

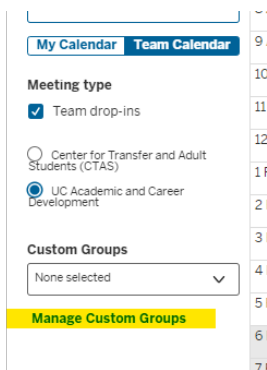
# SAS Team Drop-In Instructions

Team Drop-ins in SAS allow offices to define a team of advisors that collectively deliver drop-in advising appointments, create drop-in slots for a team, and have the team drop-in slots appear in the SAS student view.

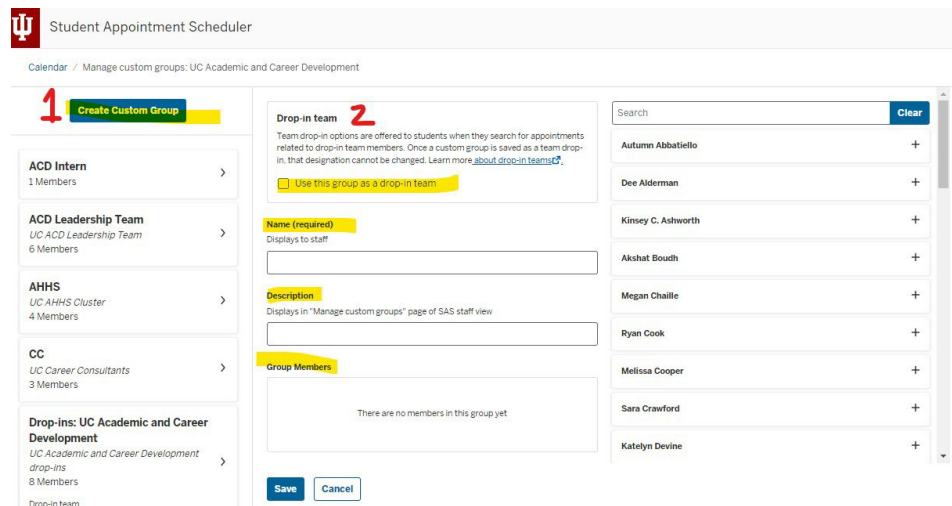
Please note, all users must be in the same AdRx profile campus and group (i.e. UC Academic and Career Development).

## Step 1. Create a Custom Group

In the SAS team calendar view, select Manage Custom Groups:



Then Create Custom Group:



Follow the steps to complete the process of setting up a custom group that is available for team drop-ins.

- Check **Use this group as a drop-in team**
- **Name:** Please note, names display to students for your Team Drop-in Group; make it easy for students to understand what kind of discussions they will have during their appointments with

you. You can also add information in a Details box that will display to students (pre-med bio major drop-ins).

- **Description**
- **Group Members:** Add group members by clicking the plus sign next to their name found on the list in the right-hand column.
- Make sure to hit **Save**

## Step 2. Add Team Drop-ins to SAS

Once the group is created, you can add the team drop-ins in the SAS team view calendar, just like creating an open slot for appointments. You create the slot once, and it will appear on everyone's calendar who is on the custom group you created.

In the Drop-in team drop-down menu, the custom group (or groups) you created for team drop-ins will appear. You do not have to remember the name to fill in.

You can pick multiple meeting modalities for team drop-ins.

Make sure you fill in the location information (in-person details, online details, etc.) for all the modalities that you select.

Make sure to hit Create Slot at the end and everyone on the Drop-in Team will have it added to their calendar.

At this time, Team Drop-in slots do not sync with Outlook!

For additional training please review the following resources:

<https://blogs.iu.edu/ocss/2022/08/09/team-drop-in-appointments-new-release-with-more-features-coming-soon/>

<https://blogs.iu.edu/ocss/2022/09/07/tuesday-tech-time-recording-for-september-6-now-available/>