# Creating a Roommate Group and Roommate Search Tips

## **Creating Roommate Group**

## STEP 1

Fill out your Roommate Profile page with some information about yourself.



## STEP 2

Click on **Save & Continue** to head to the Roommate Request & Group Formation Page.



## STEP 3

This is what your Roommate Requests/Group Formation page looks like if you have not yet created or joined a roommate group.

**Remember:** Only one person can be the Group Leader. You can use the roommate search features to find roommates and then decide who will be the Group Leader from that point on.

	nt Boarn Type & Preferences (Cont, Mole)	Dietary Information (MARI)	Roommate Profile	Roommote Requests/Or oup Formation (MARM)	Submit Applostion/ Agreement	Room Selection	Medi Plan Selection	HC Agri	amount.
	, 0	0	0	•	•	•	•		STATE -
	Not in a Group You are not a member	at any roomme	ne groups.						
	Create Group					Join Gr Search Search Sugges	cup for Roammate for Roammates ± Roammates	a by Defails s by Profiles	
- A	B Benedictin Residence	e University Life	r				Comps	n Locations	

## STEP 4

If you and your roommate(s) have decided that you will be the group leader, click on **Create Group.** 

**Remember:** Only one person can be the Group Leader. You can use the roommate search features to find roommates and then decide who will be the Group Leader from that point on. *See Finding Potential Roommate Tips and Steps.* 



## STEP 5

Create a Group Name and Password for your Group.

	) 🥥	0	0	•
	Roommate Gro Group Name:	up Details		
	BestGroupEver	0		
	Password:			
8				
1				

#### **STEP 6**

Once you have confirmed the Group Name and Group Password, click on "**Save Group.**"

	Confirm Password:	
800		
7 1		

## Step 7: Confirm Roommate Group \*\*\* \*\*\*

See Tips 7 -9 for Group management below for additional guidance.

## **Finding Potential Roommates - Navigation Tips**

# **Tip 1 - Search for Roommates by Details**

You have the option to Search for Roommates by Details (search using criteria like gender or age), Search for Roommates by Profiles (search using the Roommate Profile questions as criteria), or Suggest Roommates.



## **Tip 2 - Search for Roommates by Details**

When you use the Search for Roommates by Details, Search for Roommates by Profiles, or Suggest Roommates options, your results will display the web name, age, classification, gender, and bio of your potential roommates. You will also see a percentage that indicates how similarly you filled out the Roommate Profile questions.

	Gender Any -		-
	Age:		a trans
	Exclude results that cannot be added or joined Manage trace	Search for Roommates by Probles	STATE - LAND
7	Jomes.123 Age: 3	Add Yo through	
	Classification: aurior Gender: Note Description: Test	Gits Massh Gord Message Vises Availas	1
			~ 9
	Benedictine University Residence Life	Campus Lasations Liste Main Campus	

## **Tip 3 - Roommate Search by Profile**

This is what the **Roommate Search by Profile** page looks like - you can choose one or more of the profile questions to find a roommate that may be compatible.

1	Koommate 5	earch by Promes	<b>i</b>
	Roommate Mate	ching	
	Club Sports:		
	Any	~	
	I prefer to go to bed:		
	11:00PM	~	
	Are you interested in	living in Greek Life Comm	unity?
	Any	v	
1	Are you interested in	living in LEADS Communit	λ5
	Any	~	Made with Tango.us

#### **Tip 4 - Navigate back to Roommate Group**

To return to the Roommate Requests/Group Formation page, you can click on "Manage Group" at any time.



## **Tip 5 - Viewing Profiles and Messaging**

You can opt to click on "View Profile" to see how your potential roommate answered the Roommate Profile Questions. You can also **send messages** to start a conversation about potentially being a roommate.

![](_page_5_Picture_0.jpeg)

## **Tip 6 - Adding to a group from search results**

When you know you want to add a person to your group, click on "Add To Group."

egory:		View Profile	
		Add To Group	
h a d	47% Match	Send Message	
bed		View Profile	

## **Tip 7 - Pending Requests**

On your Roommate Requests/Group Formation page, you will now see an outgoing request to your roommate(s). Your group will not be confirmed until any outgoing requests have been accepted.

Your request to odd Mike.123 to group BestGroupEv	ver has been sent.
Verify Group Delete Group Edit Group	Search for Roommotes by Details Search for Roommotes by Profiles Suggest Roommotes
Robert.569 (Group Leader) Age: 34	
Classification: Junior Gender: Male	View Profile
Description: I like dogs and hiking! I study during th a roommate who likes to listen to music! Category	he day and game at night. I want
1	2 - TOPON
Outgoing Requests	,
Outgoing Requests Mike 123 Age: 31	
Outgoing Requests Mike 123 Age: 31 Clossification: Junior Gender: Male	
Outgoing Requests Mike 323 Age: 31 Clossification: Junior Gandar: Male Description: I want to listen to music with my room	mate and go to bed early at

#### **Tip 8 - Accepted Requests**

When your Roommate Request has been accepted, you will see the following: You have the option to verify, delete, or edit your group. You also have the option to make your roommate the Group Leader, remove your roommates, or send messages to your roommates.

Verify Group Delete Group Edit Group	Search for Roommates by Deta Search for Roommates by Profil Suggest Roommates
Robert.569 (Group Leader)	
Age: 34 Classification: Junior	
Gender: Male	View Profile
Description: Like dogs and hising Likudy during the doy and game at hight, Likant a roommate who likes to listen to music!	+
Mike.123	Remove Boommate
	<b>^</b>
Aga: 31	
Age: 31 Clossification: Junior Gender: Male	MoxeLeedler
Age: 31 Classification: Junior Gender: Male Description: I want to listen to music with my roommate and go to bed early at	Send Message

## Tip 8 - Verify Group

Click on Verify Group when your roommate group is complete and everyone has accepted their requests.

![](_page_7_Picture_0.jpeg)

## **Tip 9 - Group Confirmed, Wait for Room Selection!**

You will see a **"Verified"** box at the top of your Roommate Requests/Group Formation page if your group has been verified.

	Roommo	ate Requ	ests/Gro	up Forma	ation (MA	AIN - CO	ONT, R	ETURN)			
3	Verified										
	Your room	nate group h	as been verifie	rci.							
	Group: Bes	tGroupEve	r								
- [	Delete Group	Edit Group	]					Search Search Sugge	n for Roomm h for Roomm st Roomma	nates by De nates by Pro tes	toils dies
	Robert.565	(Group Lead	er)								
	Age: 34	10000									
	Gender M	on: Junior No						V	iow Profile		
P	Description	t like dogs a	nd hiking/ I stu	dy during the	day and gam	e at night. I	want		00000-0010	_	
	a roomma	te who likes to	isten to musi	ic!						•	r
											_
	Mike.123							Remo	we Roommat		

Click on Save & Continue - and you are all set until Room Selection!

![](_page_8_Picture_0.jpeg)