Roommate Groups

# Creating a Roommate Group  // everyone
- From the Roommate Groups section of the housing application, select Create Group.
- Assign the group a name, then a password. Properly formed passwords have:
  - >= 8 characters
  - Lowercase letter
  - Uppercase letter
  - Numeric character
  - Symbol character
- Click the create group button at the bottom of the page.

# Deleting a Roommate Group // group leader
- From the Roommate Groups section of the housing application, select Delete Group. This button will only appear when a group is created (and, presumably, you’re the group leader).

# Editing a Roommate Group // group leader
- From the Roommate Groups section of the housing application, select Edit Group and from here you can change the group’s name or password (I assume that only the leader can do this, but not sure on that.)

# Suggested Roommates // everyone
- Once a Roommate Group is created, in the Roommate Groups page of the housing application, click Suggest Roommates above your group. This page will display roommates that have a high percentage match based on your profile questions.

# Search for Roommates by Profile // everyone
- Once a Roommate Group is created, in the Roommate Groups page of the housing application, click Search for Roommates by Profiles. Here, you can filter people in the roommate pool by their responses to profile questions. Adjust any needed questions from ‘Any’ to your required response to filter down the pool.

# Search for Roommates by Details // everyone
- Once a Roommate Group is created, in the Roommate Groups page of the housing application, click Search for Roommates by Details. From this page, if you know the student’s ID number or name, you can find that person based on the details you provide. This page is good if you know who you want to be roommates with, and adding them to your group.

# Viewing Profiles of Group Members // everyone
- Once you’re in a Roommate Group, in the Roommate Groups page of the housing application, you can view the group you are in. To view additional details about each group member, click View Profile next to their name.

# Removing a Group Member // group leader
- If you’re the group leader, you can remove roommates from the group. To do so, on the Roommate Groups page of the Housing Application, select Remove Roommate to kick them from the group.
# Promoting a Group Member // group leader
- If a group leader would no longer like to hold that designation, it can promote another member to the position. To do so, on the Roommate Groups section of the housing application, choose Make Leader next to the desired member’s name. Upon doing so, the old group leader will no longer be a group admin.

# Leaving a Group // group member
- If you’re not a group leader, but are in a group, on the Roommate Groups page of the housing application, choose Leave this Group to exit the group!

# Joining a Group // group member
- To join a preexisting roommate group, click Join Group on the Roommate Groups page. Enter the group name and password to be added to the group.

# Searching for a Group // group member
- If you need a roommate group, you can search for one using the Roommate Group Search option on the Roommate Groups section of the housing application.
- Fields include: Group Size, Group Name, Member Name.
- Note: there’s no visible search button on the page, it appears to update automatically.

# Messaging Group // group member & group leader
- Once you are in a group, you can message individual members from the Send Message button next to their entries.
### Roommate Groups

**Group: testGroup**

<table>
<thead>
<tr>
<th><strong>Group Leader</strong></th>
<th><strong>Corey</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Age:</strong> 26</td>
<td><strong>Age:</strong> 20</td>
</tr>
<tr>
<td><strong>Classification:</strong> Junior/Senior</td>
<td><strong>Classification:</strong> Junior/Senior</td>
</tr>
<tr>
<td><strong>Gender:</strong> Male</td>
<td><strong>Gender:</strong> Male</td>
</tr>
</tbody>
</table>

**Description:**

- **Group Leader:**
  - Age: 26
  - Classification: Junior/Senior
  - Gender: Male
  - Description:

- **Corey:**
  - Age: 20
  - Classification: Junior/Senior
  - Gender: Male
  - Description: