

Introduce yourself in the chat! Which institution are you here with?

Involve 101 for Student Organization Leaders

Learn about the platform and the basics to get started!

This webinar is aimed at new users or those who would like a refresher on the basics!

Involve 101 for Student Organization Leaders

Learn about the platform and the basics to get started!

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on the basics!*

Agenda

1. What is Involve?
2. Student Portal
3. Forms
4. Organizations
5. Events
6. Support
7. Q&A
8. Close

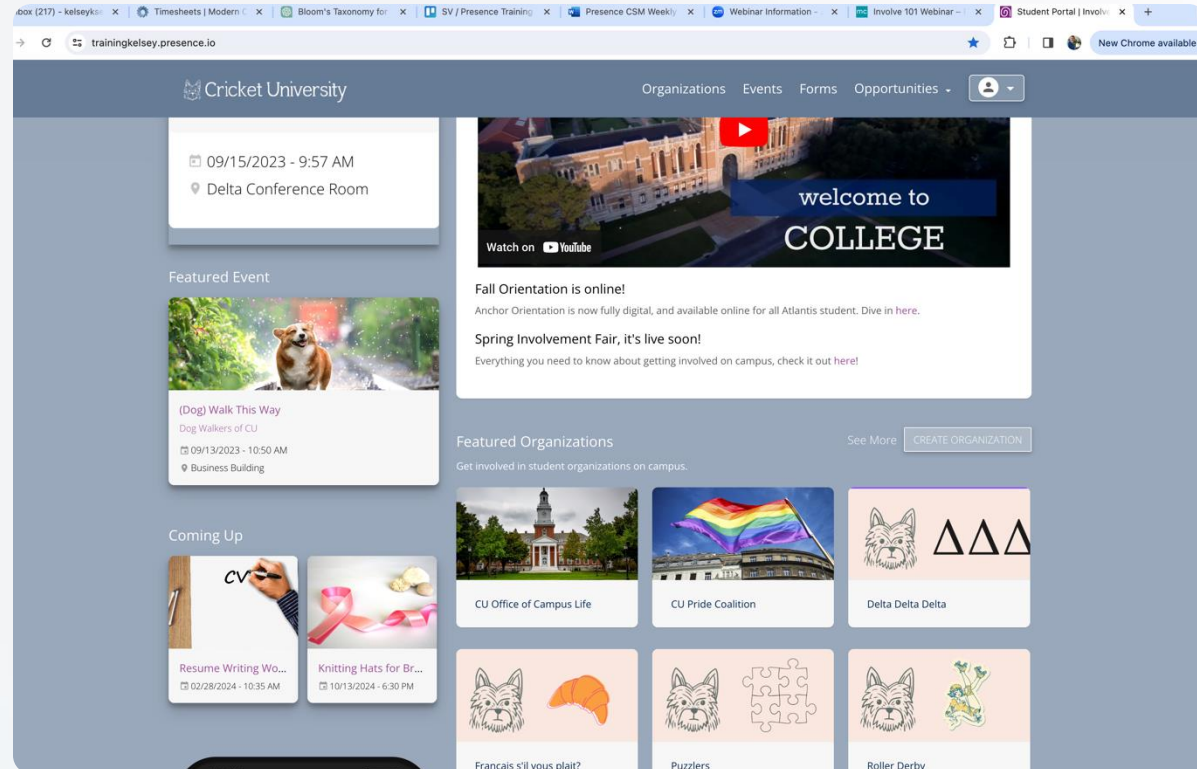


Intro to Involve

4

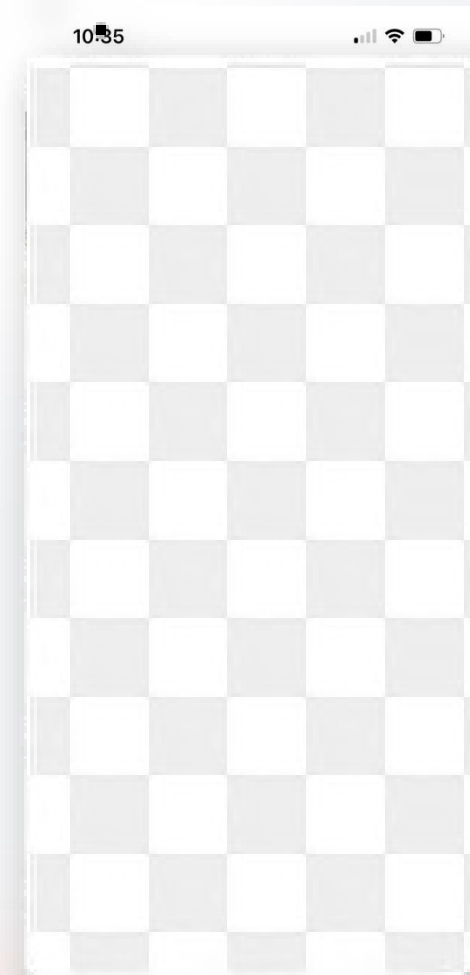


Web App



Mobile App

Search “Modern Campus Involve”



What can I do with Involve as
a student organization leader?

Create Forms

 Cricket University

2023 Student Leader Excellence Award Nomination



Your Name

Email Field

Email must be from one of these domains: 'cu.edu'.

Student Leader Awards

- Outstanding Student Leader of the Year:** This award recognizes an individual who has shown exceptional leadership skills, dedication, and impact on their campus organization.
- Emerging Leader Award:** Given to a newer member who has demonstrated significant growth in leadership potential.

Are You Nominating For this Award?

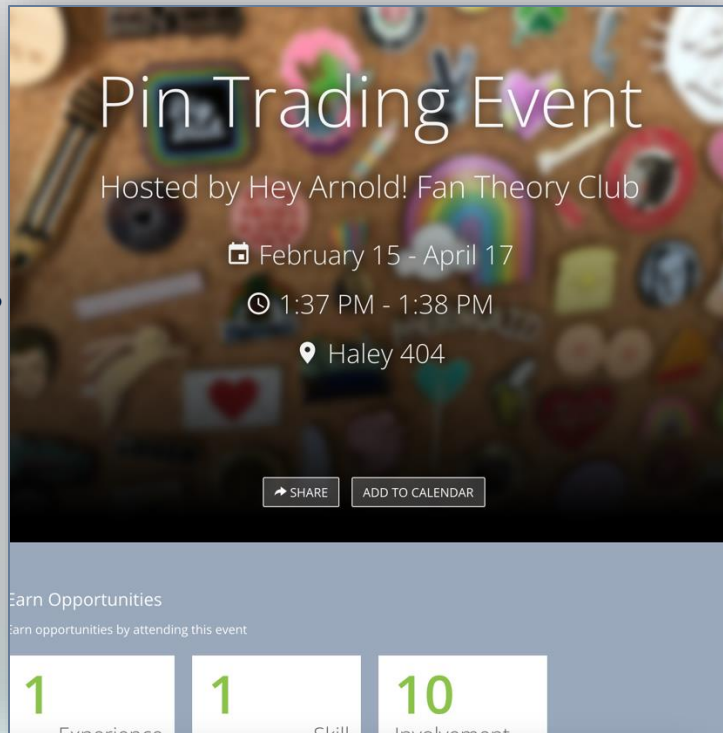
Update Roster

Members

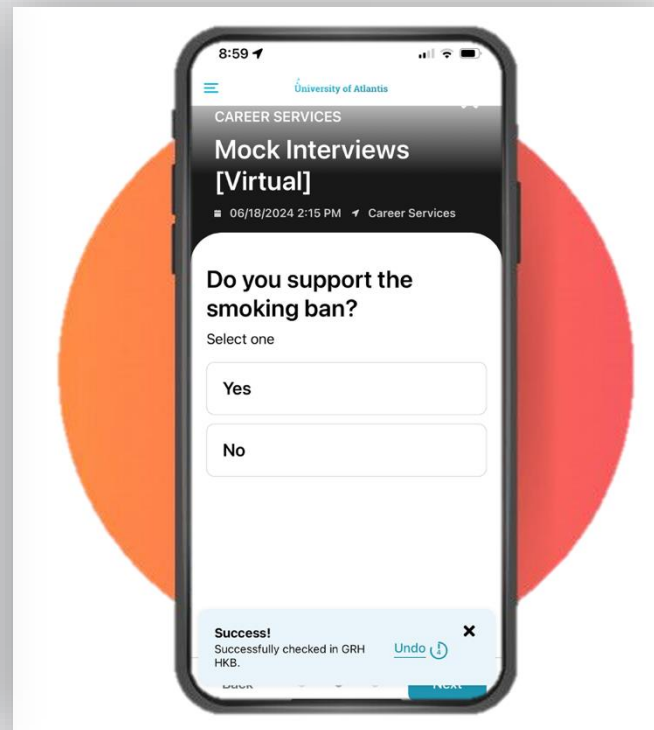
⚙️ SET

Name	Email	Me S
Aharon Revans	kseale+1286233@moderncampus.com	05/3
Armand Craigs	kseale+9232145@moderncampus.com	05/3
Aube Tarborn	kseale+8013723@moderncampus.com	05/3
Bambie Girke	kseale+195439@moderncampus.com	05/3

