

PRESENCE | LOCH-N FOR NEW STUDENT ORGANIZATIONS

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

WHERE TO FIND THIS PRESENTATION?



SCAN ME

clayton.edu/laker-life/docs/laker-life-presence-new-student-orgs.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)

CLAYTON STATE
UNIVERSITY

Organizations

Organizations

Events

Forms


Opportunities

Resources

Sign-In

Sign-In

List of Approved Events
Forms
Volunteer Opp
Helpful Information



Helpful

Coming Up

Laker Life!
R.E.S.E.T.
07/24/2025 - 9:30 AM

FALL 25 ATHLETICS ...
08/15/2025 - 1:00 PM

HSA: QUICK CONNECT
04/04/2025 09:30am-12:00pm

HSA: QUICK CONNECT
04/04/2025 09:30am-12:00pm

Featured Organizations
Get Involved in student organizations on campus.

Bent Tree Media


Campus Events Council

Laker Life!
Division of Student Affairs
Department of Laker Life

CLAYTON STATE UNIVERSITY SGA


CLAYTON STATE UNIVERSITY

PRESENCE (LOCH-N)




HSA: Quick Connect
General Body Meeting
2 APRIL 2025
11:30AM-12PM
University Center Room 501

HSA: Quick Connect
09/03/2025 - 11:30 AM




Laker Life!
Division of Student Affairs

R.E.S.E.T.
08/04/2025 - 2:00 PM




Laker Life!
Division of Student Affairs

R.E.S.E.T.
07/24/2025 - 9:30 AM




FALL 25 ATHLETICS ...
08/15/2025 - 1:00 PM



HSA: Quick Connect
General Body Meeting
2 APRIL 2025
11:30AM-12PM
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HSA: Quick Connect




CLAYTON STATE UNIVERSITY

Featured Organizations


Get involved in student organizations on campus.




Bent Tree Media




Campus Events Council




Department of Laker Life



Fraternity Sorority Council (F...



Student Government Associa...



University Housing & Reside...

Campus Forms


Event Registration

Event Walkthrough Request


Fundraising Request Form

Organization Registration

Payment/ Reimbursement Request Form



CLAYTON STATE UNIVERSITY



CSU Laker Life
546 followers

Coming Up

See More

See More

See More

More Forms here

Download Presence App Here

CLAYTON STATE
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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 :≡ ≡ ↺ ↻ ⌂ ≡ ≡ ≡ ≡ ≡ ≡

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ORGANIZATION CATEGORY

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

Categories

Academic

Campus Department

Community

Greek Life

Recreation/Club Sports

Religious/Spiritual

Service/Volunteer

ORGANIZATION INFORMATION

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

Student Organization President

Contact Name

Contact Email

Cover Image *

UPLOAD

SEARCH

Choose Image



ORGANIZATION INFORMATION

Social Media

- ❖ **Facebook** – everything after the .com/
 - ❖ Ex: facebook.com/CSULakerLife becomes CSULakerLife
- ❖ **Twitter/X** – @username
 - ❖ Ex: @CSULakerLife
- ❖ **Instagram** – Unavailable unfortunately
- ❖ Other social media will not appear if you add them here

Social Media
Facebook ID <hr/>
Twitter Handle <hr/>

ORGANIZATION INFORMATION

Waiver

- ❖ If you have a waiver to register, please submit it to Laker Life prior to registering.
- ❖ It will need to be uploaded.
- ❖ The waiver will be available from a drop-down menu.



The image shows a screenshot of a web form. At the top, there is a light gray header bar with the text 'Waiver'. Below this is a white input field with a light gray border. Inside the input field, the word 'Waiver' is displayed, and a small black triangle points to the right, indicating a dropdown menu. Below the input field is a light gray button with the text 'Constitution'.

ORGANIZATION INFORMATION

Constitution

- ❖ Please upload your constitution & bylaws here as a PDF.

Sample constitution:

clayton.edu/laker-life/docs/sample-constitution-for-student-organizations.docx

Waiver

Constitution

Upload File

ORGANIZATION ADVISOR

Primary On-Campus Advisor Information

- ❖ First Name
- ❖ Last Name
- ❖ Clayton State Email
(ex: FirstnameLastname@clayton.edu)
- ❖ Co-Advisors can be added by Laker Life

Primary On Campus Advisor *

First Name

Last Name

Email



ORGANIZATION ADVISOR

Additional Advisor(s) Info

- ❖ First and Last Name
- ❖ Advisor Email
- ❖ Advisor Phone Number
- ❖ Advisor Department
- ❖ Advisor Position

Additional Advisors

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

ADD

Advisor Name

First and Last Name

Advisor Email

Advisor Phone Number

Advisor Department

Advisor Position/Title

Primary Advisor, Financial Advisor, Etc.

ORGANIZATION ROSTER

Members

- ❖ Full Name, Clayton State Email, & select membership level
 - ❖ Default level is “**Member**”
- ❖ To Add Additional Members, click “**Add Member.**”
- ❖ Fill out all members information and roles accordingly.

Roster *

ADD MEMBER

Please include all officers and members on this roster.

Name	Email	Membership	▲	×
Name	Email	Membership	▲	×

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.

