

Student Organizations

EVENT CHECK-IN PRESENCE/INVOLVE

WHERE CAN YOU FIND THIS PRESENTATION?

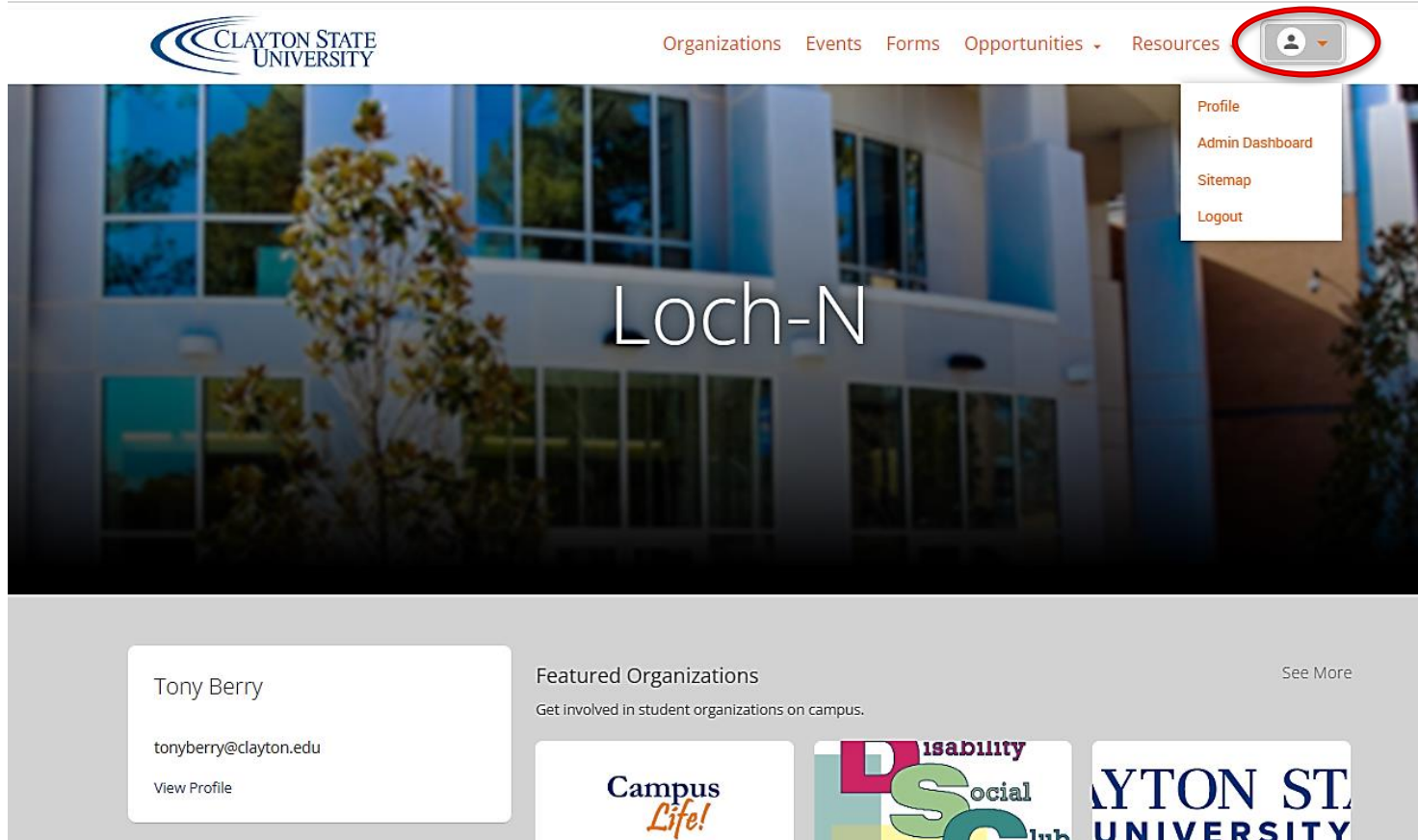


clayton.edu/laker-life/docs/laker-life-presence-event-check-in.pdf



WEBSITE (PC/MAC)

