INVOLVE/PRESENCE FOR 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?

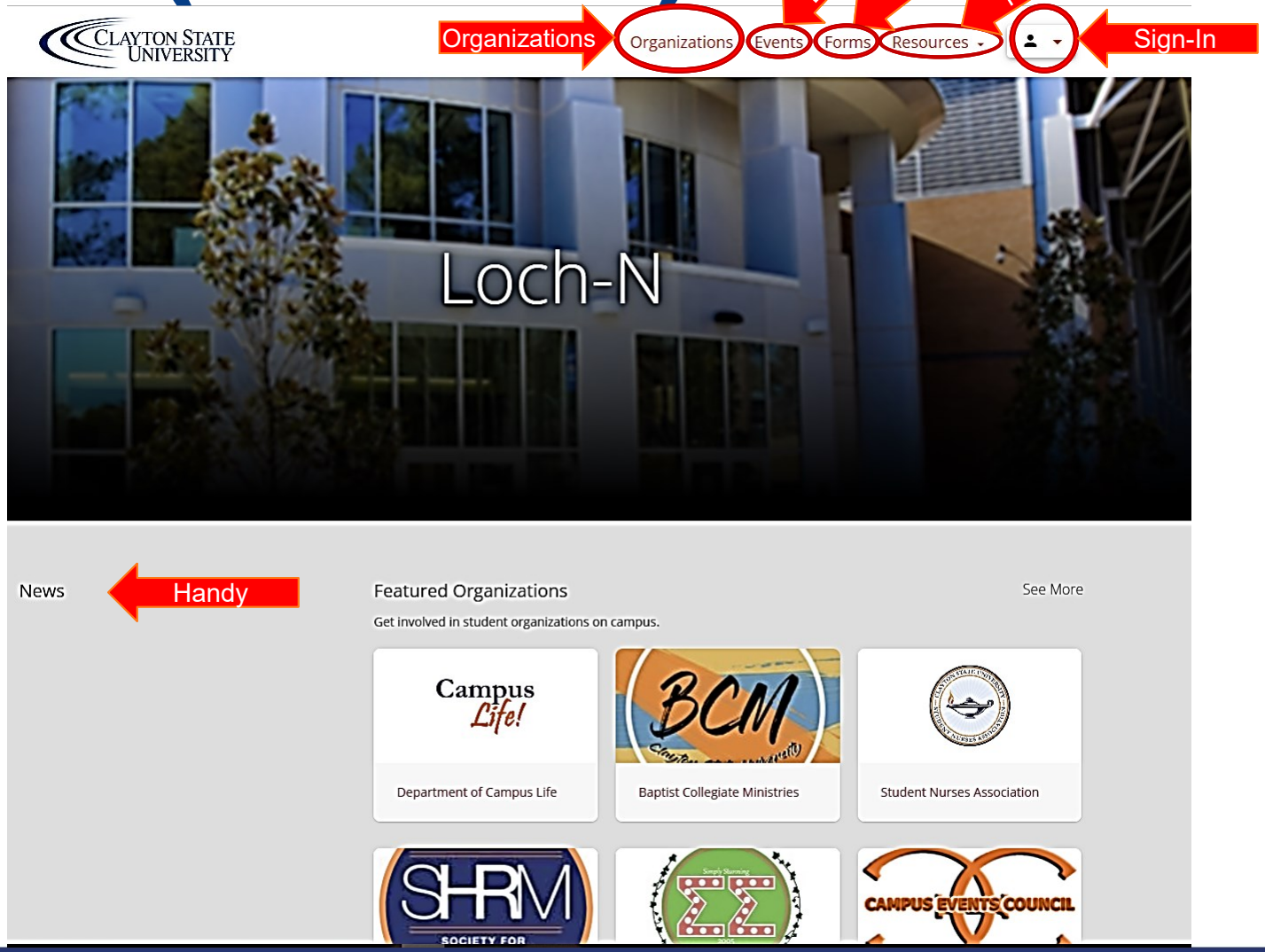
clayton.edu/laker-life/docs/laker-life-presence.pdf

