

# **INVOLVE/PRESENCE FOR STUDENT ORGANIZATIONS**

# OVERVIEW

Link: [clayton.presence.io](https://clayton.presence.io)

## Organization Registration

- ❖ Organization Name
- ❖ Category
- ❖ President/Cover
- ❖ Category/Information
- ❖ Advisor/Advisors
- ❖ Roster
- ❖ Approval

## Event Registration

- ❖ Primary information
  - Name/Host/Co-Host/About
- ❖ Astra Link
- ❖ Time/Location/Contact
- ❖ Tags/Waivers/Notes
- ❖ Approvals

# WHERE TO FIND THIS PRESENTATION?



[clayton.edu/laker-life/docs/laker-life-presence.pdf](http://clayton.edu/laker-life/docs/laker-life-presence.pdf)

Laker  
*Life!*  
Division of Student Affairs

# LOCH-N LINK

- Link: <https://clayton.presence.io/>
- Link can also be found on the Campus Life website: <https://www.clayton.edu/laker-life/clubs-and-organizations> (tab “Student Organizations”)

# PRESENCE (INVOLVE)



Organizations

Organizations

Events

Forms

Resources

Sign-In

Sign-In

List of Approved Events

Forms

Helpful Information



News

Handy

Featured Organizations

See More

Get involved in student organizations on campus.

Department of Campus Life

Baptist Collegiate Ministries

Student Nurses Association

SOCIETY FOR

Simply Learning

CAMPUS EVENTS COUNCIL

# PRESENCE (LOCH-N)

Campus  
*Life!*

Department of Campus Life



CSU Student Chapter of ACM



Student Nurses Association

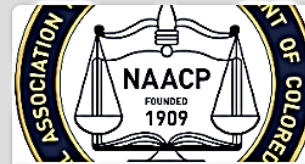
STUDENT  
ADVISORY

College of Business Student ...



AmeriCorps

Clayton State AmeriCorps



Clayton State University Coll...

Campus Forms

See More

More Forms here

Event Registration

Event Registration

Organization Registration

Organization Registration

Connect With Us



Tweets by @CSUCampusLife

Campus Life  
@CSUCampusLife  
Happy Fourth of July from @CSULakerLife at @ClaytonState!!! @CSUCampusLife @csu\_theSAC @CSUDRW @CSUHousing @CSU\_SA

HAVE A HAPPY & SAFE

# ORGANIZATION REGISTRATION

- New Student Organization or Existing Student Organization.
- About (description of your organization)
- Organization Name.

Organization Registration

Organization Type

NEW STUDENT ORGANIZATION   EXISTING STUDENT ORGANIZATION/DEPARTMENT

Basic Information

Organization Name \*

Text Field

About

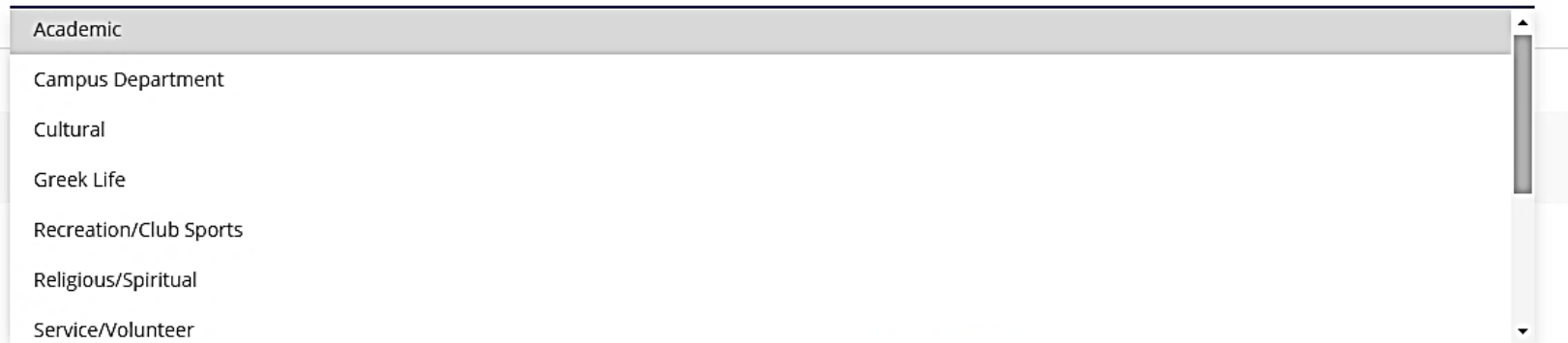
H1 H2 H3 H4 H5 H6 P PRE " " **B** *I* U ~~S~~ ☰ ☷ ↺ ↻ ⌂ ☰ ☷ ☰ ☷ ☰ ☷ ☰ ☷