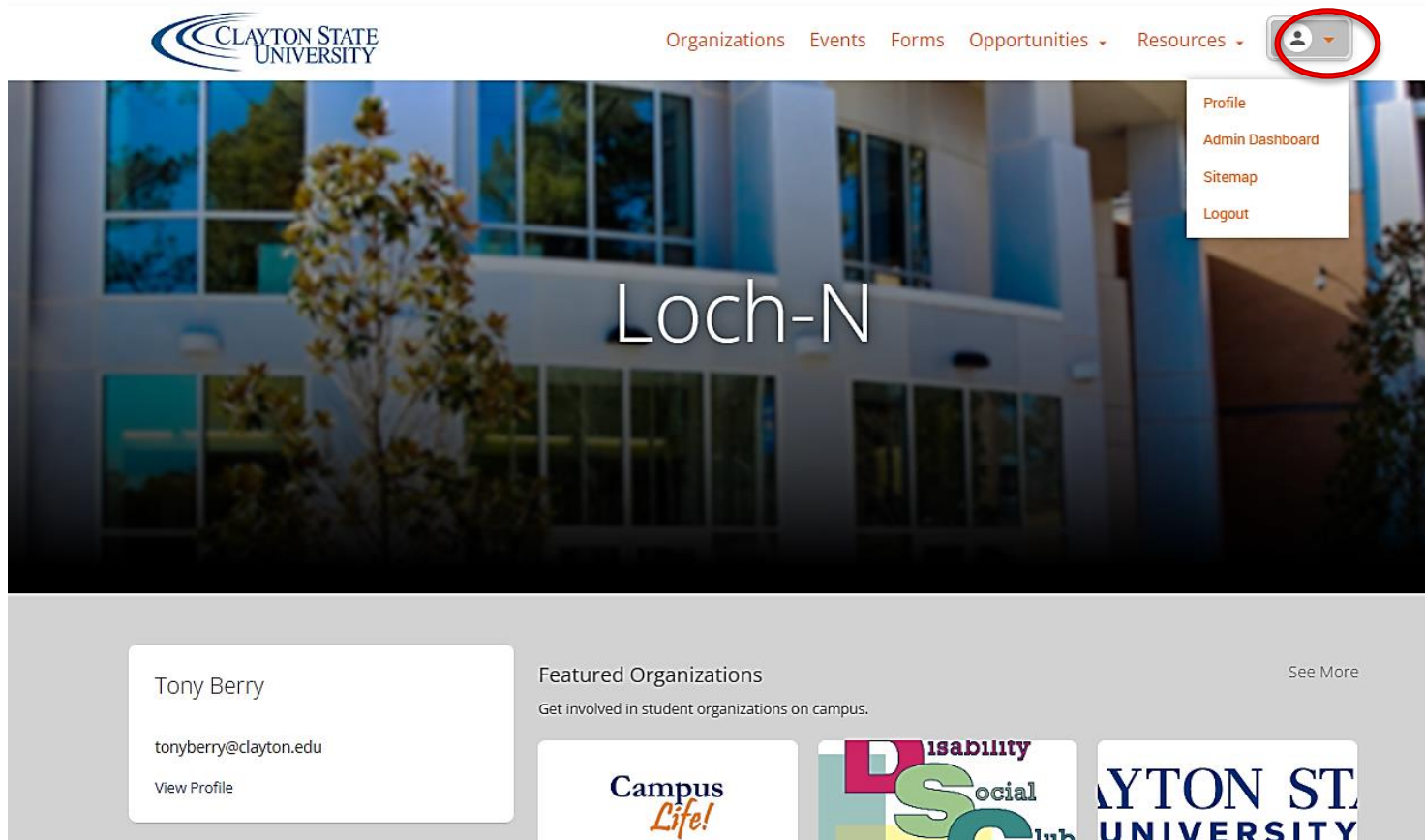
- Go to Presence (clayton.presence.io) and login (CSU credentials).



The screenshot shows the Clayton State University Presence website. The top navigation bar includes links for Organizations, Events, Forms, Opportunities, and Resources. A user profile icon is circled in red, and a dropdown menu is open, showing options for Profile, Admin Dashboard, Sitemap, and Logout. The main content area features a large image of a building with the text "Loch-N" overlaid. Below the image, there is a user profile card for Tony Berry, with the email address tonyberry@clayton.edu and a View Profile link. To the right, there is a section for Featured Organizations, with the text "Get involved in student organizations on campus." and a See More link. The featured organizations include Campus Life!, Disability Social Club, and Clayton State University.

WEBSITE (PC/MAC)

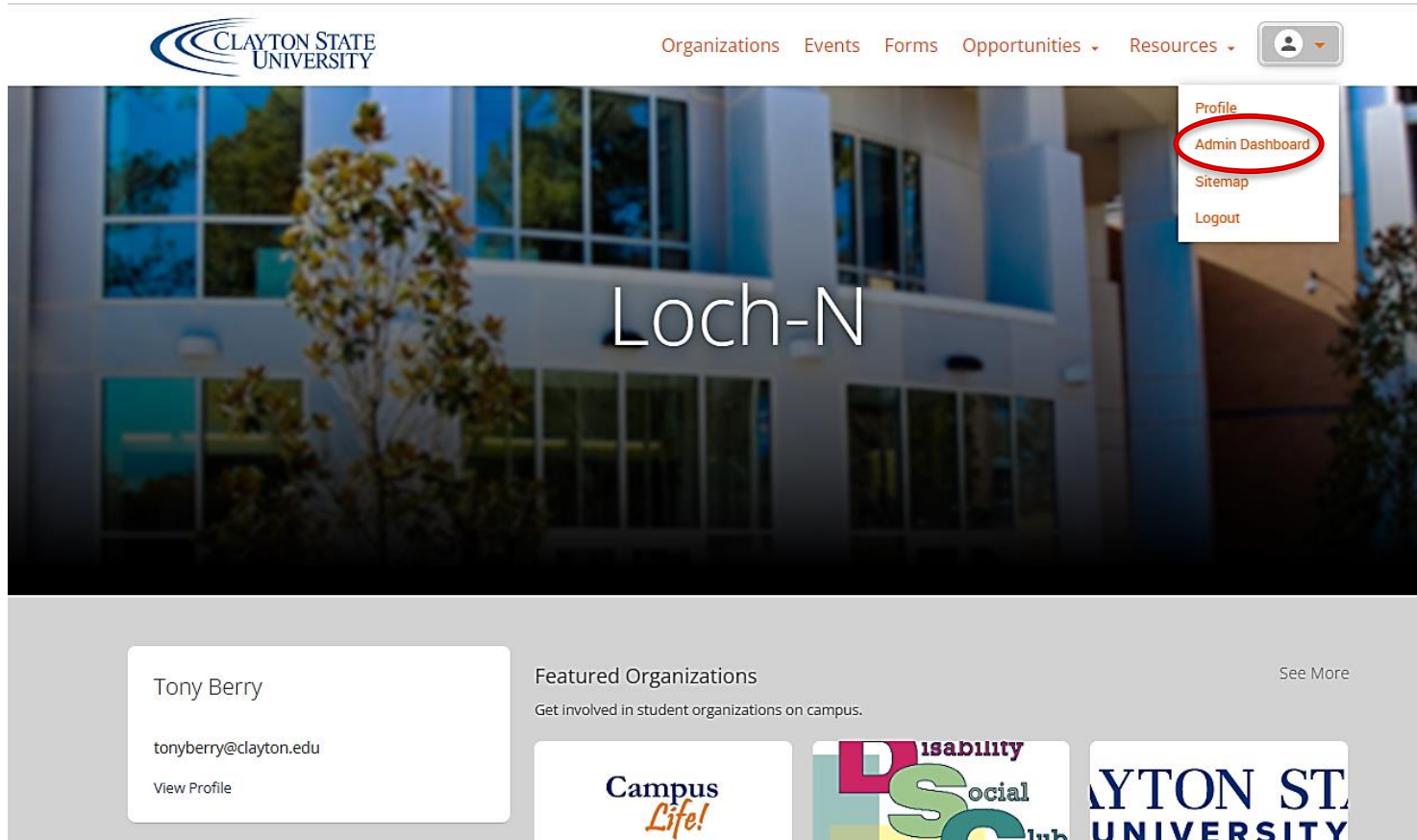
- Go back to the “person” with downward facing triangle and click the triangle.



