

Student Organizations

LOCH-N **BY PRESENCE**

OVERVIEW

- New Link
- 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

LOCH-N NEW LINK

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

LOCH-N BY PRESENCE

The screenshot shows the top navigation bar of the Clayton State University website. The navigation menu includes 'Organizations', 'Events', and 'Resources'. A red arrow labeled 'Organizations' points to the 'Organizations' link. A red arrow labeled 'Resources' points to the 'Resources' link. A red arrow labeled 'Sign-In' points to the user profile icon. A red arrow labeled 'Sign-In' points to the 'Login' button. A red arrow labeled 'Helpful Information' points to the navigation area. The main content area features a 'Welcome WEEK 2021' graphic with the mascot. Below the graphic, there are sections for 'News', 'Featured Organizations', and 'See More'. The 'Featured Organizations' section lists 'Department of Campus Life', 'Campus Events Council', and 'SAC Student Assistants'.

LOCH-N BY PRESENCE

CLAYTON STATE UNIVERSITY

Event Registration

Resources -

Organization Registration

Sitemap

Login

Welcome WEEK 2021

CLAYTON STATE UNIVERSITY

News

Featured Organizations

Get involved in student organizations on campus.

See More

Department of Campus Life

Campus Events Council

SAC Student Assistants

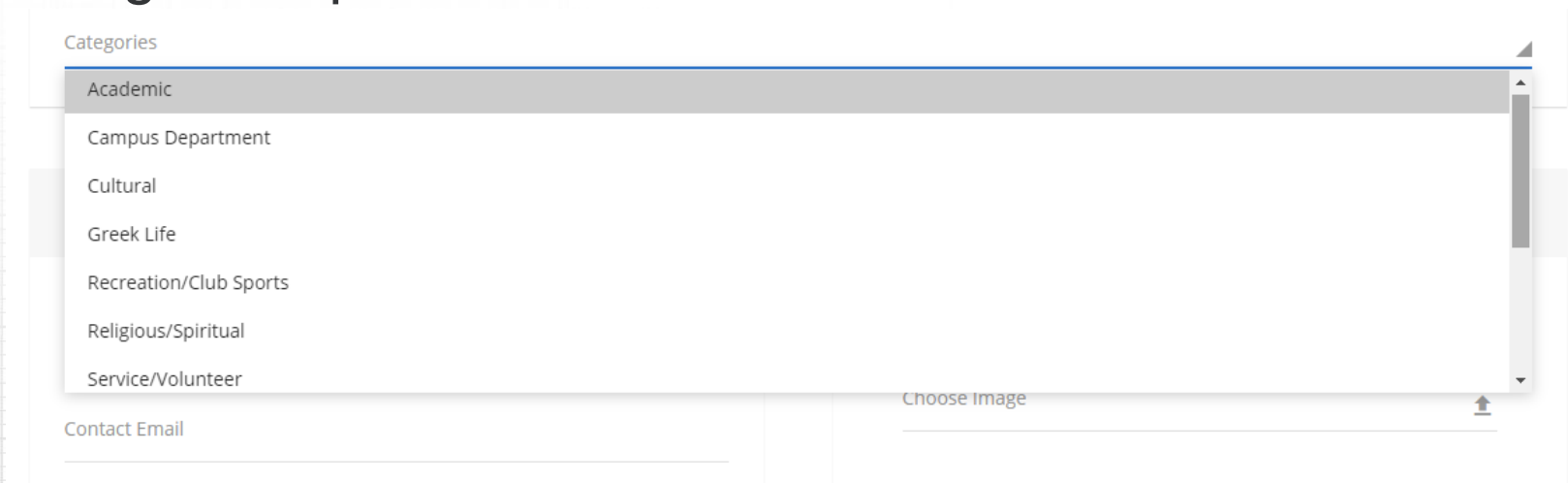
ORGANIZATION REGISTRATION

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

The screenshot shows a web form titled "Organization Registration". At the top, there is a section for "Organization Type" with two radio button options: "NEW STUDENT ORGANIZATION" and "EXISTING STUDENT ORGANIZATION/DEPARTMENT". Below this is a section titled "Basic Information" which contains a text input field for "Organization Name" (marked with a red asterisk) and another empty text input field. The "About" section features a rich text editor with a toolbar containing icons for text formatting (bold, italic, underline, link, unlink, list, list, link, unlink, image) and a status bar showing "WORDS: 0" and "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



A screenshot of a web form titled "Categories". The form contains a dropdown menu with the following options: Academic, Campus Department, Cultural, Greek Life, Recreation/Club Sports, Religious/Spiritual, and Service/Volunteer. Below the dropdown menu, there is a "Choose Image" button and a "Contact Email" input field.

