

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

Involve 101 for Organization and Category Admin

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 Organization and Category Admin

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

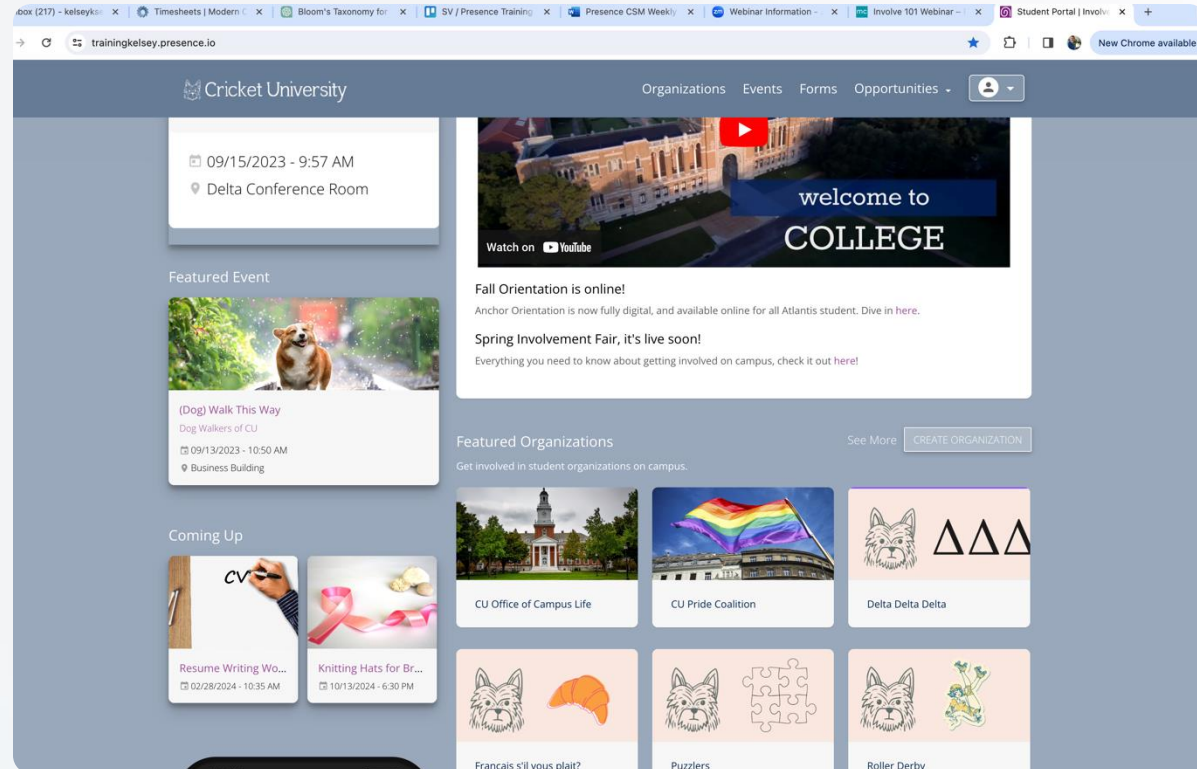


Intro to Involve

4

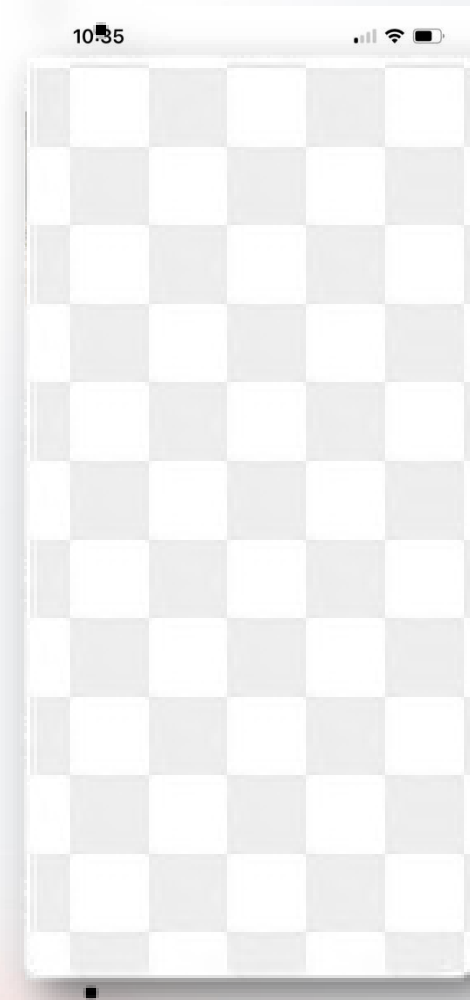


Web App



Mobile App

Search “Modern Campus Involve”



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

Privileges based on your ACCESS!

- By default, you will only have “View” access
- All privileges must be checked off!

8

Additional Rights

- ✓ Edit 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
- ✓ Manage Finance
- ✓ Edit Finance
- ✓ Download Smart Transcript

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

1. **Outstanding Student Leader of the Year:** This award recognizes an individual who has shown exceptional leadership skills, dedication, and impact on their campus organization.

2. **Emerging Leader Award:** Given to a newer member who has demonstrated significant growth in leadership potential.

Are You Nominating For this Award?

