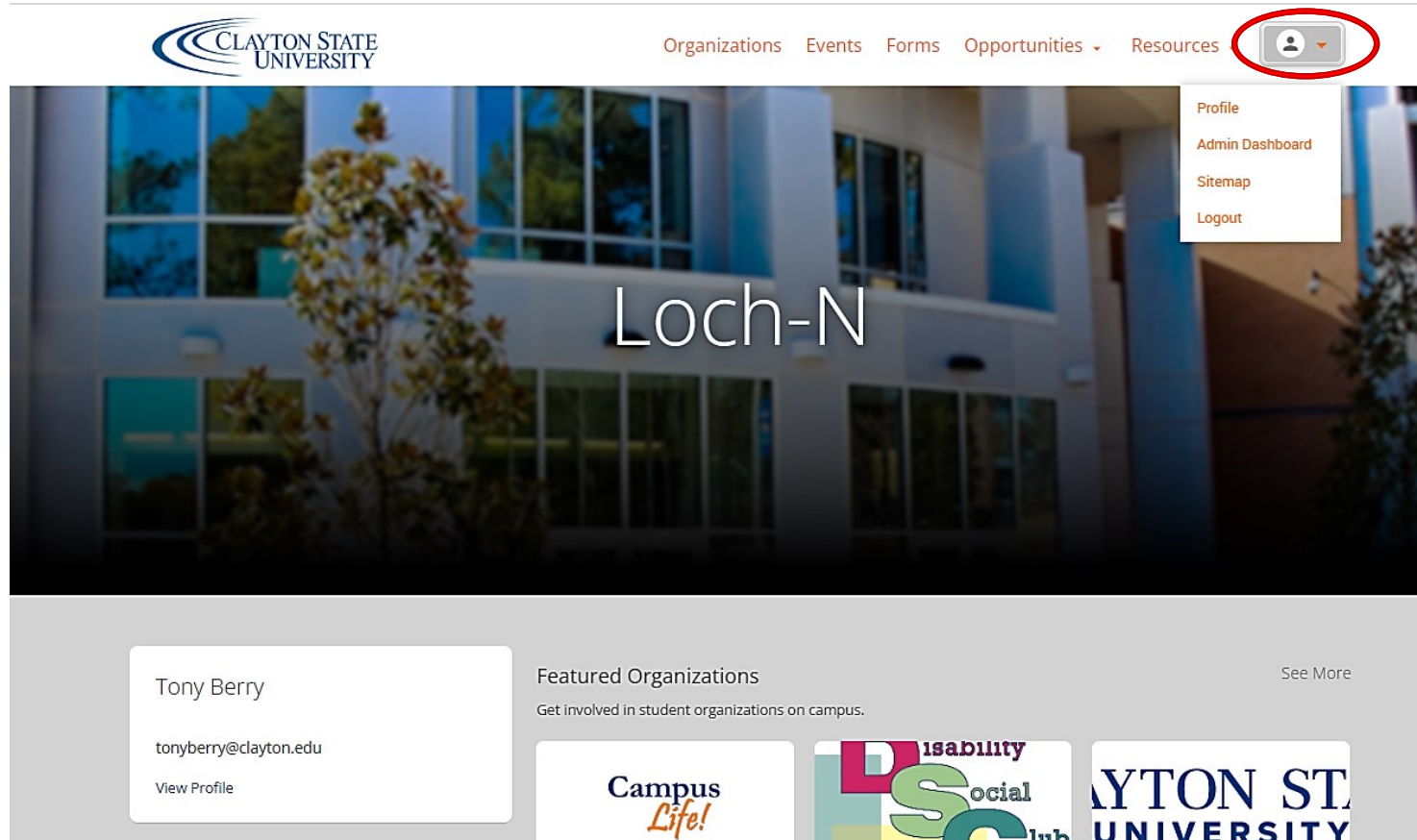


Student Organizations

EVENT CHECK-IN PRESENCE/INVOLVE

WEBSITE (PC/MAC)

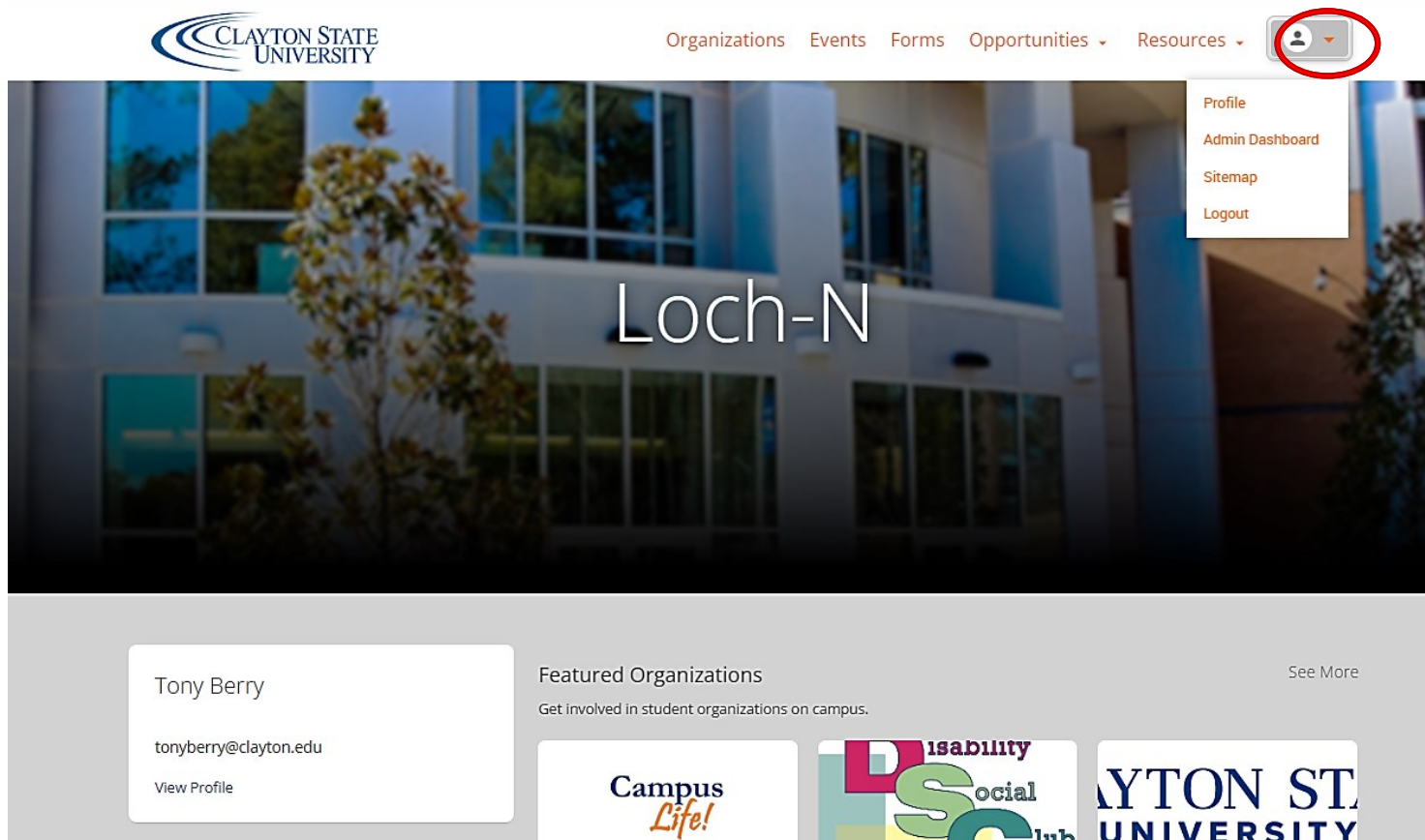
- Go to Presence (clayton.presence.io) and login (CSU credentials).



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 highlighted with a red circle. Below the navigation bar is a large banner image of a building with the text "Loch-N" overlaid. To the right of the banner is a dropdown menu with the following options: Profile, Admin Dashboard, Sitemap, and Logout. Below the banner is a user profile card for Tony Berry, with the email tonyberry@clayton.edu and a View Profile link. To the right of the profile card is a section for Featured Organizations, with the text "Get involved in student organizations on campus." and a See More link. Below this section are three organization logos: 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 Clayton State University website. At the top left is the university logo. To the right are navigation links: Organizations, Events, Forms, Opportunities, and Resources. A user profile icon with a downward arrow is circled in red. A dropdown menu is open, listing: Profile, Admin Dashboard, Sitemap, and Logout. The main content area features a large image of a building with the text "Loch-N" overlaid. Below this is a user profile card for Tony Berry, including his email (tonyberr@clayton.edu) and a "View Profile" link. To the right is a "Featured Organizations" section with the text "Get involved in student organizations on campus." and a "See More" link. Below this are logos for "Campus Life!", "Disability Social Club", and "CLAYTON STATE UNIVERSITY".