Laker Life!
Division of Student Affairs

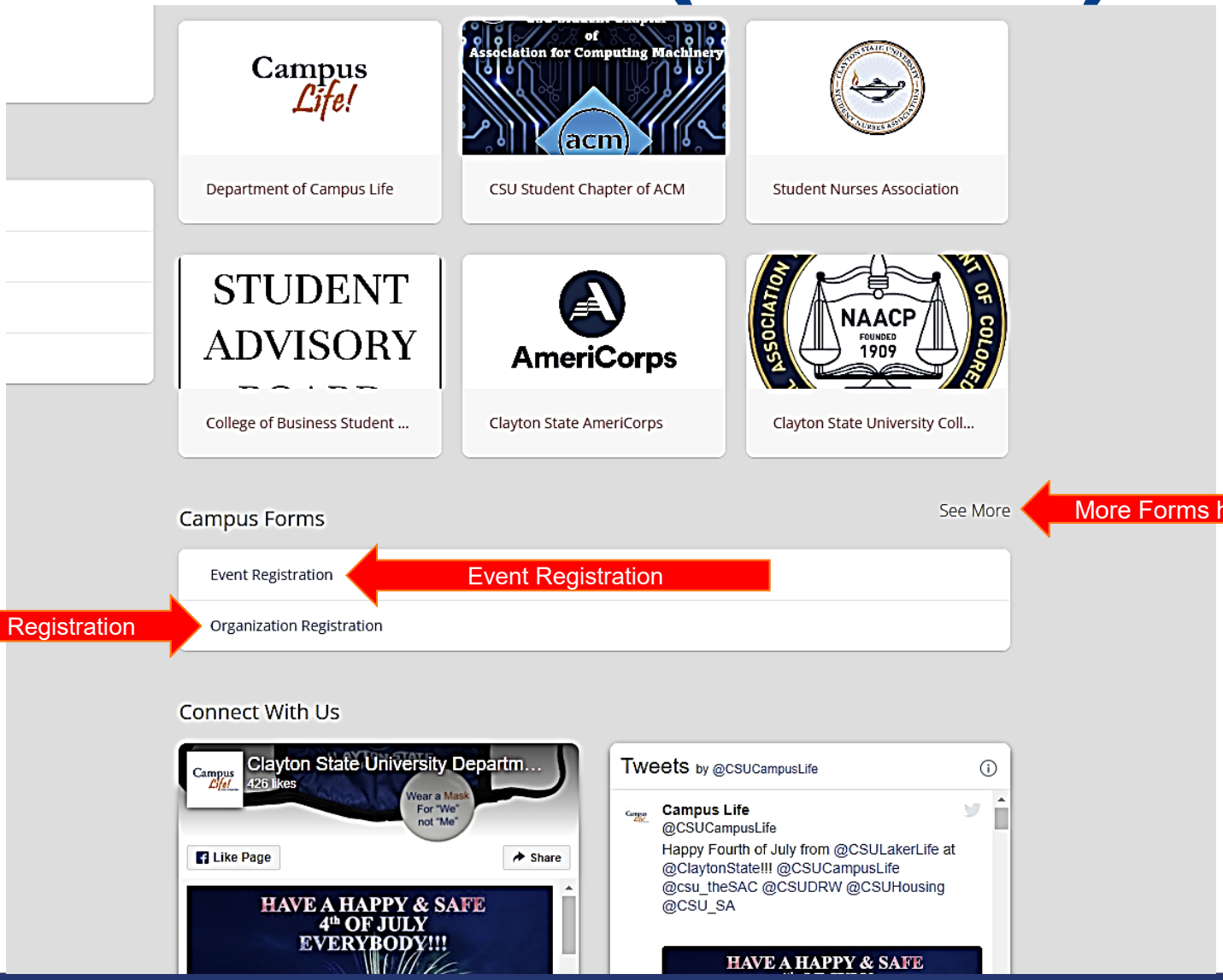
LOCH-N LINK

- 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)

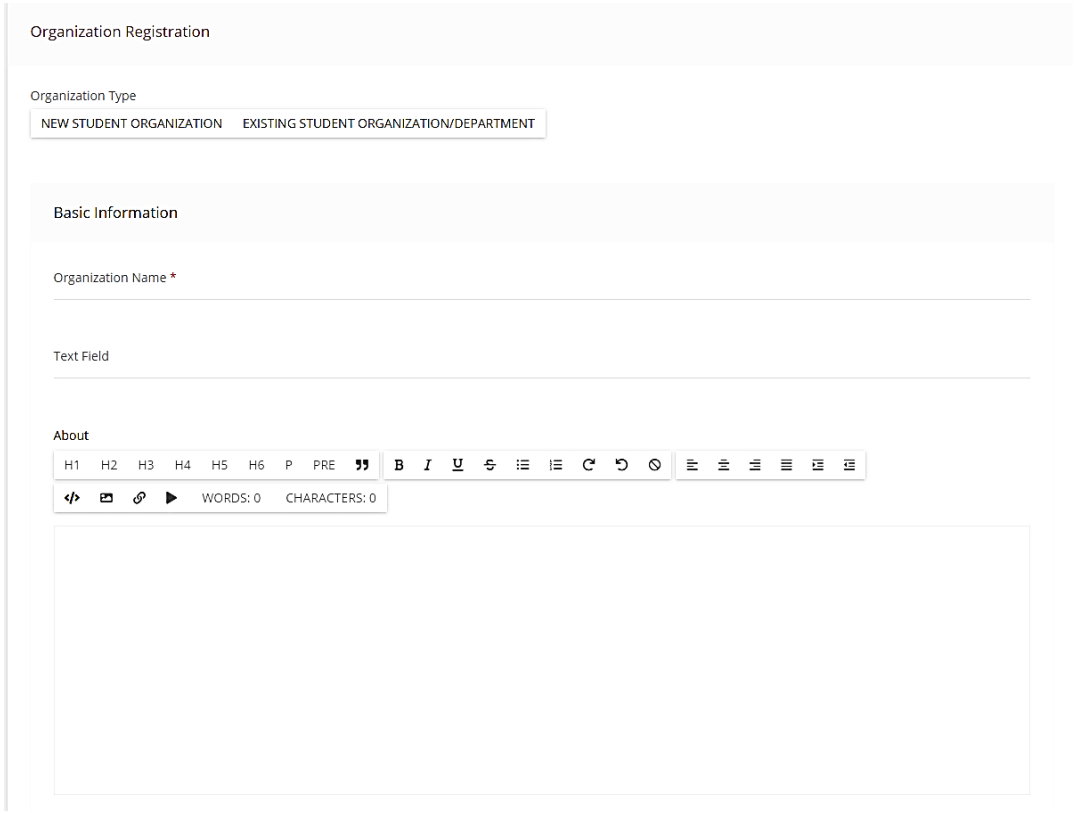


PRESENCE (LOCH-N)