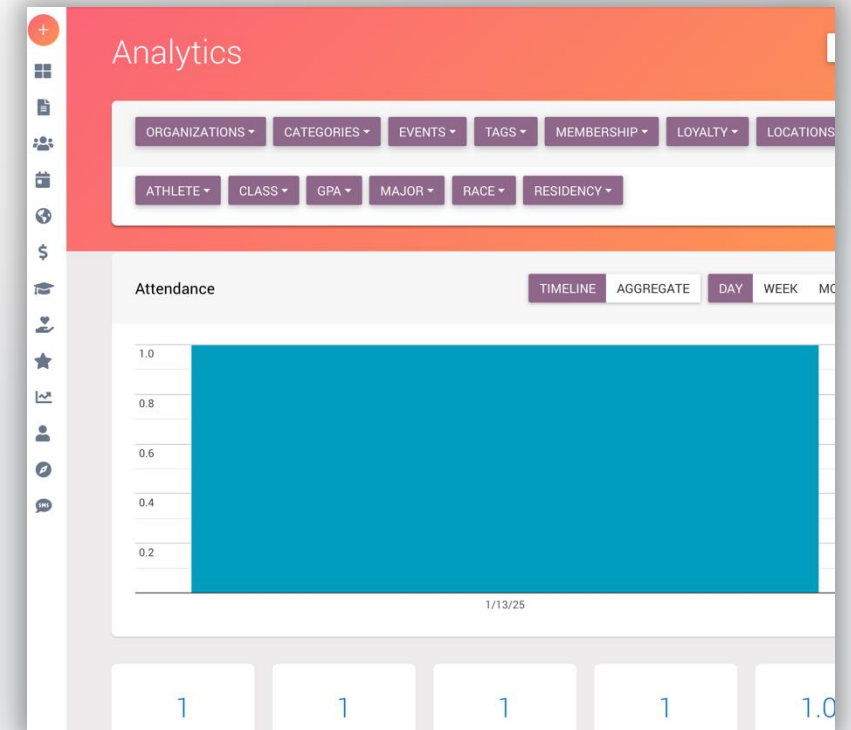
Create Events



Check-in & Polls



Check Analytics



Admin Dashboard



Organizations

Events

Forms

Experiences

Skills

Points

Account

Profile

Admin

Sitemap

Logout

RESPONSES SHARE

APPLY FOR OPPORTUNITY

Timeline



Search Timeline

DATES ▾

TYPE ▾



2 - Apply level of Creativity

02/20/2024 at 1:21PM

Skill



1 - Know level of Creativity

02/20/2024 at 1:18PM

Skill

Member - Dog Walkers of
CU

08/21/2023 at 11:21AM

Membership

Navigate to the admin dashboard

1. Select person icon / three stacked lines.

2. Log In

3. Select "Admin"

Your access controls what you see on the dashboard!

12

The screenshot shows the Modern Campus dashboard interface. A red rectangular box highlights the left sidebar navigation menu, which contains the following icons from top to bottom: a green circle with a white plus sign, a window icon, a document icon, a group of people icon, a calendar icon, a dollar sign icon, a line graph icon, and a speech bubble icon. At the bottom of the sidebar are three icons: a gear (settings), a red circle with a white 'B' (notifications), and a question mark (help).

The main content area of the dashboard includes:

- A header section with the text "Good afternoon, Morrie!" and a "STUDENT PORTAL" button.
- A list of approval requests on the right side:
 - The organization "Dog Walkers of CU" needs your approval.
 - The timeline "5 Service Hours" needs your approval.
 - The organization "Cricket Watercolor Club" needs your approval.
 - The organization "Delta Delta Delta" needs your approval.
 - The organization "Walking Around" needs your approval.
- A section with motivational text and links:
 - "Let's do something."
 - "It's been 303 days since you've created an event. [Create one now.](#)"
 - "Looks like you haven't made a form yet. [Create one now.](#)"
 - "You haven't attended an event in 157 days. [Find one.](#)"
- A bottom summary bar with five cards:
 - 18 Organizations
 - 14 Organization Members
 - 2 Upcoming Events
 - 1 Monthly Unique Attendees
 - 2% Students Attended
- A "Help" button in the bottom right corner.

Access is given individually by an admin!

- Can't do what you need to do?
- Check with your admin to set the correct permissions!

Additional Rights

- ☒ Create Organizations
- ☒ Edit Organizations
- ☒ Deactivate Organizations
- ☐ Create Events
- ☐ Delete Events
- ☐ Event Approval
- ☐ Create Users
- ☐ View Person Profiles
- ☐ View Student Numbers
- ☐ Add Attendees via Web
- ☐ Add Bulk Attendees via Web
- ☐ Add Members Without Invite
- ☐ Set Event Dates in the Past
- ☐ Download Smart Transcript

Organizations

Organization Registration Form

Cricket University

Forms

Search Forms
CATEGORY

Title	Description
2023 Student Leader Excellence Award Nomination	
Apply For Opportunity	Fill out to apply for a skill, experience, points, or service hours.
Event Registration	Register an event hosted by your organization.
Organization Registration	Register your campus group.

Cricket University

Organization Registration

Register your campus group.

Basic Information

Organization Name *

About

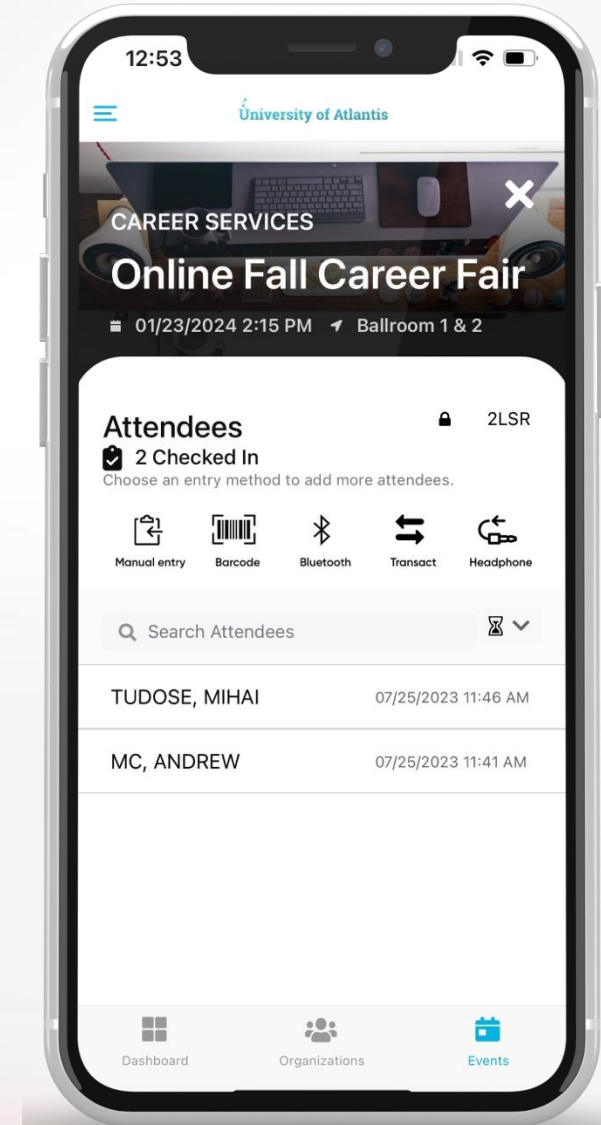
H1 H2 H3 H4 H5 H6 P PRE " B I U S I I C U WORDS: 0 CHARACTERS: 0

With your organization you can...

- Create and host events
- Create event check-in polls
- Create and distribute custom forms
- Manage your roster
- Manage leadership roles and faculty advisors

Keys to Success

- Update your roster
- Complete your transition by updating your roster and organization registration form!
- When you host events, use the CHECK IN feature!



Update Your Roster

Add Members to Organizations

Add Individually

19

+

Organizations

+

ORGANIZATIONS

REQUESTS

OFFICERS

MEMBERSHIP

DRAFTS

MANAGE

18

Active Organizations

14

Unique Members

2.17

Average Members

Search Organizations

STATUS

AND

CATEGORY

FILTER

Title	Category	Meeting Time	Meeting Location	Members	Status	
Career Services	Department				Active	
Cooking Club					Active	
CU Methodists	Faith Based, Student Organization			3	Active	
CU Office of Campus Life	Department				Active	
CU Office of Health and Wellness	Department				Active	
CU Pride Coalition	Affinity, Student Organization	5:00pm	101 Cricket Hall	5	Active	

Add In Bulk

	EMAIL	POSITION	STATUS
	A	B	C
1	Email	Position	Status
2	alex@presence.io	President	Active
3	mike@presence.io	Member	Active
4	franklin@presence.io	Member	Inactive
5			

20

Events

Event Registration Form

- Title
- Hosting Organization
- Time
- Location
- Cover Image

22

The screenshot shows a web form titled "Event Registration" on the Cricket University website. The form is for registering an event hosted by the organization. It is divided into two main sections: "Basic Information" and "About the event".

Basic Information

- Event Name ***: A text input field.
- Host ***: A text input field with a small dropdown arrow on the right.

About the event

This section features a rich text editor with a toolbar containing the following icons: 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, and a circular arrow icon. Below the toolbar are two status indicators: "WORDS: 0" and "CHARACTERS: 0". The main content area of the editor is a large, empty text box.

Edit an Event

23

The screenshot shows the Modern Campus interface for managing events. The top navigation bar includes tabs for EVENTS, REQUESTS, ATTENDEES, DRAFTS, TAGS, WAIVERS, and POLLS. A search bar is located below the tabs. The main content area displays a table of events with columns for Event Title, Organization, Location, Date/Time, Pin, and Attendees. A red arrow points to a dropdown menu icon (three dots) next to the first event, which has opened to show options: Edit, Attendees, Duplicate Event, and Delete.