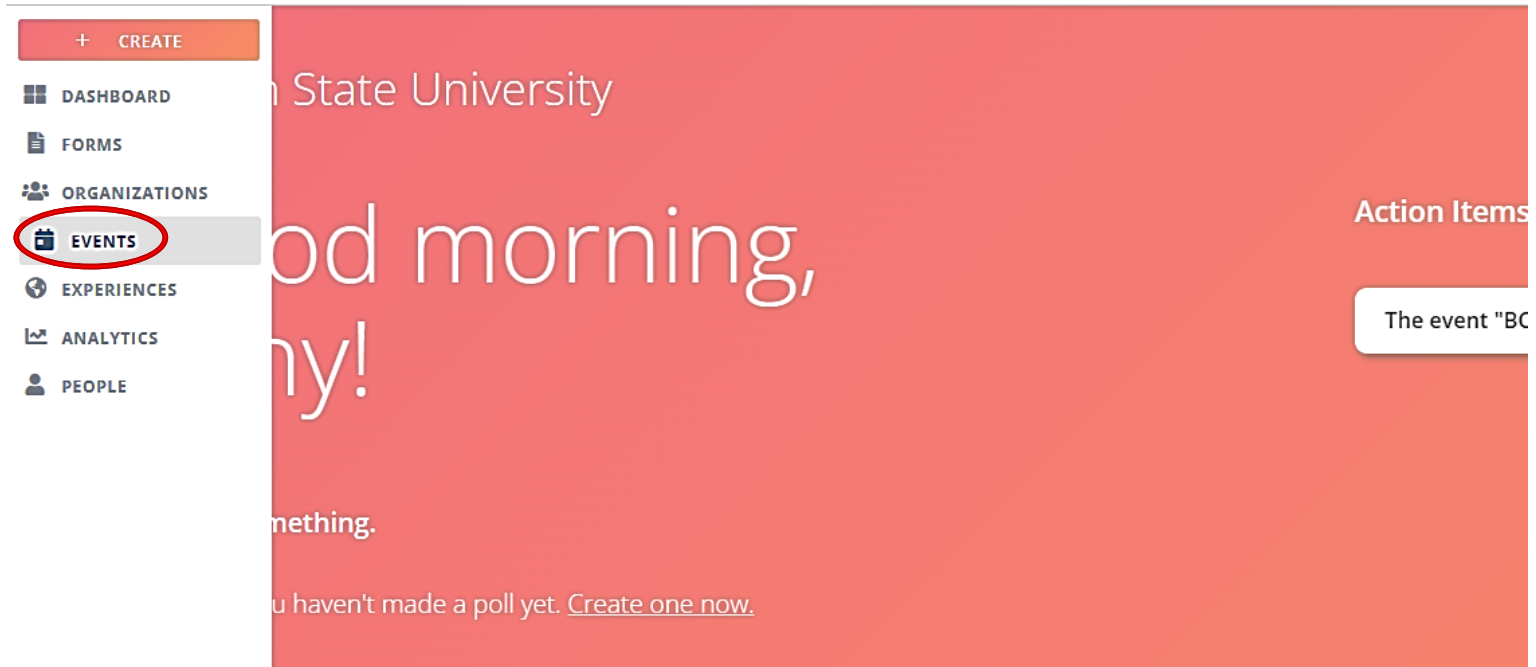
WEBSITE (PC/MAC)

- 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)

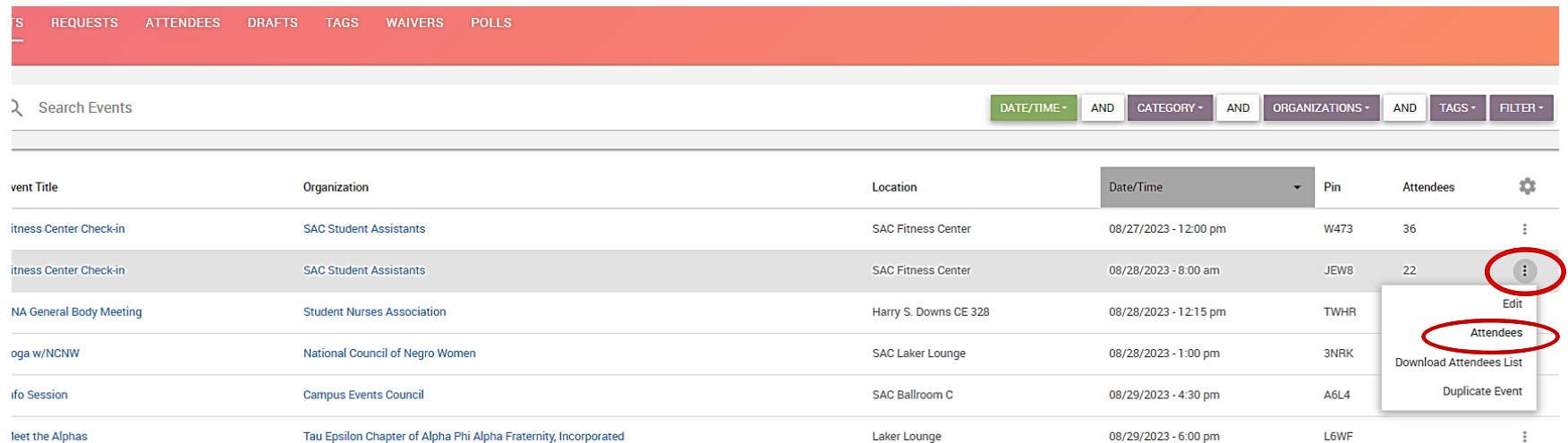
- From the list of events, find yours. You may need to adjust the date (**DATE/TIME**) to make it easier to locate.
- Hit “enter” after you select a date/time close to your event.

The screenshot shows 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 is a filter menu with several options: 'DATE/TIME', 'CATEGORY', 'ORGANIZATIONS', 'TAGS', and 'FILTER'. The 'DATE/TIME' option is highlighted with a red circle. A calendar pop-up is visible, showing the month of August 2023. The calendar has a date range of '08/27/2023 - 9:35 am' selected. Below the calendar is a table of events with columns for 'Event Title', 'Organization', 'Date/Time', 'Pin', and 'Attendees'. The table contains several rows of event information.

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.