The screenshot shows the top navigation bar of the Clayton State University website. The logo is on the left, and navigation links for Organizations, Events, Forms, Opportunities, and Resources are in the center. On the right, a user profile icon (a person silhouette with a downward triangle) is circled in red. A dropdown menu is open, listing Profile, Admin Dashboard, Sitemap, and Logout. Below the navigation bar is a large banner image of a building with the text "Loch-N" overlaid. At the bottom, there is a user profile card for Tony Berry (tonyberr@clayton.edu) and a section for Featured Organizations with logos for Campus Life!, Disability Social Club, and Clayton State University.

WEBSITE (PC/MAC)

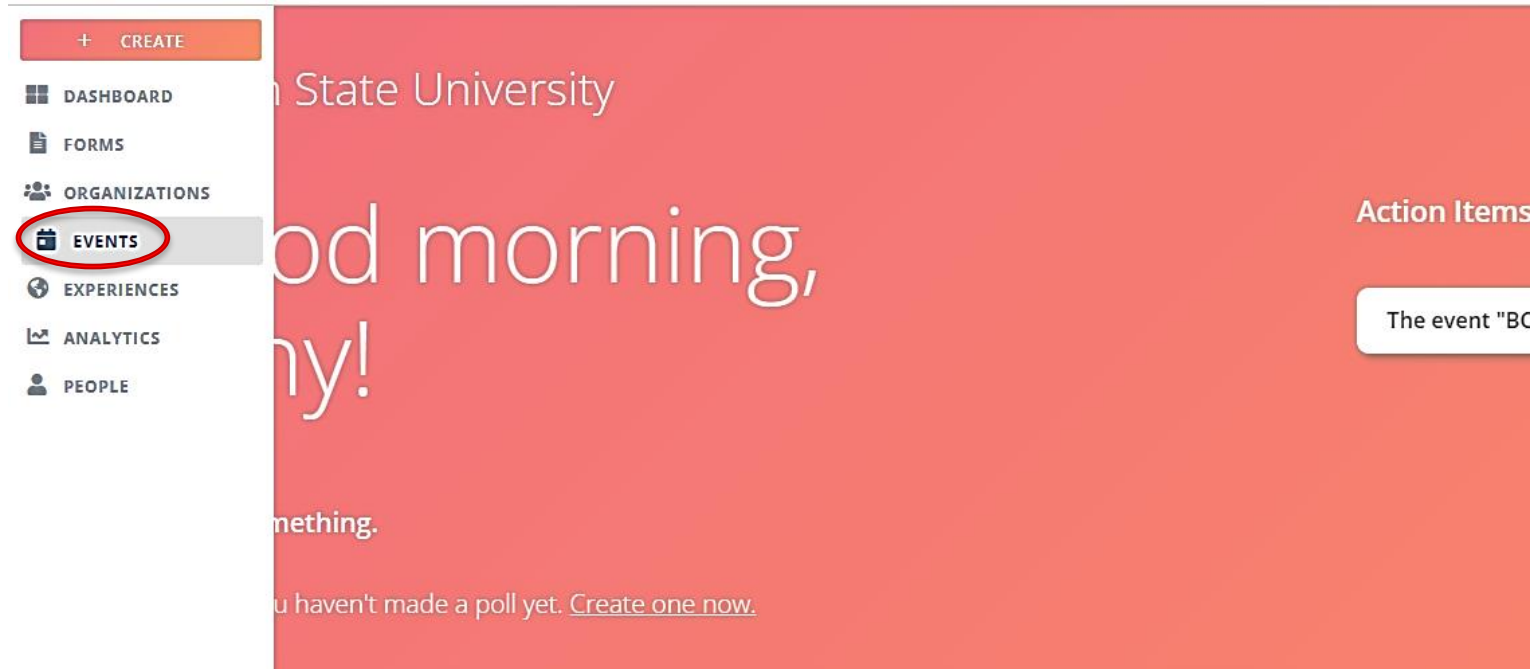
- Click the arrow and select “Admin Dashboard.”



The screenshot shows the top navigation bar of the Clayton State University website. The logo is on the left, and navigation links for Organizations, Events, Forms, Opportunities, and Resources are in the center. On the right, there is a user profile icon with a dropdown arrow. The dropdown menu is open, showing options for Profile, Admin Dashboard (circled in red), Sitemap, and Logout. Below the navigation bar is a large banner image of a building with the text "Loch-N" overlaid. At the bottom, there is a section for "Featured Organizations" with a profile card for Tony Berry and logos for Campus Life!, Disability Social Club, and Clayton State University.

WEBSITE (PC/MAC)

- From the Admin Dashboard, go to the left & select “EVENTS” from the sidebar.”



