PRESENCE STUDENT ORGANIZATIONS

CLAYTON STATE UNIVERSITY

DREAMS. MADE REAL.

OVERVIEW

- Link
  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

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LOCH-N LINK

- Link: https://clayton.presence.io/

- Link can also be found on the Campus Life website: https://www.clayton.edu/campus-life/clubs-and-organizations (tab "Student Organizations")

PRESENCE (LOCH-IN)

PRESENCE (LOCH-N)

Department of Campus Life

CSU Student Chapter of ACM

Student Nurses Association

STUDENT ADVISORY BOARD
College of Business Student ...

AmeriCorps
Clayton State AmeriCorps

NAACP FOUNDED 1909
Clayton State University Coll...

Campus Forms   See More   ← More Forms here

Event Registration   ← Event Registration

Organization Registration →   Organization Registration

Connect With Us

Clayton State University Departm...
426 likes
Wear a Mask For "We" not "Me"
Like Page   Share
HAVE A HAPPY & SAFE 4th OF JULY EVERYBODY!!!

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

CLAYTON STATE UNIVERSITY

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ORGANIZATION REGISTRATION

- New Student Organization or Existing Student Organization.

- Organization Name.

- About (description of your organization)
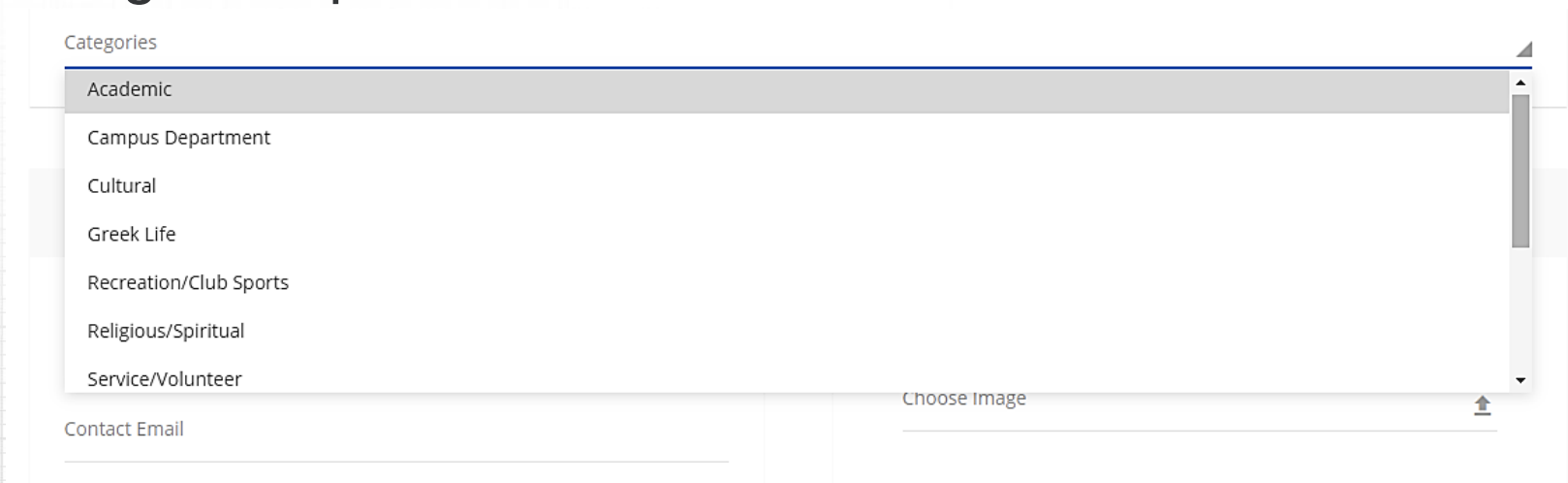
ORGANIZATION CATEGORY

- 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

Academic

Campus Department

Cultural

Greek Life

Recreation/Club Sports

Religious/Spiritual

Service/Volunteer

Choose Image

Contact Email

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 /
    - Ex: https://www.facebook.com/CSUCampusLife becomes CSUCampusLife
  - Twitter – @username
    - Ex: @CSUCampusLife

Social Media

Facebook ID

Twitter Handle

Waiver

Waiver

Constitution

Upload File

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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.