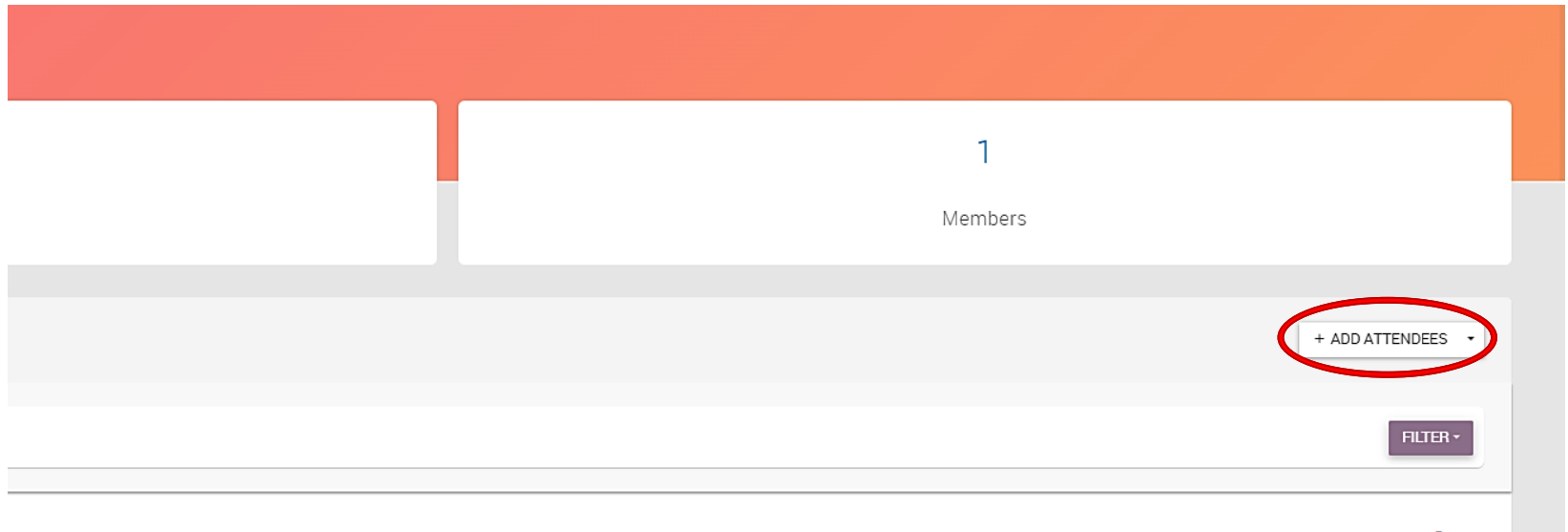


The screenshot shows a web application interface with a navigation bar at the top containing links for REQUESTS, ATTENDEES, DRAFTS, TAGS, WAIVERS, and POLLS. Below the navigation bar is a search bar labeled 'Search Events' and a set of filter buttons: DATE/TIME, AND, CATEGORY, AND, ORGANIZATIONS, AND, 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 (three dots). The table contains several rows of event data. The second row 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 'Attendees' option is 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		⋮

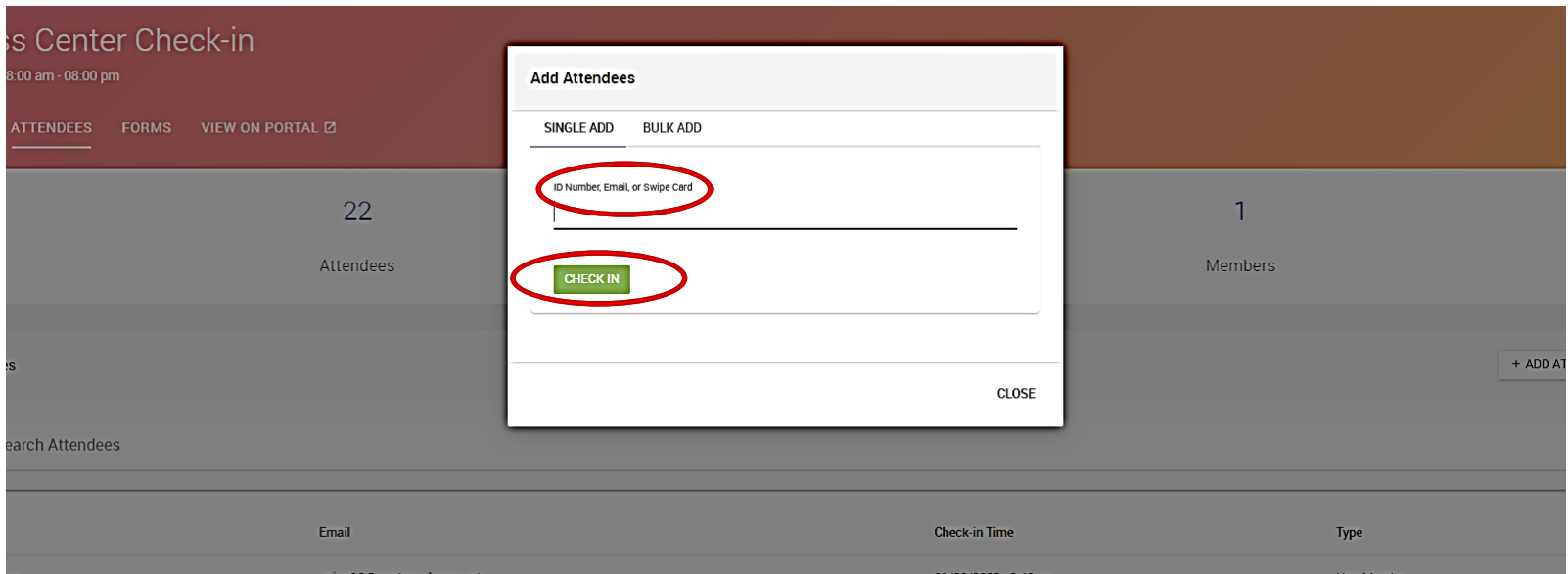
WEBSITE (PC/MAC)

- 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)



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.



