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

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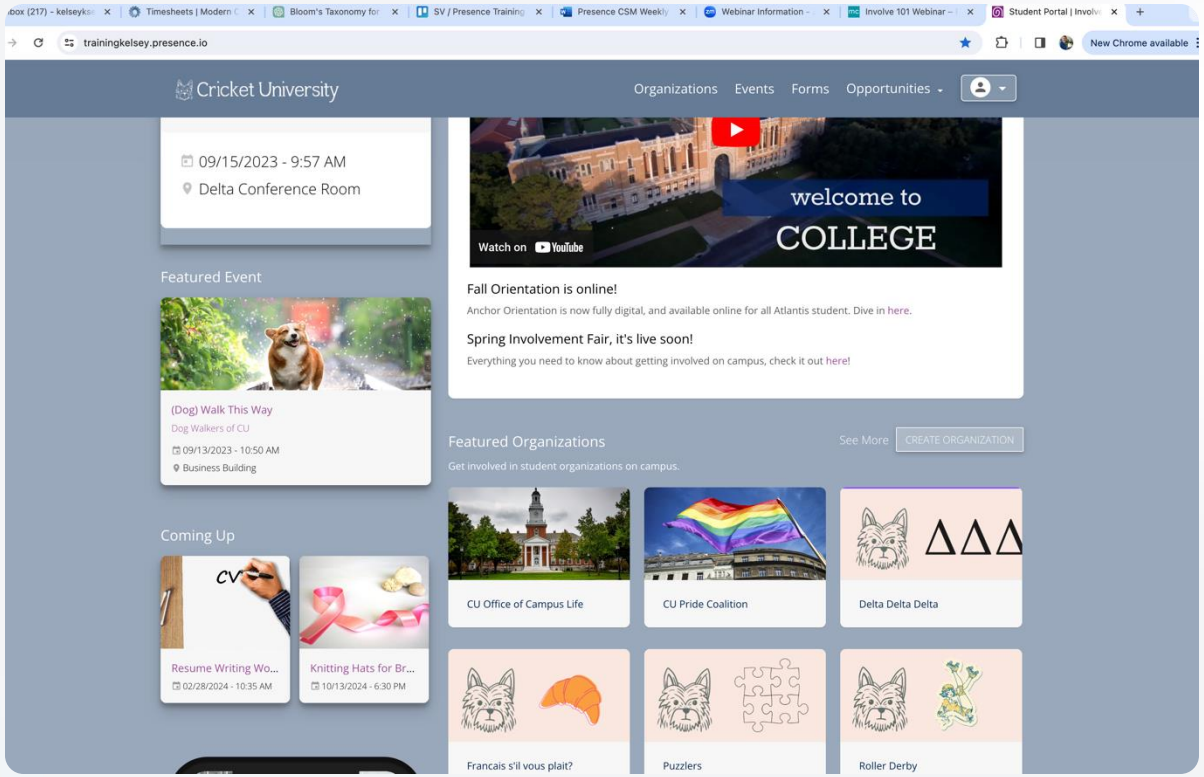
Agenda

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

Intro to Involve

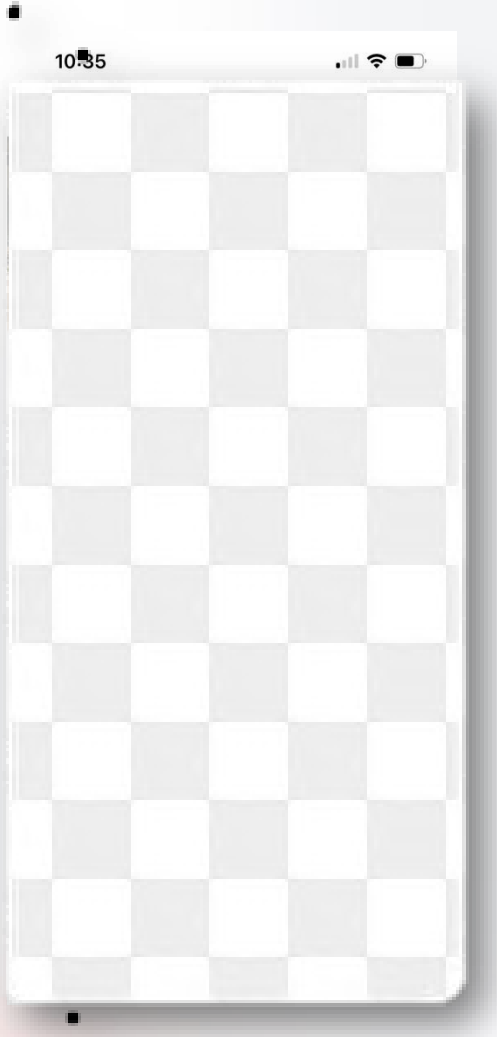
modern campus
involve®

Web App



Mobile App

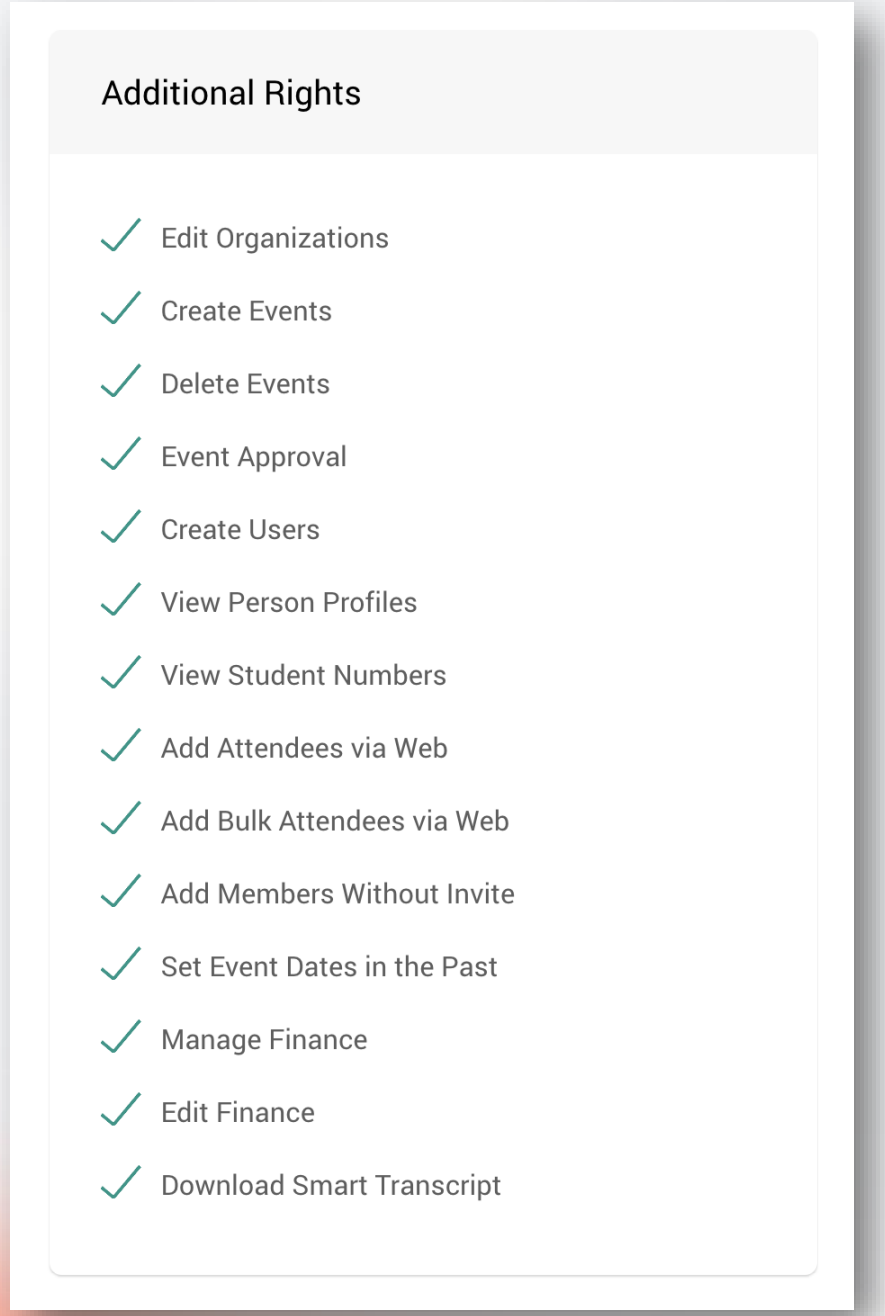
Search “Modern Campus Involve”



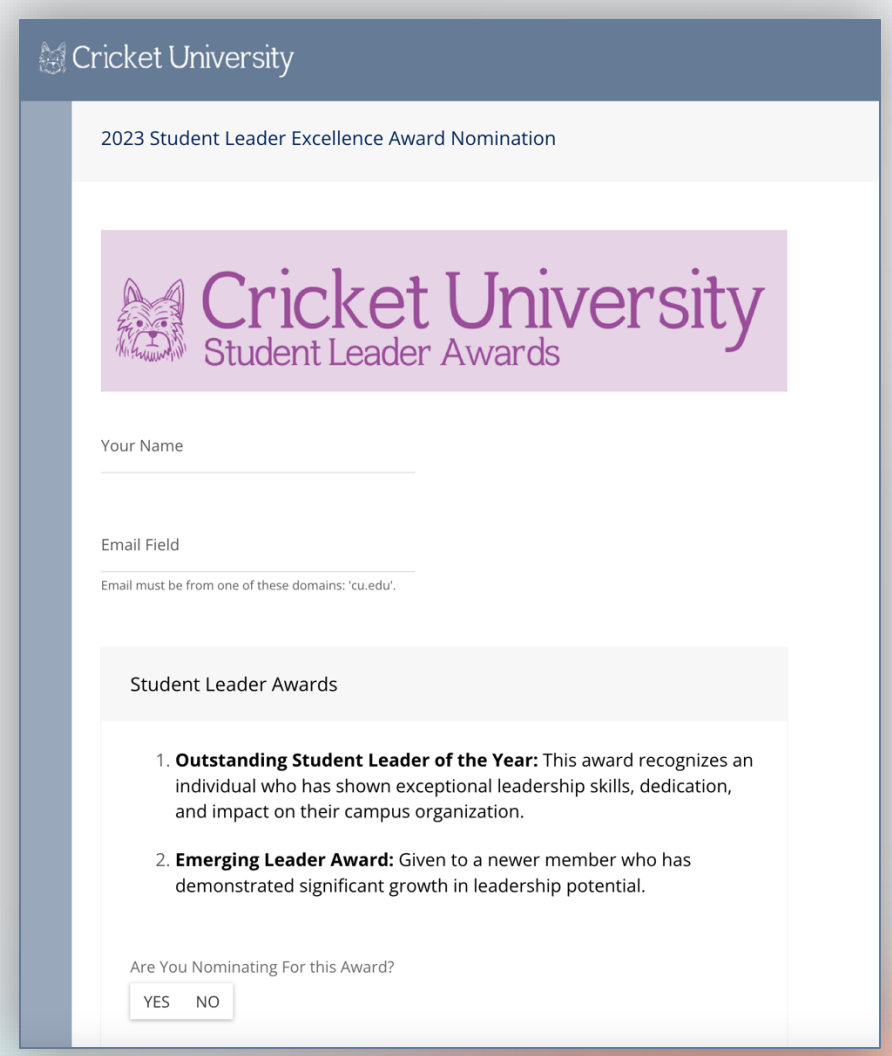
What can I do with Involve as a student organization leader?

Privileges based on your ACCESS!