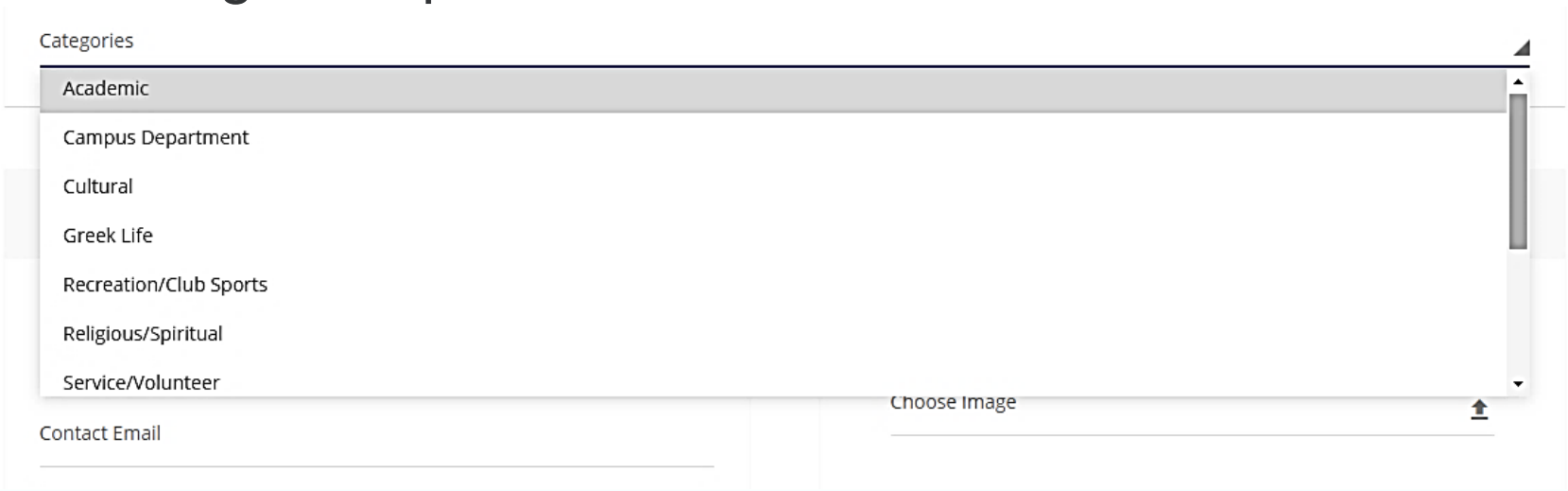
ORGANIZATION REGISTRATION

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



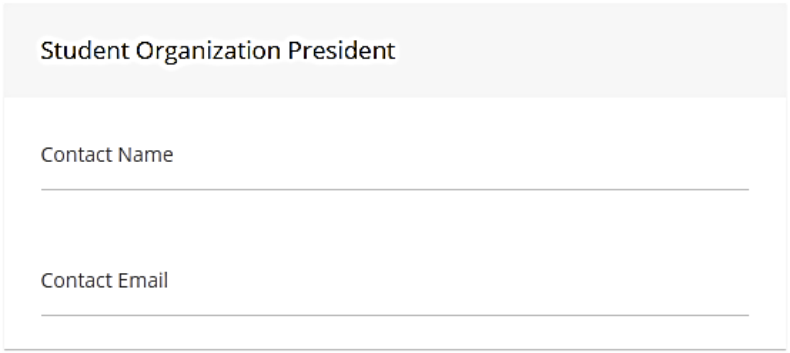
ORGANIZATION CATEGORY

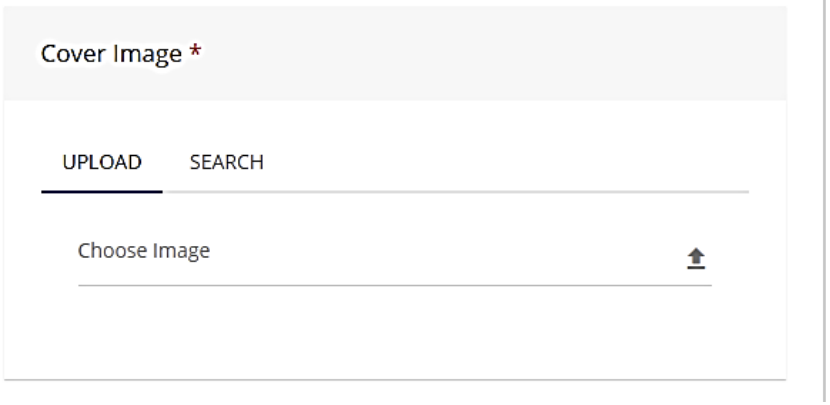
- Academic
- Campus Department
- Cultural
- Greek Life
- Recreation/Club Sports
- Religious/Spiritual
- Service/Volunteer
- Special Interest/Leisure
- Tier I
- Tier II
- Tier III
- Tier IV



ORGANIZATION INFORMATION

- Student Org President (Full Name | Clayton State Email)
- Upload an Organization Cover Image (960 X 375)





ORGANIZATION INFORMATION

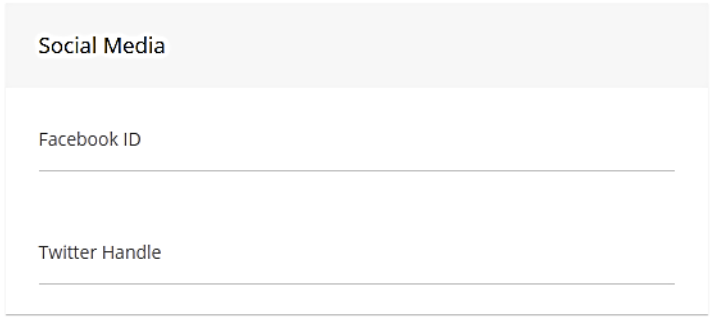
Social Media

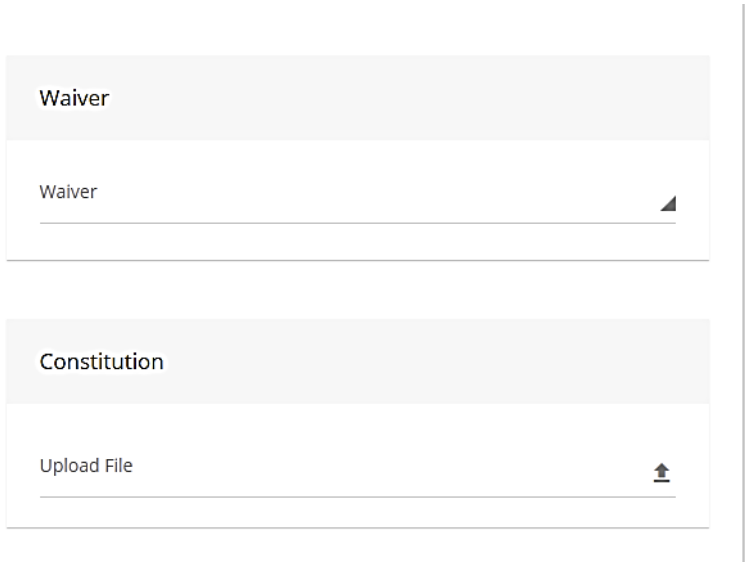
FB – everything after the .com/

Ex: https://www.facebook.com/CSUCampusLife becomes CSUCampusLife

Twitter – @username

Ex: @CSUCampusLife





ORGANIZATION INFORMATION

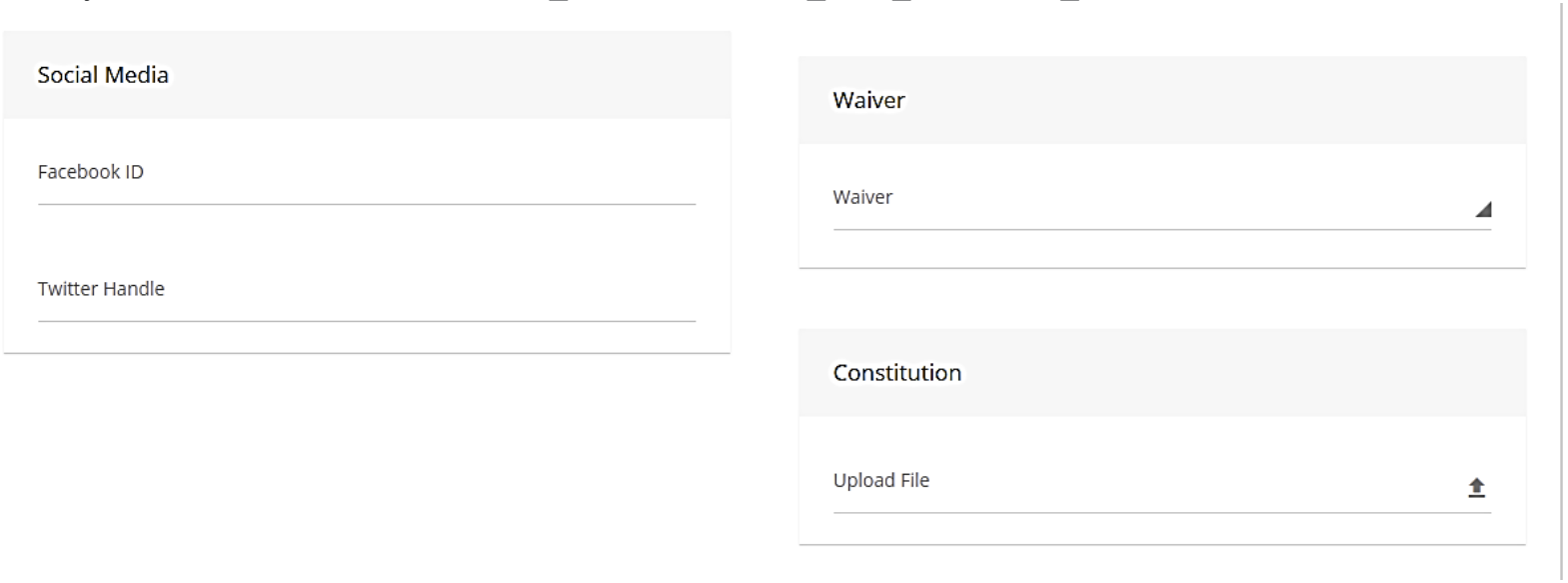
Waiver

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.