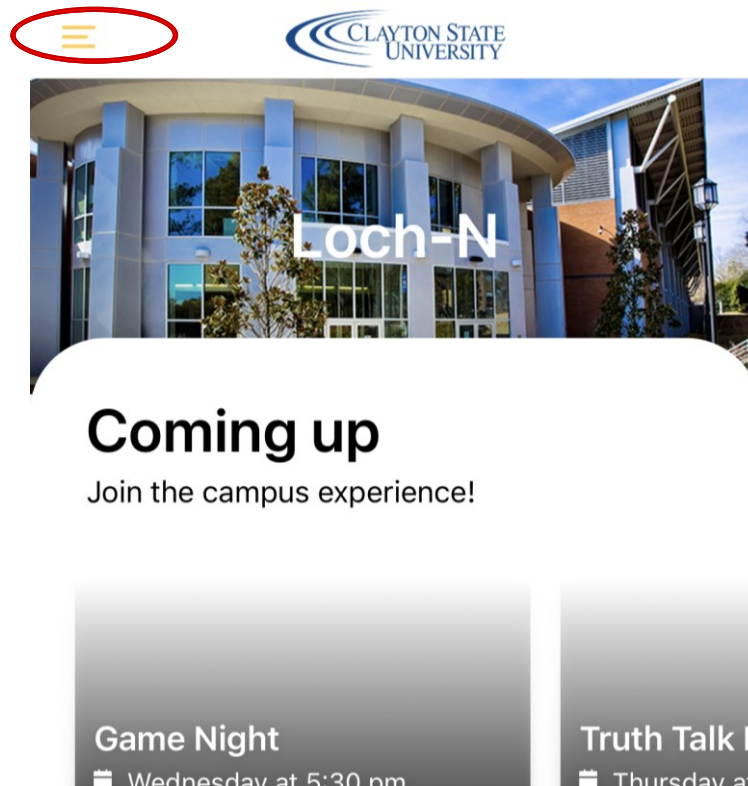
[Involve App Android](https://qrs.ly/1wf3a4i)
<https://qrs.ly/1wf3a4i>