⏪ 📧 🔗 ▶ WORDS: 0 CHARACTERS: 0

# ORGANIZATION CATEGORY

- ❖ Academic
- ❖ Campus Department
- ❖ Cultural
- ❖ Greek Life
- ❖ Recreation/Club Sports
- ❖ Religious/Spiritual
- ❖ Service/Volunteer
- ❖ Special Interest/Leisure
- ❖ Tier I
- ❖ Tier II
- ❖ Tier III
- ❖ Tier IV

Categories

A screenshot of a web form's dropdown menu. The menu is titled "Categories" and lists the following options: Academic, Campus Department, Cultural, Greek Life, Recreation/Club Sports, Religious/Spiritual, and Service/Volunteer. The "Academic" option is currently selected and highlighted in a light gray color. The dropdown menu is positioned over a form field that also contains the text "Choose Image" and an upward-pointing arrow icon.

Contact Email

Choose Image



# ORGANIZATION INFORMATION

- ❖ Student Org President (Full Name | Clayton State Email)
- ❖ Upload an Organization Cover Image (960 X 375)

Student Organization President

Contact Name

---


Contact Email

---

Cover Image \*

UPLOAD SEARCH

---

Choose Image 

---

# ORGANIZATION INFORMATION

## Social Media

FB – everything after the .com/

Ex: <https://www.facebook.com/CSULakerLife> becomes CSULakerLife

Twitter – @username

Ex: @CSULakerLife

Social Media
Facebook ID <input type="text"/>
Twitter Handle <input type="text"/>

Waiver
Waiver <input type="text"/>

Constitution
Upload File <input type="text"/>

# ORGANIZATION INFORMATION

## Waiver

If you have a waiver to register, please let me know. I'll upload it and it will be available from a drop-down menu.

## Constitution


Please upload your constitution & bylaws here as a PDF.

Sample constitution:

[clayton.edu/laker-life/docs/SAMPLE\\_CONSTITUTION\\_FOR\\_STUDENT\\_ORGANIZATIONS091714.docx](http://clayton.edu/laker-life/docs/SAMPLE_CONSTITUTION_FOR_STUDENT_ORGANIZATIONS091714.docx)

Social Media
Facebook ID <input type="text"/>
Twitter Handle <input type="text"/>

Waiver
Waiver  <input type="text"/>

Constitution
Upload File  <input type="text"/>

# ORGANIZATION ADVISOR

## Primary On Campus Advisor Information

Full name & Clayton State Email  
(ex: FirstLastname@clayton.edu)

## Additional Advisor(s) Information

Full name, Clayton State email (username), Clayton State Phone,  
Department, & Adv. Position (if multiple types available).

Primary On Campus Advisor \*

First Name	Last Name	Email	×
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Additional Advisors

Please list all additional advisors (on or off campus) here.

ADD

Advisor Name	Advisor Email	Advisor Phone Number
First and Last Name		
Advisor Department	Advisor Position/Title	
	Primary Advisor, Financial Advisor, Etc.	

# ORGANIZATION ROSTER

## Members

Full Name, Clayton State Email, & select membership level

To Add Additional Members, click “Add Member.”

Fill out all members information and roles accordingly.

Roster \*

Please include all officers and members on this roster.

ADD MEMBER

Name	Email	Membership	
<input type="text"/>	<input type="text"/>	<input type="text"/>	▲ ×
<input type="text"/>	<input type="text"/>	<input type="text"/>	▲ ×

# SUBMISSION/APPROVAL

Once you're done go back to the top, and click "Submit For Approval"



SUBMIT FOR APPROVAL ▾

- ❖ Barring errors or missing information, you should get a thank you message and a follow-up email

## Approval Process

- ❖ Once Laker Life approves your organization for registration/re-registration, you should get a confirmation email congratulating you.
- ❖ You may be contacted to provide additional information or to update your constitution prior to approval.

# TRANSITIONING

If your organization is listed as “**In Transition**,” you’ll need to complete transitioning to be listed as “**Active**.”

As “**President**” of the organization, you’ll need to log into Presence & then click the downward triangle to switch your account to “**Admin**.” You can then click the three dots next to your organization’s name & click, “**Transition**.”

You then go into your organization’s page, update the executive board, constitution (if necessary), & advisor (if necessary).



Organizations Events Forms Resources ▾



Sign-In as Admin



Loch-N

# TRANSITIONING

If you're not listed as the "**President**" for your organization, you will not be able to update your roster. Contact Laker Life for assistance with this.

While listed as "**In Transition**," you will not be able to add members to your organization. Contact Laker Life for assistance with this.

To complete your Transition, you must have the "**President**," "**Vice-President**," & "**Treasurer**" roles filled. And of course, your "**Advisor**."