WEBSITE (PC/MAC)

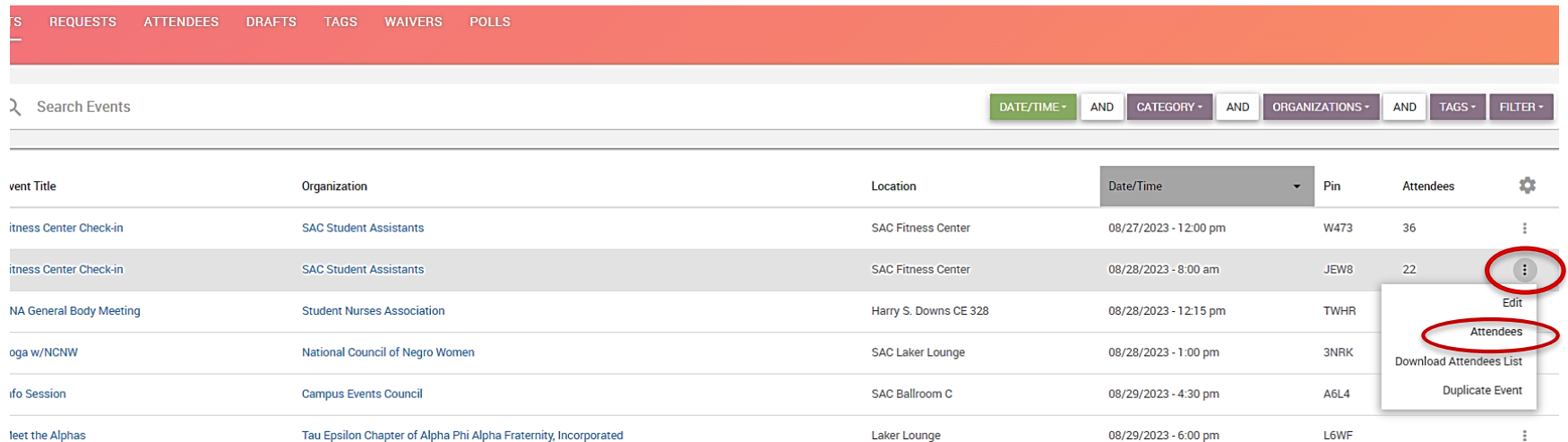
- From the list of events, find yours. You may need to adjust the date (**DATE/TIME**) to make it easier to locate.
- Hit “enter” after you select a date/time close to your event.

The screenshot displays the 'Events' section of a website. At the top, there is a navigation bar with links for 'EVENTS', 'REQUESTS', 'ATTENDEES', 'DRAFTS', 'TAGS', 'WAIVERS', and 'POLLS'. Below this is a search bar labeled 'Search Events'. To the right of the search bar are several filter buttons: 'DATE/TIME', 'CATEGORY', 'ORGANIZATIONS', 'TAGS', and 'FILTER'. The 'DATE/TIME' button is highlighted with a red circle. Below the search bar is a table of events with columns for 'Event Title', 'Organization', 'Date/Time', 'Pin', and 'Attendees'. A date/time selection dropdown menu is open, showing a calendar for August 2023. The date '27' is selected, and the time '9:35 am' is displayed. The table of events includes the following data:

Event Title	Organization	Date/Time	Pin	Attendees
Fitness Center Check-in	SAC Student Assistants	08/27/2023 - 12:00 pm	W473	36
Fitness Center Check-in	SAC Student Assistants	08/28/2023 - 8:00 am	JEW8	22
SNA General Body Meeting	Student Nurses Association	08/28/2023 - 12:15 pm	TWHR	
Yoga w/NCNW	National Council of Negro Women	08/28/2023 - 1:00 pm	3NRK	
Info Session	Campus Events Council	08/29/2023 - 4:30 pm	A6L4	
Meet the Alphas	Tau Epsilon Chapter of Alpha Phi Alpha Fraternity, Incorporated	08/29/2023 - 6:00 pm	L6WF	
Meet the Poodles	Sioma Gamma Rho Sorority, Inc.	08/29/2023 - 7:22 am	3NHG	

WEBSITE (PC/MAC)

- Once you find your event, go to the three dots on the right.
- Click on the dots & then select “Attendees” from the menu that appears.