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

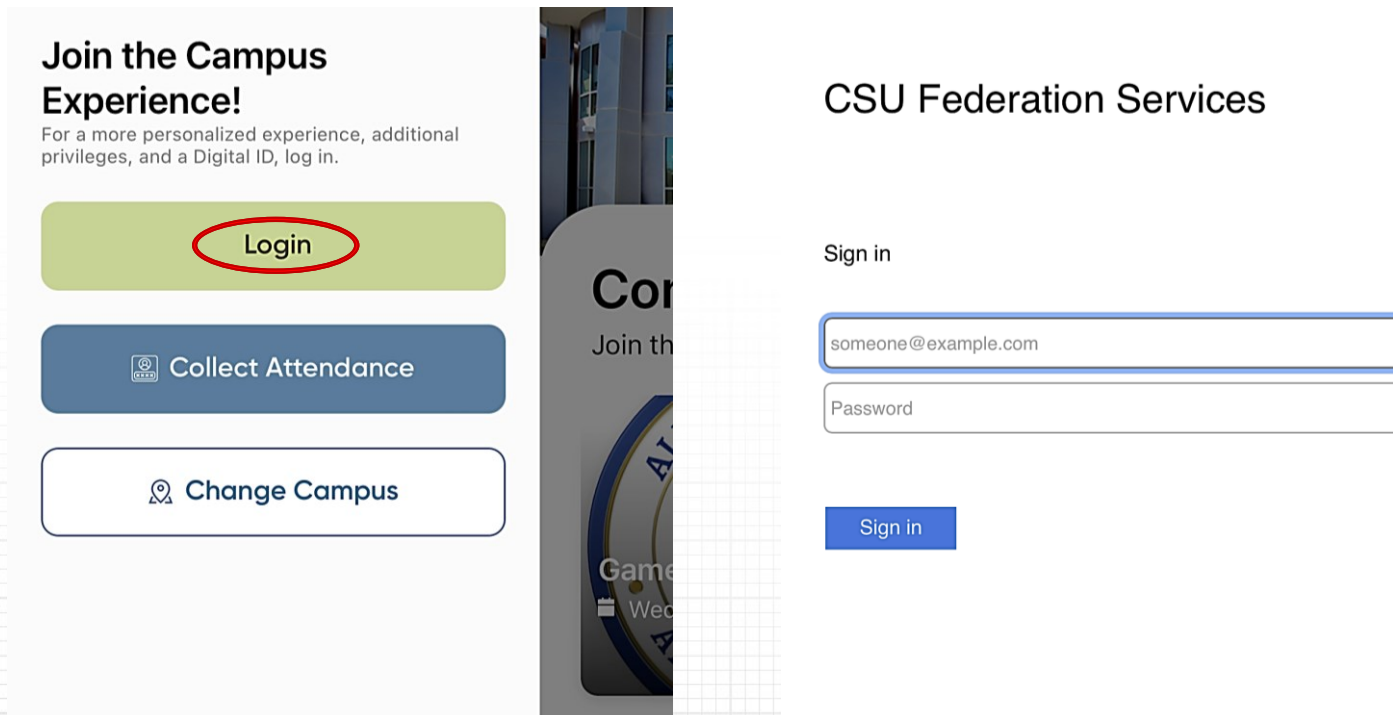
INVOLVE APP

- 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

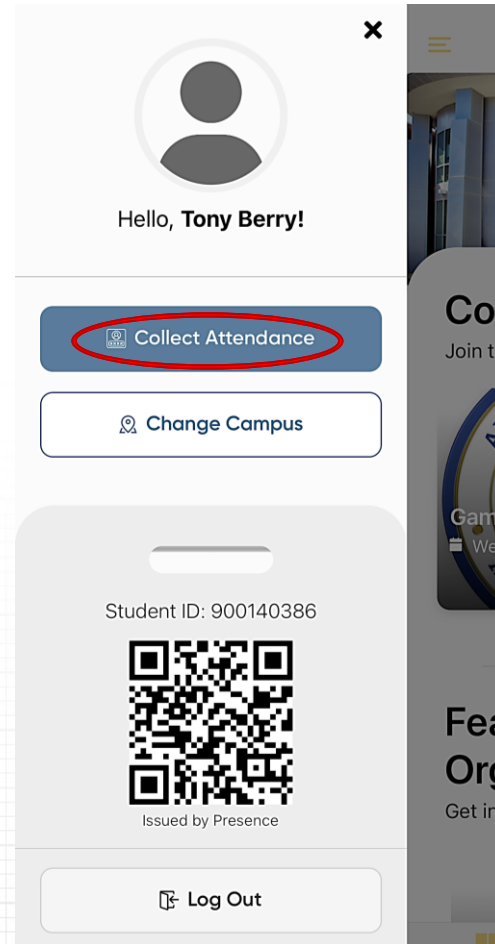
- Log-in using your CSU Credentials.
- Follow the normal approval process for email.



The image shows a composite of two screenshots from the Presence App. The left screenshot is a menu titled "Join the Campus Experience!" with the subtext "For a more personalized experience, additional privileges, and a Digital ID, log in." It features three buttons: "Login" (highlighted with a red circle), "Collect Attendance", and "Change Campus". The right screenshot is titled "CSU Federation Services" and shows a "Sign in" form with fields for "someone@example.com" and "Password", and a "Sign in" button.

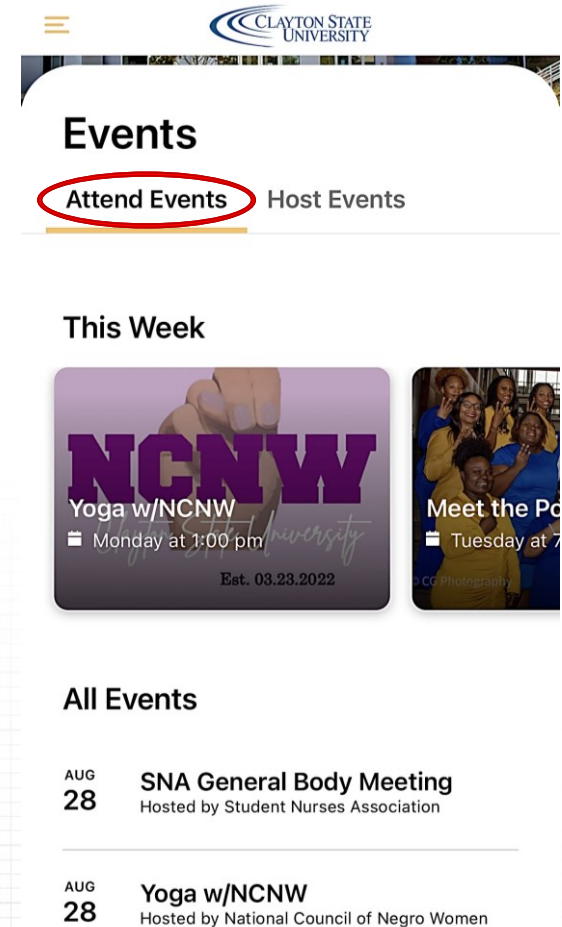
EVENT CHECK-IN WITH PRESENCE APP

- 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.