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 /
 - Example <https://www.facebook.com/CSUCampusLife> becomes CSUCampusLife
 - Twitter – @username
 - Example: @CSUCampusLife

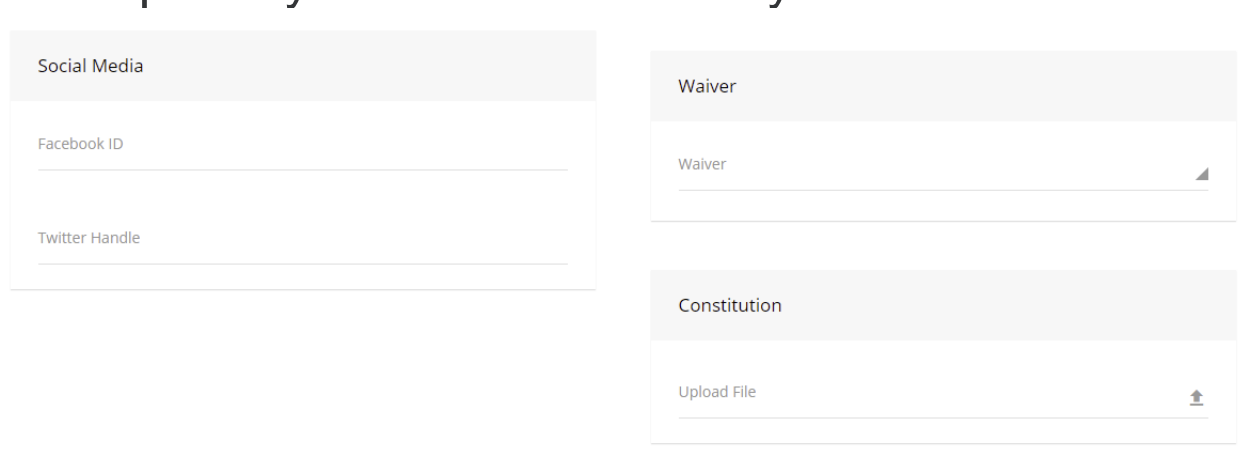
Social Media
Facebook ID <input type="text"/>
Twitter Handle <input type="text"/>

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.



The screenshot shows a registration form with three main sections:

- Social Media:** Contains two input fields labeled "Facebook ID" and "Twitter Handle".
- Waiver:** Contains a dropdown menu labeled "Waiver" with a small triangle icon on the right.
- Constitution:** Contains an "Upload File" button with a small upload icon on the right.

ORGANIZATION ADVISOR

- Primary On Campus Advisor Information
 - Full name & Clayton State Email using username (ex: someone17@clayton.edu)
- Additional Advisor(s) Information
 - Full name, Clayton State email (username), Clayton State Extension, Department, & Adv. Position (if multiple types available).

Primary On Campus Advisor *

First Name	Last Name	Email	×
<input type="text"/>	<input type="text"/>	<input type="text"/>	

Additional Advisors

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

ADD

Advisor Name	Advisor Email	Advisor Phone Number
First and Last Name	<input type="text"/>	<input type="text"/>
Advisor Department	Advisor Position/Title	
<input type="text"/>	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

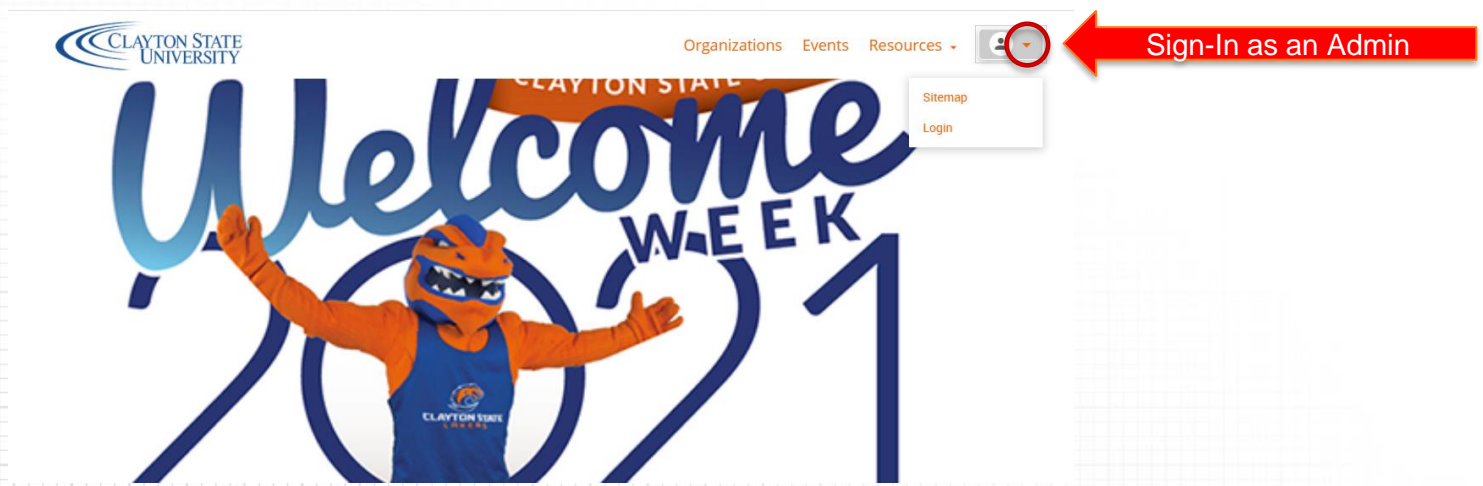
Name	Email	Membership	
			▲ ×
			▲ ×

SUBMISSION/APPROVAL

- Once you're done go back to the top, and click "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, you should get a confirmation email congratulating you.
 - You may be contacted to provide additional information or to update your constitution prior to approval.