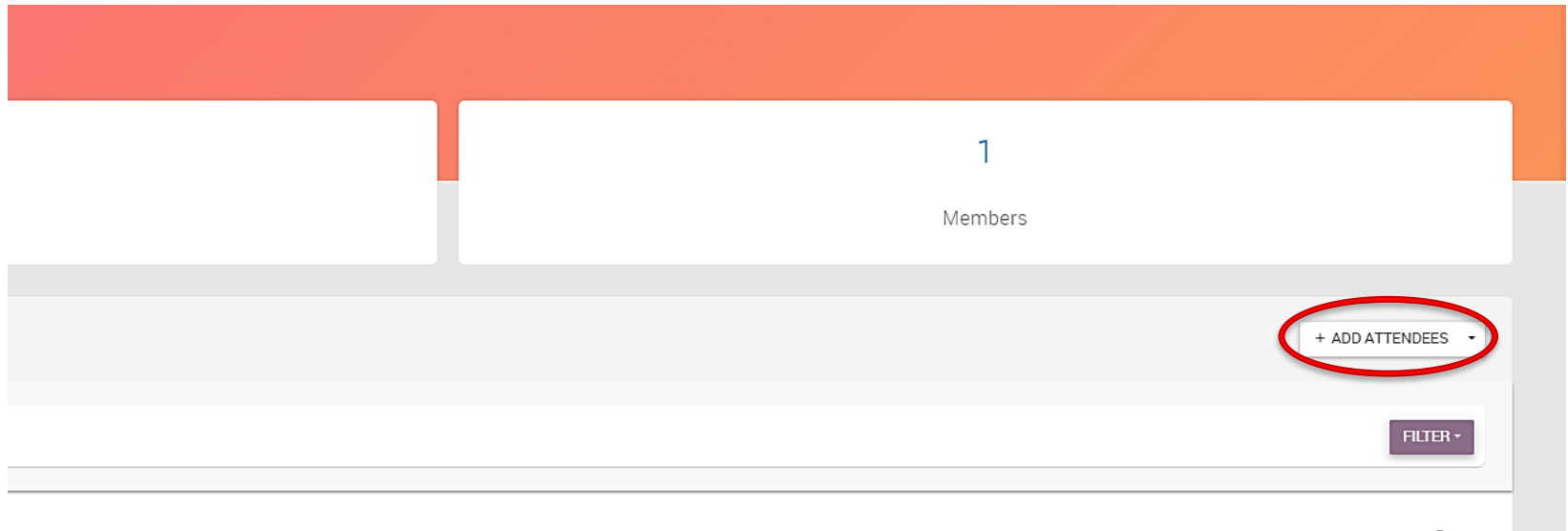


The screenshot shows a web application interface with a navigation bar at the top containing links for REQUESTS, ATTENDEES, DRAFTS, TAGS, WAIVERS, and POLLS. Below the navigation bar is a search bar labeled 'Search Events' and a set of filter buttons: DATE/TIME, AND, CATEGORY, AND, ORGANIZATIONS, AND, TAGS, and FILTER. The main content area is a table with the following columns: Event Title, Organization, Location, Date/Time, Pin, Attendees, and a settings icon (gear). The table contains several rows of event data. The second row, 'Fitness Center Check-in' by 'SAC Student Assistants' at 'SAC Fitness Center' on '08/28/2023 - 8:00 am', is highlighted. A dropdown menu is open for this row, showing options: Edit, Attendees (circled in red), Download Attendees List, and Duplicate Event. The 'Attendees' option is also circled in red.

Event Title	Organization	Location	Date/Time	Pin	Attendees	
Fitness Center Check-in	SAC Student Assistants	SAC Fitness Center	08/27/2023 - 12:00 pm	W473	36	⋮
Fitness Center Check-in	SAC Student Assistants	SAC Fitness Center	08/28/2023 - 8:00 am	JEW8	22	⋮
NA General Body Meeting	Student Nurses Association	Harry S. Downs CE 328	08/28/2023 - 12:15 pm	TWHR		⋮
oga w/NCNW	National Council of Negro Women	SAC Laker Lounge	08/28/2023 - 1:00 pm	3NRK		⋮
ifo Session	Campus Events Council	SAC Ballroom C	08/29/2023 - 4:30 pm	A6L4		⋮
leet the Alphas	Tau Epsilon Chapter of Alpha Phi Alpha Fraternity, Incorporated	Laker Lounge	08/29/2023 - 6:00 pm	L6WF		⋮

WEBSITE (PC/MAC)

- From the **Event Attendees** screen, go to the top right of the screen and select, “**+ ADD ATTENDEES**”.



WEBSITE (PC/MAC)

- To check students in, type their Laker ID numbers, their email address, or (if you have a card swipe attached) swipe their card.
- Then click, “**CHECK-IN.**” (not needed with card swipe)

The screenshot shows a web interface for checking students in. A modal window titled "Add Attendees" is open, featuring two tabs: "SINGLE ADD" and "BULK ADD". The "SINGLE ADD" tab is active, showing a text input field labeled "ID Number, Email, or Swipe Card" and a green "CHECK IN" button. Both the input field and the button are circled in red. The background shows a dashboard with a "Check-in" header, a time range of "8:00 am - 08:00 pm", and navigation links for "ATTENDEES", "FORMS", and "VIEW ON PORTAL". There are also statistics for "Attendees" (22) and "Members" (1).

INVOLVE APP

- On your phone or tablet, download the Involve (by Modern Campus) app.
- To do so, follow the links below or scan the QR Codes.



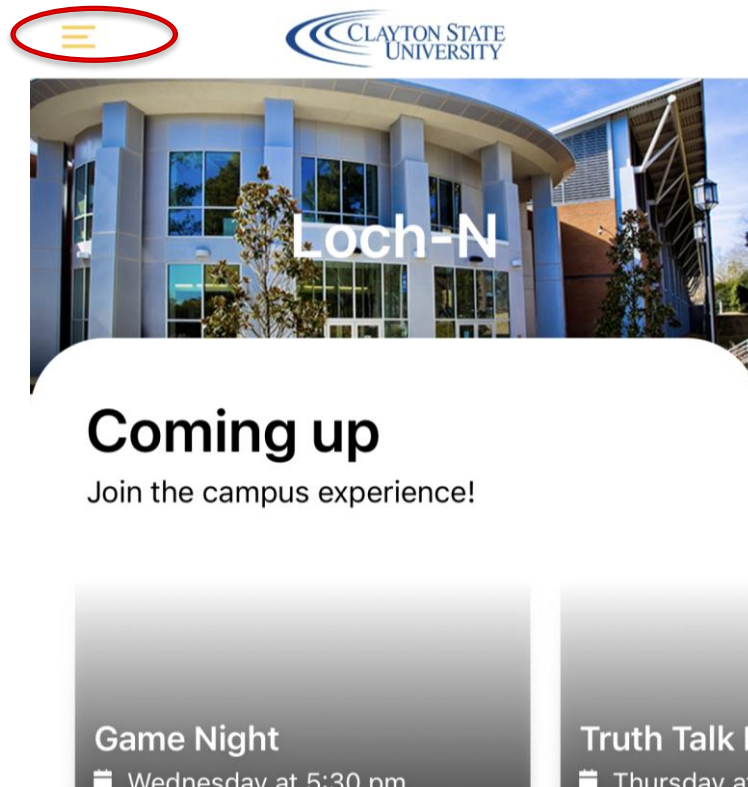
[Involve App Android](https://qrs.ly/1wf3a4i)
<https://qrs.ly/1wf3a4i>