YES NO

Update Roster

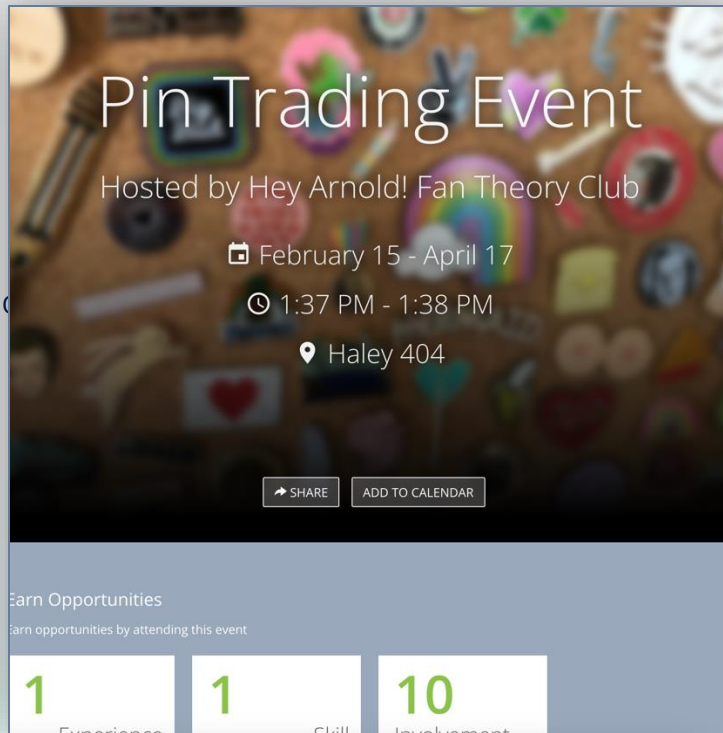
Members

Q

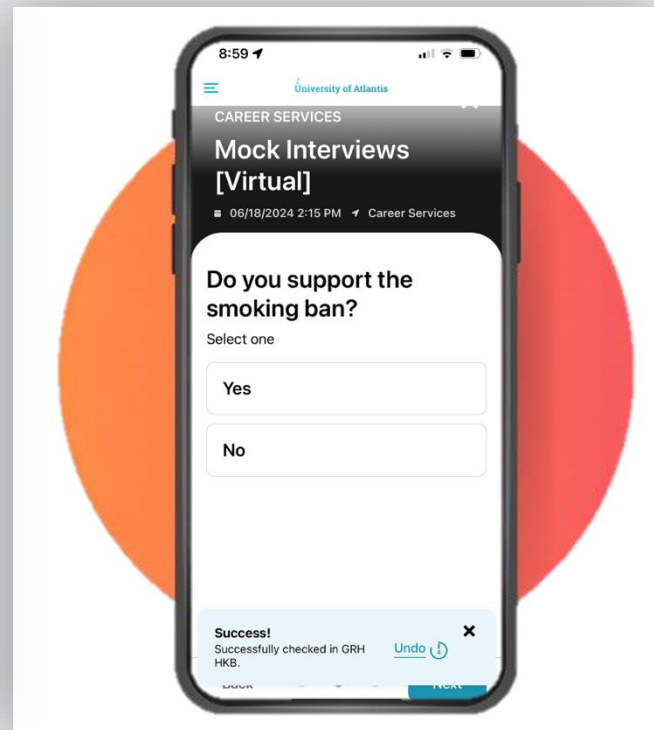
Search Members

Name	Email	Me
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

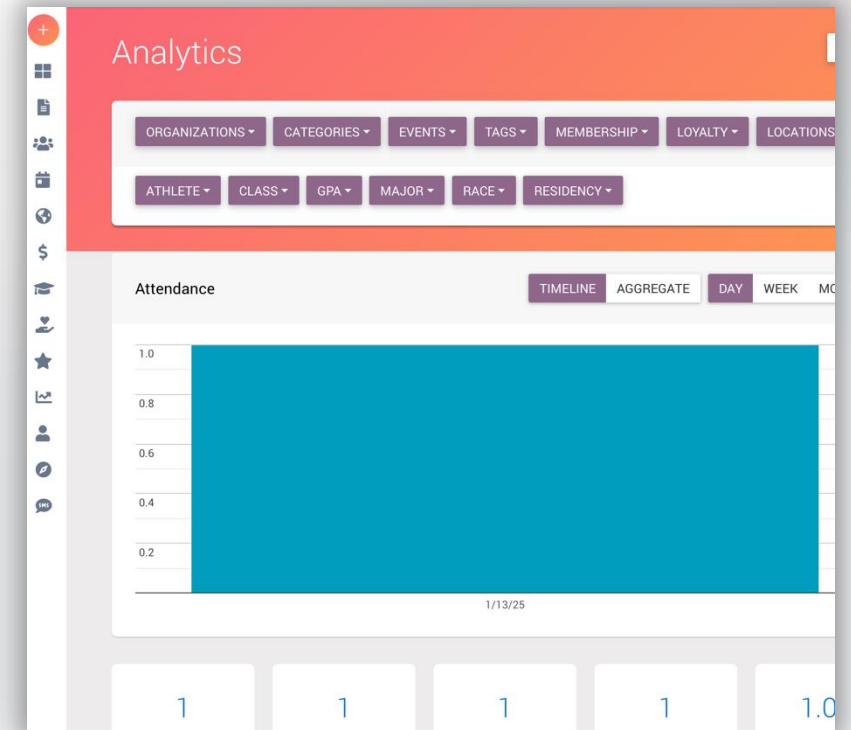
Create Events



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
Skill

02/20/2024 at 1:21PM



1 - Know level of Creativity
Skill

02/20/2024 at 1:18PM



Member - Dog Walkers of
CU
Membership

08/21/2023 at 11:21AM

Navigate to the admin dashboard

1. Select person icon / three stacked lines.

2. Log In

3. Select "Admin"

yourcampus.presence.io/admin

Your access controls what you see on the dashboard!

13

The screenshot shows the Modern Campus dashboard interface. A red rectangular box highlights the left sidebar, which contains a vertical stack of icons: a green plus sign, a grid, a document, a group of people, a calendar, a dollar sign, a line graph, and a speech bubble. Below these icons are three circular buttons: a gear (settings), a red button with a white 'B' (brand), and a question mark (help).

The main content area features a large teal banner with the text "Good afternoon, Morrie!" and "Let's do something." Below this, there are three links: "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.](#)", and "You haven't attended an event in 157 days. [Find one.](#)".

On the right side, there is a "STUDENT PORTAL" button and a list of five approval requests, each with a right-pointing arrow:

- 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.

At the bottom, there is a row of five white cards with blue numbers and labels:

- 18 Organizations
- 14 Organization Members
- 2 Upcoming Events
- 1 Monthly Unique Attendees
- 2% Students Attended

A dark blue "Help" button is located at the bottom right of the dashboard.

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 C

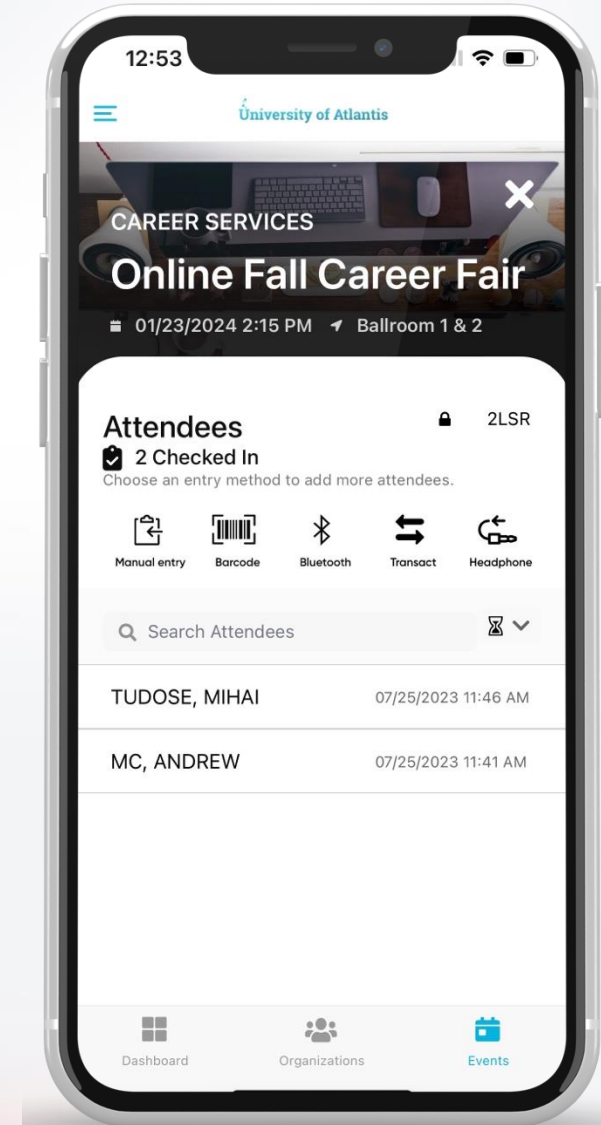
WORDS: 0 CHARACTERS: 0

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

20

The screenshot shows the 'Organizations' management interface. At the top, there are tabs for ORGANIZATIONS, REQUESTS, OFFICERS, MEMBERSHIP, DRAFTS, and MANAGE. Below these are three summary cards: 'Active Organizations' with a count of 18, 'Unique Members' with a count of 14, and 'Average Members' with a value of 2.17. A search bar labeled 'Search Organizations' is present, along with filters for STATUS, AND, CATEGORY, and FILTER. A table lists various organizations with columns for Title, Category, Meeting Time, Meeting Location, Members, and Status. The table includes entries like 'Career Services', 'Cooking Club', 'CU Methodists', 'CU Office of Campus Life', 'CU Office of Health and Wellness', and 'CU Pride Coalition'. A 'Help' button is located at the bottom right of the table.

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			

Add a Faculty Advisor

- Trouble adding an advisor?
 - Confirm with your admin that faculty are included in Involve data files.

21

The screenshot shows the Modern Campus interface for a group named 'Bird Watching Club'. The top navigation bar includes tabs for DETAILS, EVENTS, ATTENDEES, ROSTER (which is selected and highlighted with a blue arrow), DOCUMENTS, FORMS, ANALYTICS, and VIEW 0. Below the navigation bar, there are two summary cards: '5 Members' and '0 New in 30 Days'. The main content area is divided into sections for Officers, Advisors, and Members. The Officers section contains a table with one entry: Celesta Vittet, Secretary, kseale+8681445@moderncampus.com, Officer Since 06/06/2024, and Events Attended 0. The Advisors section shows a message: 'Woops! We couldn't find any advisors. [Invite a new one.](#)' and a button labeled 'INVITE ADVISOR' with a blue arrow pointing to it. The Members section has a search bar and buttons for SETTINGS and ADD MEMBERS.

