.

## Roommate Search By Details

Name First:

Name Last:

☒ Exclude results that cannot be added or joined

[MANAGE GROUP](#) [SEARCH](#)

Search Using Questions & Answers  
Suggest % Match Roommates

Richard .TheEagle

Age: 21

Classification: Freshman - 19

Gender: Male

Description:

49%  
Match

[ADD TO GROUP](#)  
[SEND MESSAGE](#)  
[VIEW PROFILE](#)

Repeat this process to request more people to your group, if desired.

- (4) After requesting other students to join you, the application will refresh to the "Group up with Roommates/Suite-mates" page. You will see the outgoing request(s) you just made. Please note that requests expire in 7 days.

The other student has 7 days to accept or deny your request.

If they deny your request, you will get an email stating this. If they deny your request, delete your group and restart the process to find a roommate. If the request expires and you haven't heard from the potential roommate/suite-mate, delete your group and restart the process to find a roommate. If they approve your request, you will get an email prompting you to return to the application to verify your group.

**DO NOT VERIFY YOUR GROUP UNTIL ALL INVITED MEMBERS HAVE ACCEPTED YOUR REQUEST.**

<a href="#">VERIFY GROUP</a>	<a href="#">DELETE GROUP</a>	<a href="#">Search for Specific Roommate</a> <a href="#">Search Using Questions &amp; Answers</a> <a href="#">Suggest % Match Roommates</a>
<div><div><b>Swoop .TheEagle (Group Leader)</b> Age: 35 Classification: Returning Gender: Male Description: test description</div><div><a href="#">VIEW PROFILE</a></div></div>		
<h3>Outgoing Requests</h3>		
<div><div><b>** Sam .TheBadger**</b> Age: 21 Classification: Transfer Gender: Male Description: Expiry Date: 2/7/2022 15:48</div><div><a href="#">CANCEL</a></div></div>		
<div><div><b>Richard .TheEagle</b> Age: 21 Classification: Commuter Gender: Male Description: Expiry Date: 2/7/2022 15:43</div><div><a href="#">CANCEL</a></div></div>		
<p>Group Name: Group Swoop .TheEagle6d43237478</p>		
<a href="#">SAVE &amp; CONTINUE</a>		

- (5) Once all invited members have accepted your request, the Group Leader needs to log back into the application and click on the “Verify Group” button

VERIFY GROUP DELETE GROUP

Search for Specific Roommate  
Search Using Questions & Answers  
Suggest % Match Roommates

Swoop.TheEagle (Group Leader)  
Age: 35  
Classification: Returning  
Gender: Male  
Description: test description

VIEW PROFILE

- (6) Once your group is verified, a notification will display at the bottom of the page.

Group Name: FormAGroupDirections

**Verified**  
Your roommate group has been verified.

SAVE & CONTINUE

At this point, you are ready to proceed to room selection. This will take place at your assigned lottery date and time.