[Involve App iOS](https://qrs.ly/jtf3a3s)
<https://qrs.ly/jtf3a3s>

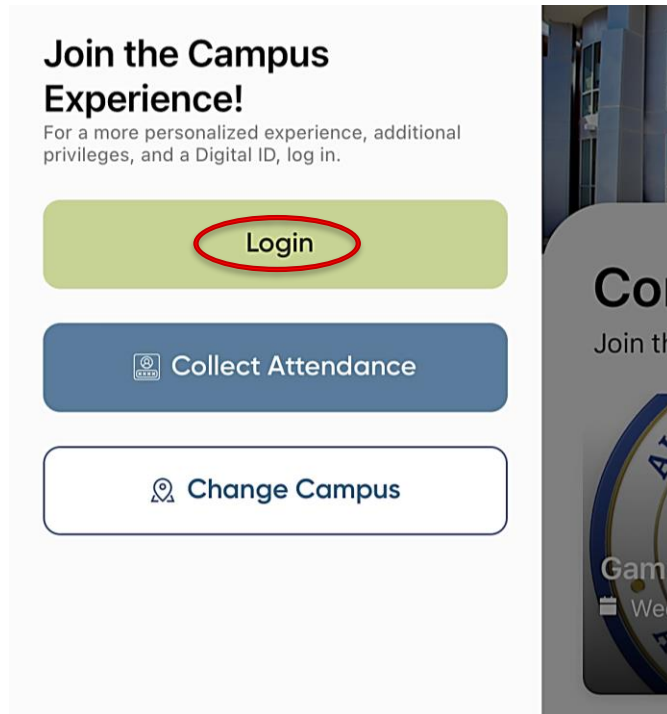
INVOLVE APP

- Once the app downloads, open it & select your campus. (Clayton State University)
- Next, go to the three lines in the top left corner of the app.



EVENT CHECK-IN WITH PRESENCE APP

- Log-in using your CSU Credentials.
- Follow the normal approval process for email.



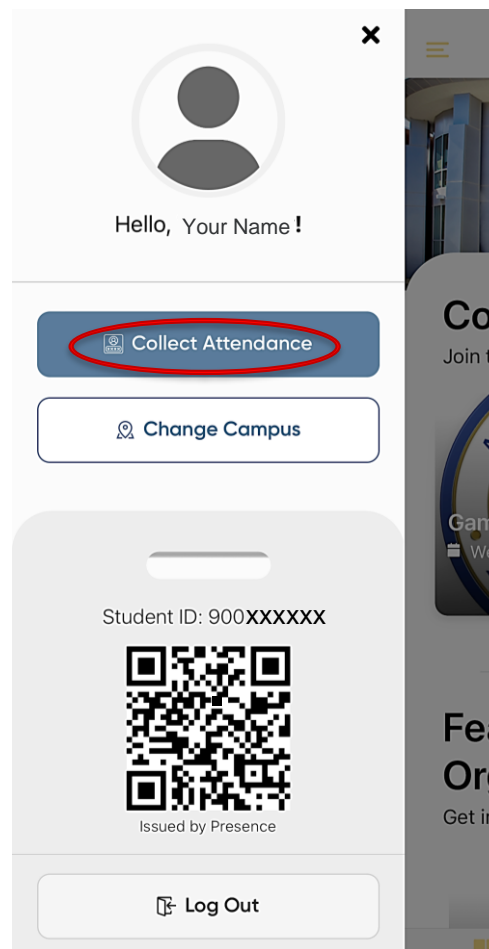
CSU Federation Services

Sign in

Sign in

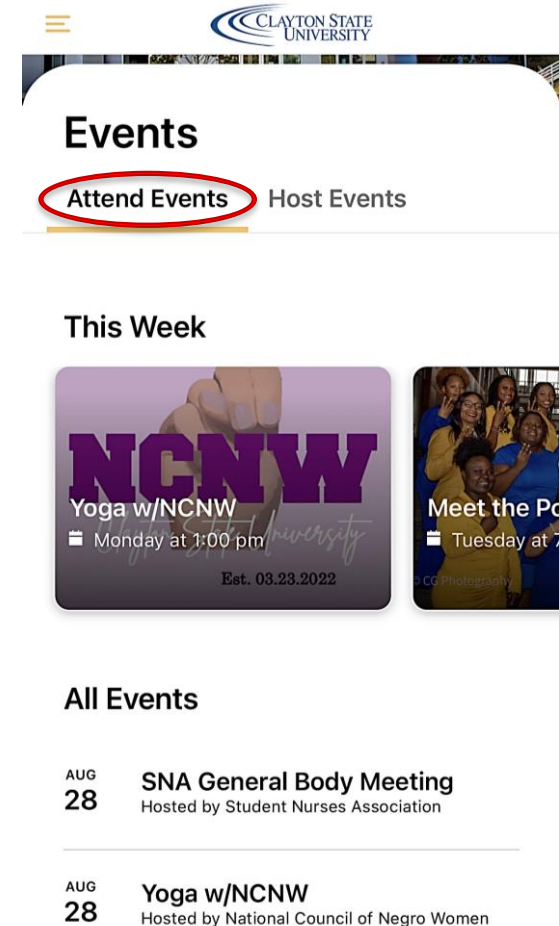
EVENT CHECK-IN WITH PRESENCE APP

- Next, you should see a person icon with the message “Hello, [Your Name]!”
 - Below that you’ll find a “Collect Attendance” button, a “Change Campus” button, and a QR Code to your Laker ID complete with your 900##### number.