Organizations Events Forms Resources ▾



Sign-In as Admin



Loch-N



# TRANSITIONING

Once you're done go back to the top, and click "Submit For Approval"



SUBMIT FOR APPROVAL ▾

- ❖ Barring errors or missing information, you should get a thank you message and a follow-up email

## Approval Process

- ❖ Once Laker Life approves your organization for re-registration, you should get a confirmation email congratulating you.
- ❖ You may be contacted to provide additional information or to update your constitution prior to approval.

# EVENT REGISTRATION

- ❖ Event Name.
- ❖ Host Organization Name.
- ❖ Co-Host Organization Name.
- ❖ About (provide a brief description of what this event entails).

The screenshot shows a web form titled "Event Registration". It is divided into two main sections: "Basic Information" and "About the event".

**Basic Information**

- Event Name \***: A text input field.
- Host Organization \***: A text input field with a small upward-pointing arrow on the right side.
- Co-Host Organization**: A text input field.

**About the event**

This section features a rich text editor toolbar with the following icons: H1, H2, H3, H4, H5, H6, P, PRE, quote, bold (B), italic (I), underline (U), link, unlink, list, list, link, unlink, link, unlink, link, unlink, link, unlink. Below the toolbar is a text area for the event description, with a status bar showing "WORDS: 0" and "CHARACTERS: 0".

# EVENT REGISTRATION

Is this event a Fundraiser or Donation Drive?

- ❖ If so, please remember to submit your Fundraiser request form so that it can be approved by your advisor and the Department of Laker Life.
- ❖ Link: [clayton.presence.io/form/fundraising-request-form](https://clayton.presence.io/form/fundraising-request-form)

## Fundraiser/Donation Drives

If this event is a fundraiser or donation drive, please take a moment to complete and submit the **Fundraising Request Form**.  
<https://clayton.presence.io/form/fundraising-rquest-form>

Is this event a fundraiser?

YES

NO

# EVENT REGISTRATION

Will your event have food?

- ❖ If you are planning on having food for your event, please take a moment to visit: <https://claytonstate.catertrax.com/>.
- ❖ Also, take a moment to familiarize yourself with the Catering Policy: Clayton State University Catering [clayton.campus-dining.com/wp-content/uploads/2022/05/Clayton-State-University-Catering-Policy.pdf](https://clayton.campus-dining.com/wp-content/uploads/2022/05/Clayton-State-University-Catering-Policy.pdf)

## Food

If you are planning on having food for your event, please take a moment to visit: <https://claytonstate.catertrax.com/>

Also, take a moment to familiarize yourself with the Catering Policy: Clayton State University Catering

# EVENT REGISTRATION

Please take a moment to submit your Astra Room Request.

- ❖ Recommended to confirm the availability of your desired event location.

## Room Reservation Information

Please take this opportunity to verify and submit your room/space reservation in Astra:  
<https://www.aaiscloud.com/ClaytonStateU/Default.aspx>

# EVENT REGISTRATION

## Time & Location

- ❖ Start & End Date/Time
- ❖ Location

## Contact Information

- ❖ Contact Person, Email, RSVP Link Cover Image (960 X 375)

Time & Location

Start Date/Time \*      End Date/Time \*      Location \*

---

---

---

Contact Information

Contact Person

---

---

Contact Email

---

---

RSVP Link


---

Requires http:// or https://

Cover Image \*

UPLOAD    SEARCH

---

Choose Image 

---

Waiver

# EVENT REGISTRATION

## Tags

- ❖ Academic Support
- ❖ Career Planning/Preparation
- ❖ Diversity, Equity, & Inclusion (DEI)
- ❖ Healthy & Wellness
- ❖ Leadership
- ❖ Marketing
- ❖ Recreational
- ❖ Recruitment
- ❖ Service/Volunteer
- ❖ Skill Development (How-to)
- ❖ Social
- ❖ Spiritual

Requires http:// or https://

Tags

Tags

Waiver

Waiver

# EVENT REGISTRATION

## Waivers

- ❖ You can submit a waiver for this specific event that attendees can read over in advance.

Requires http:// or https://

Tags

Tags

Waiver

Waiver





# SUBMISSION/APPROVAL

All Event Registrations must be approved by three (or more individuals):

- ❖ Your On-campus Advisor
- ❖ If applicable, representative of the co-host organization
- ❖ Ms. LaShanda Hardin
- ❖ Mr. Tony Berry

## Additional Information

- ❖ Some additional information may be requested by one or more of the above individuals. Failure to answer these inquiries may hinder your event's approval.

# QUESTIONS? HAVE A GREAT SEMESTER!

Tony Berry

Technology & Communications Manager



Email: [TonyBerry@clayton.edu](mailto:TonyBerry@clayton.edu)

Phone: (678) 466-5433

# WHERE TO FIND THIS PRESENTATION?



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