Sample constitution:
clayton.edu/laker-life/docs/SAMPLE_CONSTITUTION_FOR_STUDENT_ORGANIZATIONS091714.docx



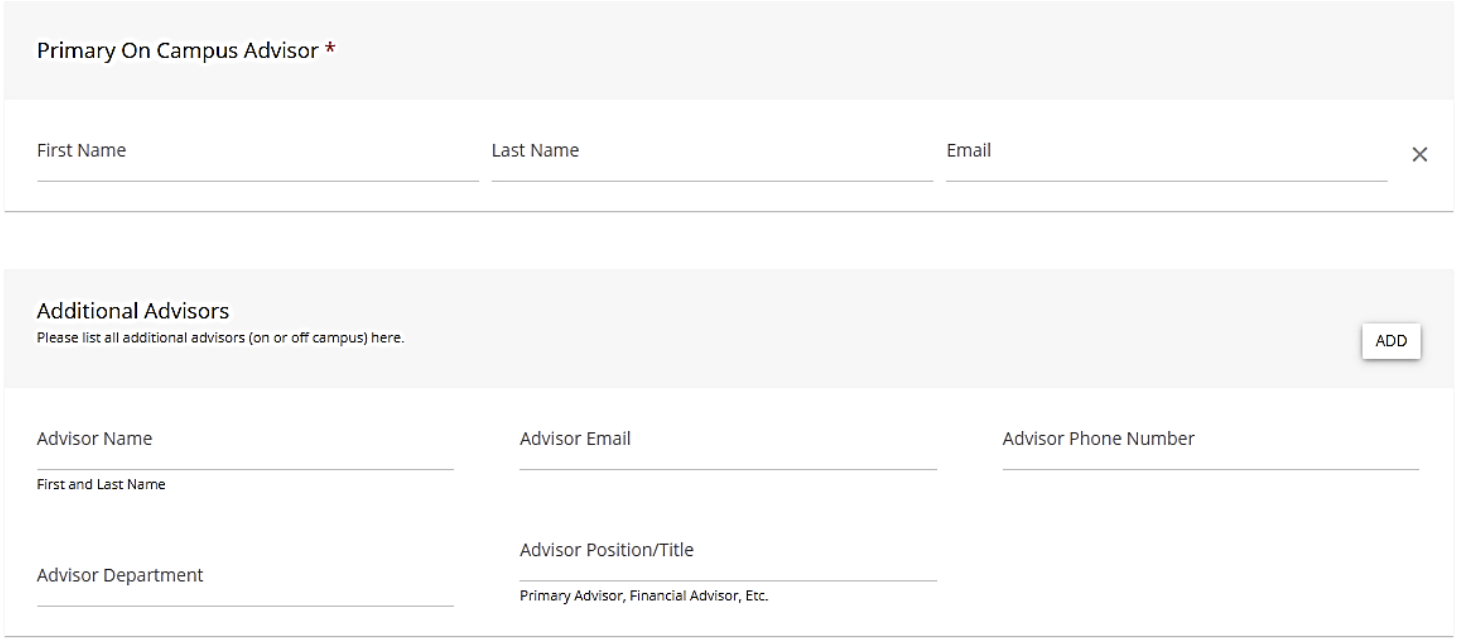
ORGANIZATION ADVISOR

Primary On Campus Advisor Information

Full name & Clayton State Email
(ex: FirstLastname@clayton.edu)

Additional Advisor(s) Information

Full name, Clayton State email (username), Clayton State Phone, Department, & Adv. Position (if multiple types available).



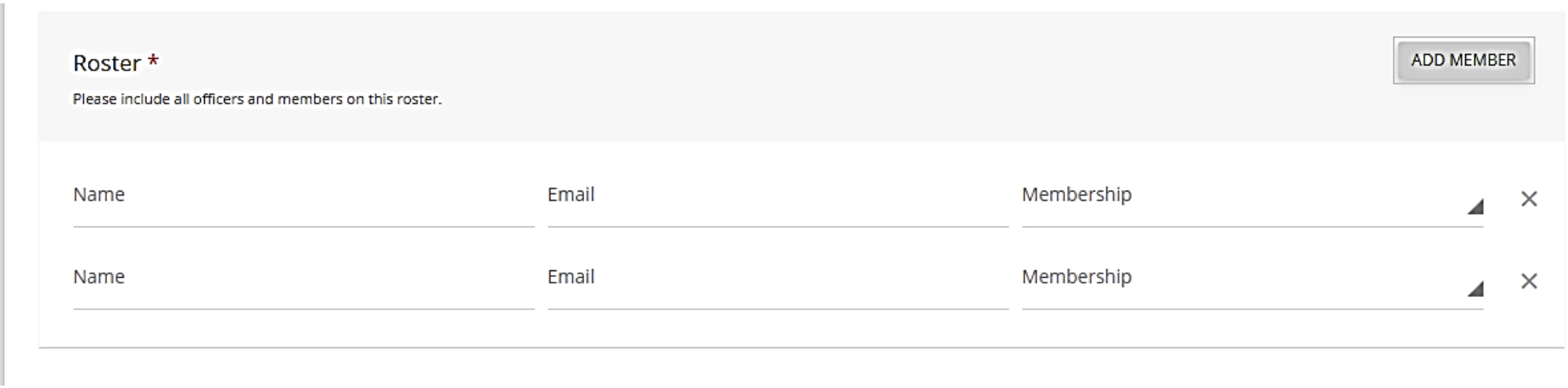
ORGANIZATION ROSTER

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"

- Barring errors or missing information, you should get a thank you message and a follow-up email