Name	Position	Email	Officer Since	Events Attended
Celesta Vittet	Secretary	kseale+8681445@moderncampus.com	06/06/2024	0

Events

Event Registration Form

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

23

The screenshot shows a web form titled "Event Registration" on the Cricket University website. The form is designed for registering an event hosted by an organization. It includes a header with the Cricket University logo and a menu icon. The form itself has a light gray background and is divided into sections. The "Basic Information" section contains two text input fields: "Event Name" and "Host", both marked with a red asterisk to indicate they are required. Below this is the "About the event" section, which features a rich text editor. The editor's toolbar includes options for heading levels (H1-H6), paragraph, preformatted text, bold, italic, underline, strikethrough, bulleted list, numbered list, link, unlink, and a clear icon. At the bottom of the toolbar, it shows "WORDS: 0" and "CHARACTERS: 0". The main text area of the editor is currently empty.

Edit an Event

24

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 above a filter section with options for DATE/TIME, CATEGORY, ORGANIZATIONS, TAGS, and FILTER. Below this is a table of events. A red arrow points to the settings icon (gear) next to the first event, which has opened a dropdown menu with 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

25

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

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

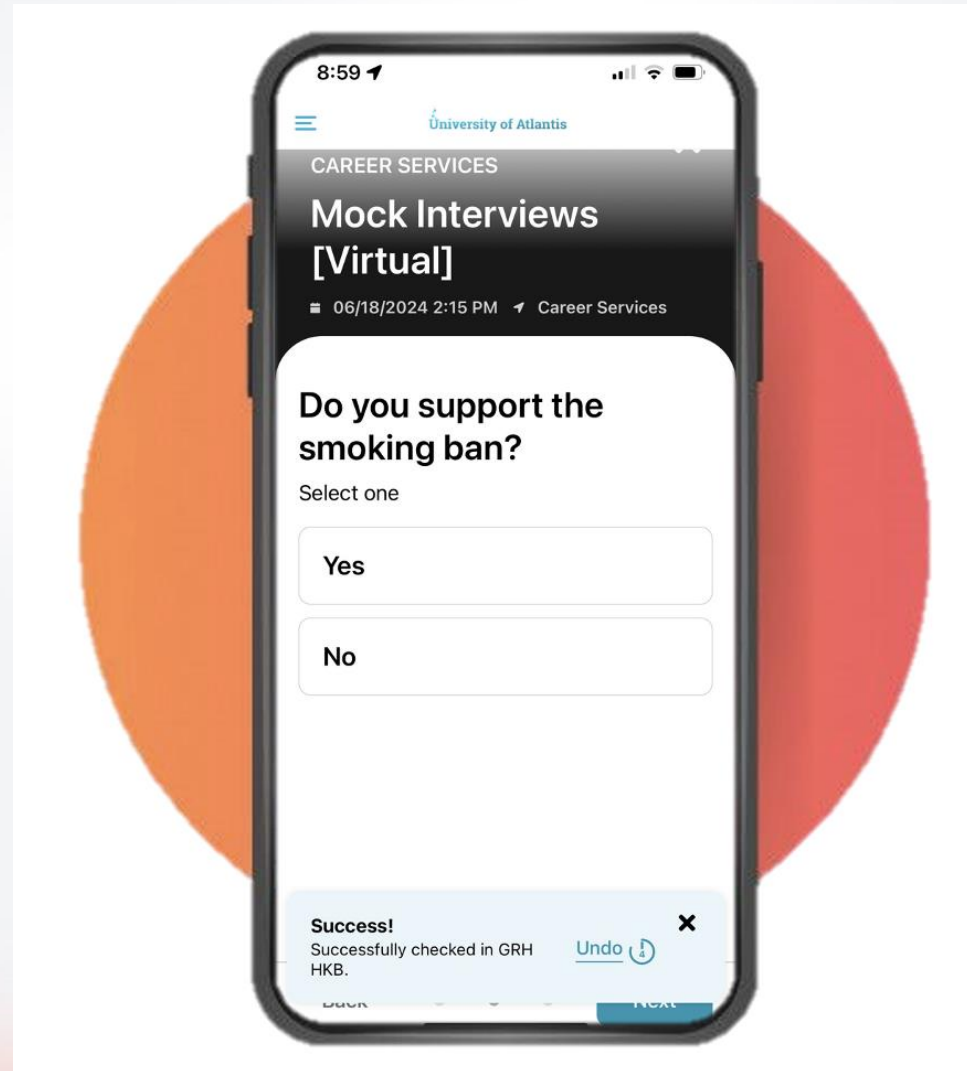
29

The screenshot shows the Cricket University Events page. 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 search bar labeled 'Search Events' and a row of filter buttons: EARN, CATEGORY, ORGANIZATIONS, TAGS, and DATES. 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.

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

35

2025 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 includes a sidebar with navigation icons, a top navigation bar with tabs for 'RESPONSES', 'MY FORMS' (selected), 'CAMPUS FORMS', and 'FORM CATEGORIES'. A search bar labeled 'Search My Forms' is positioned above a table of forms.

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	⋮

At the bottom right, there is a 'Help' button. The sidebar contains icons for adding new items, viewing a dashboard, accessing documents, managing users, a calendar, financials, analytics, and a help/question mark icon.

36

Forms on the Admin Portal

The screenshot displays the 'Forms' section of the Modern Campus Admin Portal. The interface includes a sidebar with navigation icons, a top navigation bar with tabs for 'RESPONSES', 'MY FORMS', 'CAMPUS FORMS' (selected), and 'FORM CATEGORIES'. A search bar labeled 'Search Campus Forms' is positioned above a table of forms.

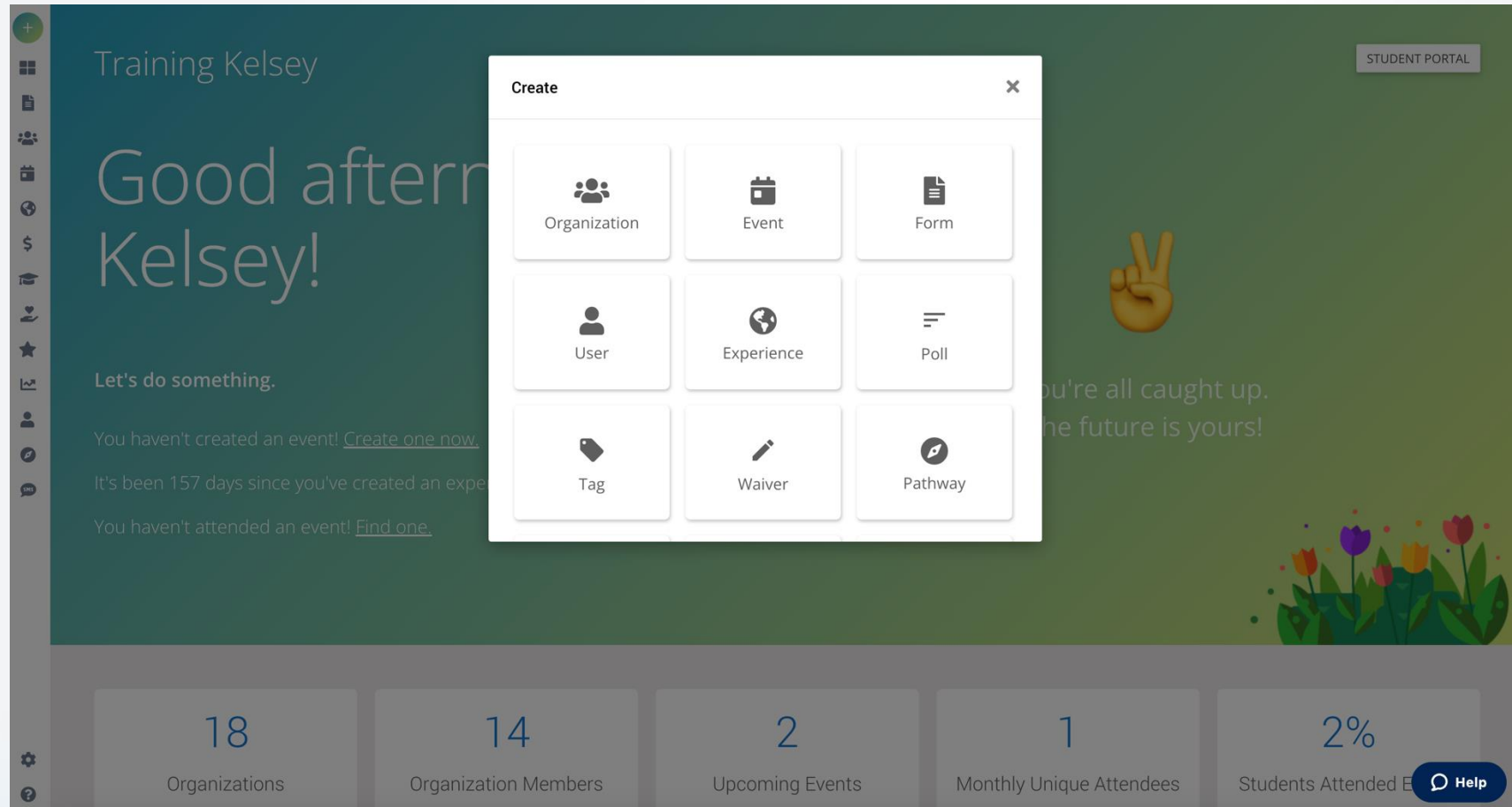
Title	Created by	Responses	Views	Status
2023 Student Leader Excellence Award Nomination	Kelsey Seale	10	20	...
Apply For Opportunity	Mike Janofsky	13	31	...
Event Registration	Mike Janofsky	14	41	...
Organization Registration	Mike Janofsky	19	32	...
Reflection Form	Mike Janofsky	1	9	...
Reservation Request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

