# studentHow to Use the OwlLIFELife Events Feature



Publicize your organization's meetings & events through Owl Life. Think of the Events feature as a digital flyer that can be viewed in owllife.kennesaw.edu & the mobile phone app Corq. It is an easy way to alert current & prospective members of what the organization is doing. You can also track attendance in the Events feature! <u>NOTE</u>: Owl Life event announcements are not space requests & do not guarantee reservations. Events should only be advertised after receiving a space confirmation.

#### To Create An Event Announcement

Step 1: Log in to Owl Life with your Net-Id and password,

**Step 2:** Select your organization under "My Memberships" from the home screen, click on the "Manage Organization" in the top right corner of the screen.

**Step 3:** Click on the menu icon (three horizontal bars) on the top left corner of the screen that is next to your organization's name.

**Step 4:** Click on "Events". (If you are having trouble with steps 2-4 please see the "How to Manage an Organization" guide).

**Step 5:** Click the blue "+ Create Event" button on the top right of the screen Fill out the form with the following:

-Add the event title.

-Select the theme that best fits the event.

-Add a description and spell check this information.

- To co-host an event type in the name of a co-host in the text box that says "Additional organizations co-hosting this event" and all available organizations will populate. Select the organization to add it as a co-host.

-Add the date of the event.

\* You can add multiple dates for a reoccurring event, such as weekly meetings.

\* Do not create one event announcement for a week of events as each individual event

should have its own event announcement in Owl Life.

-Add a location.

\* Specify which campus (Marietta or Kennesaw), the building name & room number.

\* If you want a map, do not use the "1000 Chastain Road" or "1100 S. Marietta Parkway" addresses. Please note maps are not required for locations.

\* To find the address of the location on either campus, use this

site http://www.kennesaw.edu/addresses/addressing.php.

-Select to whom you want to show the event announcement.

\* The "anyone in the world" option makes the event public meaning it is visible to anyone not logged into Owl Life.

-Decide if you want to collect RSVPs and select the appropriate answer. It will default to allow RSVPs.

# If you have any questions email rsosupport@kennesaw.edu

-Select the appropriate event category(s).

-For perks, do not select "credit" as this is for academic credit only.

**Step 6:** Click "Next" to add a picture to the event announcement. It is suggested that you use a landscape oriented picture to display best in Owl Life. Only events with pictures are shown on the main home page of Owl Life.

Step 7: Click "Next" and "Submit" to complete the submission

\*\*\*\*It will take 2-3 business days for RSO event announcements to be approved and for it to show in Owl Life. All events approved to show in Owl Life will also show on the Corq mobile phone app.\*\*\*\*

#### **Updating the Event Information:**

**Step 1:** Log in to Owl Life and select your organization under "My Memberships" on the home screen

**Step 2:** Click on the "Manage Organization" in the top right corner of the screen.

**Step 3:** Click on the "Events tab". (If you are having trouble with steps 1-3 please see the "How to Manage an Organization" guide).

Step 4: Click the event name that you want to update.

**Step 5:** At the top of the page click the "Change Details" button to update the information.



-Update the information that has changed and list the reason for the update.

-Allow for 2-3 business days for the changes to be approved.

**Step 6:** Click on "Cancel Event" to cancel the event announcement.

-If the event involved a reservation on campus you should also cancel the reservation with the "Reservation Cancellation or Change Request Form".

#### **Invite People to Attend the Event**

\*Before beginning this process, collect KSU email addresses for all individuals that are not on the organization's roster in Owl Life.

**Step 1:** Log in to Owl Life and select your organization under "My Memberships" on the home screen.

Step 2: Click on "Manage Organizations".

**Step 3:** Click on the menu icon (three horizontal bars) on the top left corner of the screen that is next to your organization's name.

**Step 4:** Click on "Events". (If you are having trouble with steps 1-3 please see the "How to Manage an Organization" guide).

Step 5: Click "Manage Invitations".

#### If you have any questions email rsosupport@kennesaw.edu



Step 6: Click the blue "Invite People" button.

**Step 7:** Invite people that are already on the roster for the organization of which you are a member. Select an organization of which you are a member and then highlight the names of the people that you would like to invite to attend the event.

**Step 8:** Send invitations to people using their KSU email addresses by clicking the "Invite by E-mail" tab, enter in the emails, click the "+ Add E-mail Addresses" button and click the blue "Send Invitations" button.

-Completing Step 7 and/or Step 8 will send an email invitation to all individuals you invite.

# **Track Attendance During the Event**

# <u>Note:</u> If you plan to use a card reader to track attendance at your event, the request for that card reader must be submitted separately by using the "Card Reader Check Out" Form on the Student Activities website (studentactivities.kennesaw.edu/forms.php). Student Activities staff must approve the event in Owl Life prior to requesting a card reader.

**Step 1:** Log in to Owl Life and select your organization under "My Memberships" on the home screen.

Step 2: Click on "Manage Organizations".

**Step 3:** Click on the menu icon (three horizontal bars) on the top left corner of the screen that is next to your organization's name.

**Step 4:** Click on "Events". (If you are having trouble with steps 1-3 please see the "How to Manage an Organization" guide).

find the event you wish to invite to invite people to attend from the "Upcoming" tab, then open the event.

**Step 5:** At the top of the page click the "Track Attendance" button.



-This page allows organization leaders to manage the virtual attendance sheet of the event, including adding attendance after the fact if you are experiencing internet connection issues.
-If you invited people to attend the event they will be listed as "N/A" until they tap their KSU id card to sign in and become listed as "Attended" or you change their attendance status.
Step 6: Copy the "Swipe Access Code" for your event and click on the swipe page URL.

# If you have any questions email rsosupport@kennesaw.edu



\*Note: This code above is not your event's code. All events have unique swipe access codes.\*

**Step 7:** On the swipe page, paste the Swipe Access Code into the box and hit "Submit" to activate the page to be ready to swipe people's KSU id cards track attendance for the event.

Owl Life at Kennesaw State University
Enter access code
Submit

**Step 8:** Connect the tap card reader to your computer from a USB port.

**Step 9:** Click the on the white rectangular box with your mouse. Tap a KSU ID card on the tap card reader and hit the "Submit" button

-If the card reader scanned the card correctly it will say "Success" and the next person may tap their id card (see below).



-If the card reader did not capture the information correctly, it will say "Failure" and that person will need to tap again.

-Do not allow attendees to tap their cards consecutively without allowing time for the system to process the card being read.

-If someone forgot their KSU ID card you can manually enter their KSU id number into the box. **Step 10:** To export the attendance sheet, go back to the "Track Attendance" page (see step 5) and hit the gray "Export" button the right.