Approval Process

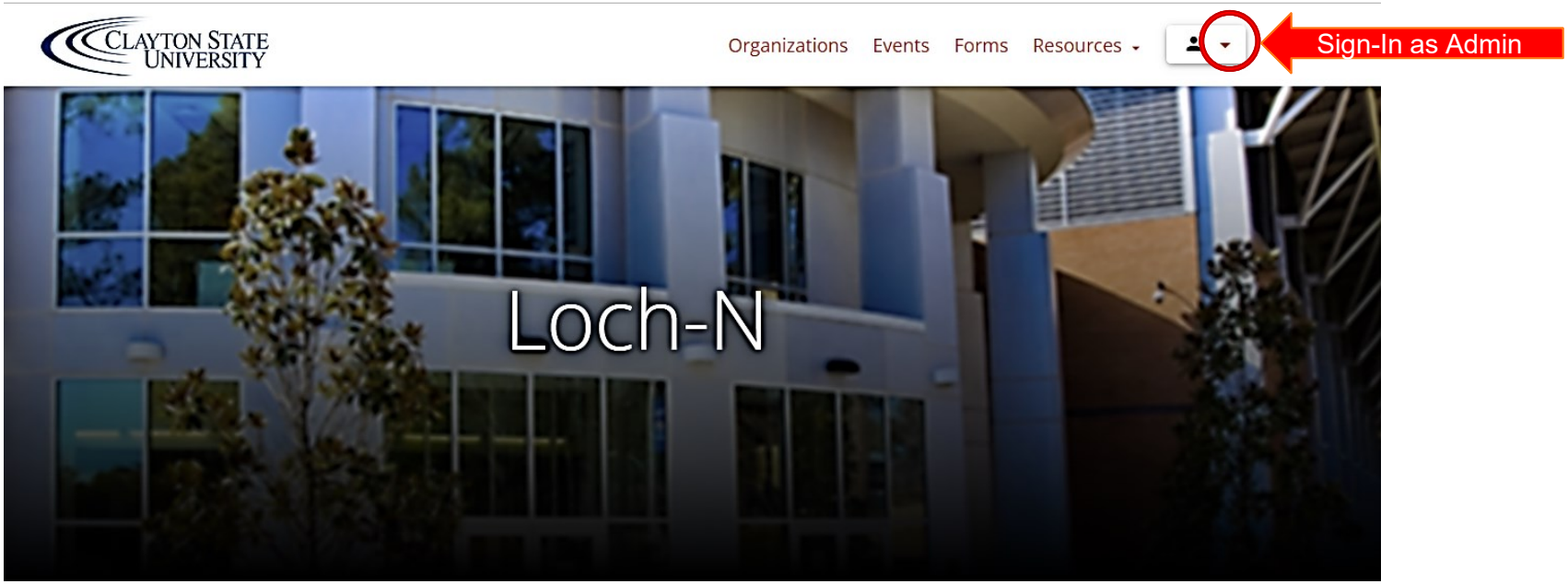
- Once Laker Life approves your organization for registration/re-registration, you should get a confirmation email congratulating you.
- You may be contacted to provide additional information or to update your constitution prior to approval.

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).