A 'Help' button is located in the bottom right corner of the interface.

37

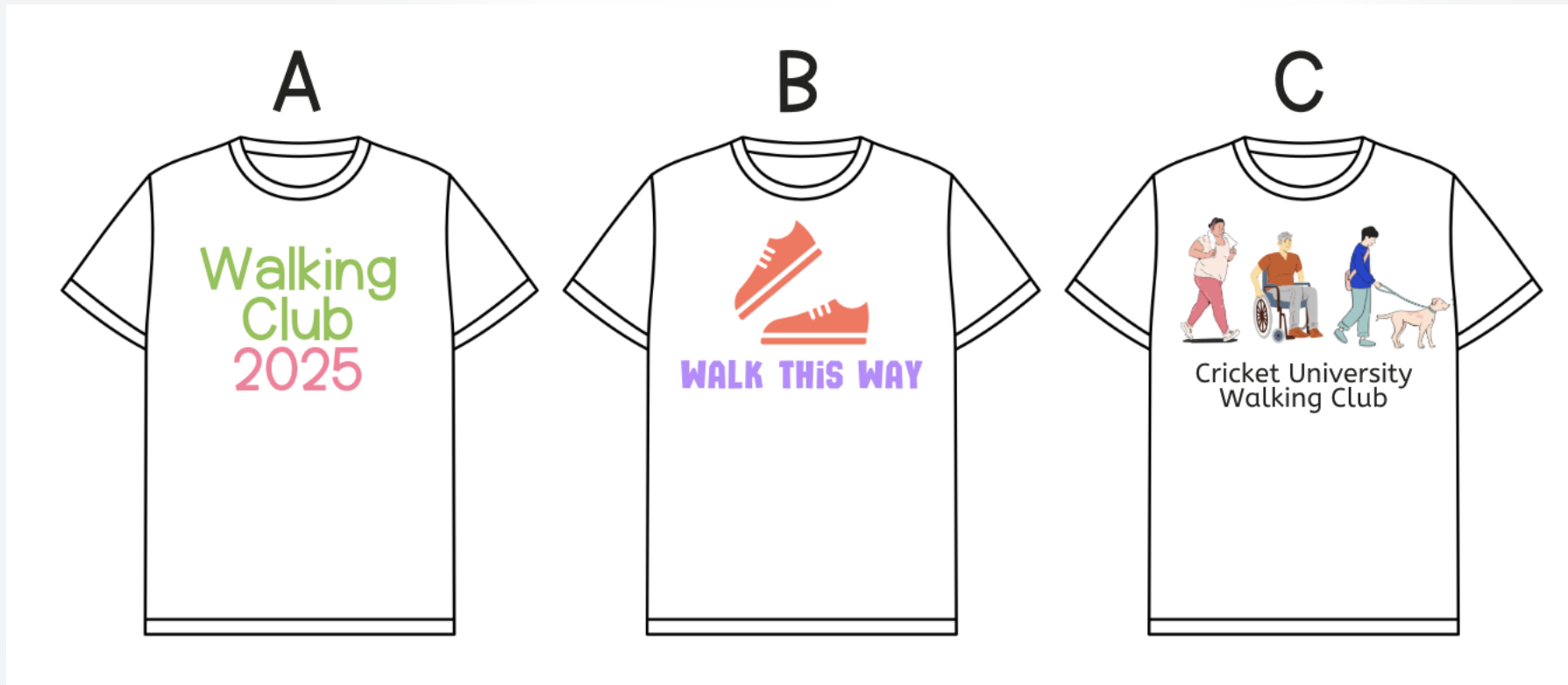
Creating from the Admin Dashboard

38



Create a Form

39



Event Check-In

Manual Event Check In – Web App

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

41

The screenshot shows the 'Pin Trading Event' page in the Modern Campus web app. The page 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, there are four tabs: DETAILS, ATTENDEES, FORMS, and VIEW ON PORTAL. The DETAILS tab is active. The main content area is divided into three columns: Location (Haley 404), PIN (Y799), and Status (Active). Below these columns is a 'Basic Information' section with a 'Host' field containing 'Hey Arnold! Fan Theory Club'. At the bottom, there 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