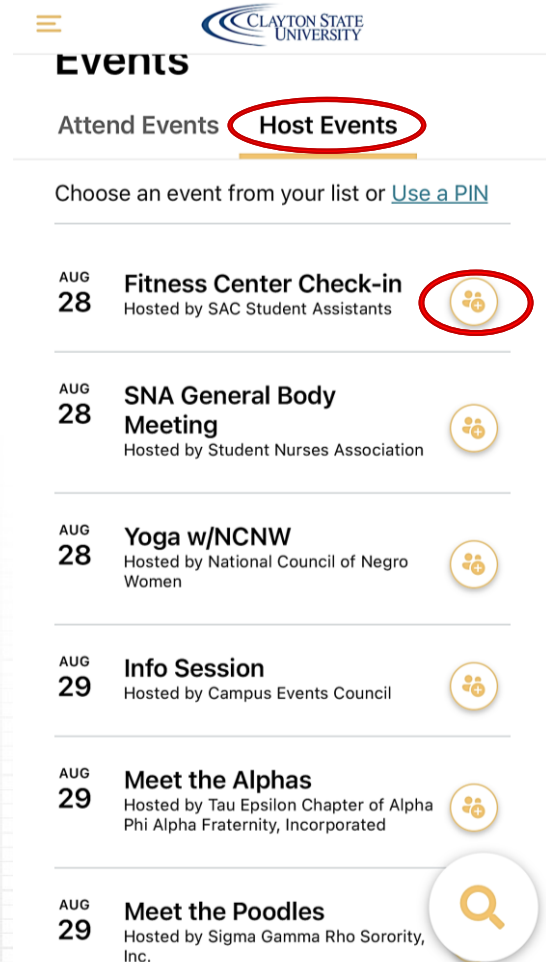
EVENT CHECK-IN WITH PRESENCE APP

- 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.



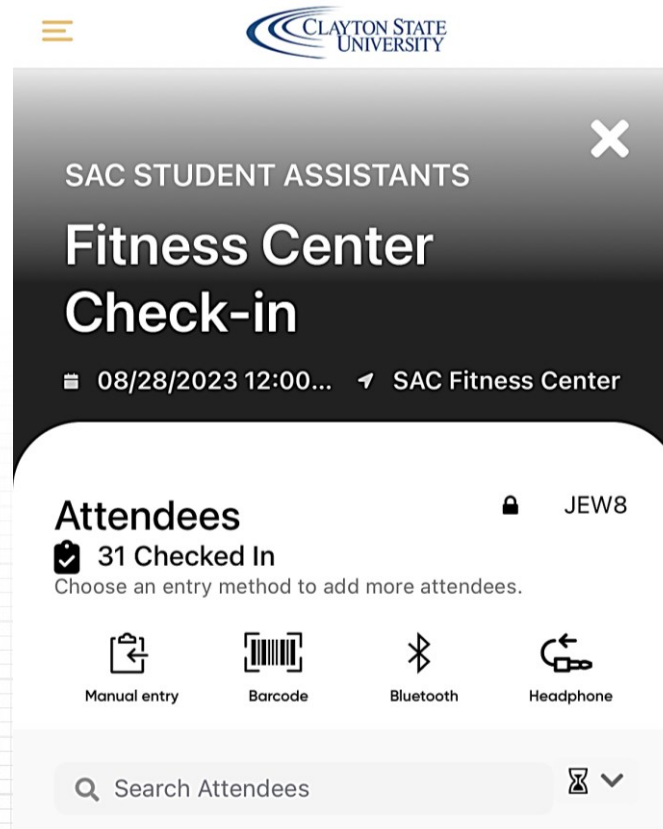
EVENT CHECK-IN WITH PRESENCE APP

- 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.



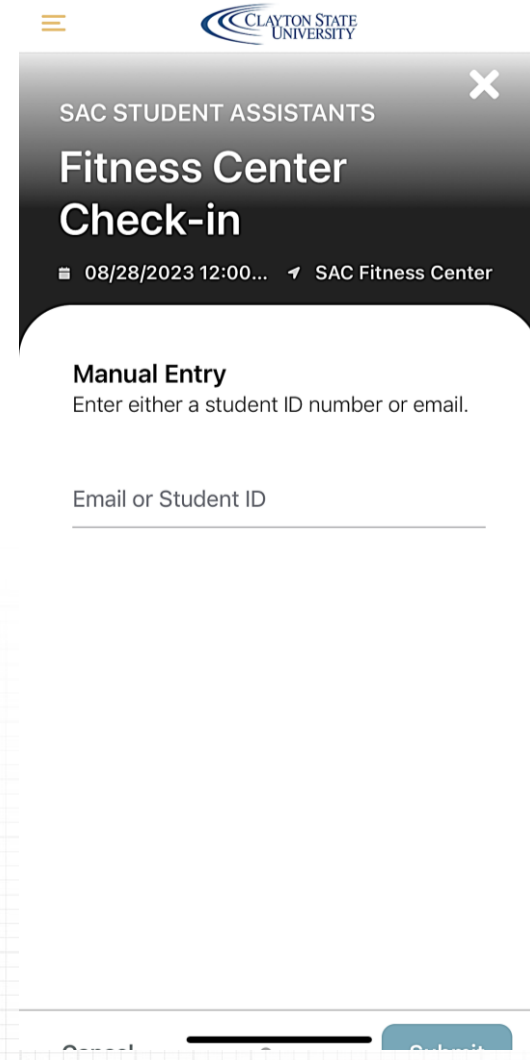
EVENT CHECK-IN WITH PRESENCE APP

- Select your preferred method of check-in.