Event Title	Organization	Location	Date/Time	Pin	Attendees
Pin Trading Event	Hey Arnold! Fan Theory Club	Haley 404	02/15/2024 - 1:37 pm	Y799	
Eras Tour Livestream	Delta Delta Delta	Campus Green	02/20/2024 - 10:38 am	R3	
Resume Writing Workshop	The Creme de Bananas	Zoom	02/28/2024 - 10:35 am	KV	

EXPORT ▾

Event RSVP

24

A promotional card for a Short Film Festival. The background is dark with a golden film reel and a film strip. The text is white and centered. At the bottom, there are three buttons: 'SHARE', 'ADD TO CALENDAR', and 'RSVP'.

Short Film Festival

Hosted by Film Club

📅 July 29

🕒 2:25 PM - 2:26 PM

📍 Frampton 104

➡️ SHARE ADD TO CALENDAR RSVP

Default options

1. I'm attending
2. I'm no attending

RSVP Settings

ENABLED DISABLED

☐

Allow Maybe Response

Allow Maybe as an RSVP response

☐

Limit Number of RSVPs

Limit the Number of "Attending" RSVPs that will be accepted

Available Starting

Available Until

Leaving this blank
allows indefinite
RSVP

Turn RSVP on or off

CANCEL

SUBMIT

07/29/2024 02:25 pm - 02:26 pm

DETAILS

ATTENDEES

RSVP

FORMS

[VIEW ON PORTAL](#)

7

Attending

0

Maybe Attending

C

Not Attending

Update
settings or
disable RSVP

RSVP SETTINGS

RSVP



Search RSVPs

FILTER ▼

[View list of RSVPs](#)

Name

Email

Response Time

Response

Event Check-In Time



Delete an RSVP

Kelsey Seale

kseale@moderncampus.com

07/25/2024 - 4:42 pm

Yes



EXPORT ▼

Export a list of RSVPs

Compare RSVP to check-in data

RSVP FAQs

- RSVP must be turned on AFTER approval
- You can limit the number of RSVPs
- You can still use the RSVP link to use an external RSVP service
- RSVP is only available to those with an Involve account

Event Tags

28

The screenshot shows the 'Events' page of Cricket University. At the top, the Cricket University logo is on the left and a menu icon is on the right. The main heading 'Events' is centered in a large white font. Below the heading is a white search bar with a magnifying glass icon and the text 'Search Events'. To the right of the search bar are several blue filter buttons: 'EARN', 'CATEGORY', 'ORGANIZATIONS', 'TAGS', 'DATES', and three icons (a grid, a list, and a calendar). A red arrow points to the 'TAGS' button, which has a dropdown menu open showing two options: 'Academic' and 'Virtual'. Below the filters, there are three event cards. The first card is for a 'Pin Trading Event' by 'Hey Arnold! Fan Theory Club' on 02/15/2024 at 1:37 PM in Haley 404. The second card is for an 'Eras Tour Livestream' by 'Delta Delta Delta' on 02/20/2024 at 10:38 AM at Campus Green. The third card is for a 'Resume Writing Workshop' by 'The Creme de Bananas' on 02/28/2024 at 10:35 AM via Zoom.

Cricket University

Events

Search Events

EARN CATEGORY ORGANIZATIONS TAGS DATES

Academic
Virtual

Pin Trading Event
Hey Arnold! Fan Theory Club
02/15/2024 - 1:37 PM
Haley 404

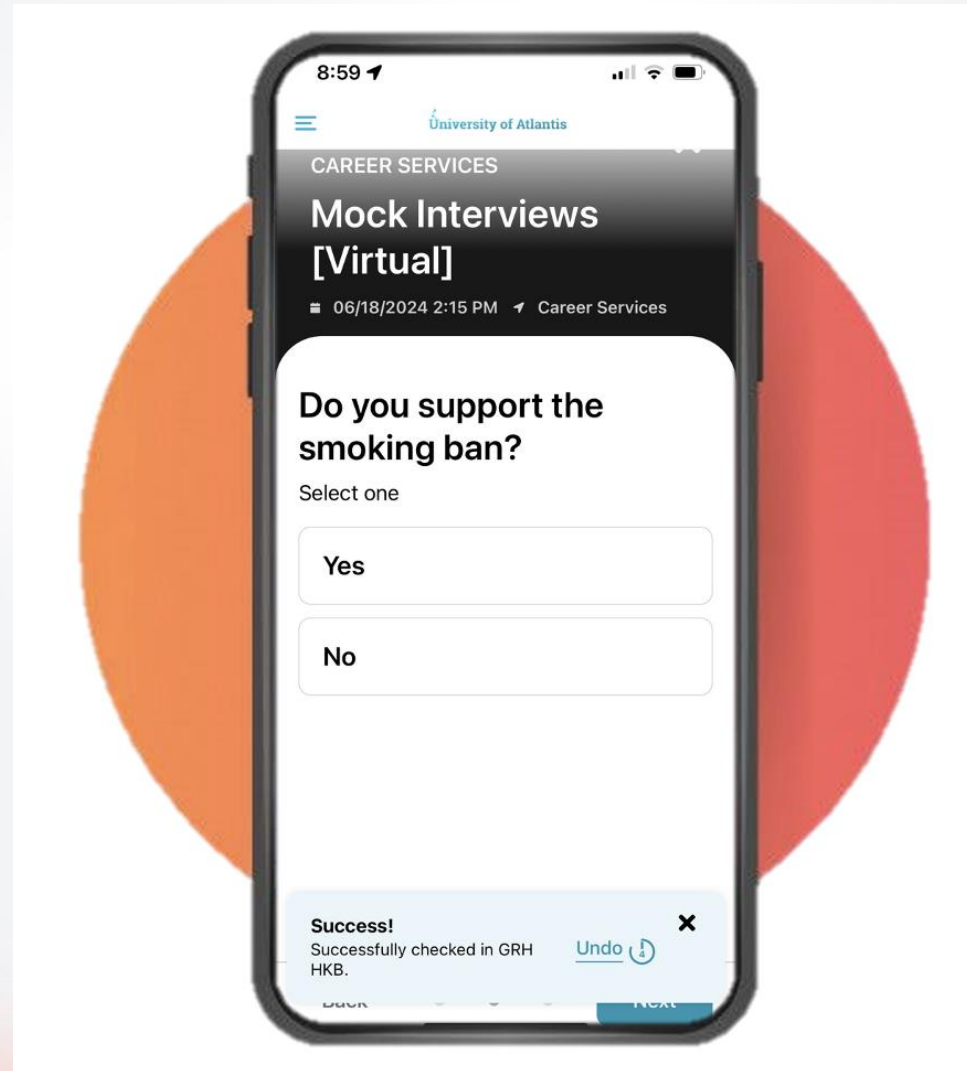
Eras Tour Livestream
Delta Delta Delta
02/20/2024 - 10:38 AM
Campus Green

Resume Writing Workshop
The Creme de Bananas
02/28/2024 - 10:35 AM
Zoom

Polls and Waivers

Involve Poll

- Collect data
- Quick multiple choice
- Gathered during event check-in
- Only prompted once per person



Create a poll

+

Create Poll

✓ PUBLISH

Question

Question

Type

Choices

Add up to 5 choices. Once answered, you will be unable to change these choices.

Add a poll to your event

Options

Choose where students will answer this question.

Visibility

Event

Hidden

Campus Wide

Event

Category

Organization


Forms

Organization Forms

- Elections
- T-shirt order form
- Polls
- Post-event survey

34

2025 SGA Election

SGA Election

Dear Cricket University Students,

It's that time of the year again when we come together to elect our student leaders who will represent our voices, concerns, and aspirations. The Student Government Association (SGA) plays a crucial role in shaping the campus experience and advocating for the student body's needs. Your participation in this democratic process is vital in ensuring that our university reflects the values and priorities of our diverse community.

In this election, you have the opportunity to choose the individuals who will lead the SGA and work tirelessly to enhance student life, promote academic excellence, and foster a campus environment where every student can thrive. We encourage you to carefully consider the candidates' platforms, visions, and qualifications as you cast your vote.

Your voice matters, and your vote counts. Let's come together to make Cricket University a better place for all students.

Select your class year.

☐ Class of 2025

☐ Class of 2026

☐ Class of 2027

Forms on the Admin Portal

The screenshot displays the 'Forms' section of the Modern Campus Admin Portal. The interface features a teal header with the title 'Forms' and a search bar labeled 'Search My Forms'. Below the header, there are four tabs: 'RESPONSES', 'MY FORMS' (which is selected), 'CAMPUS FORMS', and 'FORM CATEGORIES'. A table lists the forms, showing their titles, the creator (Mike Janofsky), the number of responses, the number of views, and a status icon. The forms listed are 'Apply For Opportunity', 'Create Allocation', 'Event Registration', and 'Organization Registration'. A sidebar on the left contains various navigation icons, and a 'Help' button is located in the bottom right corner.