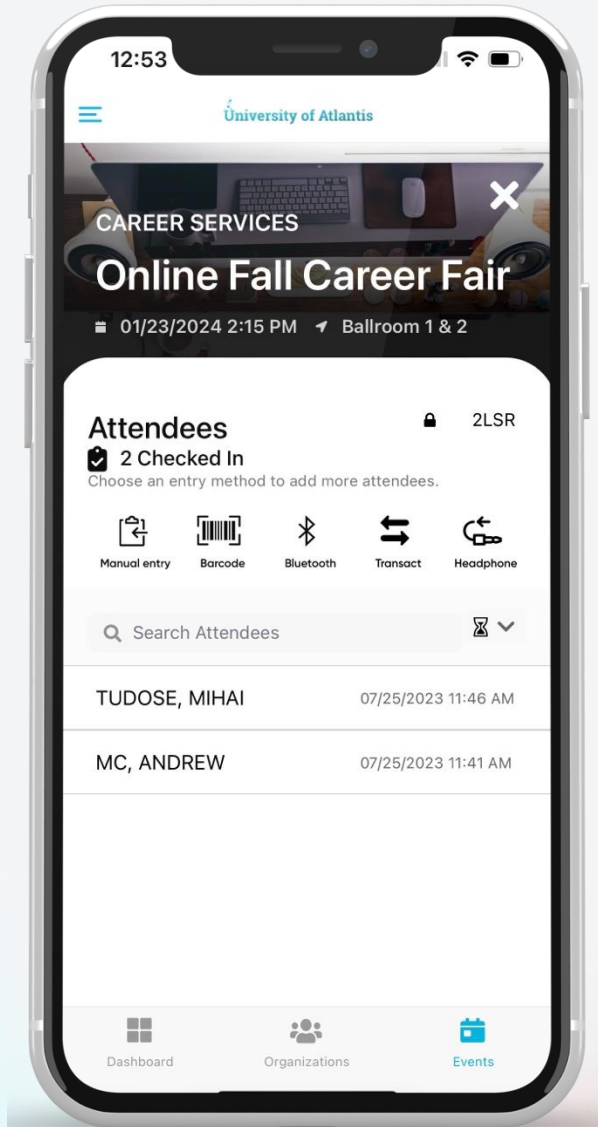
Active
Status

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

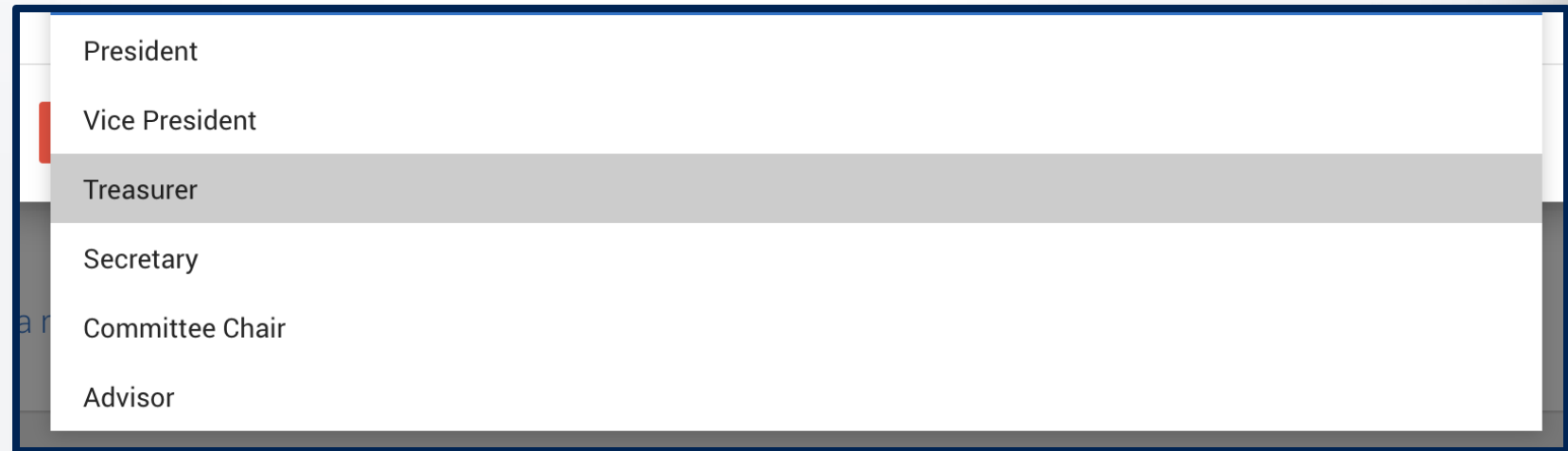


Who will get the transition notification / email?

- 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

46

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	In Transition Past Due	Social	Everyday 10:00 PM	Computer Lab #3	4	In Transition	<div>Transition Roster Documents</div>

EXPORT

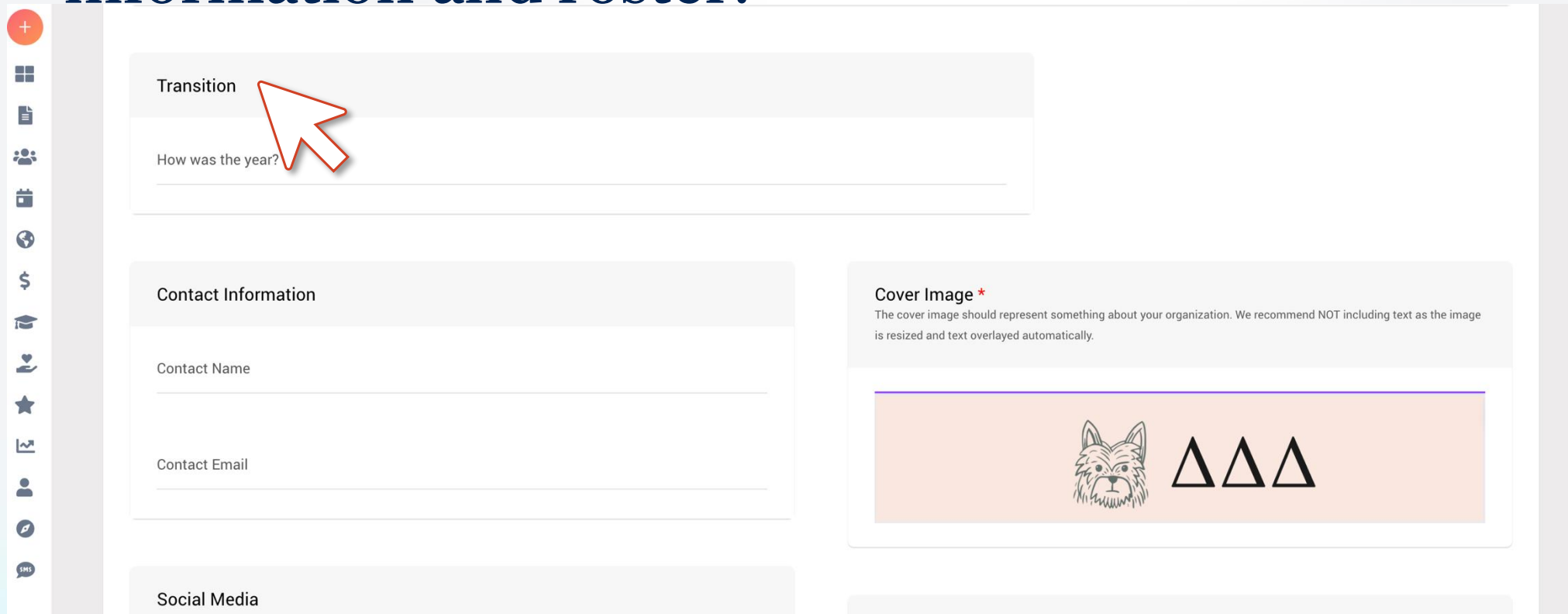
3. Click the three stacked dots
4. Select “Transition”

49

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 table. A red arrow points to the 'Transition' option in the dropdown menu that appears when the three stacked dots are clicked.

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!