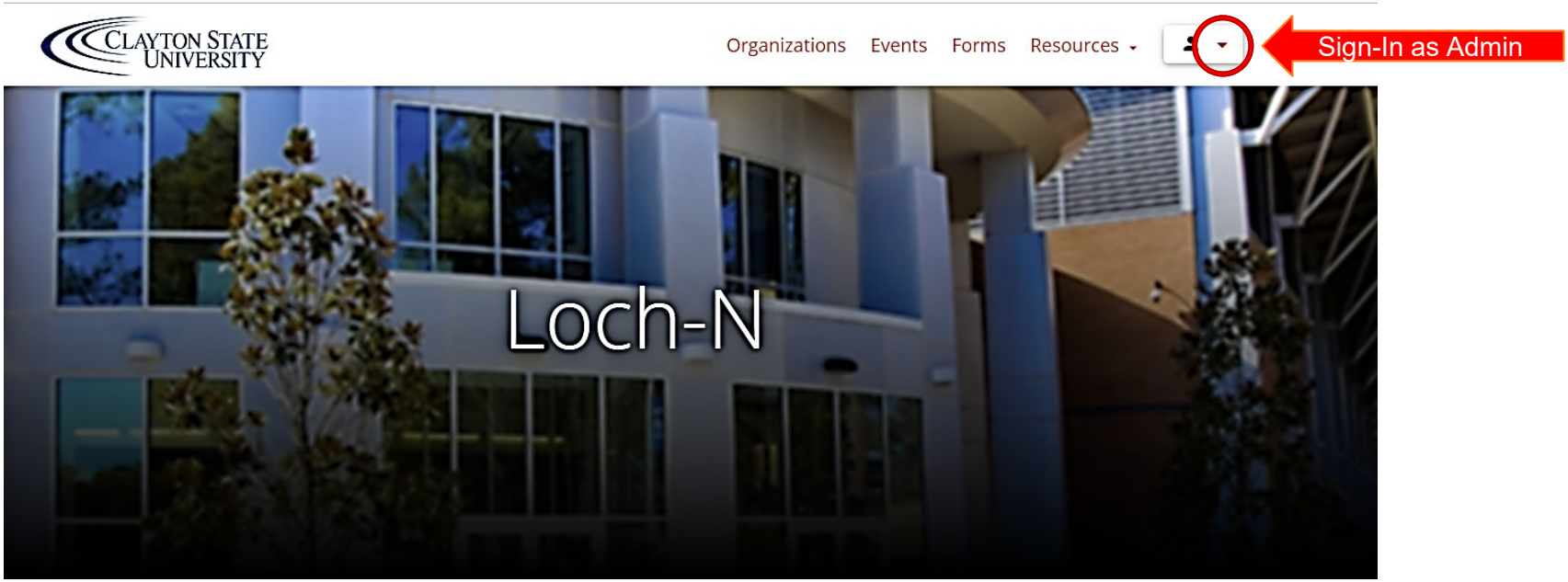


TRANSITIONING

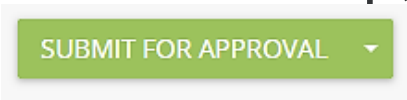
If you're not listed as the "**President**" for your organization, you will not be able to update your roster. Contact Laker Life for assistance with this.

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**."



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 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).

EVENT REGISTRATION

Can take a moment to submit your Astra Room Request.

- Recommended to confirm the availability of your desired event location.

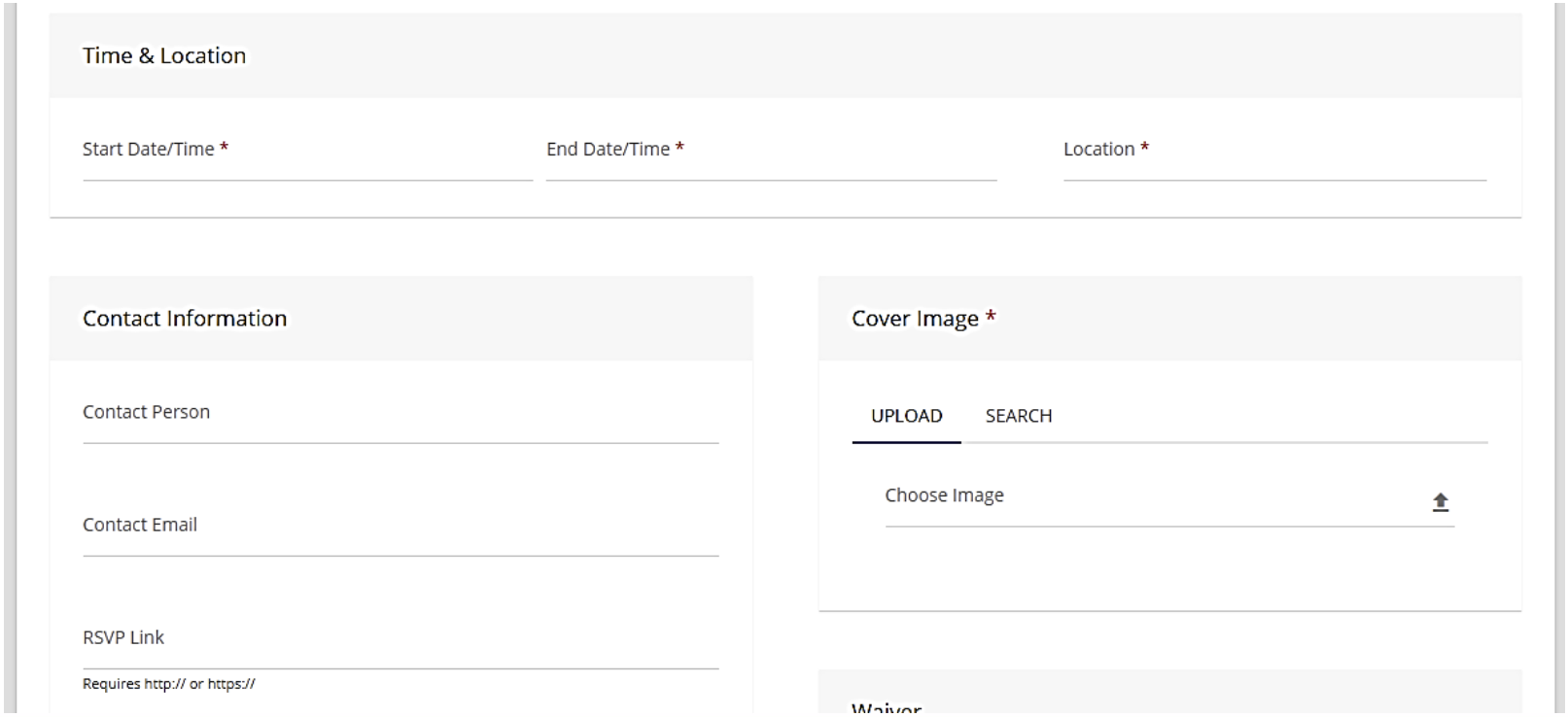
EVENT REGISTRATION

Time & Location

- Start & End Date/Time
- Location

Contact Information

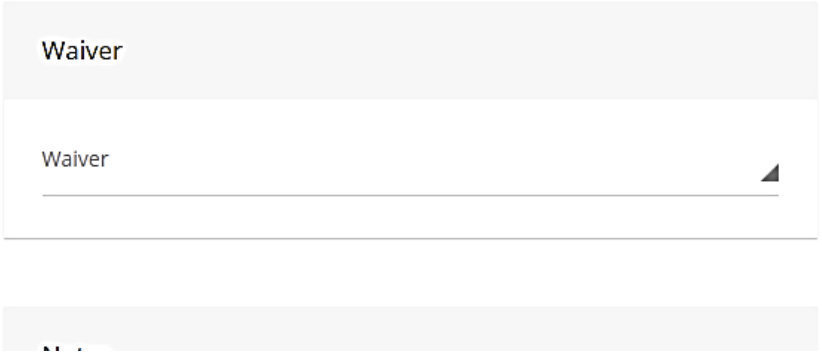
- Contact Person, Email, RSVP Link Cover Image (960 X 375)