Title	Created by	Responses	Views	Status
Apply For Opportunity	Mike Janofsky	13	31	⋮
Create Allocation	Mike Janofsky	7	20	⋮
Event Registration	Mike Janofsky	14	41	⋮
Organization Registration	Mike Janofsky	19	32	⋮

35

Forms on the Admin Portal

The screenshot displays the 'Forms' section of the Modern Campus Admin Portal. The top navigation bar includes tabs for 'RESPONSES', 'MY FORMS', 'CAMPUS FORMS' (which is active), and 'FORM CATEGORIES'. A search bar labeled 'Search Campus Forms' is located below the tabs. The main content area features a table with the following data:

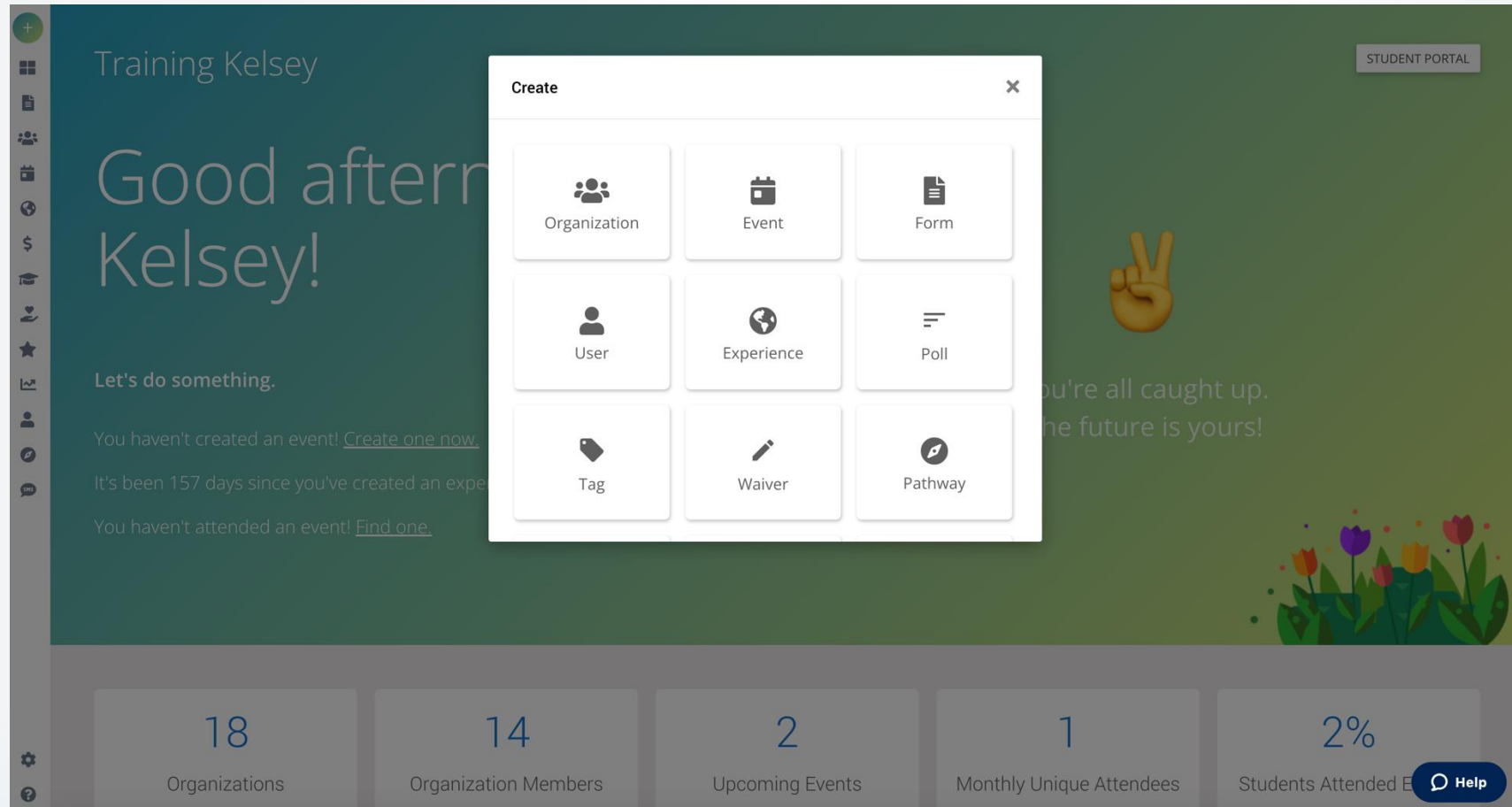
Title	Created by	Responses	Views	Status
2023 Student Leader Excellence Award Nomination	Kelsey Seale	10	20	...
Apply For Opportunity	Mike Janofsky	13	31	...
Event Registration	Mike Janofsky	14	41	...
Organization Registration	Mike Janofsky	19	32	...
Reflection Form	Mike Janofsky	1	9	...
Reservation Request Form	Kelsey Seale	2	6	...

A vertical sidebar on the left contains various icons for navigation. At the bottom right, there is a 'Help' button.

36

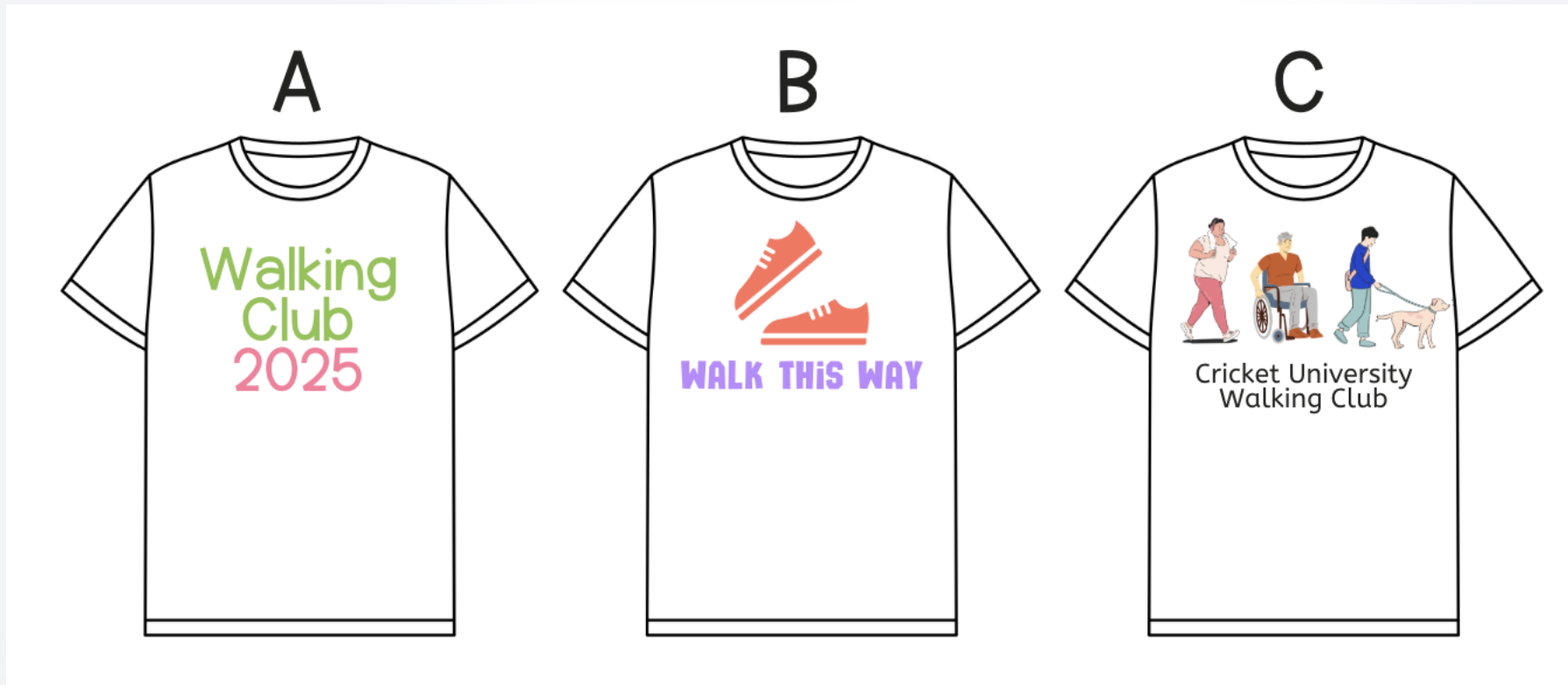
Creating from the Admin Dashboard

37



Create a Form

38



Event Check-In

Manual Event Check In – Web App

- Event
- Attendees
- Add Attendees
- Add ID or Email

40

The screenshot shows the 'Pin Trading Event' page in the Modern Campus web app. The interface has a red header with the event title and dates (02/15/2024 01:37 pm - 04/17/2024 01:38 pm). Below the header are tabs for 'DETAILS', 'ATTENDEES', 'FORMS', and 'VIEW ON PORTAL'. The 'DETAILS' tab is active, showing three white boxes with the text 'Haley 404' (Location), 'Y799' (PIN), and 'Active' (Status). Below these is a 'Basic Information' section with a 'Host' field containing 'Hey Arnold! Fan Theory Club'. At the bottom is a 'Cover Image' section with a placeholder image of a corkboard with various pins. A 'Help' button is visible in the bottom right corner.