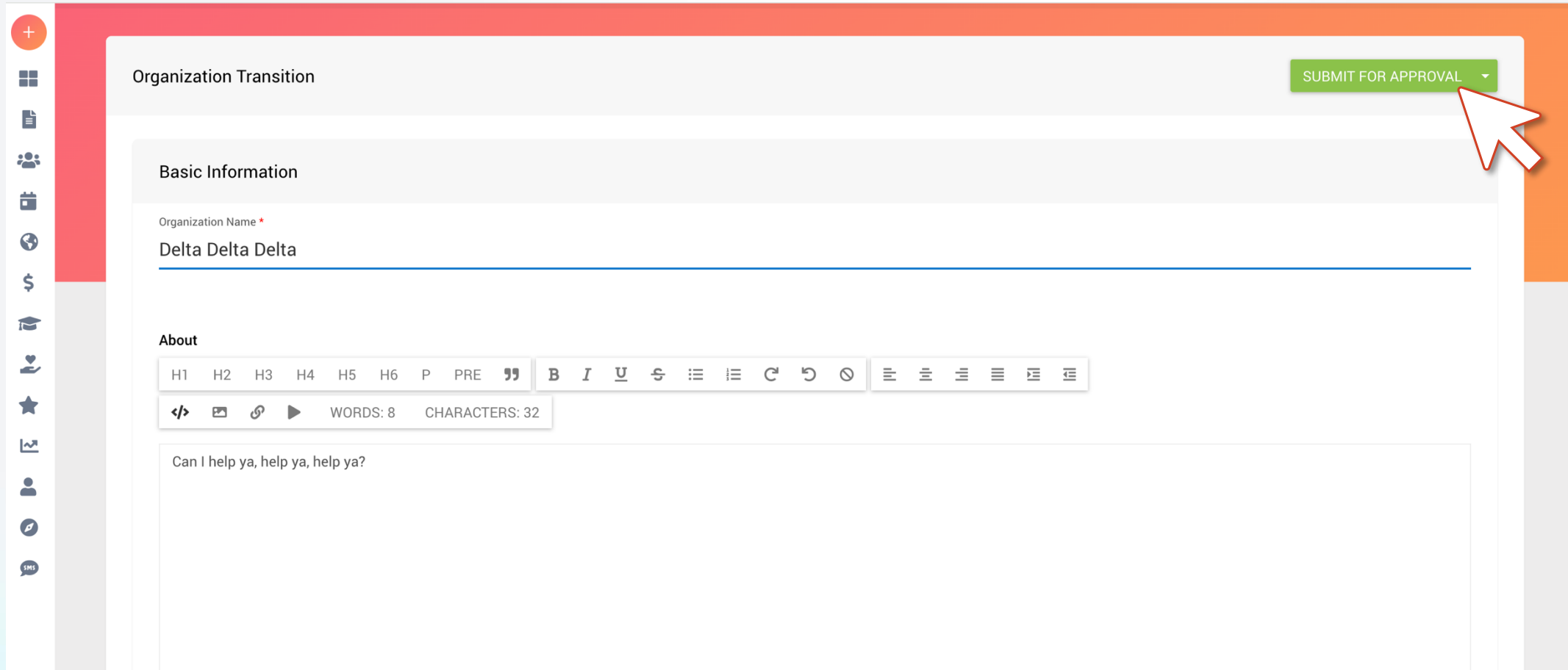


The screenshot displays the Modern Campus organization form interface. On the left is a vertical sidebar with icons for various functions: a red circle with a white plus sign, a grid, a document, a group of people, a calendar, a globe, a dollar sign, a graduation cap, a heart, a star, a bar chart, a 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 at 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 overlaid 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”

51



Organization Transition

SUBMIT FOR APPROVAL

Basic Information

Organization Name *

Delta Delta Delta

About

H1 H2 H3 H4 H5 H6 P PRE " B I U S :|: C ↶ ↷

</> 🖼️ 🔗 ▶ WORDS: 8 CHARACTERS: 32

Can I help ya, help ya, help ya?

User Support

Helpdesk Articles

53

+ 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?