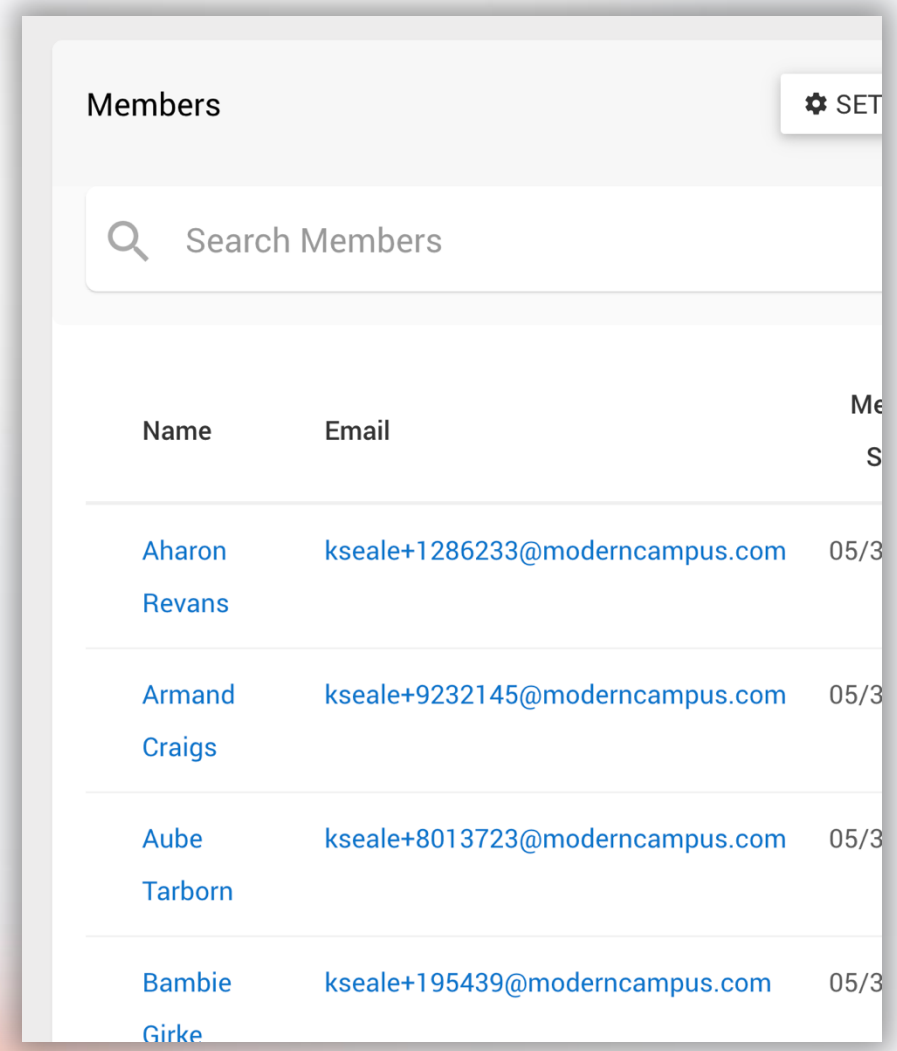
- By default, you will only have “View” access
- All privileges must be checked off!