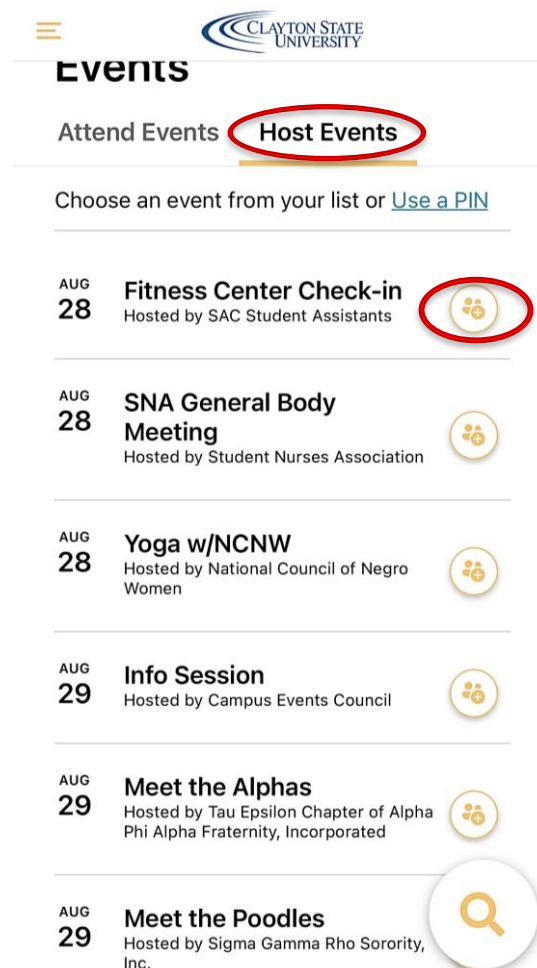
EVENT CHECK-IN WITH PRESENCE APP

- To find your event, select “Collect Attendance”.
 - This will take you to “Attend Events”.
 - This is a list of approved events that can be added to your calendar through the app.



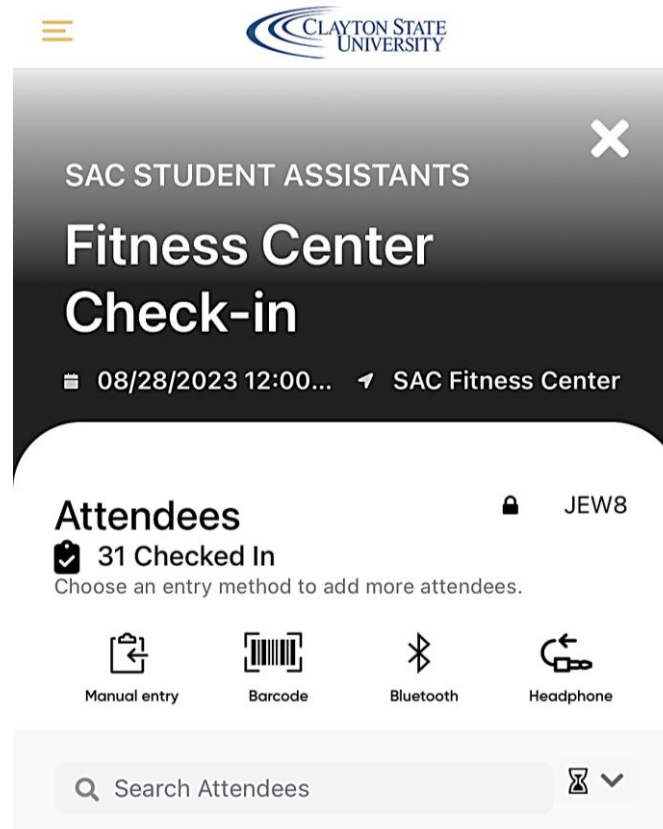
EVENT CHECK-IN WITH PRESENCE APP

- And “Host Events” option.
 - This takes you to events for organizations that you’re a member of. To take attendance for your event, select “Host Events.”
- Scroll down until you find your event and select it using the round icon to right of the event.



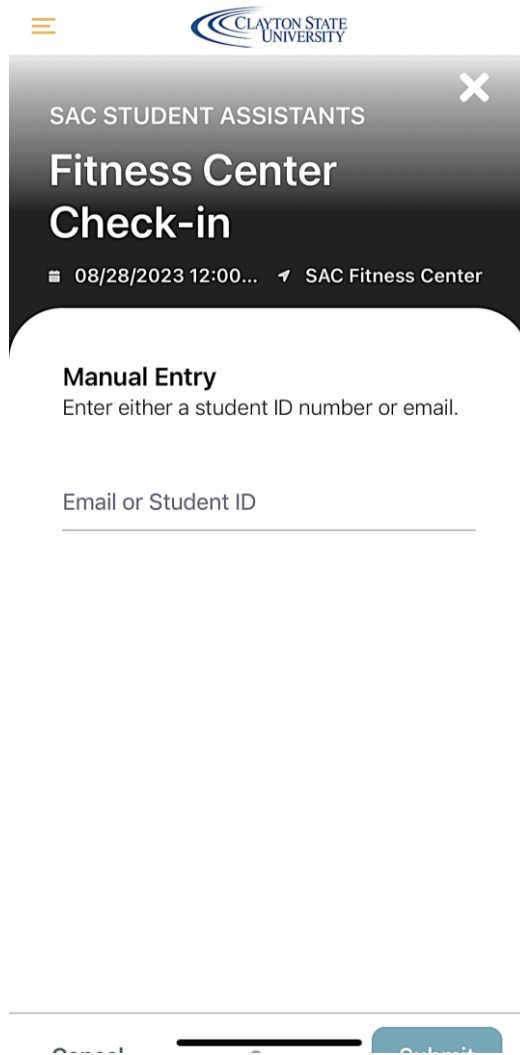
EVENT CHECK-IN WITH PRESENCE APP

- Select your preferred method of check-in.