 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

+ CREATE

DASHBOARD

FORMS

ORGANIZATIONS

EVENTS

EXPERIENCES

FINANCE

SKILLS

SERVICE HOURS

POINTS

ANALYTICS

PEOPLE

PATHWAYS

NUDGES

SETTINGS

WHAT'S NEW

RESET FILTERS

DATES

ORGANIZATIONS

CATEGORIES

EVENTS

TAGS

MEMBERSHIP

LOYALTY

LOCATIONS

CLASS

COLLEGE

COUNTRY

ETHNICITY

GENDER

MAJOR

RESIDENCE HALL

RESIDENCY

TIMELINE

AGGREGATE

DAY

WEEK

MONTH

Sunday

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

9

Active Organizations

13

Attended Events

83

Total Attendees

40

Unique Attendees

6.38

Average Attendees

Membership

Attendance

Events

Categories

71.1%

28.9%

95.2%

48.1%

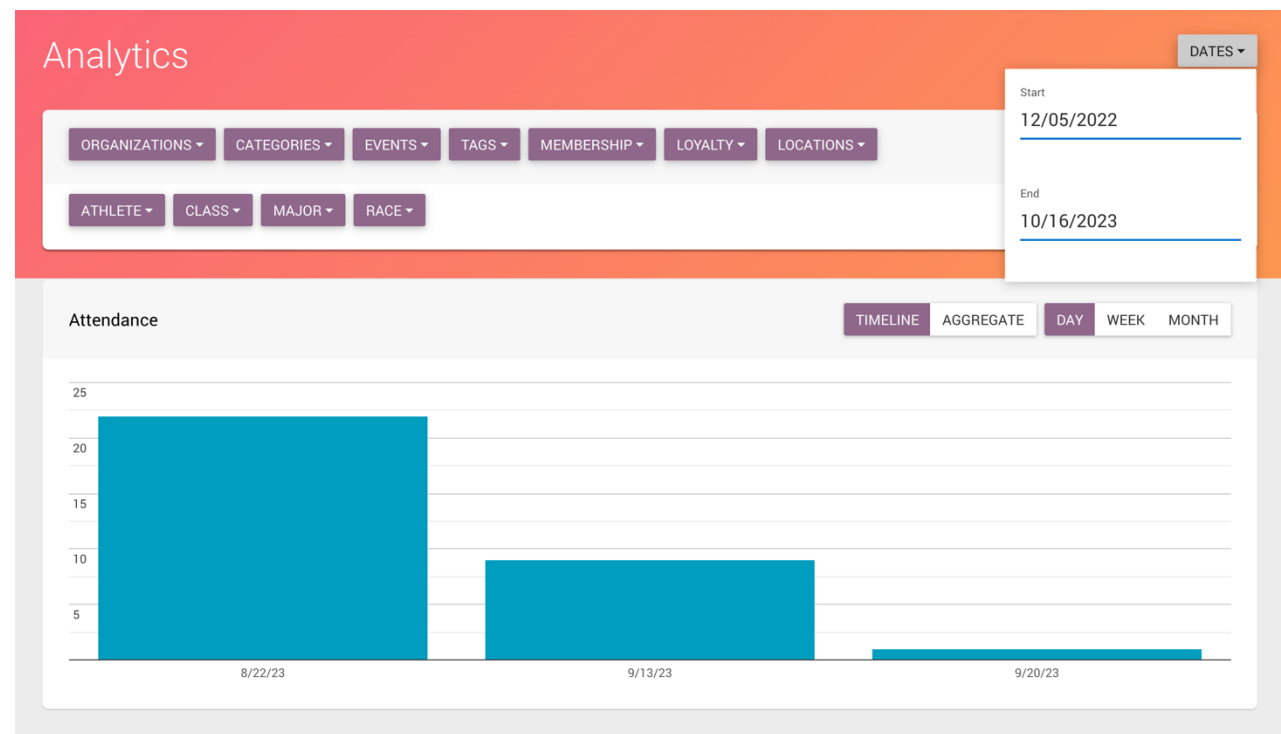
19.2%

15.4%

11.5%

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

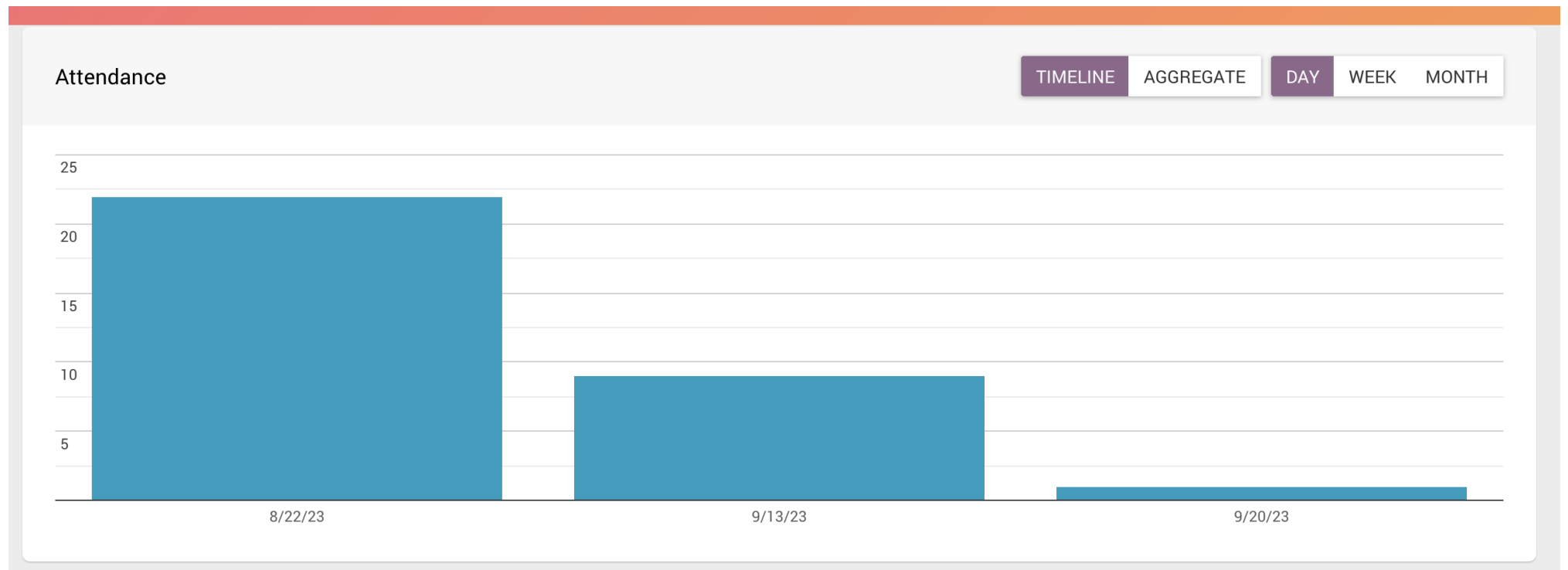
446

Unique Attendees

36.95

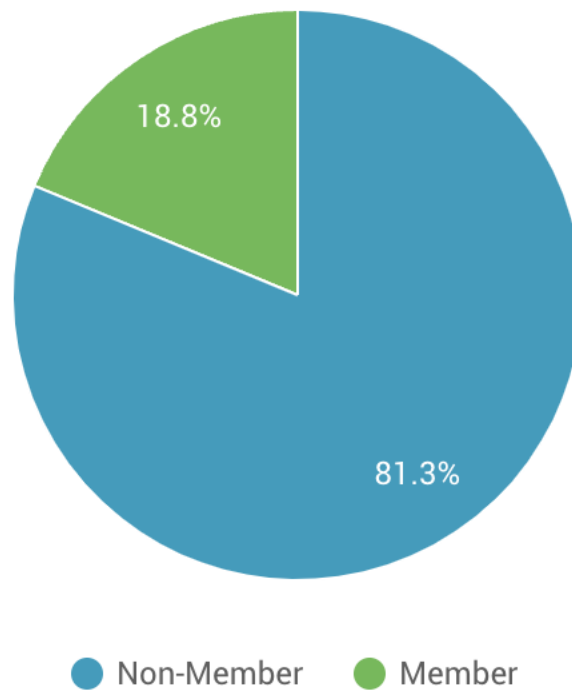
Average Attendees

What can I see?