Social Media	
Facebook ID	
Twitter Handle	

Waiver	
Waiver	◢

Constitution	
Upload File	⬆

ORGANIZATION ADVISOR

- Primary On Campus Advisor Information
  - Full name & Clayton State Email using username (ex: aperson17@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   ✕

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 Position/Title
Advisor Department
                  Primary Advisor, Financial Advisor, Etc.

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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

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 Campus 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.

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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).
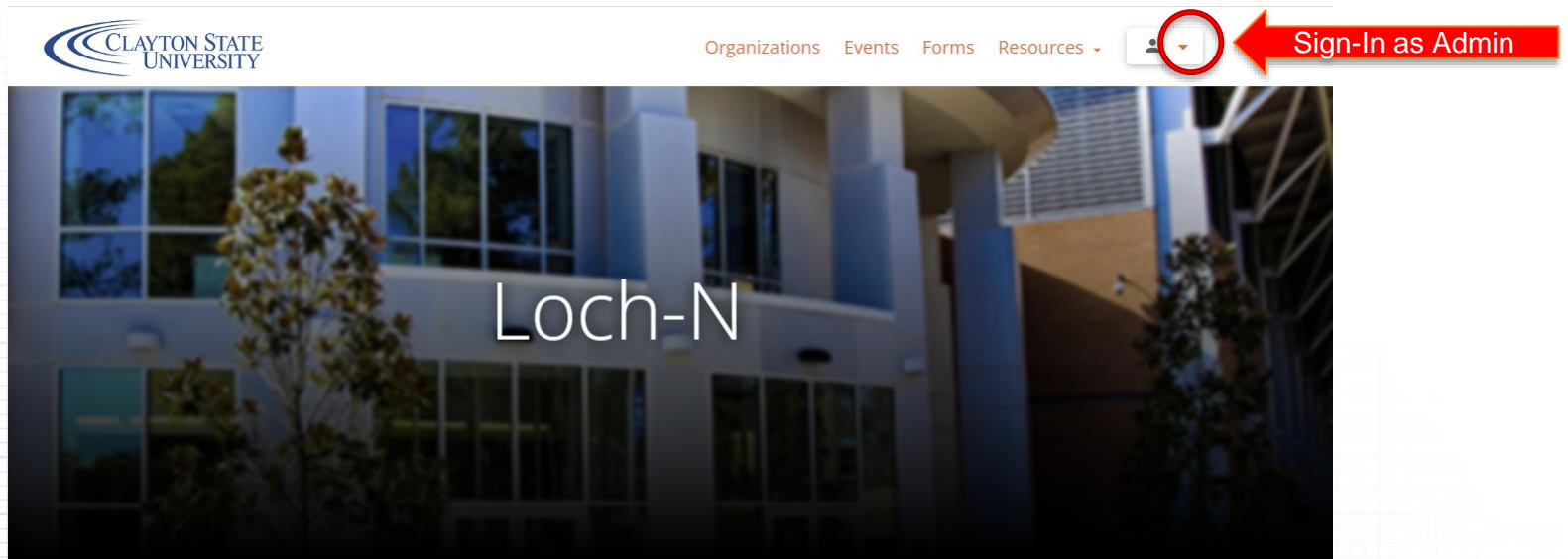
TRANSITIONING

- If you're not listed as the "President" for your organization, you will not be able to update your roster. Contact the Technology & Equipment Manager for assistance with this.

- While listed as "In Transition," you will not be able to add members to your organization. Contact the Technology & Equipment Manager for assistance with this.