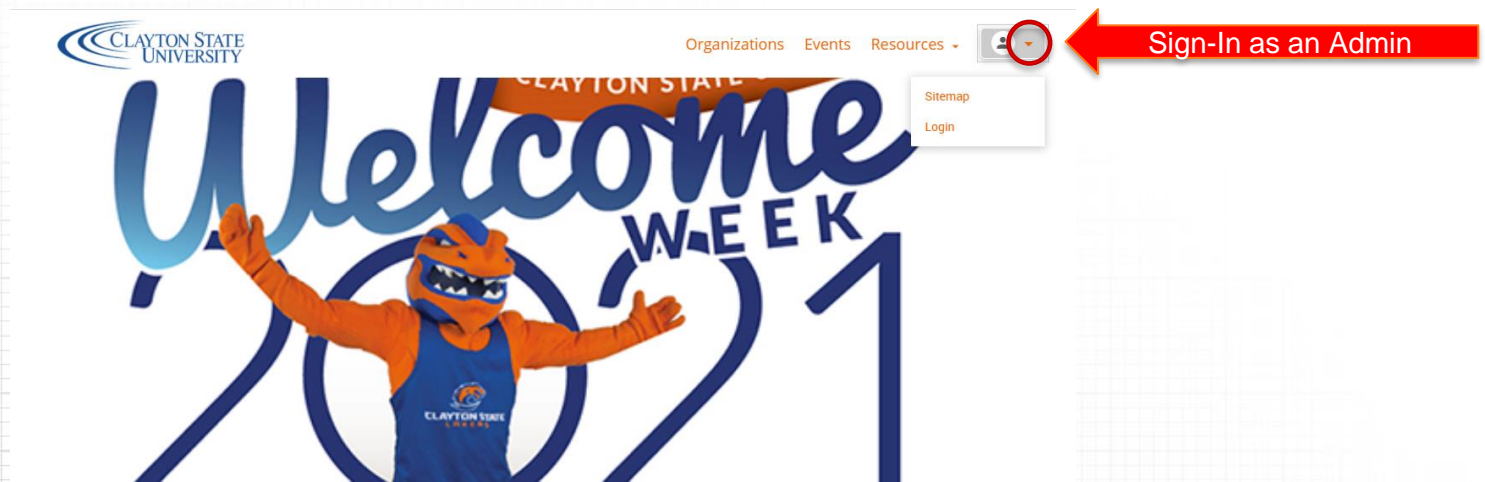
TRANSITIONING

- 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 and then click the downward triangle to switch your account to “Admin.” You can then click the three dots next to your organization’s name and click “Transition.”
- You then go into your organization’s page, update the executive board, constitution (if necessary), and 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 Manger for assistance with this.
- While listed as "In Transition," you will not be able to add members to your organization. Contact the Technology & Equipment Manger for assistance with this.
- To complete your Transition, you must have the "President," "Vice-President," & "Treasurer" roles filled.



TRANSITIONING

- Once you're done go back to the top, and click "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.

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 with a red asterisk indicating it is required.
- Host Organization ***: A text input field with a red asterisk and a small downward arrow on the right side.
- Co-Host Organization**: A text input field.

About the event

This section features a rich text editor. The toolbar includes icons for text formatting (H1-H6, P, PRE, bold, italic, underline, strikethrough, bulleted list, numbered list, link, unlink, undo, redo, clear), alignment (left, center, right, justified), and text color. Below the toolbar, it shows "WORDS: 0" and "CHARACTERS: 0". The main text area is currently empty.

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>

EVENT REGISTRATION

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

The screenshot displays a registration form with the following sections:

- Time & Location**: Contains three input fields labeled "Start Date/Time *", "End Date/Time *", and "Location *".
- Contact Information**: Contains three input fields labeled "Contact Person", "Contact Email", and "RSVP Link". Below the "RSVP Link" field is a note: "Requires http:// or https://".
- Cover Image ***: Features two tabs, "UPLOAD" (which is selected) and "SEARCH". Below the tabs is a "Choose Image" label and an input field with an upload icon.
- Waiver**: A partially visible section at the bottom of the form.

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

EVENT REGISTRATION

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

Budget & Goals

Budget

Cost

Attendance Goal

Options

Hidden From Non-Members

Members Only Check-in




Notes







Event Notes





H1 H2 H3 H4 H5 H6 P PRE ””

B *I* U ~~S~~

- ☰
- ☷

    WORDS: 0 CHARACTERS: 0

SUBMISSION/APPROVAL

- All Event Registrations must be approved by three (or more individuals):
 - Your On-campus Advisor
 - Mr. Willie Mickell
 - 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 & Equipment Manager

Email: TonyBerry@clayton.edu

Phone: (678) 466-5433