Pin Trading Event
02/15/2024 01:37 pm - 04/17/2024 01:38 pm

DETAILS ATTENDEES FORMS VIEW ON PORTAL

Haley 404
Location

Y799
PIN

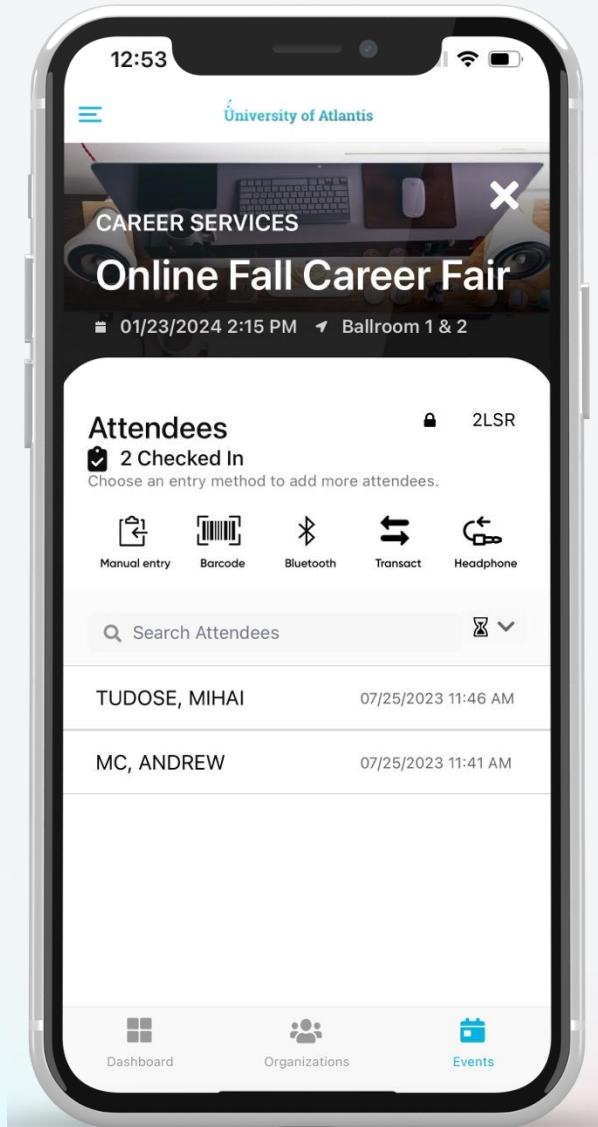
Active
Status

Basic Information

Host
Hey Arnold! Fan Theory Club

Cover Image
The cover image should represent something about your event. We recommend NOT including text as the image is resized and text overlayed automatically.

Help



Event Check-In with the Involve Mobile App

- Manual Entry – type in student number or email
- Scan ID barcode or Involve Digital ID (found in the mobile app)
- Use Bluetooth tap machine with student ID cards

Transition

Reregistration for the next semester

What is organization transitioning?

1. Organization reregistration

1. A time for updating your organization!
2. Org leaders must edit and resubmit for for approval

2. A setting under the Organization “Manage” tab

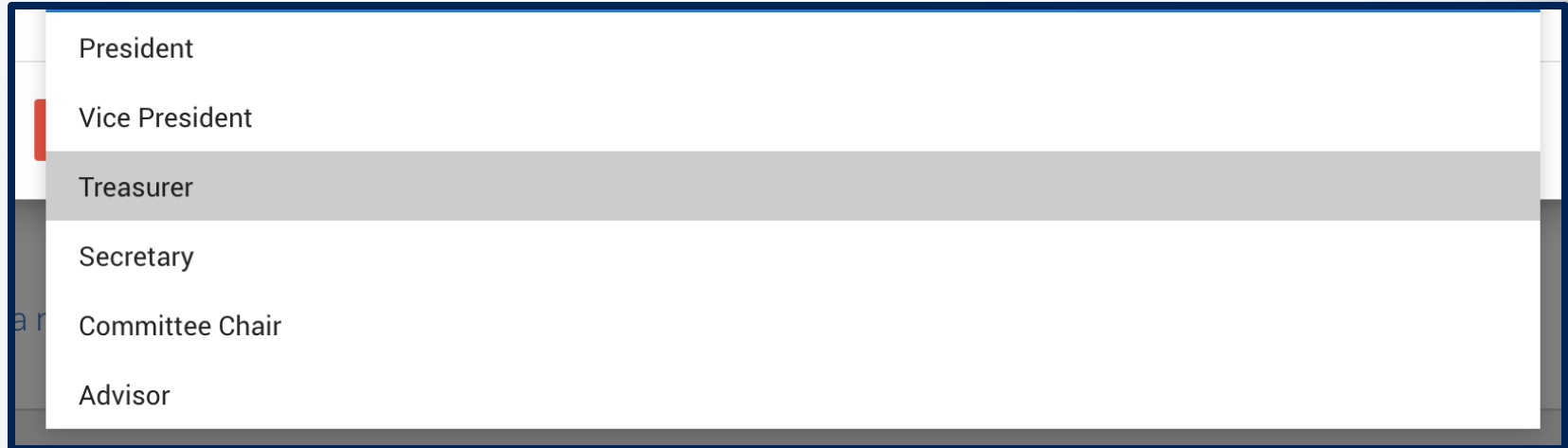


Who will get the transition notification / email?

- ALL Leaders

- President
- Vice President
- Secretary
- Treasurer
- Committee Chair
- Advisory

- ALL Advisors



President
Vice President
Treasurer
Secretary
Committee Chair
Advisor

What happens if they don't complete transition?

- They will be unable to add folks to their roster
- They cannot fill out the event registration form
- They will be flagged as

45

Your organization's roster cannot be changed while in transition.



Delta Delta Delta

In Transition

Past Due

Complete Transitions

(as an organization leader)

1. Go to the Organization Landing Page
2. Find your organization

Organizations

ORGANIZATIONS REQUESTS OFFICERS MANAGE

25 Active Organizations

86 Unique Members

6.20 Average Members

Search Organizations

STATUS AND CATEGORY FILTER

Title	Category	Meeting Time	Meeting Location	Members	Status
Computer Club	Social	Everyday 10:00 PM	Computer Lab #3	4	In Transition

EXPORT

Transition
Roster
Documents

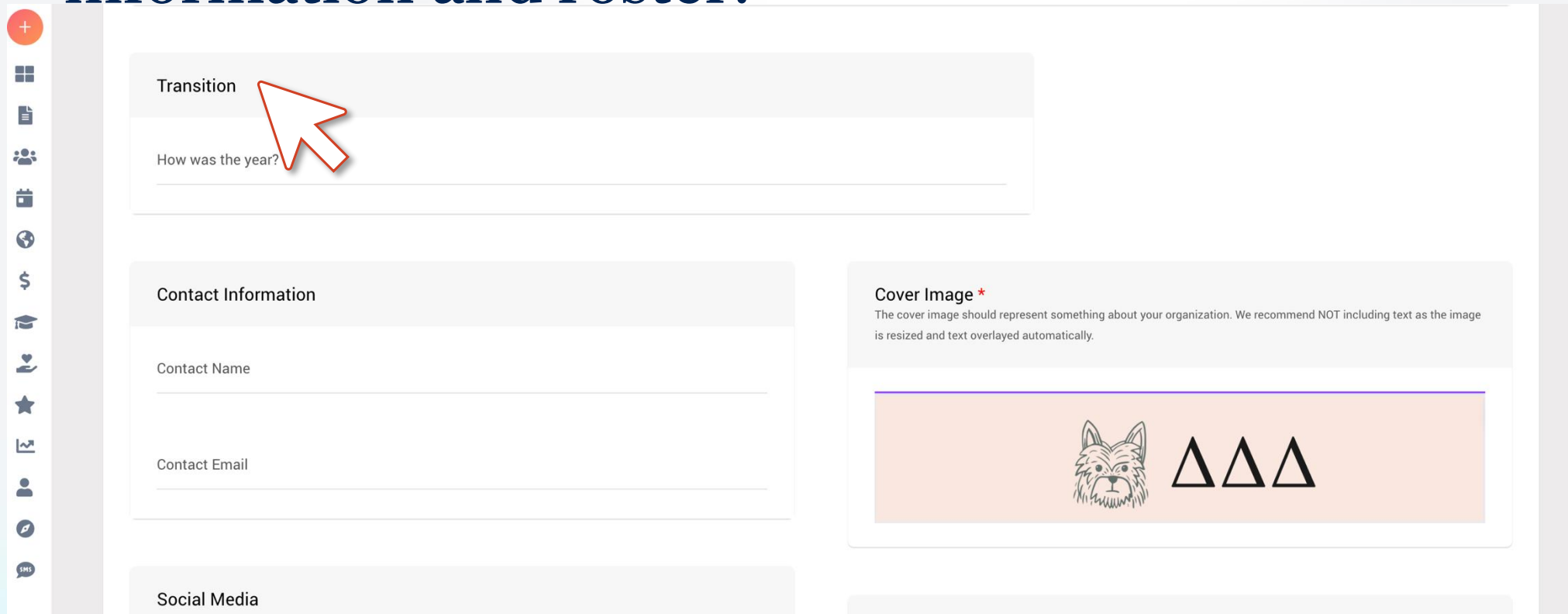
3. Click the three stacked dots
4. Select “Transition”

48

The screenshot displays the 'Organizations' dashboard in Modern Campus. At the top, there are three summary cards: 'Active Organizations' (25), 'Unique Members' (86), and 'Average Members' (6.20). Below these is a search bar and filter controls. A table lists organizations, with the first row for 'Computer Club' highlighted. An orange arrow points to the 'In Transition' button in the 'Status' column of this row. A second orange arrow points to the three stacked dots menu icon at the end of the row, which has opened a dropdown menu. The 'Transition' option in this menu is circled in orange, and a white mouse cursor is pointing at it. Other options in the menu are 'Roster' and 'Documents'.