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

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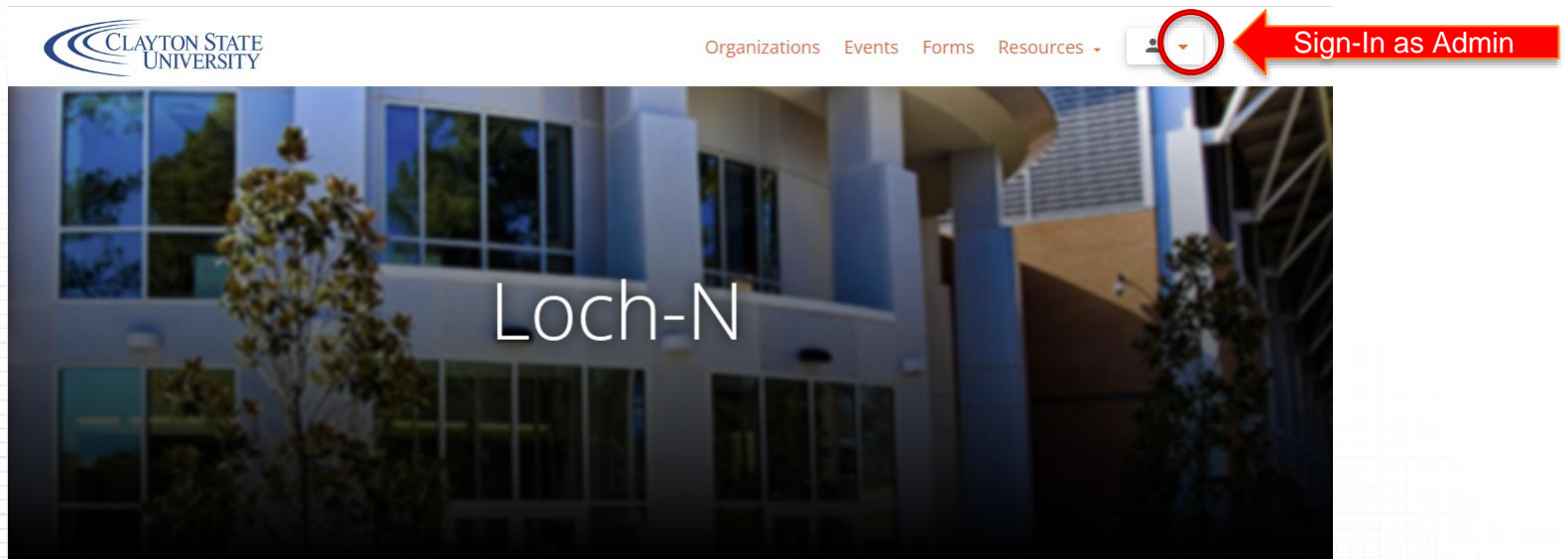 – You may be contacted to provide additional information or to update your constitution prior to approval.

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EVENT REGISTRATION

- Event Name.

- Host Organization Name.

- Co-Host Organization Name

- About (provide a brief description of what this event entails)

Event Registration

Basic Information

Event Name *

Host Organization *

Co-Host Organization

About the event

| H1 | H2 | H3 | H4 | H5 | H6 | P | PRE | 99 | B | I | U | S |

| </> | 🖼 | 🔗 | ▶ | WORDS: 0 | CHARACTERS: 0 |

EVENT REGISTRATION

- Can take a moment to submit your Astra Room Request

Room Reservation Information

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

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EVENT REGISTRATION

- Time & Location
  - Start & End Date/Time
  - Location
- Contact Information
  - Contact Person, Email, RSVP Link Cover Image (960 X 375)

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

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EVENT REGISTRATION

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

EVENT REGISTRATION

- Notes – additional information about your event
- Budget & Goals
- Options

SUBMISSION/APPROVAL

- All Event Registrations must be approved by three (or more individuals):
  - Your On-campus Advisor
  - Ms. Sarah Ray (or LaShanda Hardin for Greek Orgs)
  - 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.

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QUESTIONS?
HAVE A GREAT SEMESTER!

Tony Berry

Technology & Equipment Manager

Email: TonyBerry@clayton.edu

Phone: (678) 466-5433

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