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 " " B I U S I I C U O E E E E E E E

</>    WORDS: 0 CHARACTERS: 0

CLAYTON STATE
UNIVERSITY

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Life!
Division of Student Affairs

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

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

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

- ❖ **Note:** Once you set a start date/time, the end date/time will auto-fill for one minute after start. So always start with start.
- ❖ If this meeting/event is recurring, enter the first occurrence's start and end date/time and send the Technology & Communications manager an email with the schedule for recurrence.

❖ Location

- ❖ You will have to manually type in your location. Try to stay as close to Astra's description as possible.

Time & Location

Start Date/Time *

End Date/Time *

Location *

EVENT REGISTRATION

Contact Information

- ❖ Contact Person
- ❖ Contact Email
- ❖ RSVP Link (if applicable)
- ❖ Cover Image (Recommended 960 X 375)
 - ❖ Required, but if you don't have a flyer yet, your logo or a placeholder image is fine. This image can be replaced later.

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
- ❖ Community
- ❖ Healthy & Wellness
- ❖ Leadership
- ❖ Marketing
- ❖ Recreational
- ❖ Recruitment
- ❖ Service/Volunteer
- ❖ Skill Development (How-to)
- ❖ Social
- ❖ Spiritual

Tags

Tags

Waiver

Waiver

Notes

EVENT REGISTRATION

Opportunities

- ❖ You can add service hours to your volunteer projects using opportunities. If applicable, select “Service Hours,” and then list the number of hours for your service/volunteer event.
- ❖ When your attendees sign in digital, this allows them to automatically log their service hours as well as adding them to their co-curricular transcript.
- ❖ More Opportunities may be added soon.

Opportunity

ADD OPPORTUNITY

Opportunity Type



EVENT REGISTRATION

Waiver

- ❖ If you have a waiver for this event, please submit it to Laker Life prior to registering.
- ❖ It will need to be uploaded.
- ❖ The waiver will be available from a drop-down menu.



The image shows a screenshot of a web form. At the top, there is a light gray header bar with the word "Waiver" in black text. Below this is a white input field, also containing the word "Waiver". To the right of the text in the input field is a small black triangle pointing downwards, indicating a dropdown menu. Below the input field is a thin horizontal line. At the bottom of the form, there is another light gray bar.

EVENT REGISTRATION

❖ Budget & Goals

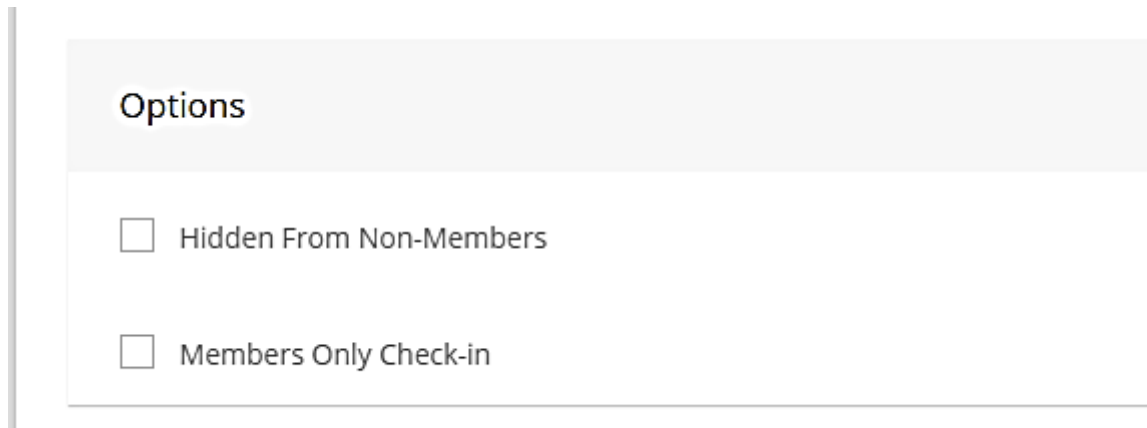
- ❖ To assist with booking keeping, you can add your budget and the final cost for this event here.
- ❖ You can also include your attendance goal to help measure how well your event did & plan future events.

Budget & Goals
Budget <hr/>
Cost <hr/>
Attendance Goal <hr/>

EVENT REGISTRATION

❖ Options

- ❖ **Hidden From Non-Members** - if you don't want anyone to be able to see your events in the portal.
 - ❖ This may be because of ritual, rites, or internal voting/planning.
- ❖ **Members Only Check-In** – goes hand-in-hand with the previous option.
 - ❖ Allows only current members to check-in.



A screenshot of a web form titled "Options" with a light gray header. Below the header, there are two checkboxes, each followed by its label. The first checkbox is for "Hidden From Non-Members" and the second is for "Members Only Check-in". Both checkboxes are currently unchecked.

Options	
<input type="checkbox"/>	Hidden From Non-Members
<input type="checkbox"/>	Members Only Check-in

EVENT REGISTRATION

- ❖ Notes (*required)
 - ❖ additional information about your event
 - ❖ Special guests
 - ❖ Vendors present

Notes

Event Notes

H1 H2 H3 H4 H5 H6 P PRE ”

B *I* U ~~S~~

WORDS: 0 CHARACTERS: 0

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 event registration, you should get a confirmation email as well as a confirmation from Astra (if physical space is required).

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

Phone: (678) 466-5433

WHERE TO FIND THIS PRESENTATION?



SCAN ME

clayton.edu/laker-life/docs/laker-life-presence-new-student-orgs.pdf

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