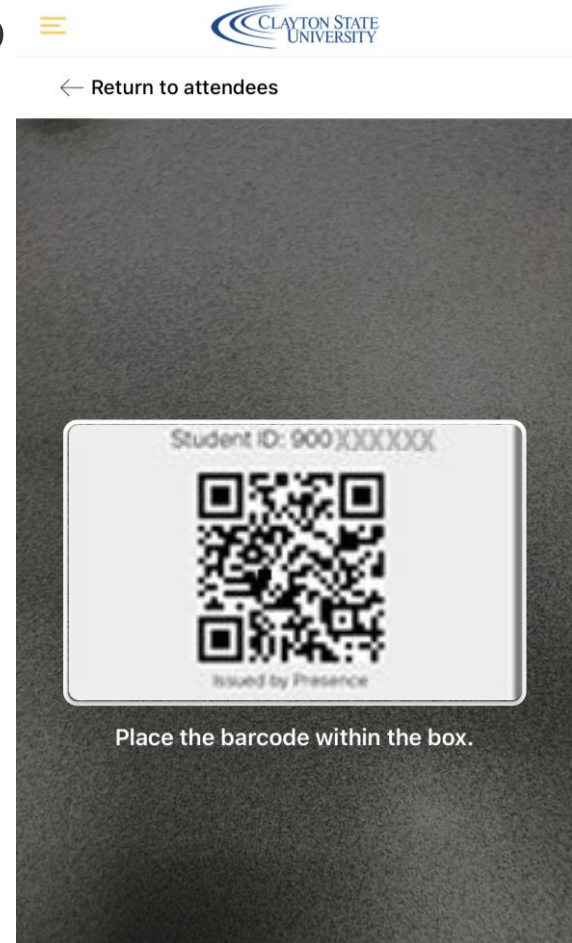
EVENT CHECK-IN WITH PRESENCE APP

- **Manual:** Enter event attendees' Laker IDs manually. Ex: 900#####



EVENT CHECK-IN WITH PRESENCE APP

- **Barcode:** Attendees would need to have the Presence App as well to scan their QR Code Laker ID using your device's camera.

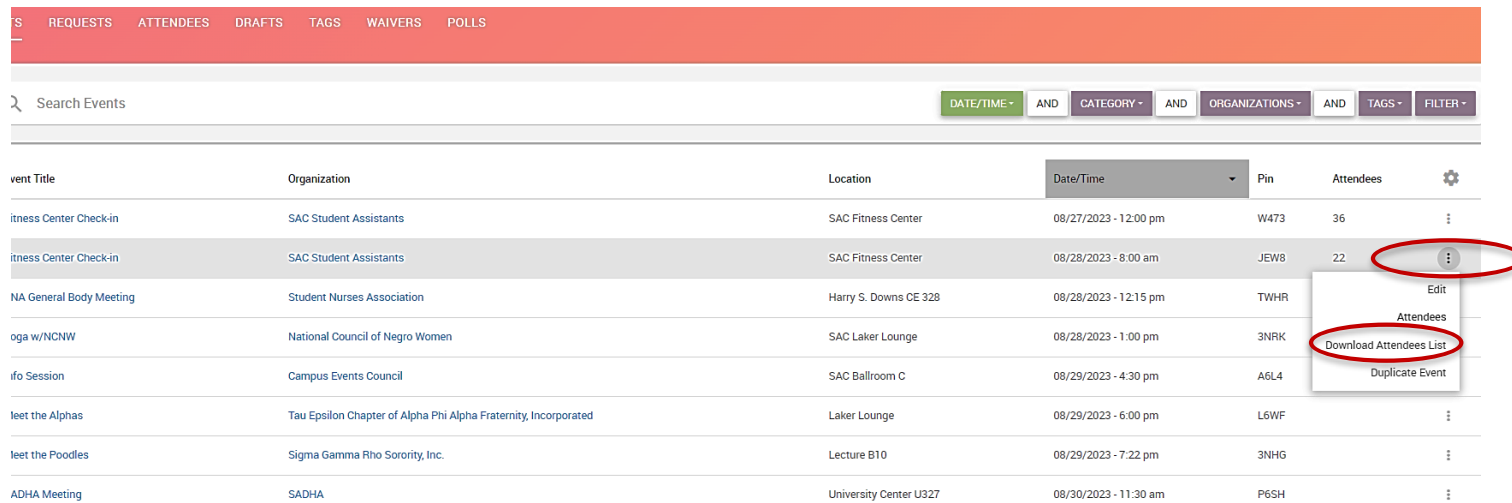


EVENT CHECK-IN WITH PRESENCE APP

- Select your preferred method of check-in.
 - Bluetooth: Connect to a Bluetooth card reader.
 - Headphone: Use the card reader attached to your device via USB-C or headphone connection.

EVENT CHECK-IN WITH PRESENCE

- To pull attendee lists, go back to EVENTS. Find your event & click on the three dots. Select “Download Attendees List” from the menu there.



The screenshot shows a web interface for event management. At the top, there are navigation tabs: REQUESTS, ATTENDEES, DRAFTS, TAGS, WAIVERS, and POLLS. Below the tabs is a search bar labeled 'Search Events' and a filter section with buttons for DATE/TIME, AND, CATEGORY, AND, ORGANIZATIONS, AND, TAGS, and FILTER. The main content is a table of events with columns: Event Title, Organization, Location, Date/Time, Pin, Attendees, and a settings icon (three dots). The second row of the table is highlighted, and a dropdown menu is open for its settings icon. The menu options are Edit, Attendees, Download Attendees List, and Duplicate Event. The 'Download Attendees List' option is circled in red.

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leet the Alphas	Tau Epsilon Chapter of Alpha Phi Alpha Fraternity, Incorporated	Laker Lounge	08/29/2023 - 6:00 pm	L6WF		⋮
leet the Poodles	Sigma Gamma Rho Sorority, Inc.	Lecture B10	08/29/2023 - 7:22 pm	3NHG		⋮
ADHA Meeting	SADHA	University Center U327	08/30/2023 - 11:30 am	P6SH		⋮

QUESTIONS?

Tony Berry

Technology & Communications Manager



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WHERE CAN YOU FIND THIS PRESENTATION?



clayton.edu/laker-life/docs/laker-life-presence-event-check-in.pdf