EVENT REGISTRATION

Tags

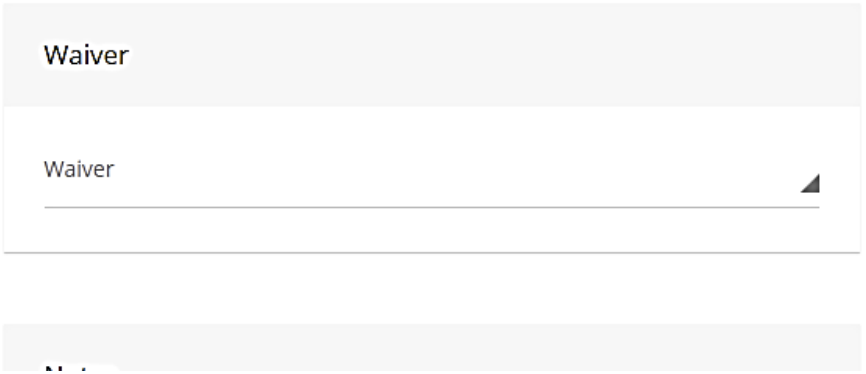
- Academic Support
- Career Planning/Preparation
- Diversity, Equity, & Inclusion (DEI)
- Healthy & Wellness
- Leadership
- Marketing
- Recreational
- Recruitment
- Service/Volunteer
- Skill Development (How-to)
- Social
- Spiritual



EVENT REGISTRATION

Waivers

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

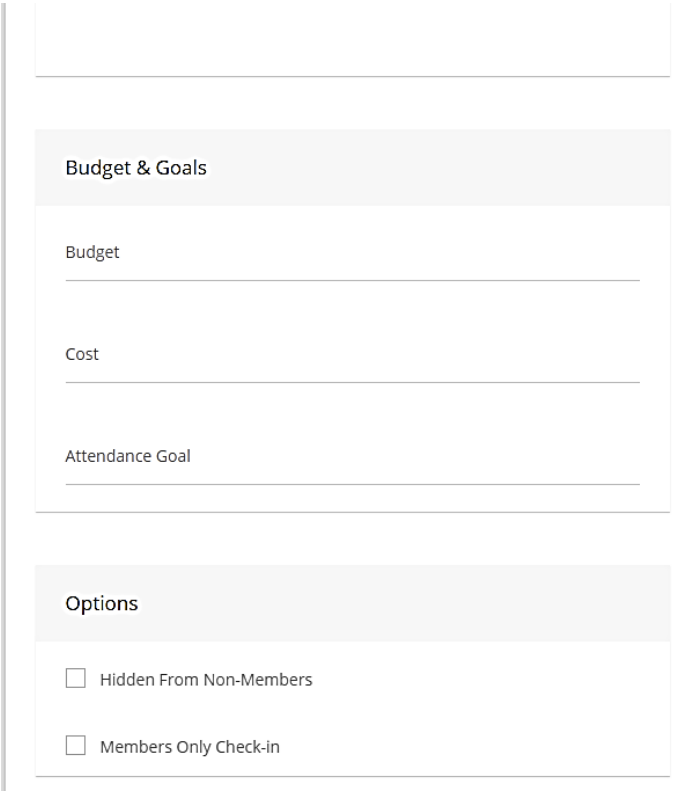


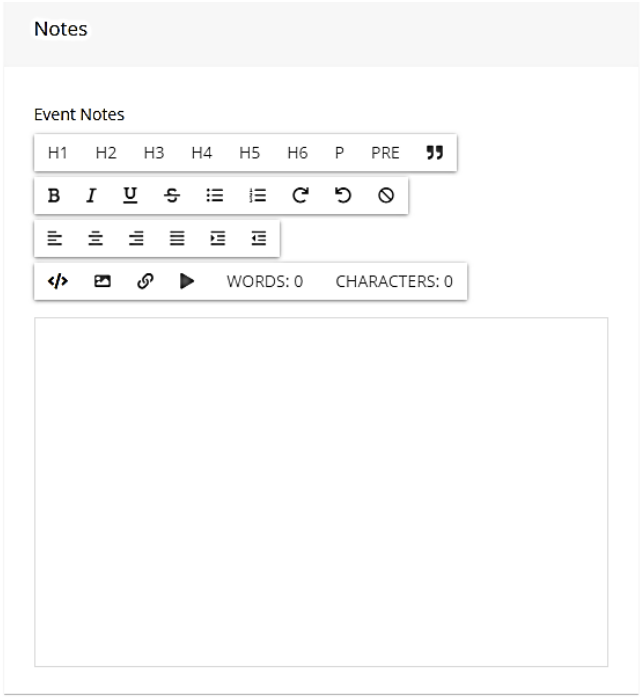
EVENT REGISTRATION

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
- 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

Laker Life!
Division of Student Affairs

WHERE TO FIND THIS PRESENTATION?

clayton.edu/laker-life/docs/laker-life-presence.pdf

Laker Life!
Division of Student Affairs