Title	Category	Meeting Time	Meeting Location	Members	Status
Computer Club	Social	Everyday 10:00 PM	Computer Lab #3	4	In Transition

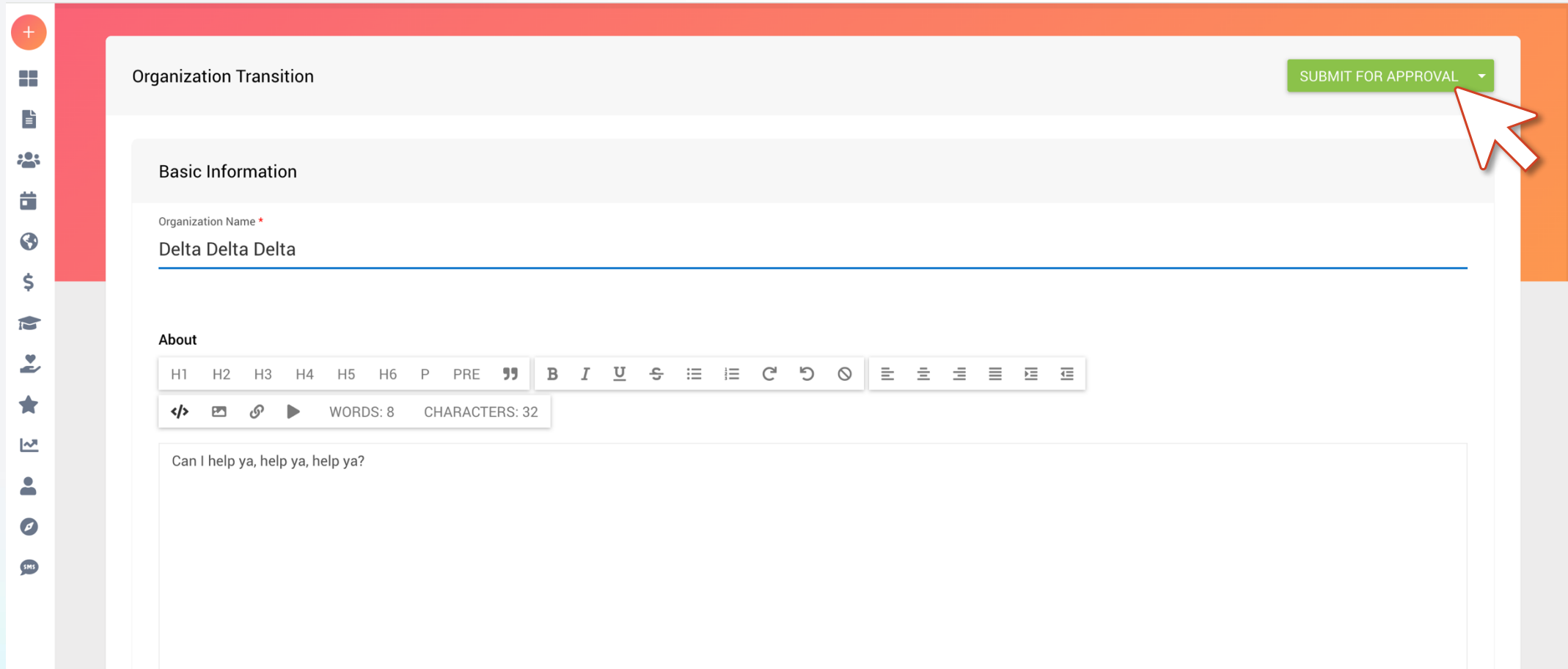
5. This will bring you to your organization form.
6. You have to change SOMETHING to show the “Submit Button”
6. Fill out all required fields, make updates to information and roster!



The screenshot displays the Modern Campus organization form interface. On the left is a vertical sidebar with icons for various functions: a plus sign, a grid, a document, a group of people, a calendar, a globe, a dollar sign, a graduation cap, a heart, a star, a bar chart, a person, a magnifying glass, and a speech bubble. The main content area is divided into several sections:

- Transition**: A section with a red mouse cursor pointing to the text "How was the year?" followed by a text input field.
- Contact Information**: A section containing two text input fields labeled "Contact Name" and "Contact Email".
- Cover Image ***: A section with a note stating "The cover image should represent something about your organization. We recommend NOT including text as the image is resized and text overlayed automatically." Below this is a large rectangular image placeholder showing a dog's head and three triangles.
- Social Media**: A section at the bottom of the form.

7. Scroll back up, hit “Submit for Approval”



User Support

Helpdesk Articles

52

+ CREATE

DASHBOARD

FORMS

ORGANIZATIONS

EVENTS

EXPERIENCES

FINANCE

SKILLS

SERVICE HOURS

POINTS

ANALYTICS

PEOPLE

PATHWAYS

NUDGES

SETTINGS

SUPPORT

QUESTS

ATTENDEES

DRAFTS

TAGS

WAIVERS

POLLS

ch Events

DATE/TIME AND CATEGORY AND ORGANIZATIONS AND TAGS FILTER

	Organization	Location	Date/Time	Pin	Attendees	
vent	Hey Arnold! Fan Theory Club	Haley 404	02/15/2024 - 1:37 pm	Y799		
estream	Delta Delta Delta	Campus Green	02/20/2024 - 10:38 am	R375		
ng Workshop	The Creme de Bananas	Zoom	02/28/2024 - 10:35 am	KW8T		

Help

How can we help?

Q Search



FEATURED ARTICLES



PRODUCT IDEAS



COMMUNITY FORUMS

Resource Center

Helpful articles, tips and resources to help you make the most of Presence.

Involve General Content

Core Trainings

Organizations

Forms

Events

Co-Curricular Opportunities
(CCO)

Help

Helpdesk

1. Search Helpdesk
2. Featured Articles
3. Product Ideas
4. Community Forum
5. Articles
6. Chat Support
7. Tickets

[Involve-support.moderncampus.com](https://involve-support.moderncampus.com)

Chat

modern campus[®]
presence

How can we help?

Q Search



FEATURED ARTICLES



PRODUCT IDEAS

SUBMIT A REQUEST

SIGN IN



Chat with us



Welcome to Modern Campus Customer Support Live Chat. Please enter your question below, then click Start Chatting to open a Live Chat session.

Name

Email

Choose a department (optional)

Start chat



Ticket

modern campus[®]
presence

SUBMIT A REQUEST

SIGN IN

Submit a request

Select the form that fits your request.

General Inquiry or Support Request

Your email address *

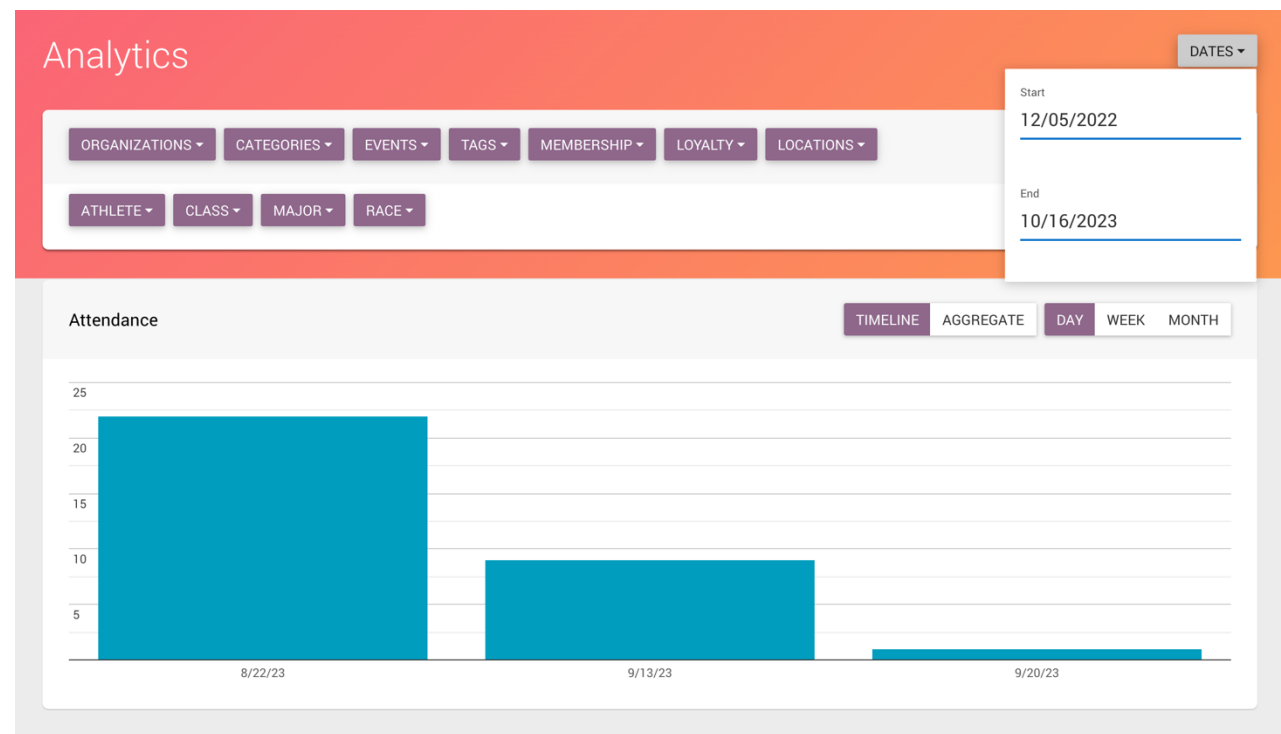
Subject *

Support Request Type

Analytics

Access Analytics

- Admin dashboard
- Select “Analytics” from your sidebar
- 30 day view
- Adjust dates as needed