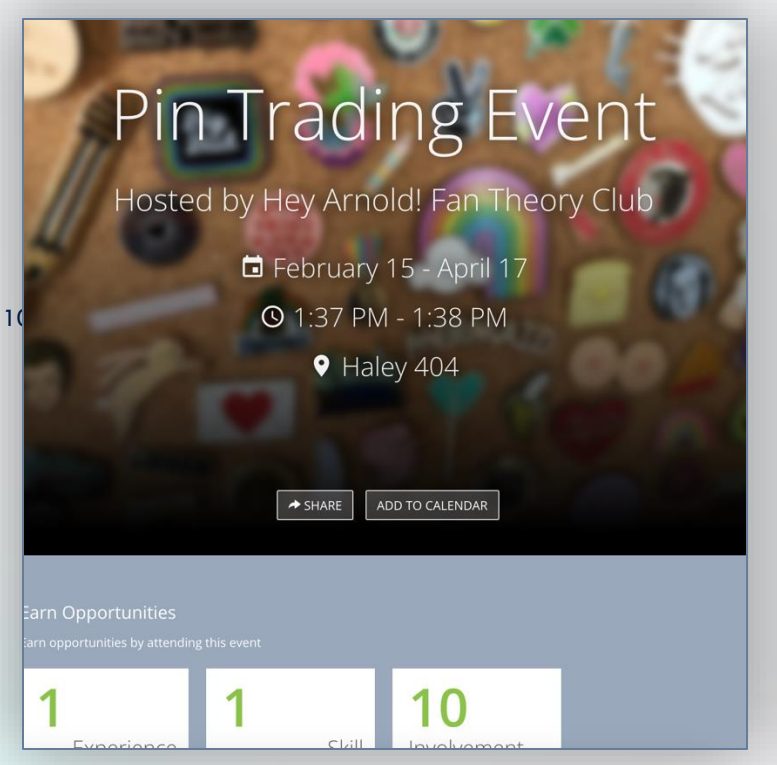
Create Forms



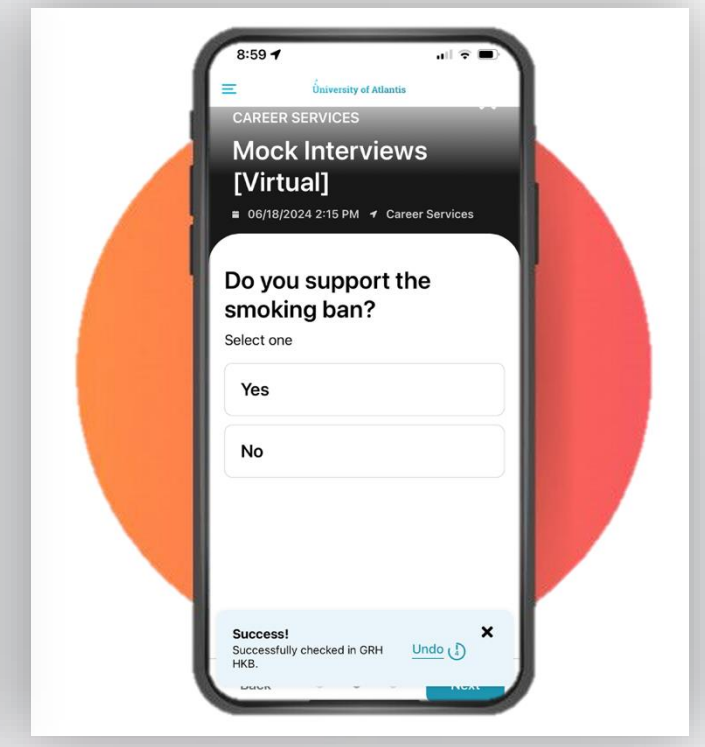
Update Roster



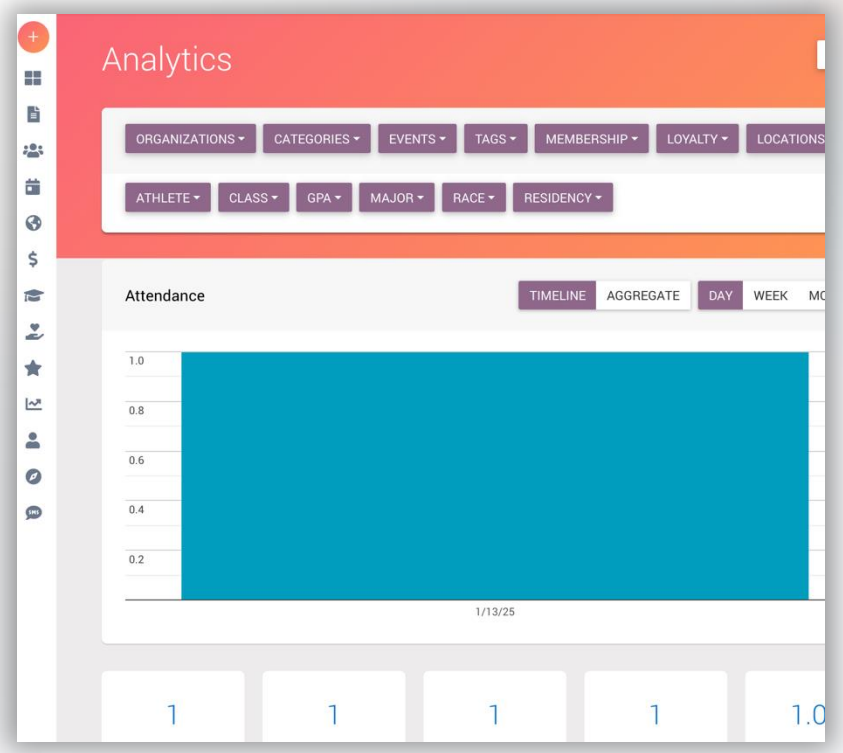
Create Events



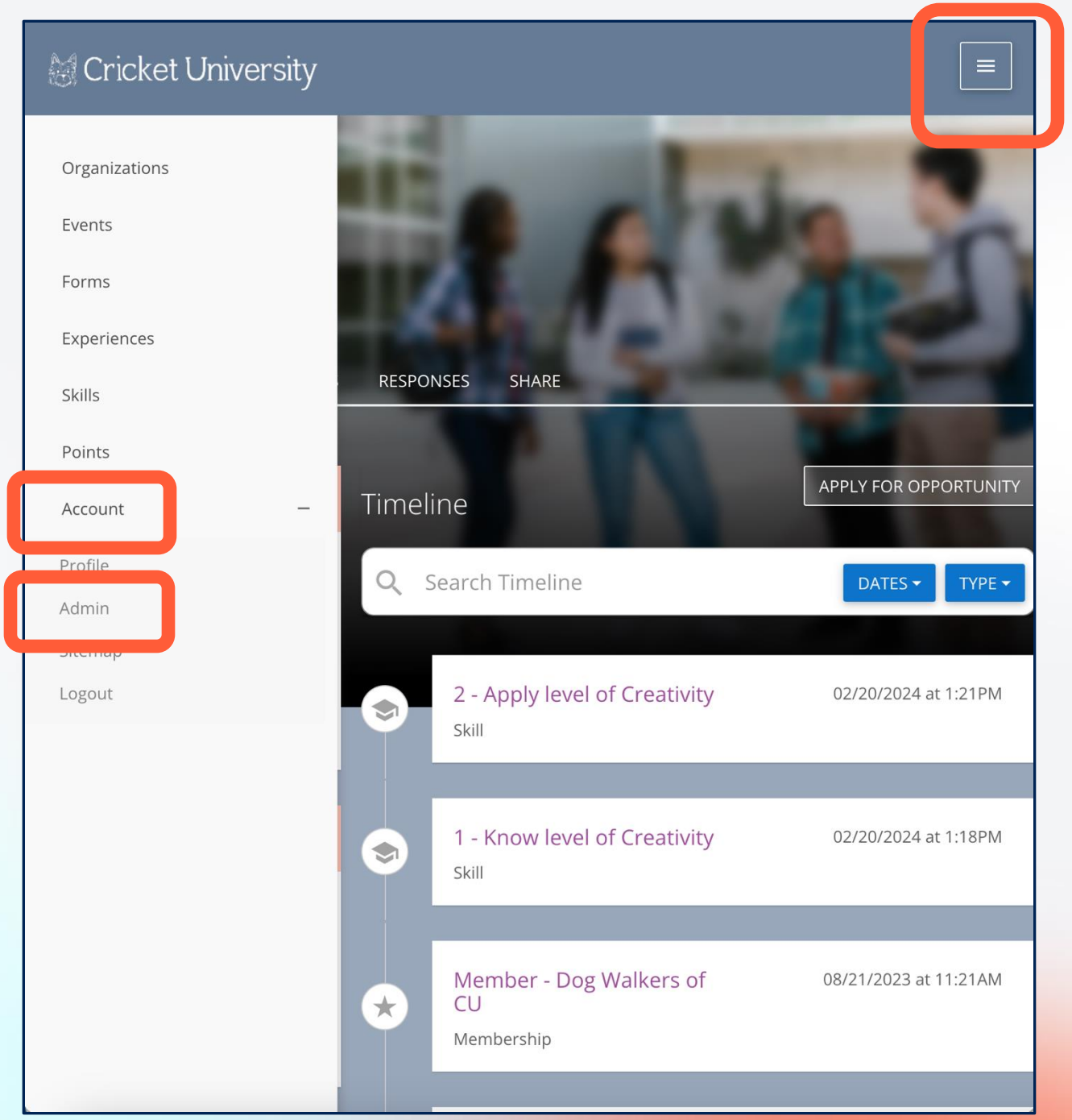
Check-in & Polls



Check Analytics



Admin Dashboard



Navigate to the admin dashboard

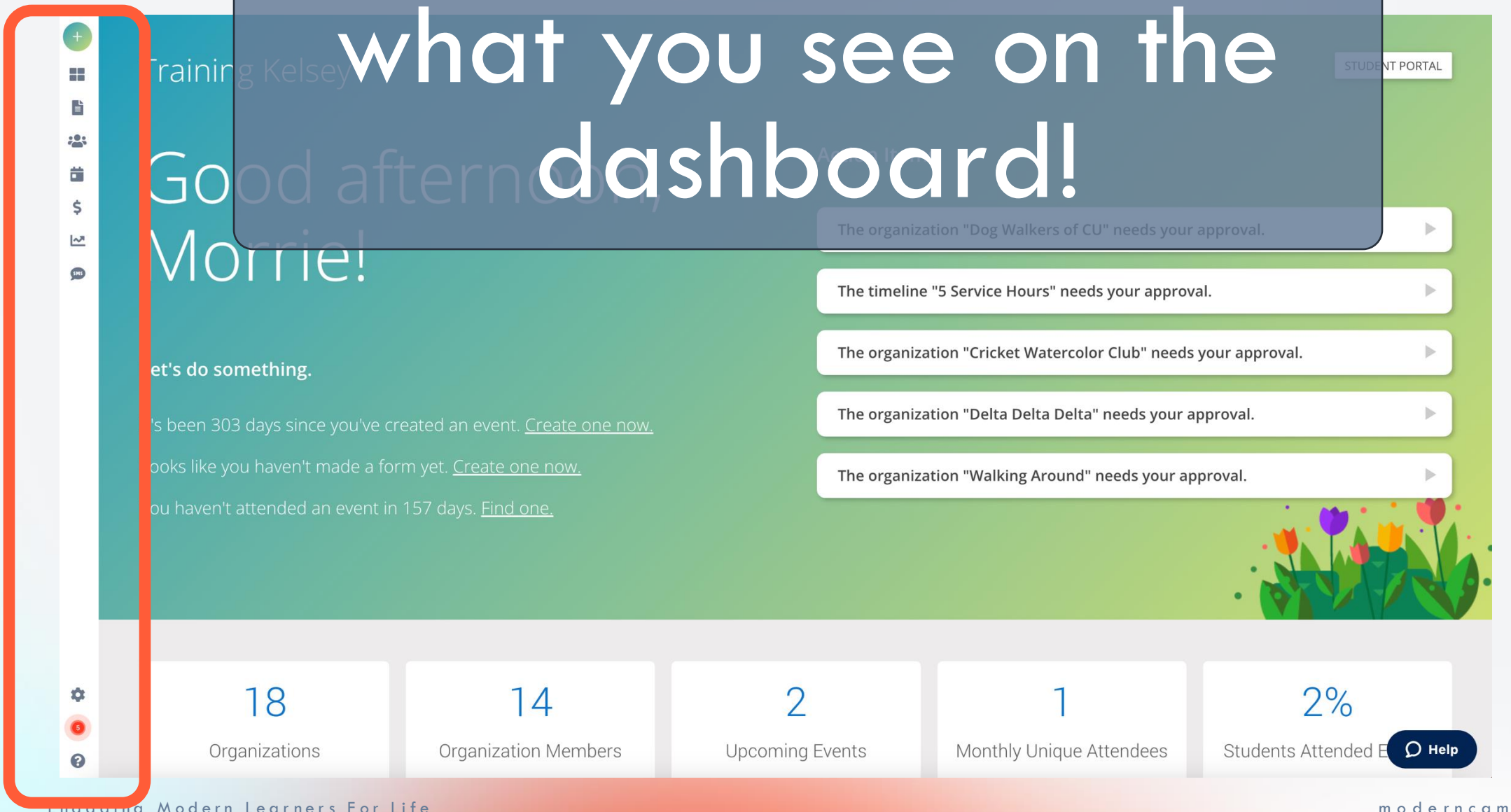
1. Select person icon / three stacked lines.

2. Log In

3. Select ”Admin”

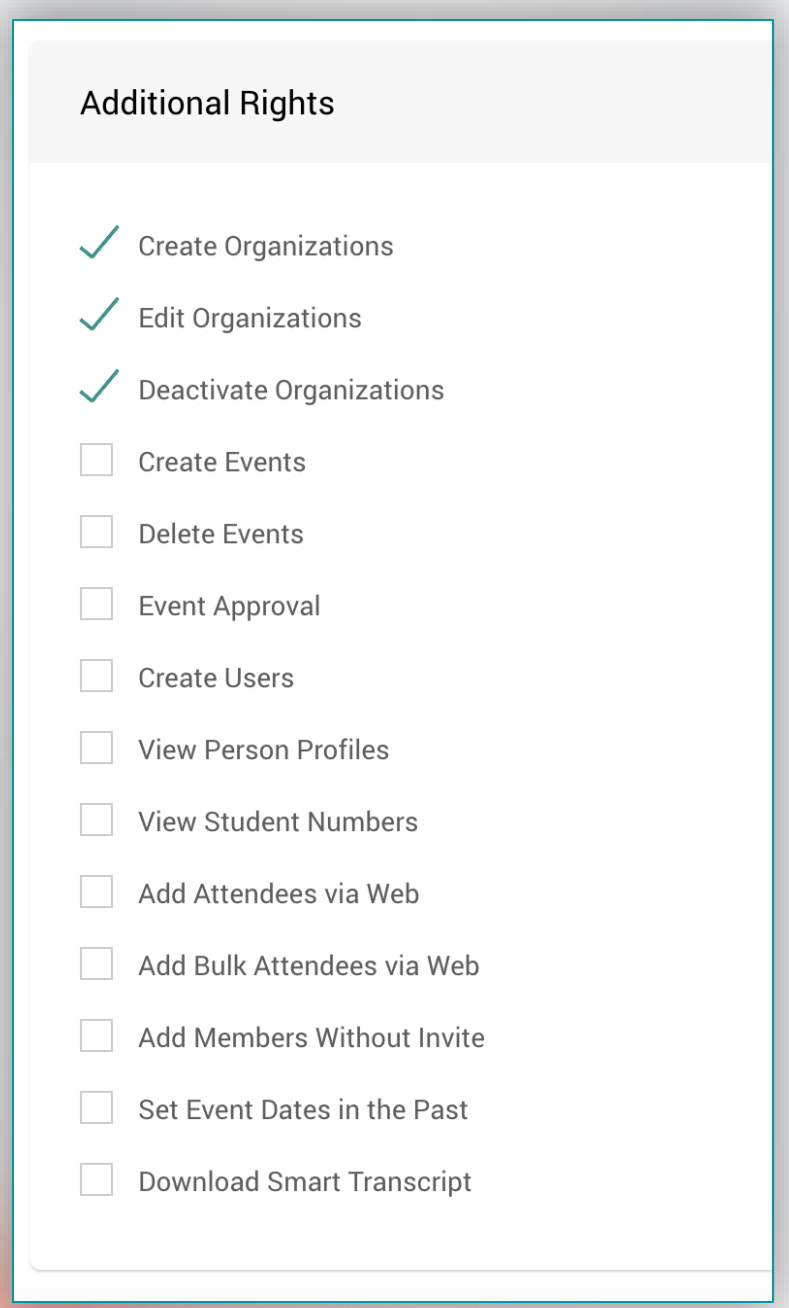
yourcampus.presence.io/admin

Your access controls what you see on the dashboard!



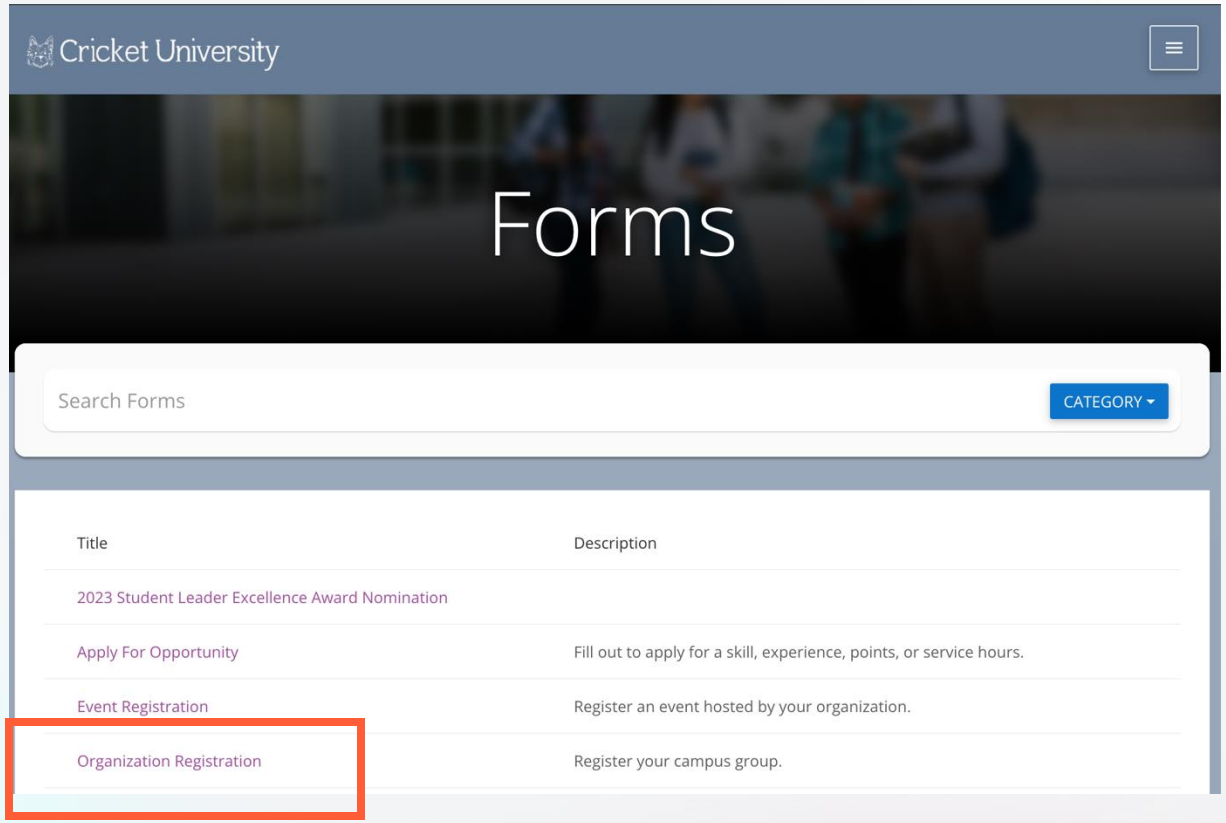
Access is given individually by an admin!

