

# **PRESENCE | LOCH-N FOR RETURNING STUDENT ORGANIZATIONS**

# OVERVIEW

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

Organization Re-registration

- ❖ Advisor/Advisors
- ❖ Roster
- ❖ Approval

Event Registration

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

# WHERE TO FIND THIS PRESENTATION?



SCAN ME

[clayton.edu/laker-life/docs/laker-life-presence-returning-student-orgs.pdf](https://clayton.edu/laker-life/docs/laker-life-presence-returning-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

**Laker Life!**  
FALL 25 ATHLETICS ...  
08/15/2025 - 1:00 PM

**HSA: QUICK CONNECT**  
08/15/2025 11:30am-12:30p

**HSA: QUICK CONNECT**  
08/15/2025 11:30am-12:30p

Featured Organizations

Get Involved in student organizations on campus.

**Bent Tree Media**

**CAMPUS EVENTS COUNCIL**  
Campus Events Council

**Laker Life!**  
Division of Student Affairs  
Department of Laker Life

See More

**SGA**

**CLAYTON STATE UNIVERSITY**  
**SGA**

**CLAYTON STATE UNIVERSITY**

# PRESENCE (LOCH-N)

## Coming Up



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



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



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



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



HSA: Quick Connect  
Event Walkthrough Request

## Featured Organizations

See More

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

See More

More Forms here

Event Registration	← Event Registration
Event Walkthrough Request	
Fundraising Request Form	← Fundraising Request
Organization Registration	
Payment/ Reimbursement Request Form	← Payment/Reimbursement Request

Organization Registration



Download Presence App Here



# 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 executive board. Contact Laker Life to assist 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."**

The screenshot shows the top navigation bar of the Clayton State University website. On the left is the Clayton State University logo. In the center, there are links for "Organizations", "Events", "Forms", "Opportunities", and "Resources". On the right, there is a user profile icon circled in red, with a red arrow pointing to a red button labeled "Sign-In as Admin". Below the navigation bar is a large banner featuring the Clayton State University mascot logo on the left and the "LOCH-N" logo in the center. The "LOCH-N" logo has a padlock icon for the letter 'O'. Below the banner, there are sections for "Coming Up" and "Featured Organizations". The "Coming Up" section shows a "Laker" event. The "Featured Organizations" section has the text "Get involved in student organizations on campus." and shows several organization logos.

# TRANSITIONING

Once you're done updating, 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 triangle icon 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 from left to right: H1, H2, H3, H4, H5, H6, P, PRE, quote, bold (B), italic (I), underline (U), strikethrough (ABC), bulleted list, numbered list, link, unlink, undo, redo, indent, outdent, and full screen. Below the toolbar is 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

- ❖ **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

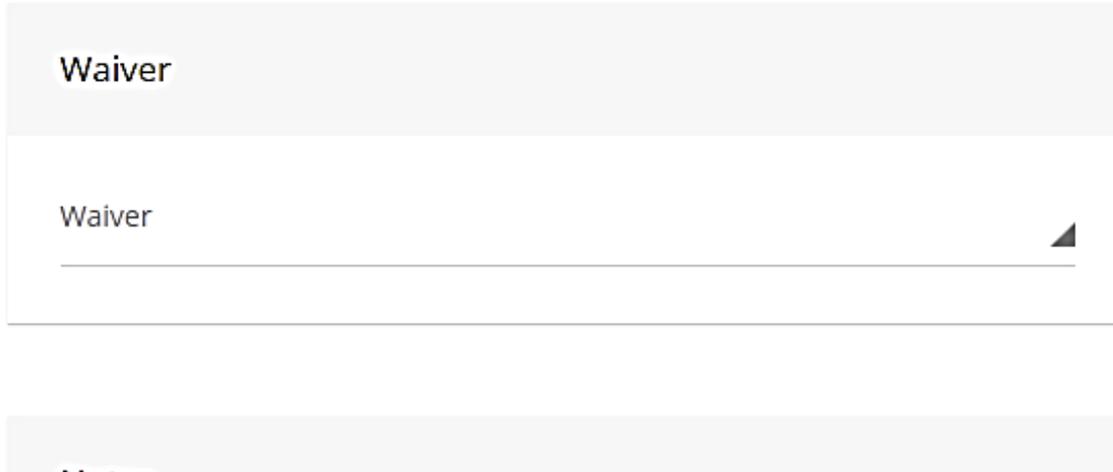
Opportunity Type



# 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 registration form. At the top, there is a light gray header bar with the text 'Waiver'. Below this is a white input field containing the text 'Waiver' and a small downward-pointing triangle icon on the right side, indicating a dropdown menu. A horizontal line is visible below the text in the input field. Below the input field is another light gray bar, partially visible at the bottom of the screenshot.

# EVENT REGISTRATION

## ❖ Budget & Goals

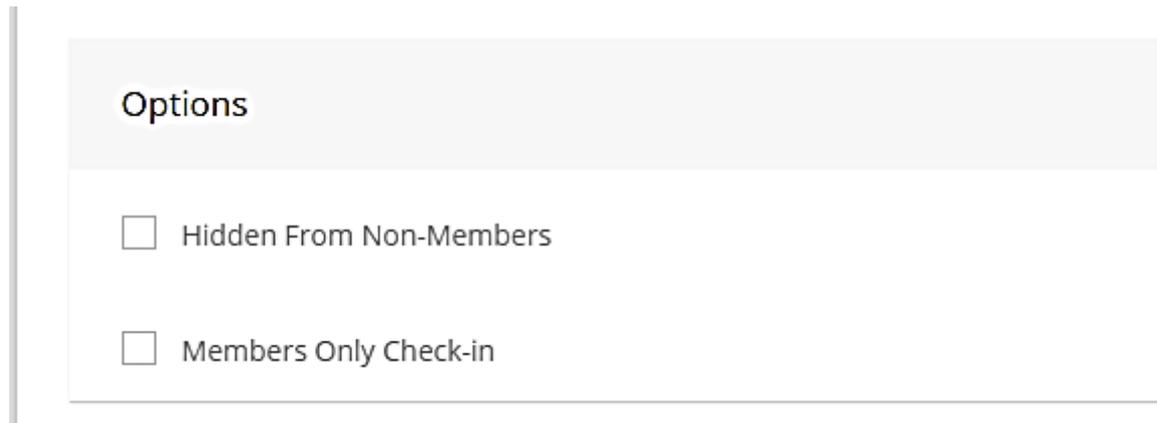
- ❖ To assist with booking keeping, you can add your budget and the final cost for this event here.
- ❖ You can also include your attendance goal to help measure how well your event did & plan future events.

Budget & Goals
Budget _____
Cost _____
Attendance Goal _____

# 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". The form contains two checkboxes, both of which are unchecked. The first checkbox is labeled "Hidden From Non-Members" and the second is labeled "Members Only Check-in".

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

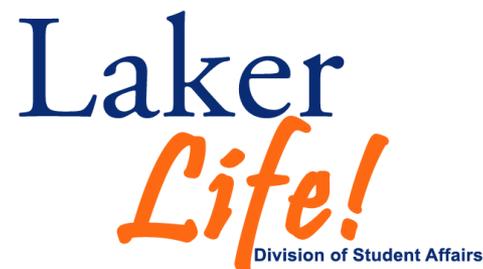
## Additional Information

- ❖ 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](mailto:TonyBerry@clayton.edu)

Phone: (678) 466-5433

# WHERE TO FIND THIS PRESENTATION?



SCAN ME

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