Adjust the Dates

TAGS ▼

MEMBERSHIP ▼

LOYALTY ▼

LOCATIONS ▼

DATES ▼

Start

12/05/2022

End

10/16/2023

TIMELINE

AGGREGATE

DAY

WEEK

MONTH

Summary Boxes

7

Active Organizations

20

Attended Events

739

Total Attendees

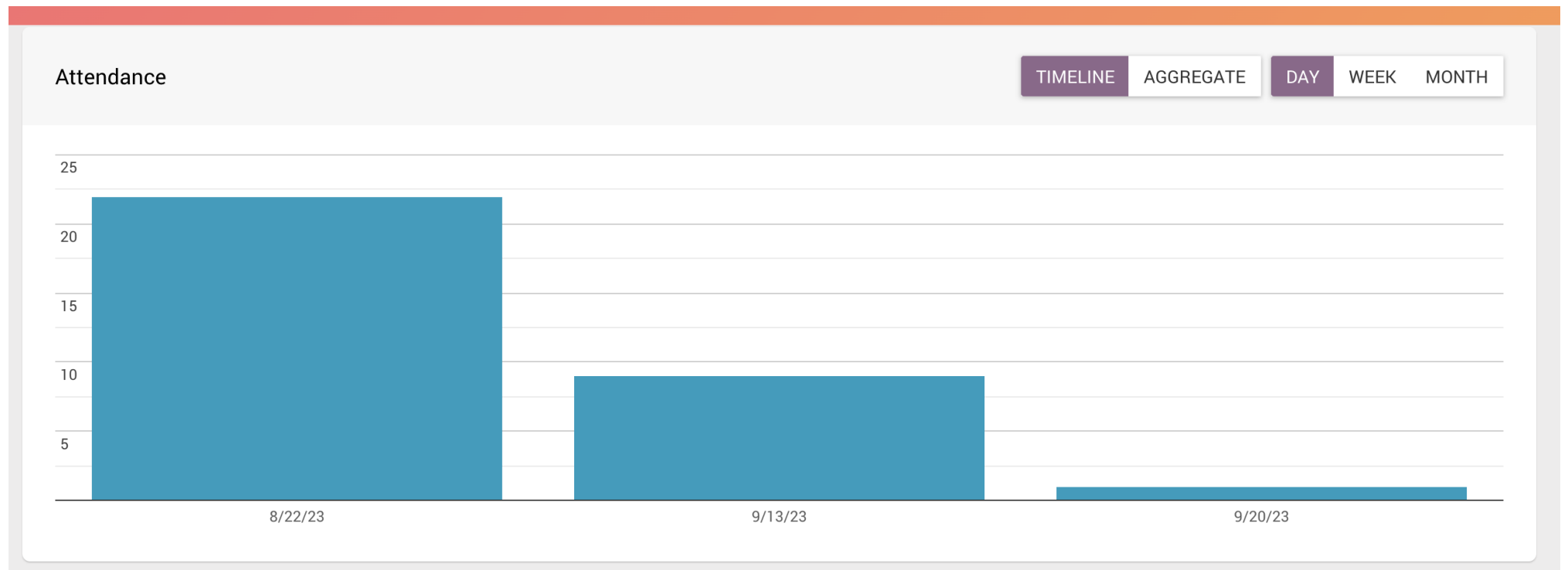
446

Unique Attendees

36.95

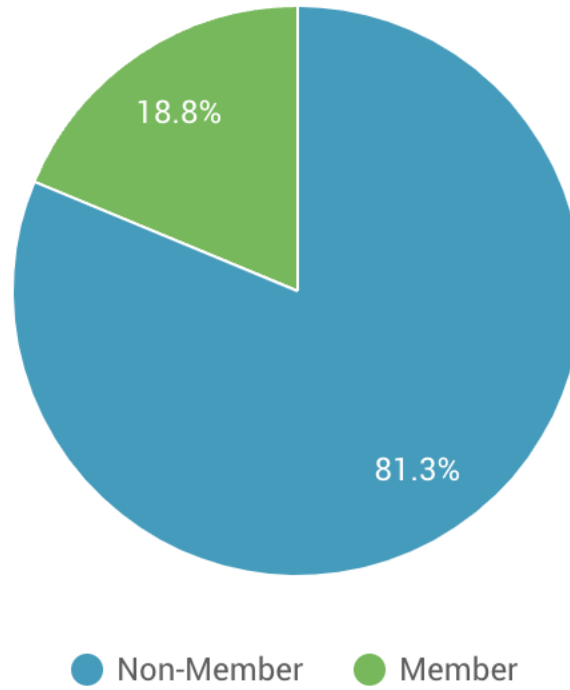
Average Attendees

What can I see?