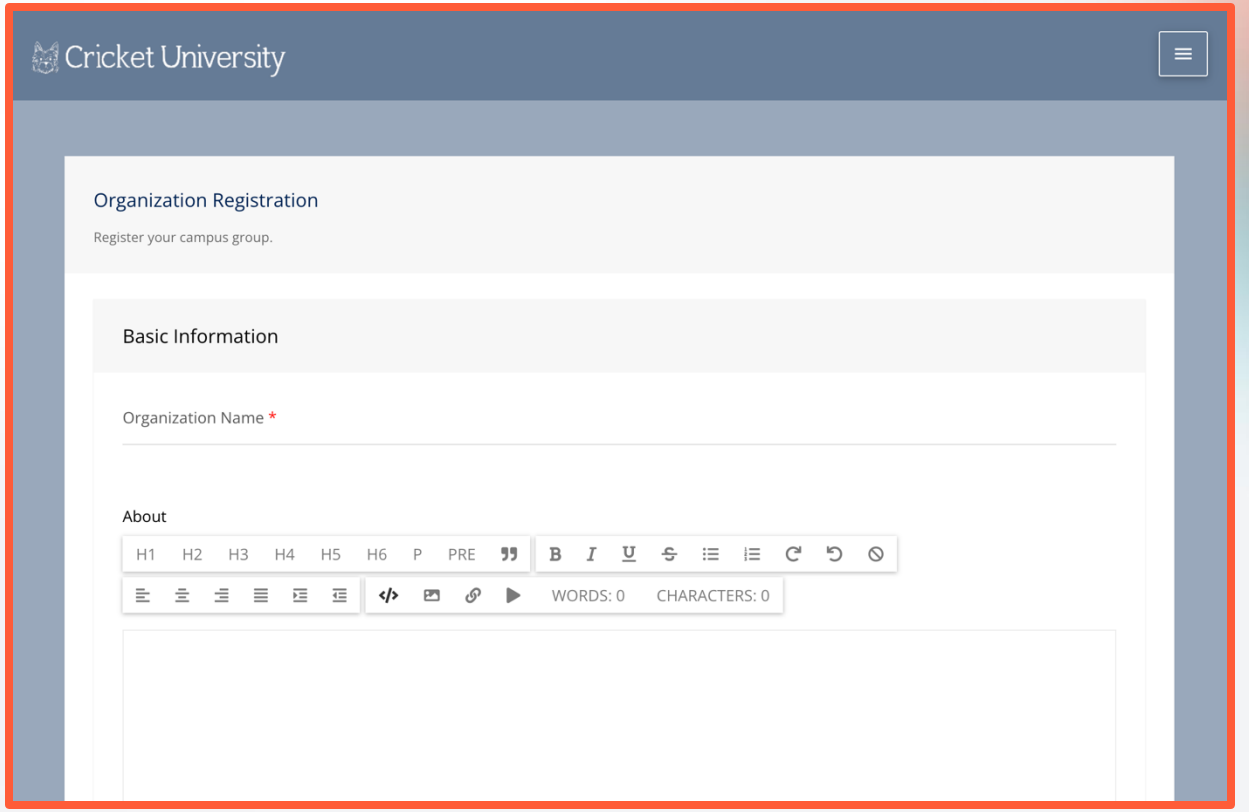
- Can't do what you need to do?
- Check with your admin to set the correct permissions!



Organizations

Organization Registration Form



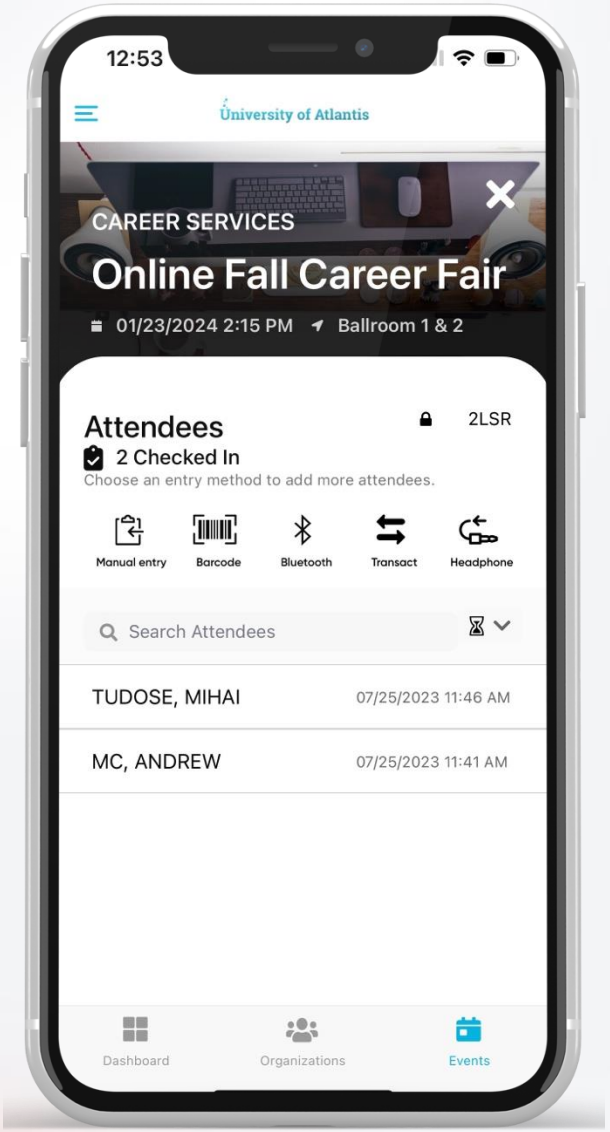


With your organization you can...

- 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

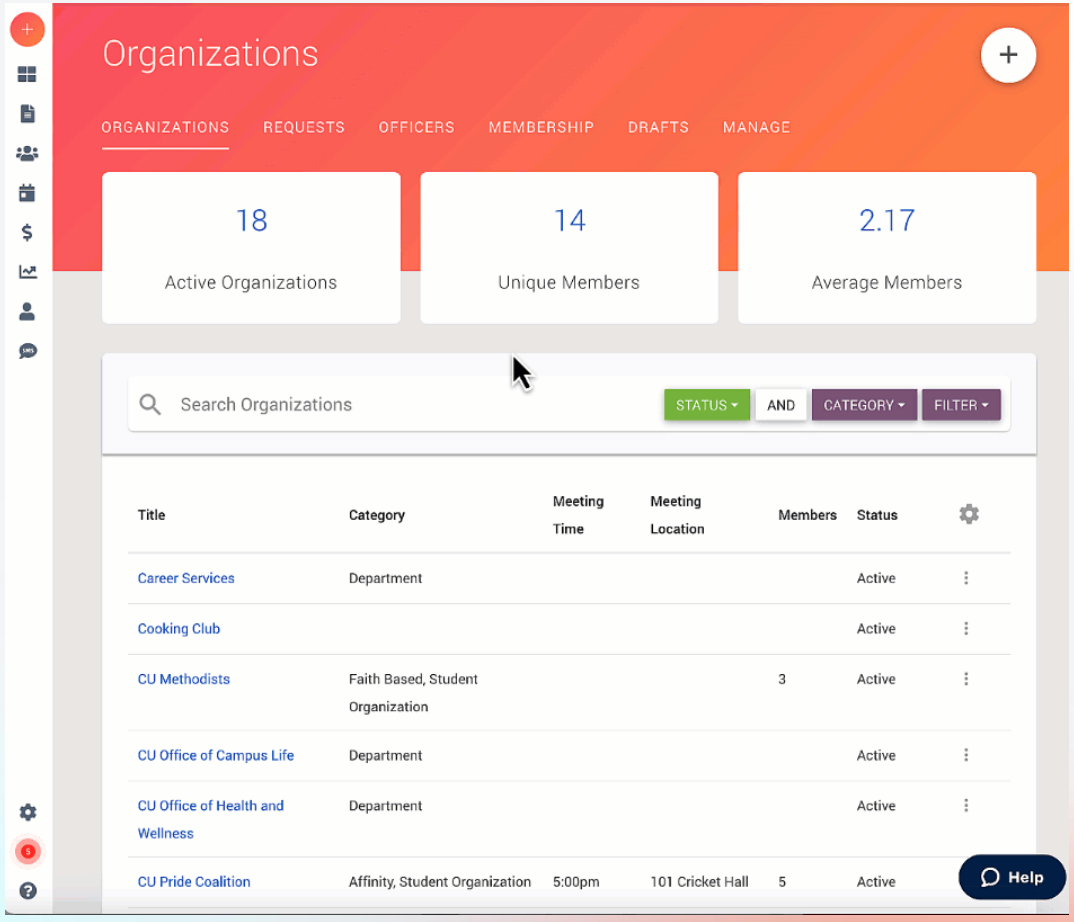
- Update your roster
- Complete your transition by updating your roster and organization registration form!
- When you host events, use the CHECK IN feature!