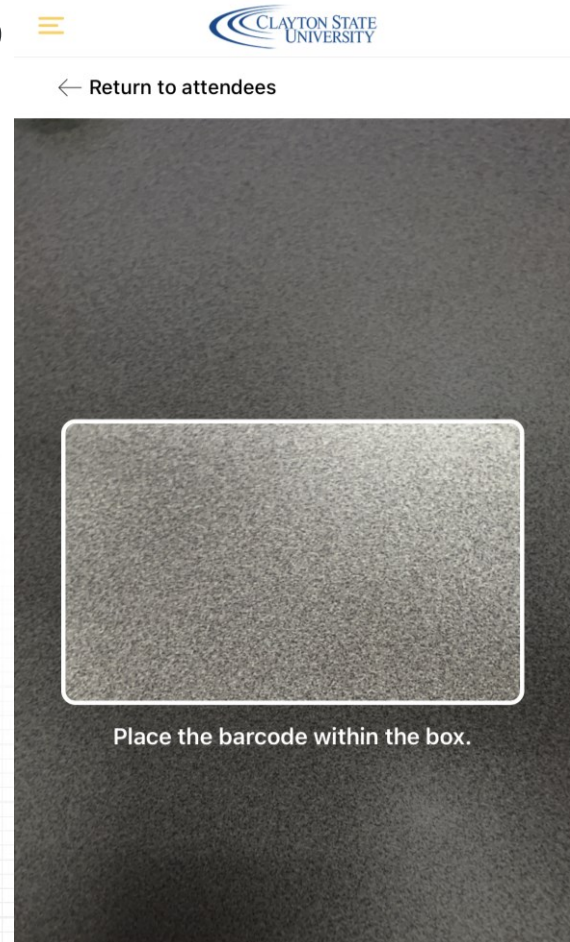
EVENT CHECK-IN WITH PRESENCE APP

- **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.

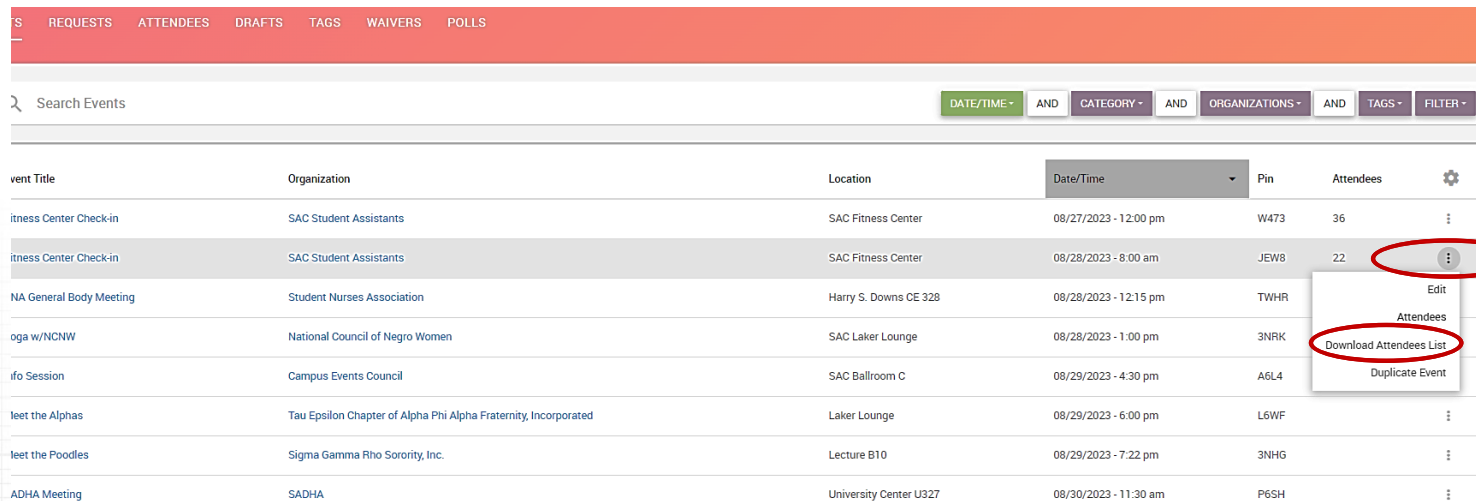


EVENT CHECK-IN WITH PRESENCE APP

- 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 is a navigation bar with tabs: REQUESTS, ATTENDEES, DRAFTS, TAGS, WAIVERS, and POLLS. Below this is a search bar labeled 'Search Events' and a filter bar with options: 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 (gear). The table lists several events, including 'Fitness Center Check-in', 'NA General Body Meeting', 'Lodge w/NCNW', 'Info Session', 'Meet the Alphas', 'Meet the Poodles', and 'ADHA Meeting'. A dropdown menu is open for the 'Fitness Center Check-in' event, showing options: Edit, Attendees, Download Attendees List (circled in red), and Duplicate Event.

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		⋮
Lodge w/NCNW	National Council of Negro Women	SAC Laker Lounge	08/28/2023 - 1:00 pm	3NRK		⋮
Info Session	Campus Events Council	SAC Ballroom C	08/29/2023 - 4:30 pm	A6L4		⋮
Meet the Alphas	Tau Epsilon Chapter of Alpha Phi Alpha Fraternity, Incorporated	Laker Lounge	08/29/2023 - 6:00 pm	L6WF		⋮
Meet 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 & Equipment Manager

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