Loyalty

Membership

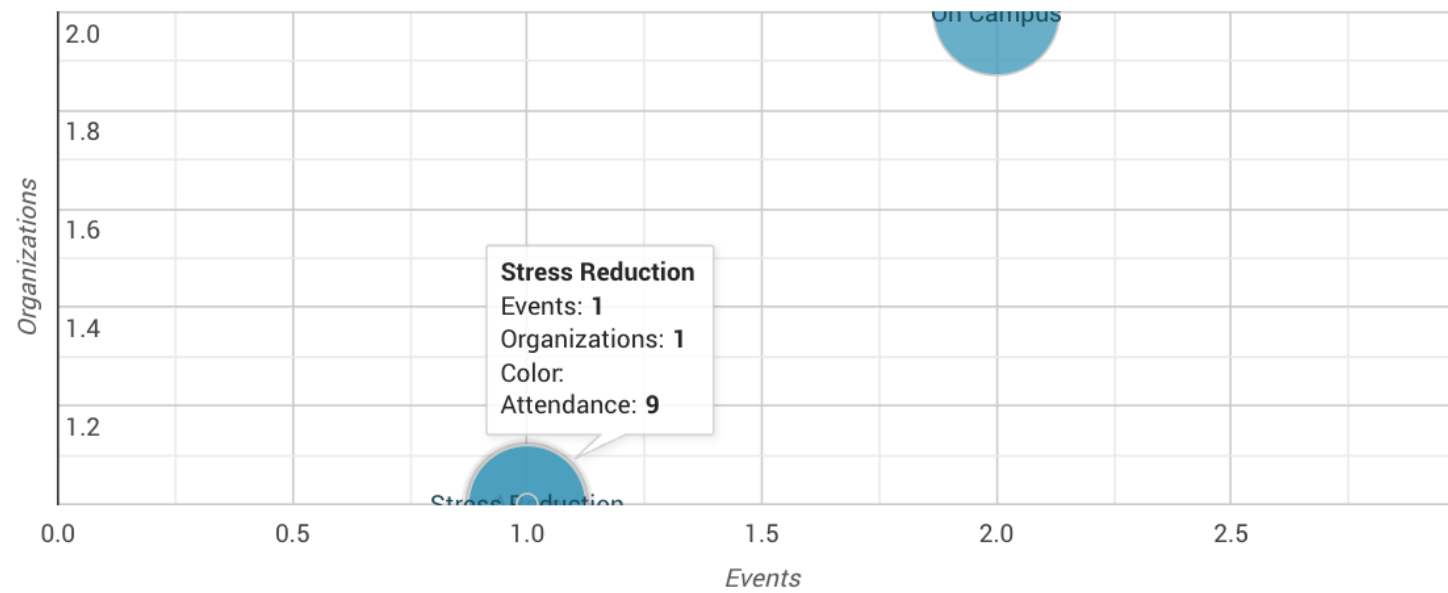


Categories

ATTENDANCE EVENTS

● Affinity ● Club ● Student Organization

Tags



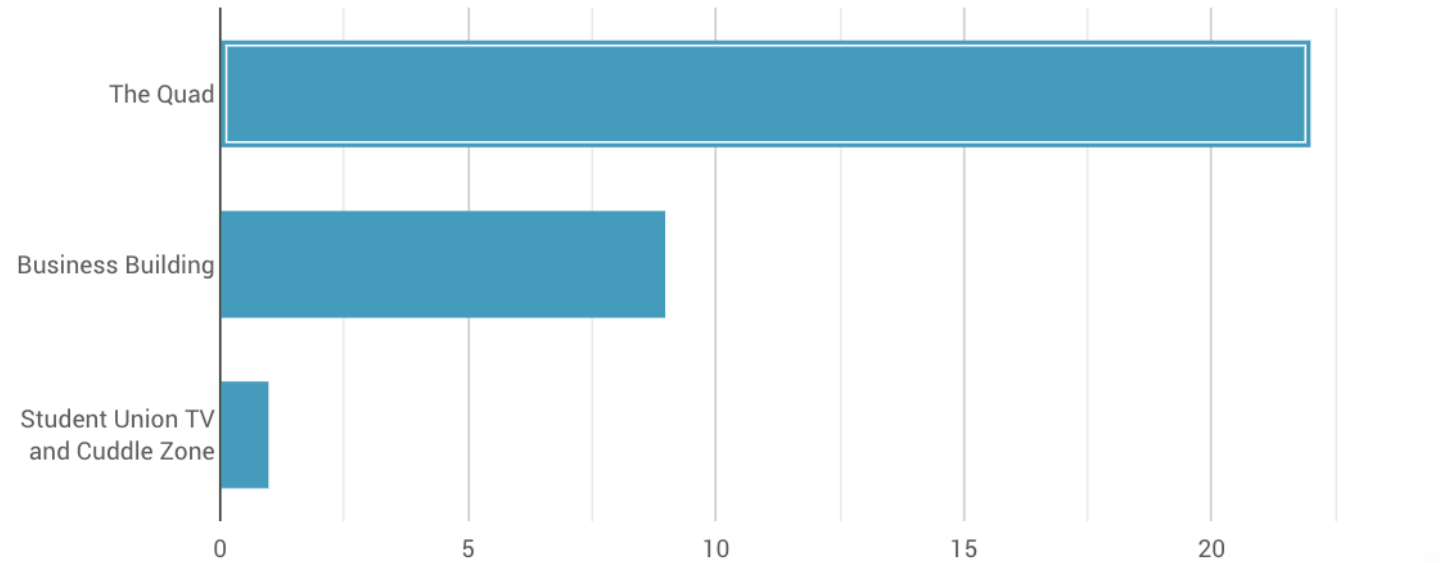
Top Locations

ATTENDANCE EVENTS



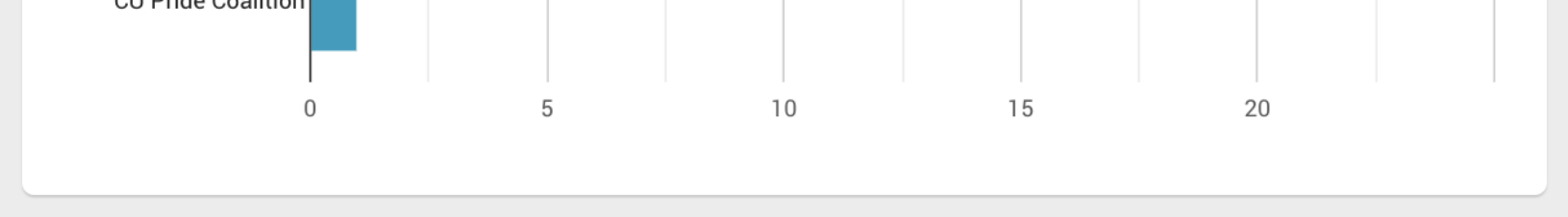
Top Locations

ATTENDANCE EVENTS

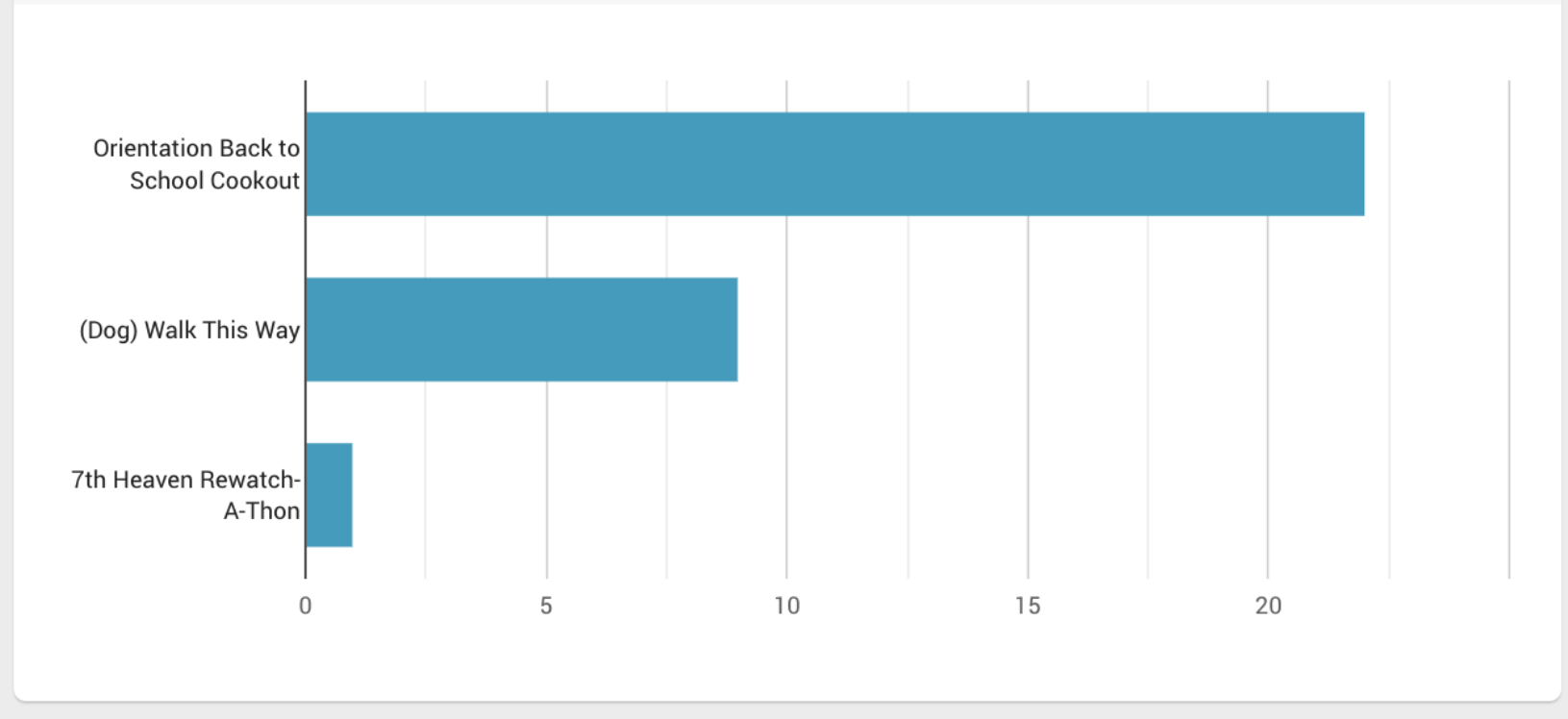


Top Organizations

ATTENDANCE EVENTS



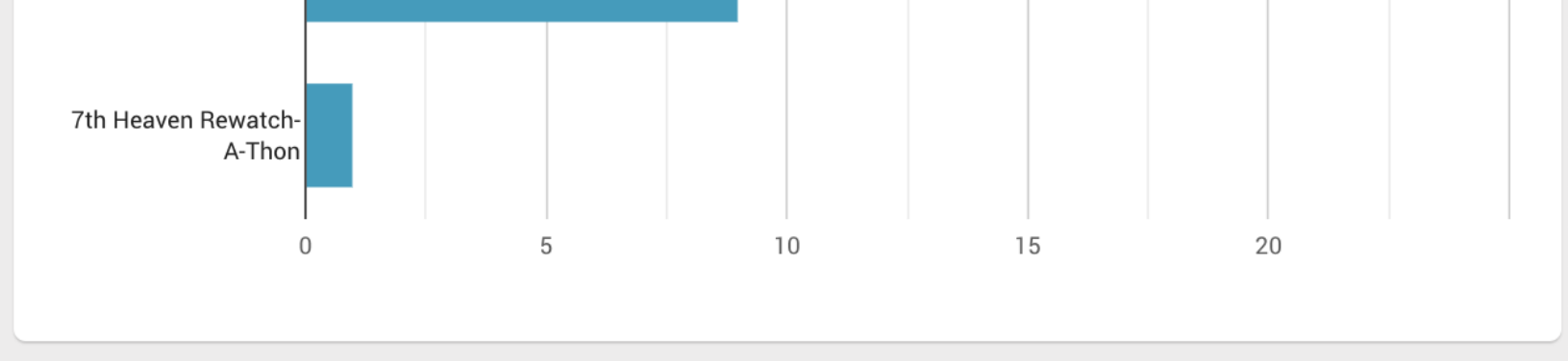
Top Events



Demographics

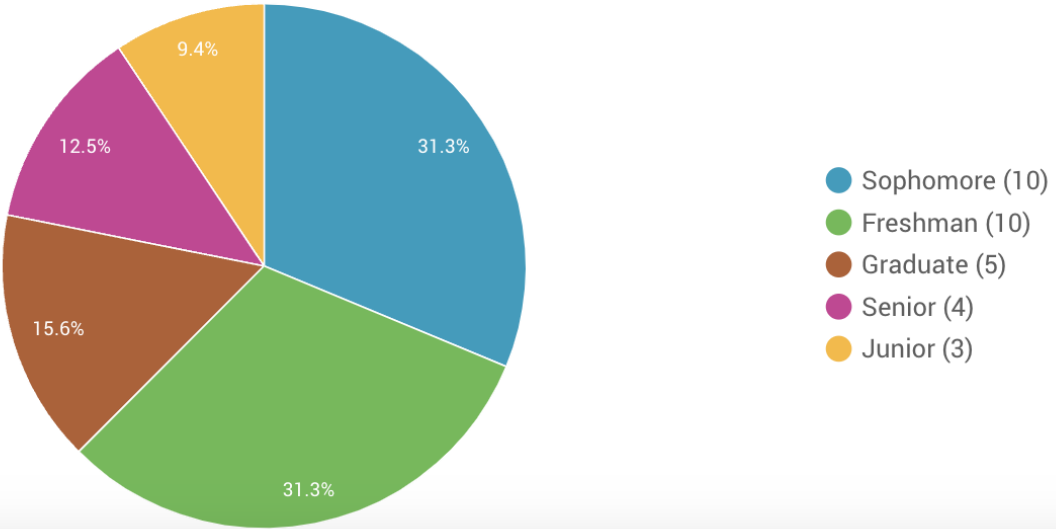
Class





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

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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.