Update Your Roster

Add Members to Organizations

Add Individually



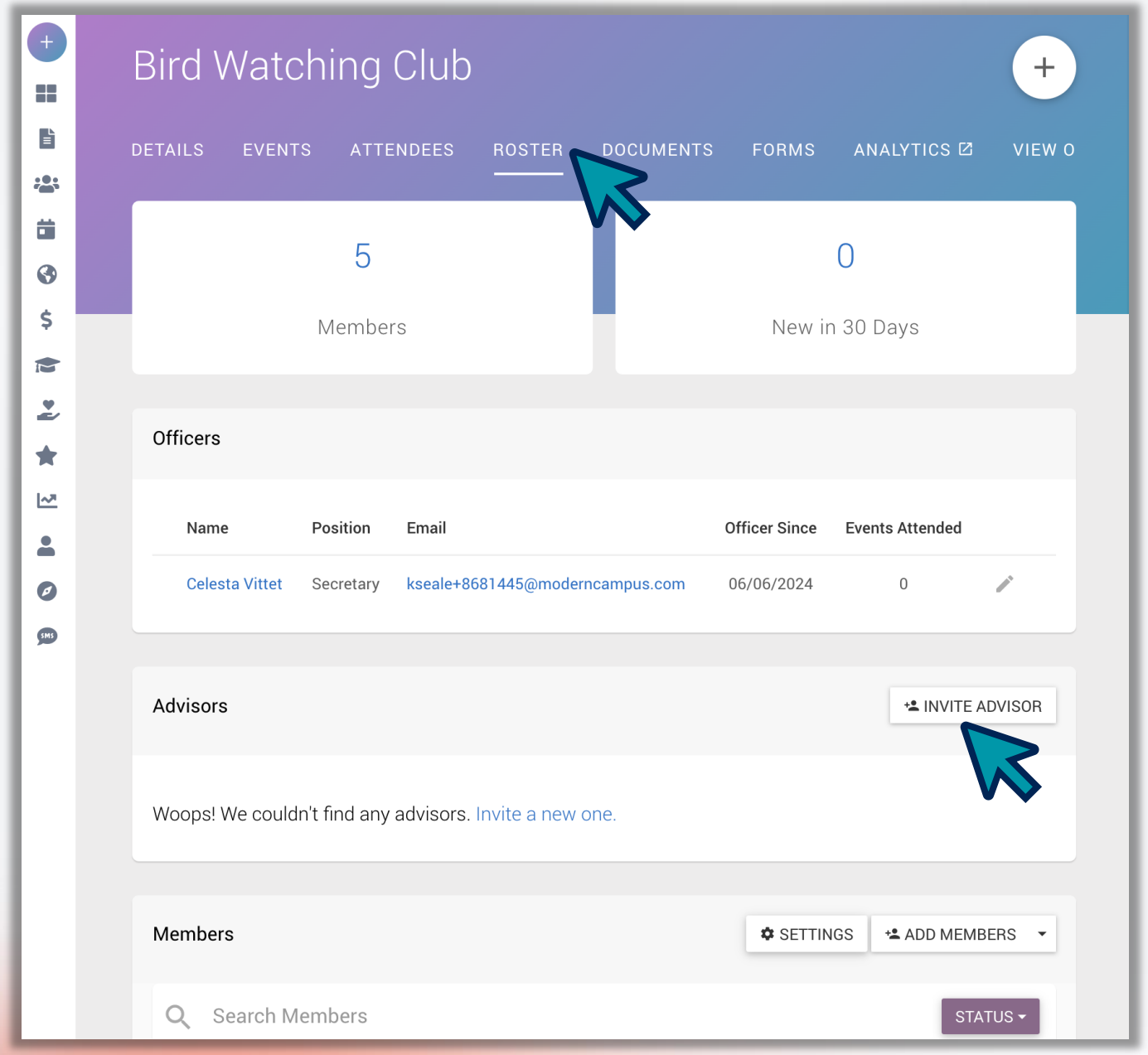
Add In Bulk

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

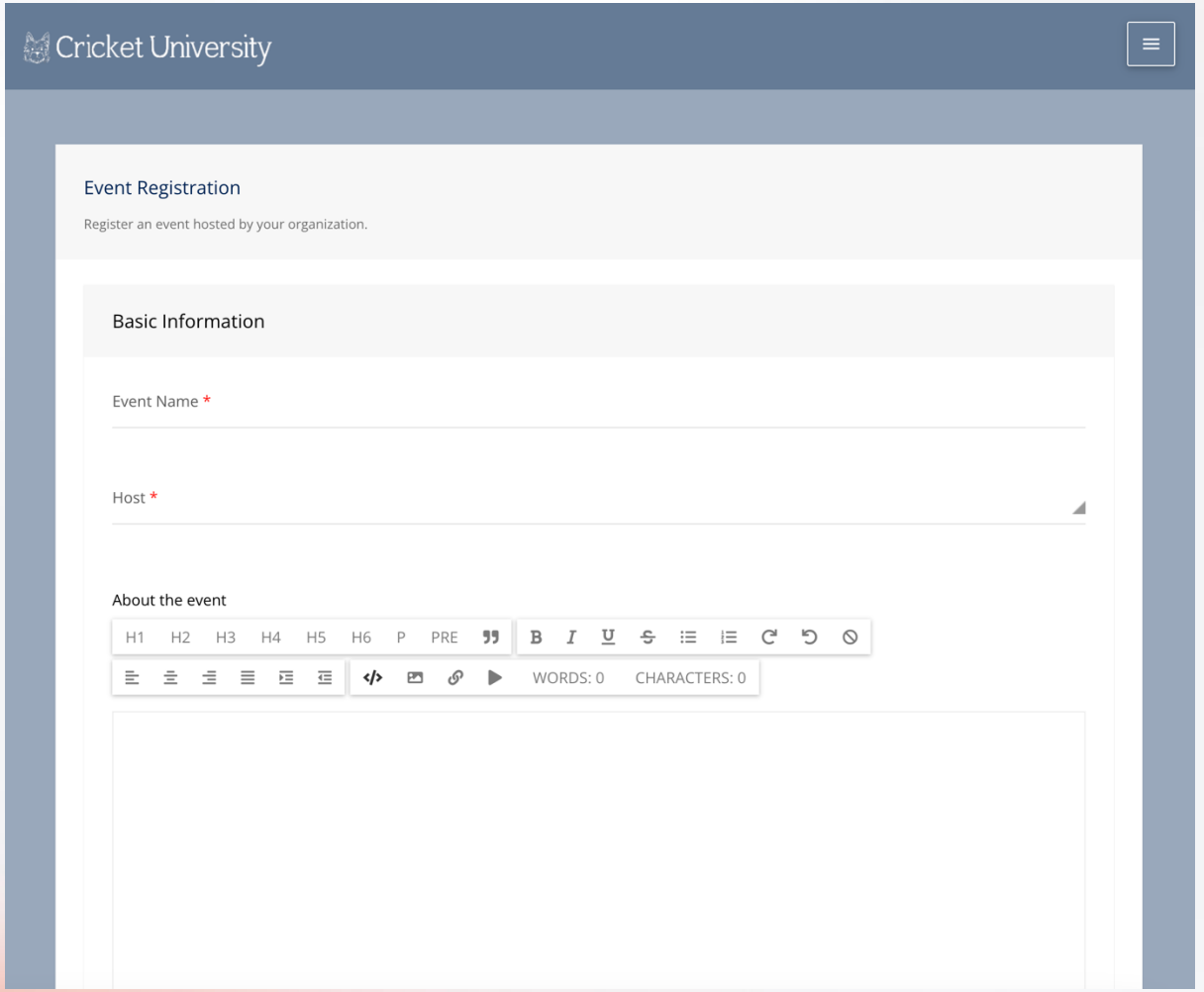
- Trouble adding an advisor?
  - Confirm with your admin that faculty are included in Involve data files.