Loyalty

Membership

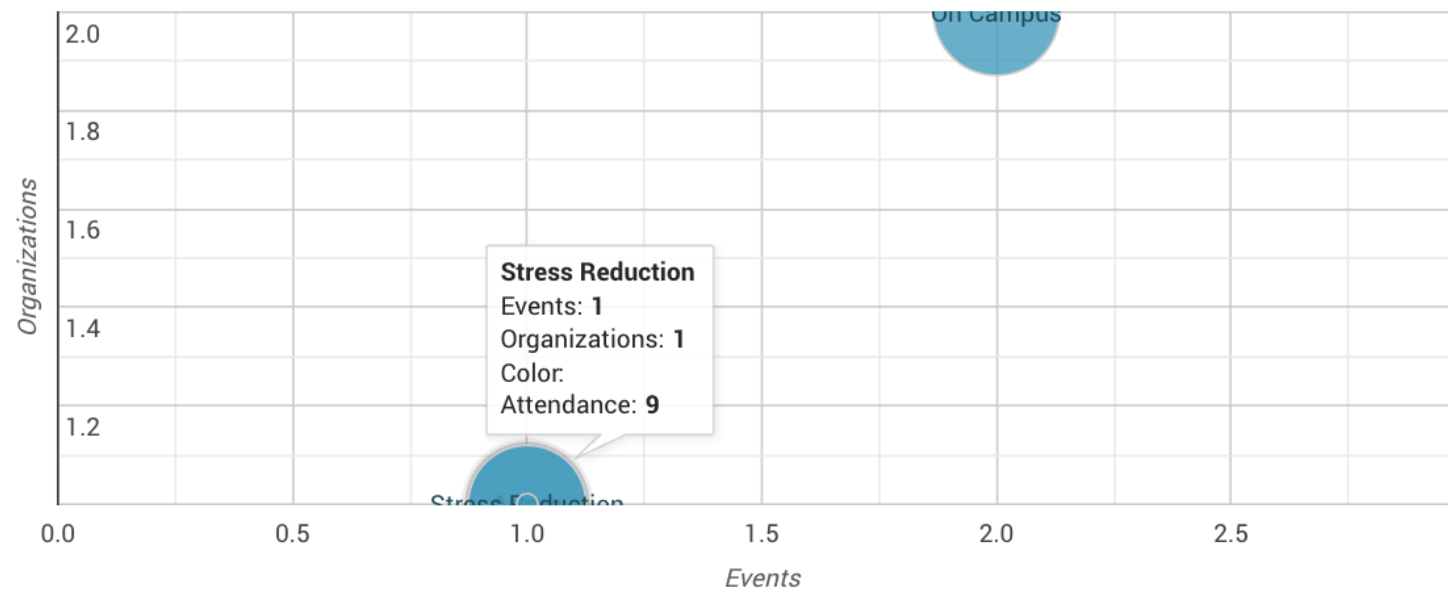


Categories

ATTENDANCE EVENTS

● Affinity ● Club ● Student Organization

Tags



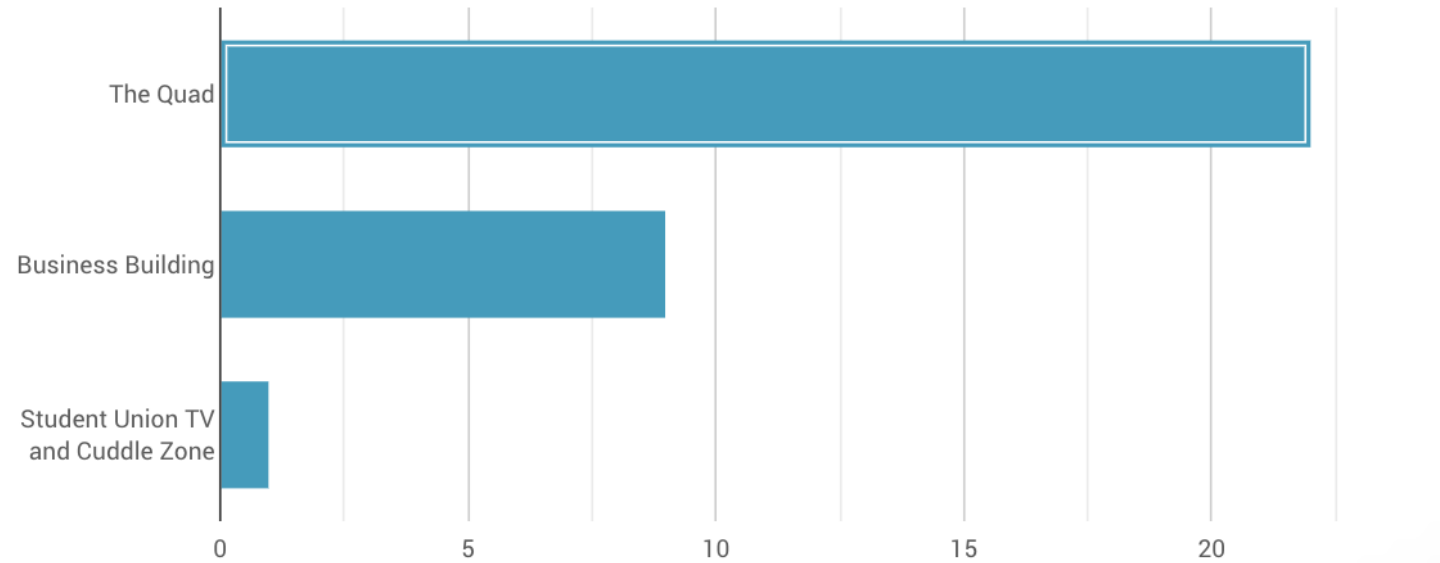
Top Locations

ATTENDANCE EVENTS



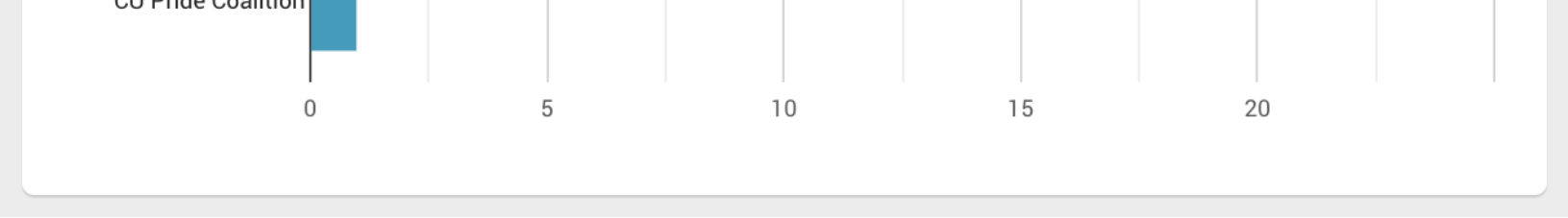
Top Locations

ATTENDANCE EVENTS

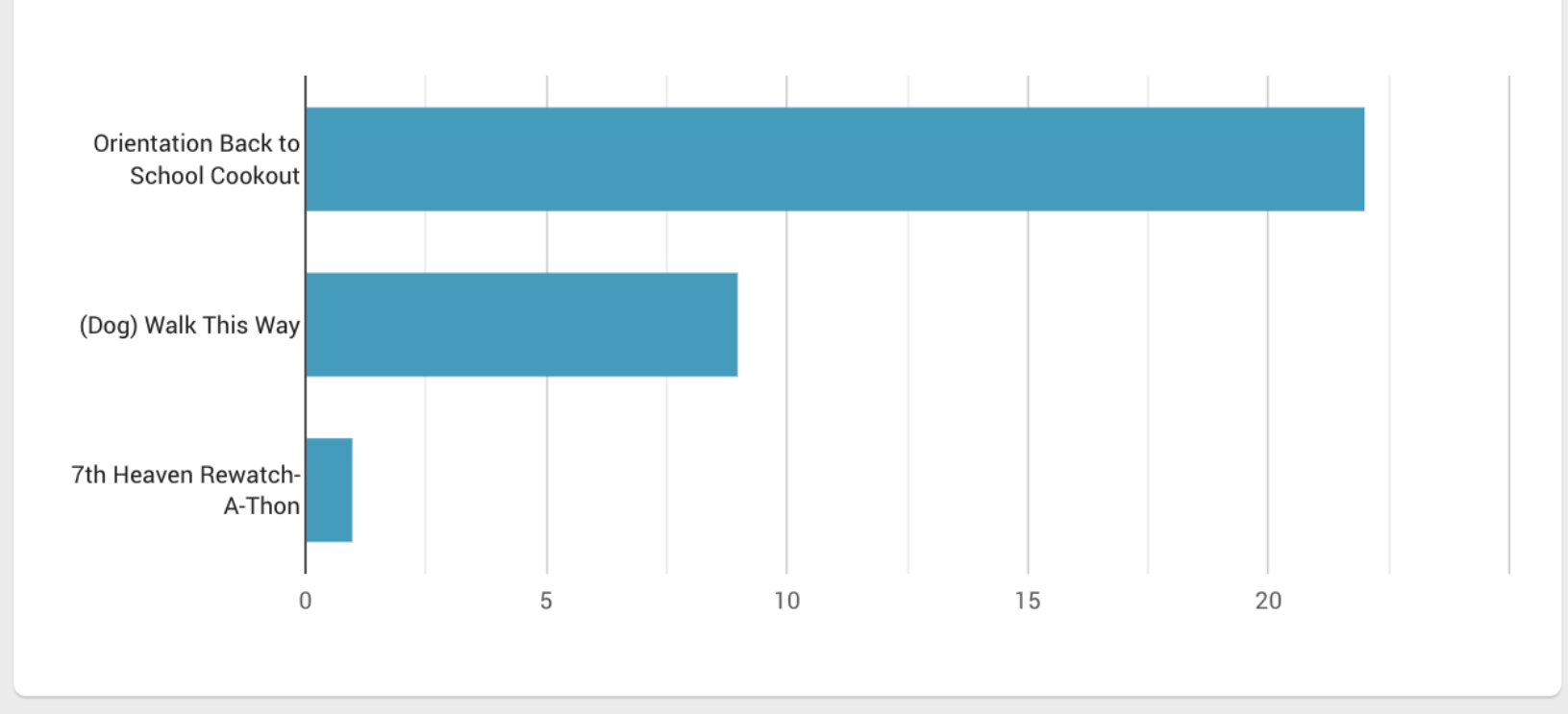


Top Organizations

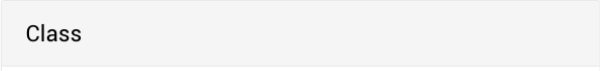
ATTENDANCE EVENTS

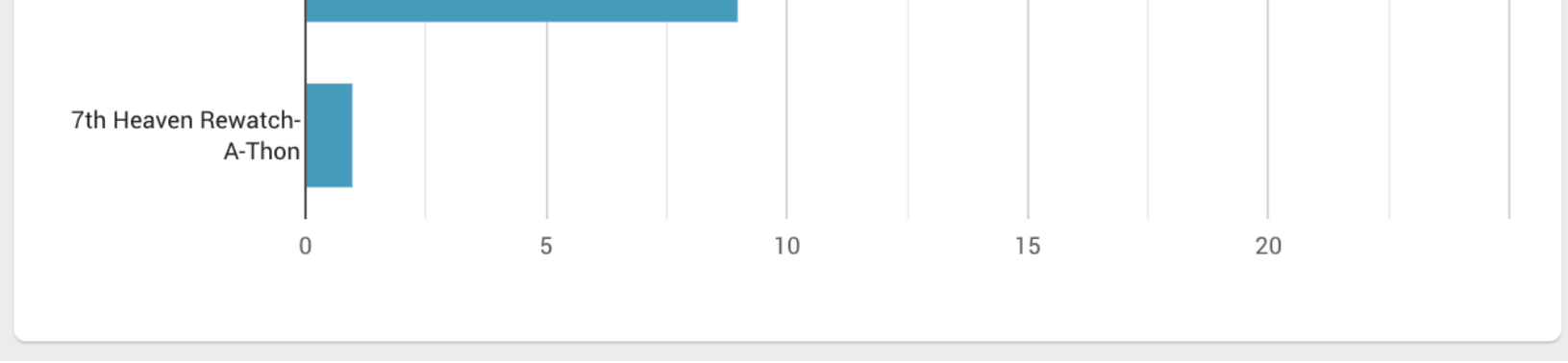


Top Events



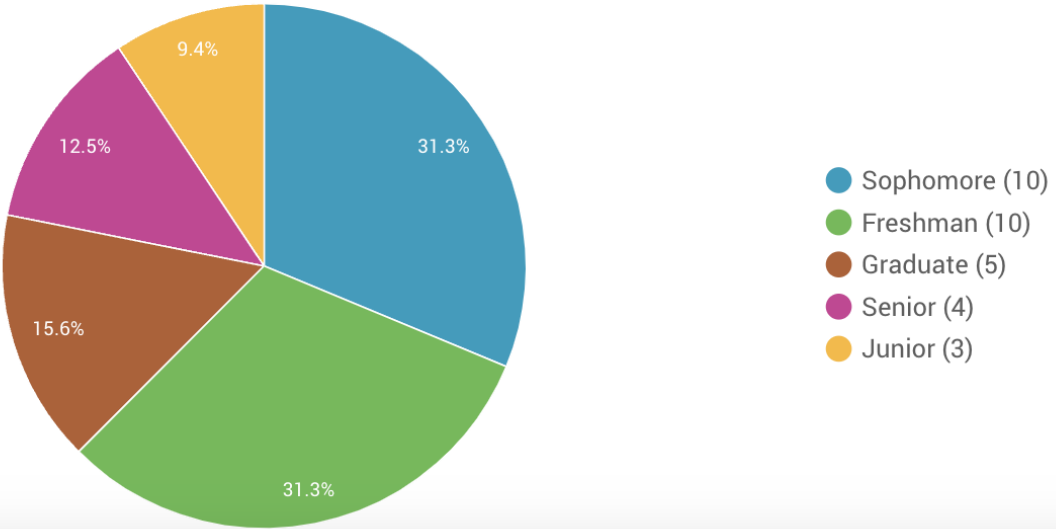
Demographics





Demographics

Class
Major
Race
Athlete



What can you put into
practice TODAY?

Q&A

Please put your questions in the Q&A box.
I'll get to as many as possible and follow up via
email if more research is needed!

Thank You

See you next month!

User Permissions

70

Campus Admin	Category Admin	Org Admin	Campus View
Can see everything on your campus.	Can see everything within specific categories that they are assigned.	Can see everything within specific organizations that they are assigned.	Can see everything on your campus.
Customize additional rights to add/edit certain items.	Customize additional rights to add/edit certain items.	Customize additional rights to add/edit certain items.	No additional rights to add/edit.

You **MUST** check off new permissions! - It's not automatic.