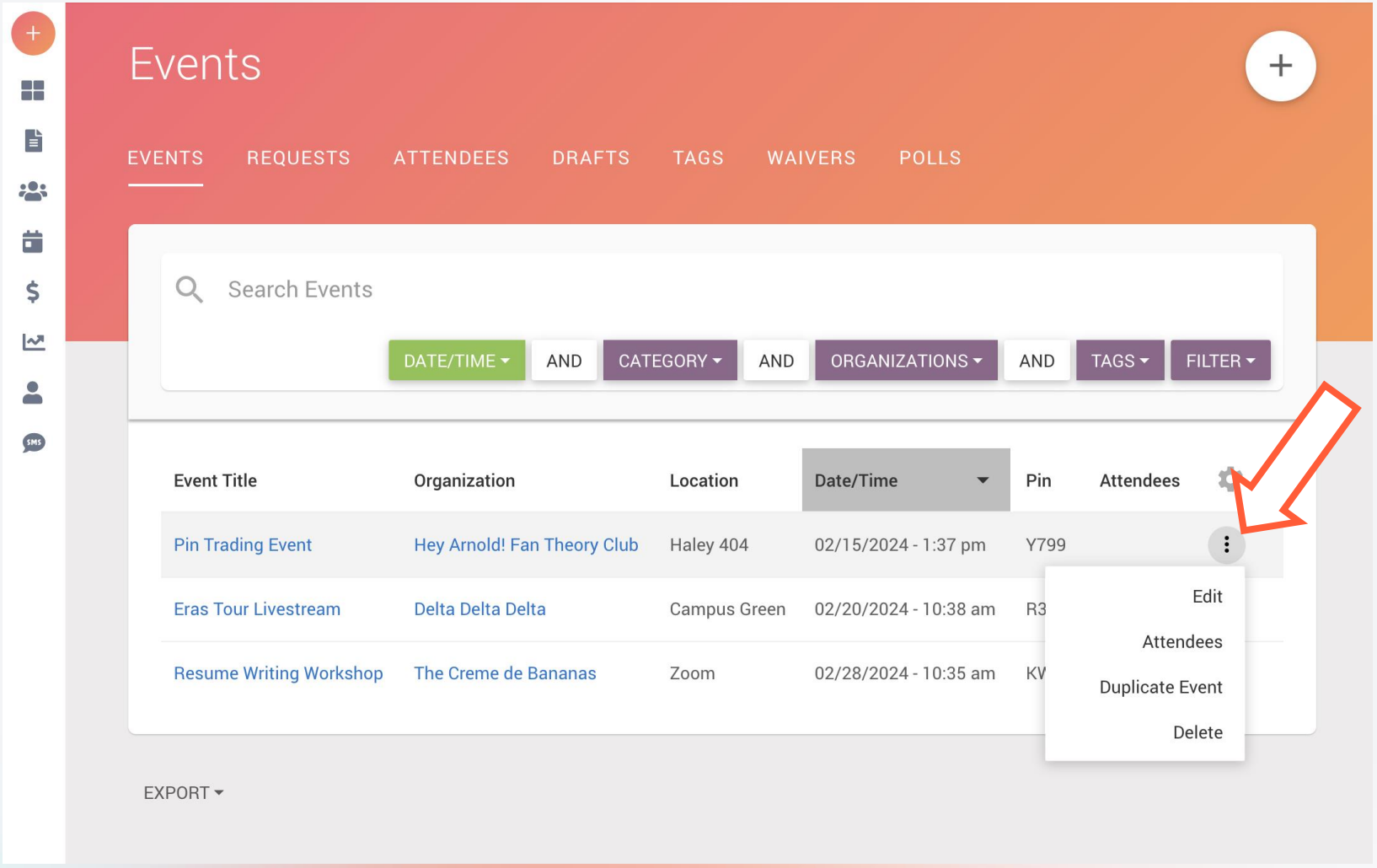
Events

Event Registration Form

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

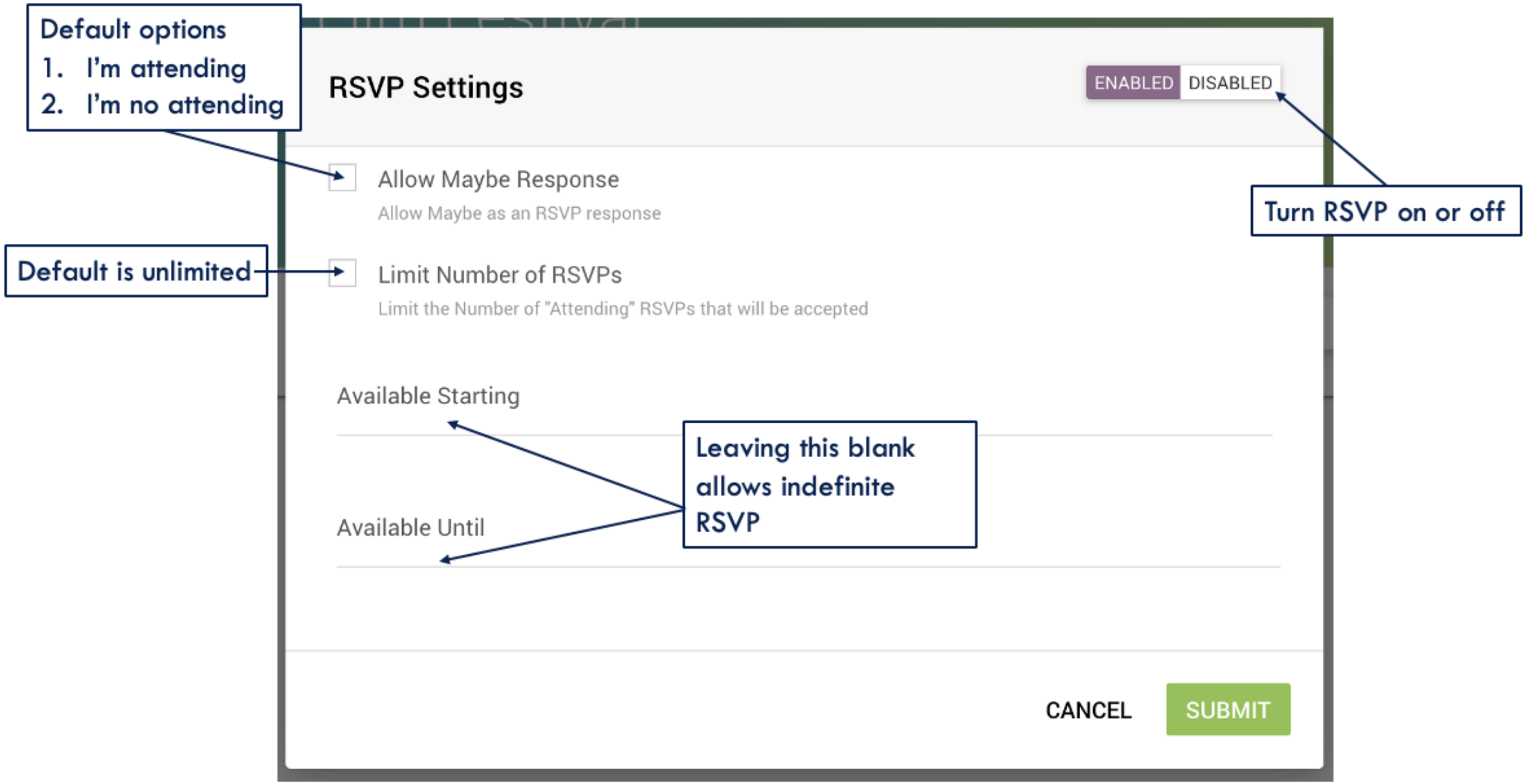


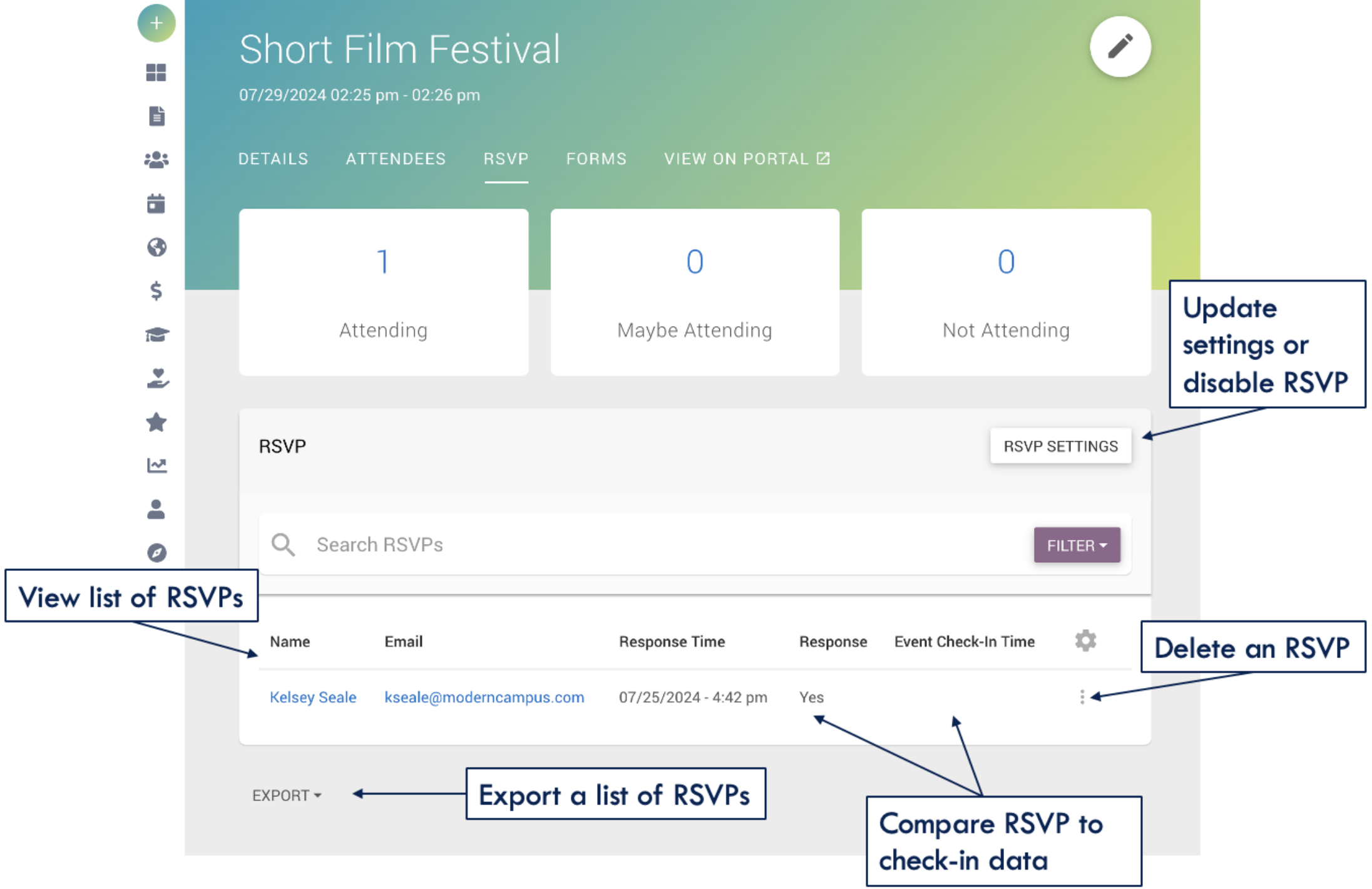
Edit an Event



Event RSVP

Short Film Festival
Hosted by Film Club
July 29
2:25 PM - 2:26 PM
Frampton 104
SHARE
ADD TO CALENDAR
RSVP

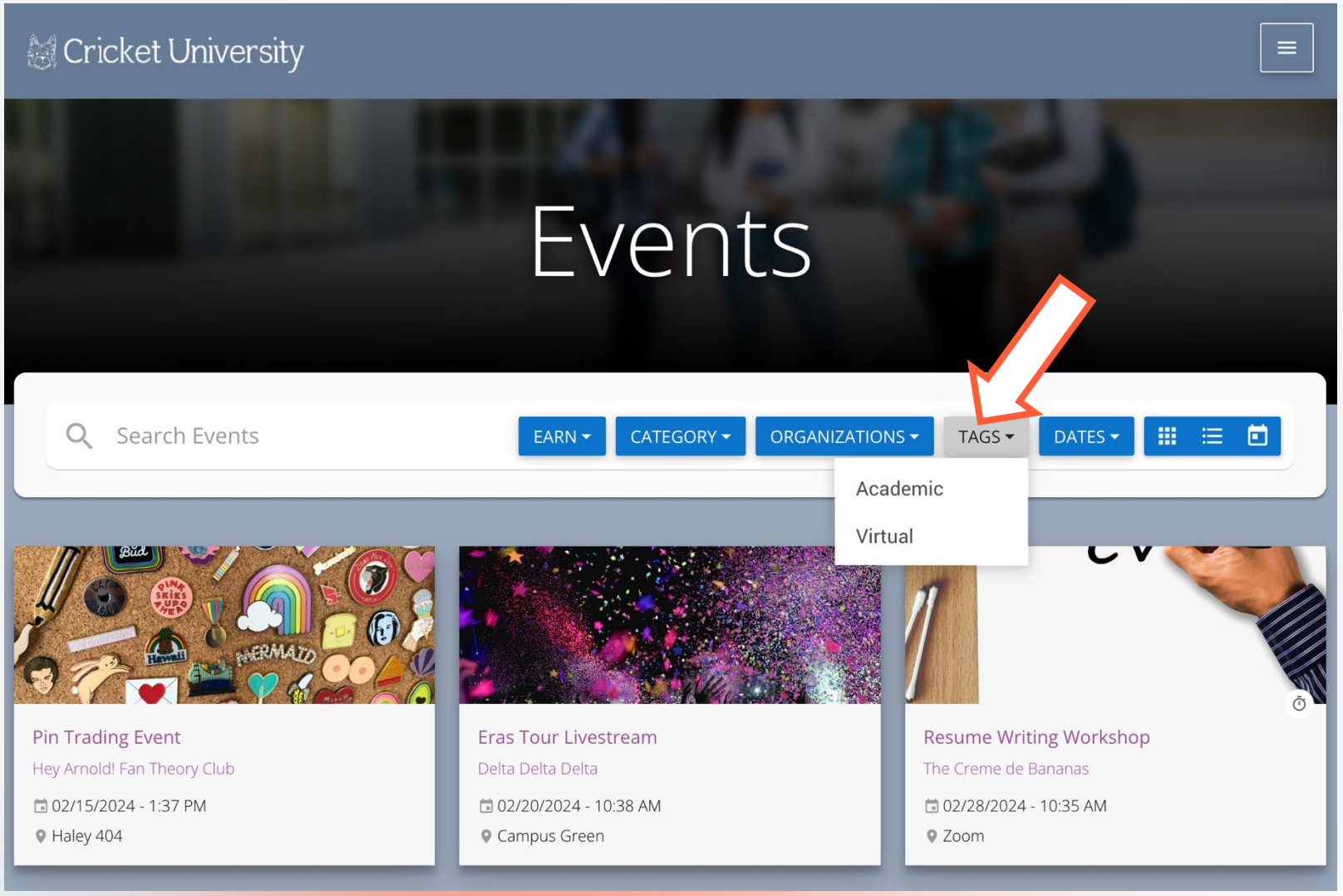

Default options
1. I'm attending
2. I'm no attending
RSVP Settings
ENABLED
DISABLED
Turn RSVP on or off
Allow Maybe Response
Allow Maybe as an RSVP response
Default is unlimited
Limit Number of RSVPs
Limit the Number of "Attending" RSVPs that will be accepted
Available Starting
Available Until
Leaving this blank allows indefinite RSVP
CANCEL
SUBMIT


Short Film Festival
07/29/2024 02:25 pm - 02:26 pm
DETAILS
ATTENDEES
RSVP
FORMS
VIEW ON PORTAL
1
Attending
0
Maybe Attending
0
Not Attending
RSVP
RSVP SETTINGS
Search RSVPs
FILTER
Name
Email
Response Time
Response
Event Check-In Time
Kelsey Seale
kseale@moderncampus.com
07/25/2024 - 4:42 pm
Yes
EXPORT
Update settings or disable RSVP
View list of RSVPs
Delete an RSVP
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

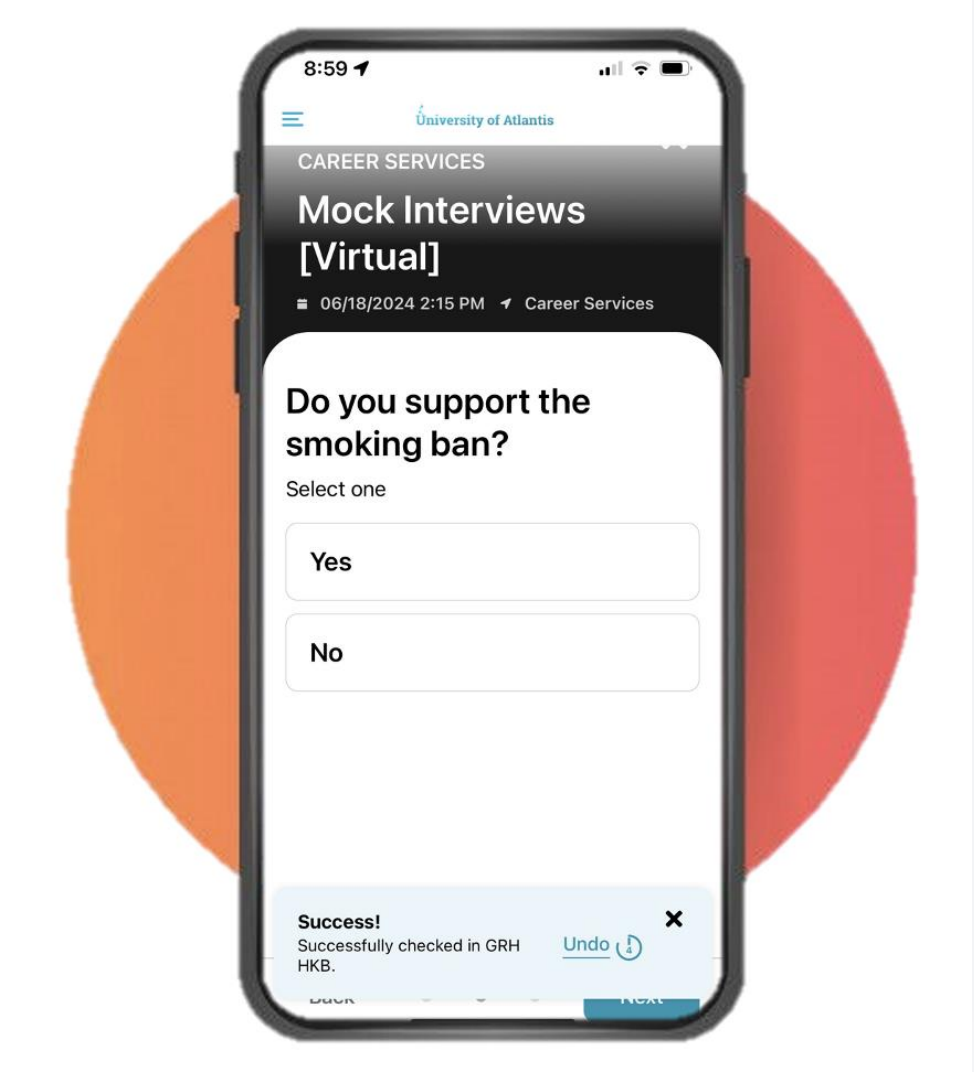
Event Tags


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

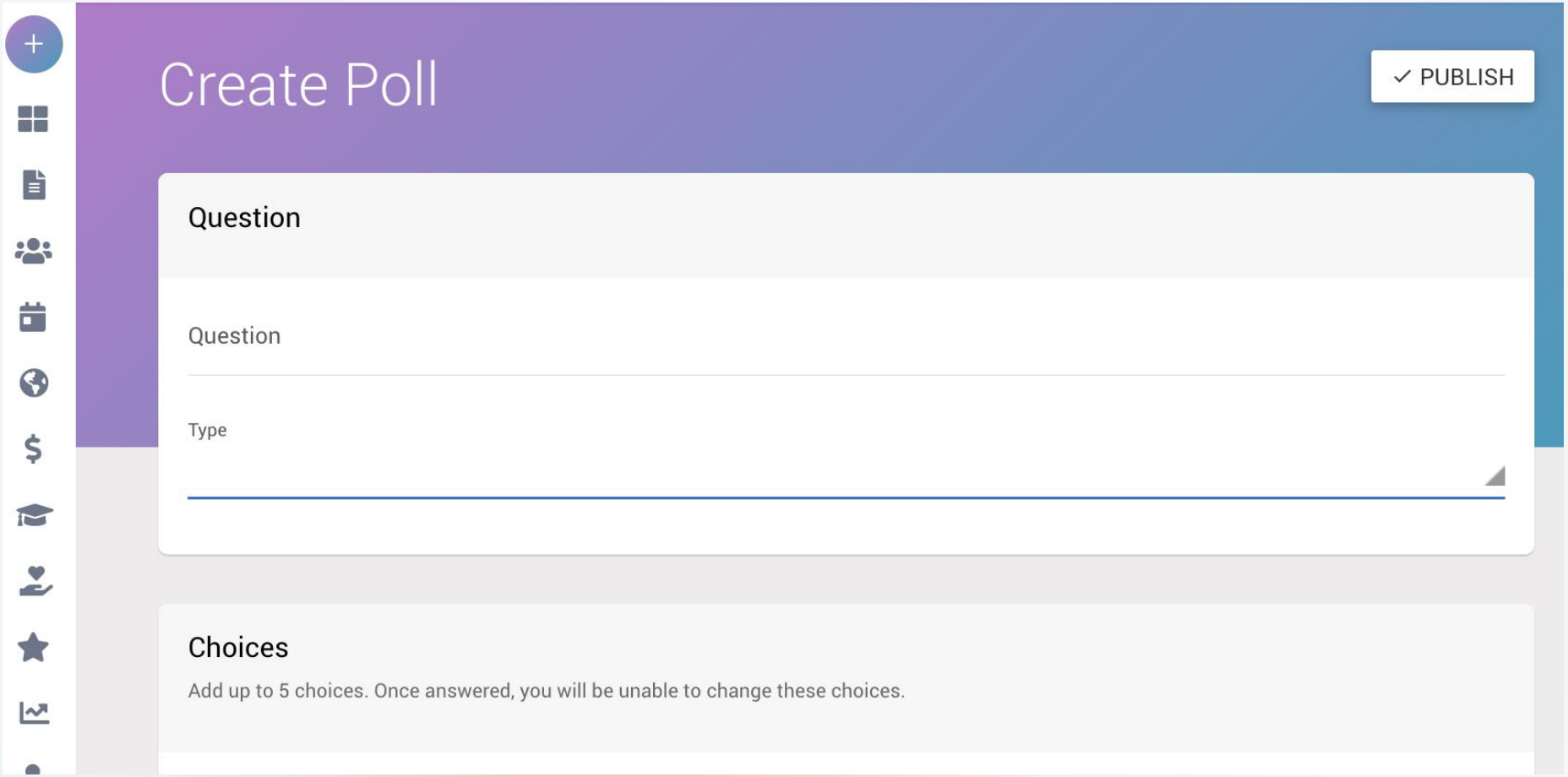
Polls and Waivers

Involve Poll

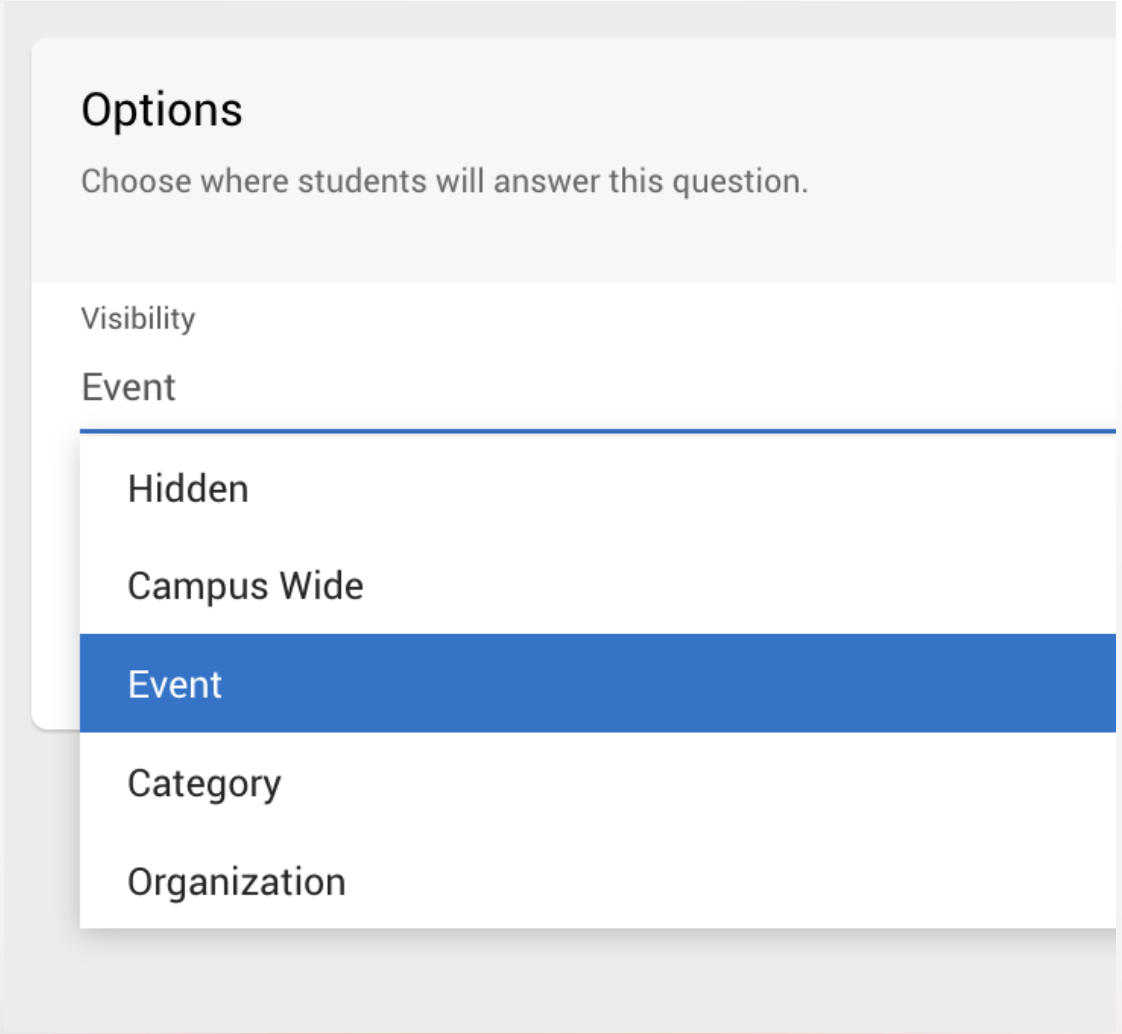
- Collect data
- Quick multiple choice
- Gathered during event check-in
- Only prompted once per person



Create a poll



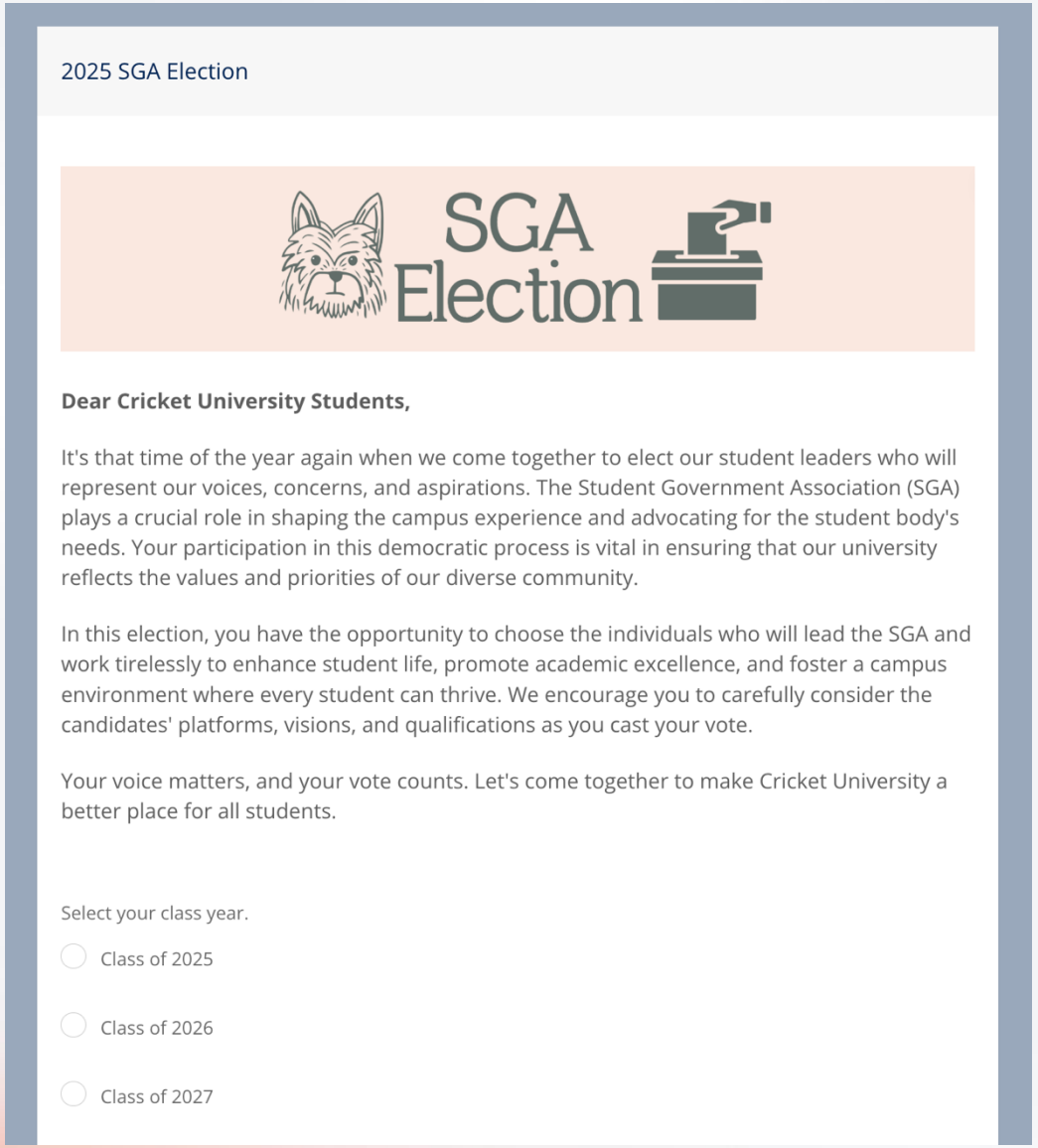
Add a poll to your event



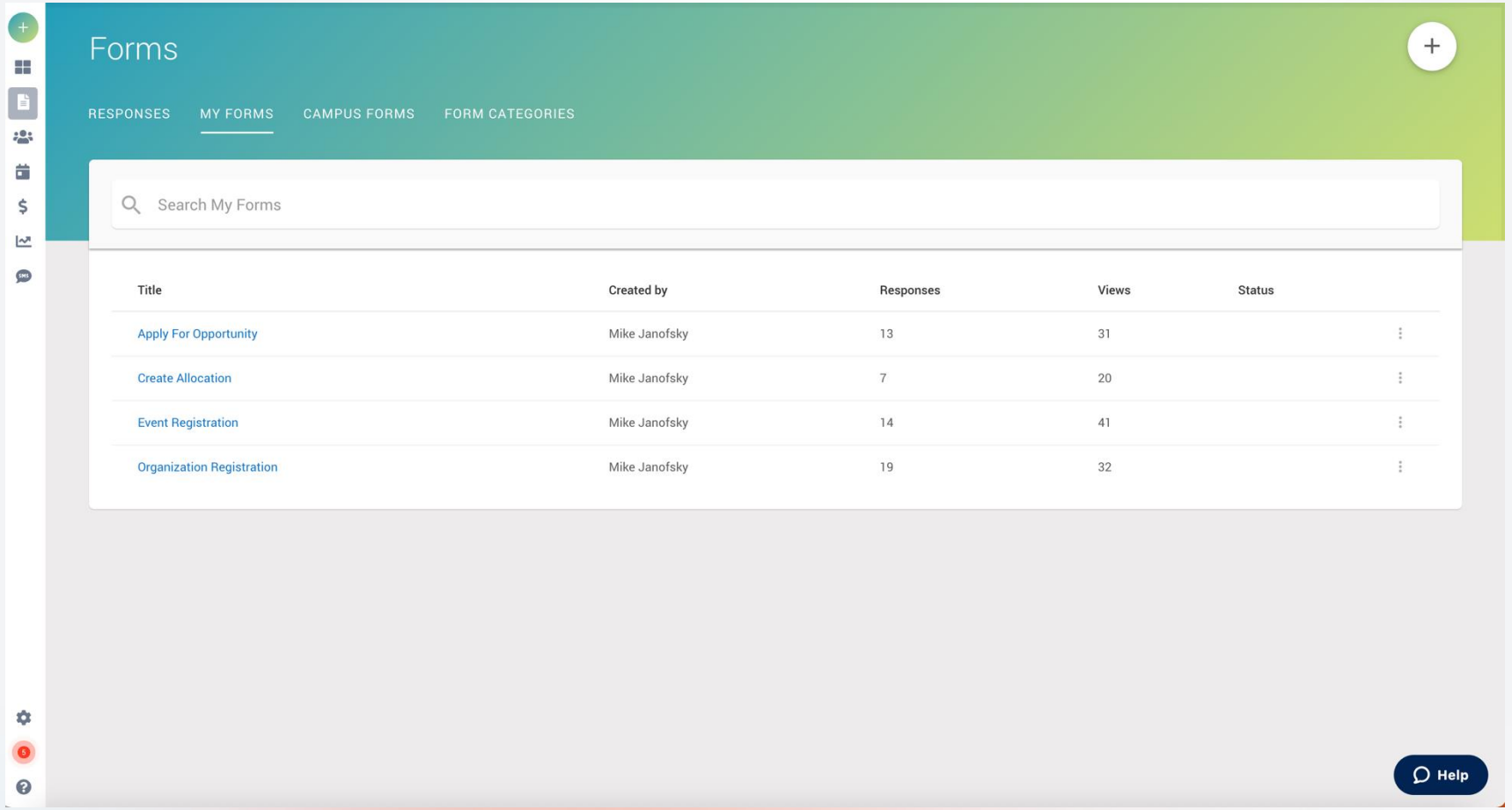
Forms

Organization Forms

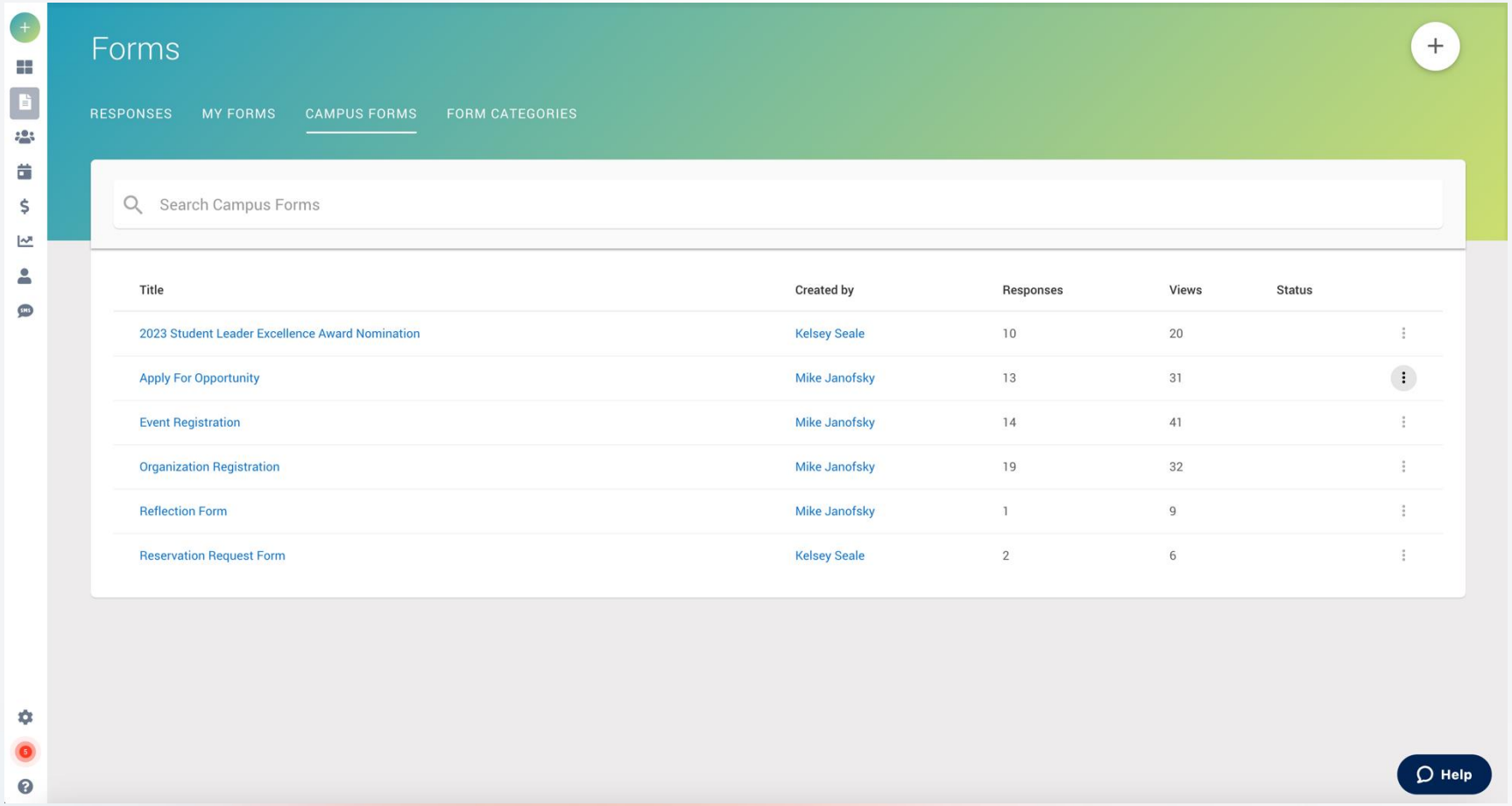
- Elections
- T-shirt order form
- Polls
- Post-event survey



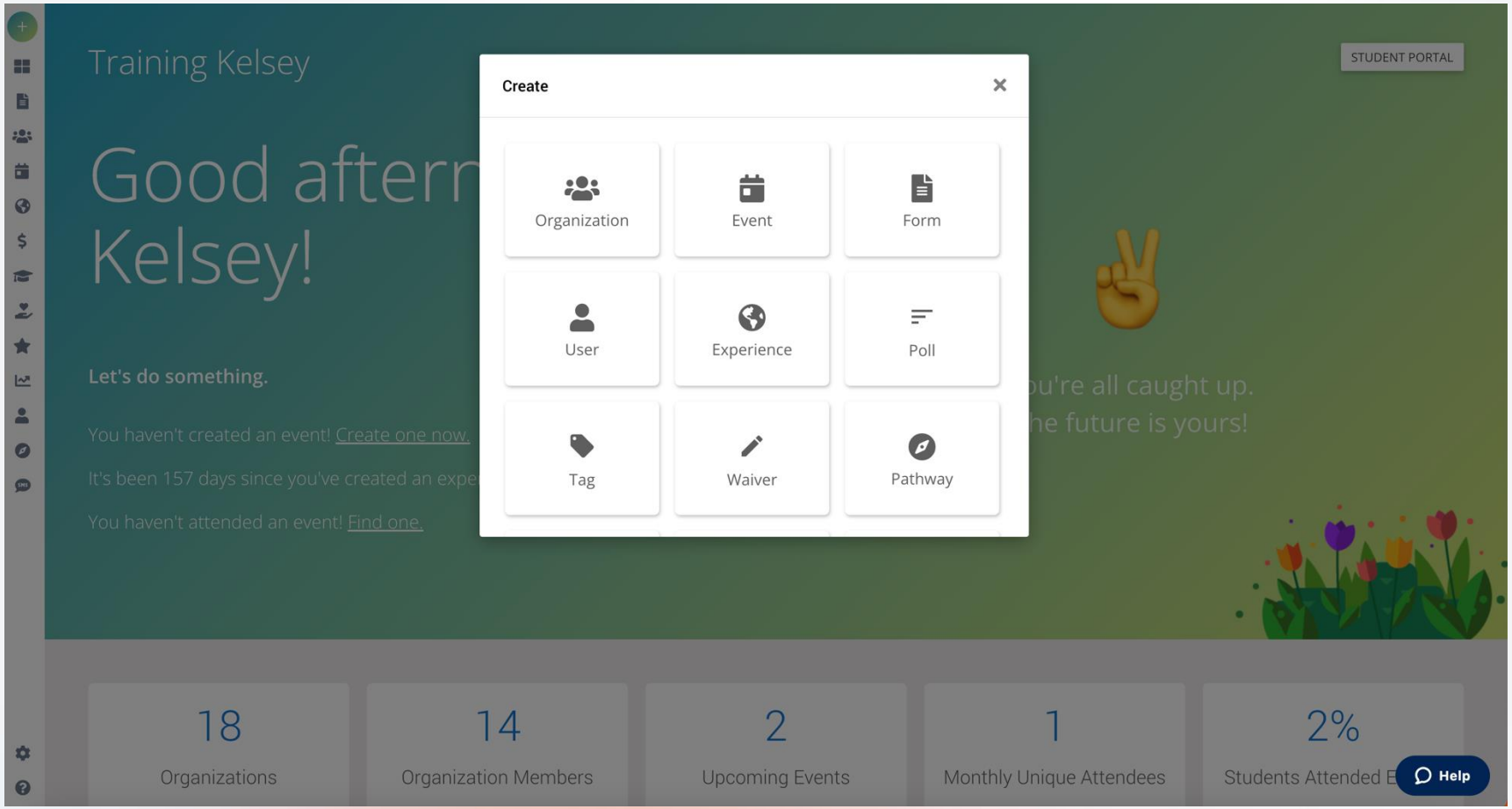
Forms on the Admin Portal



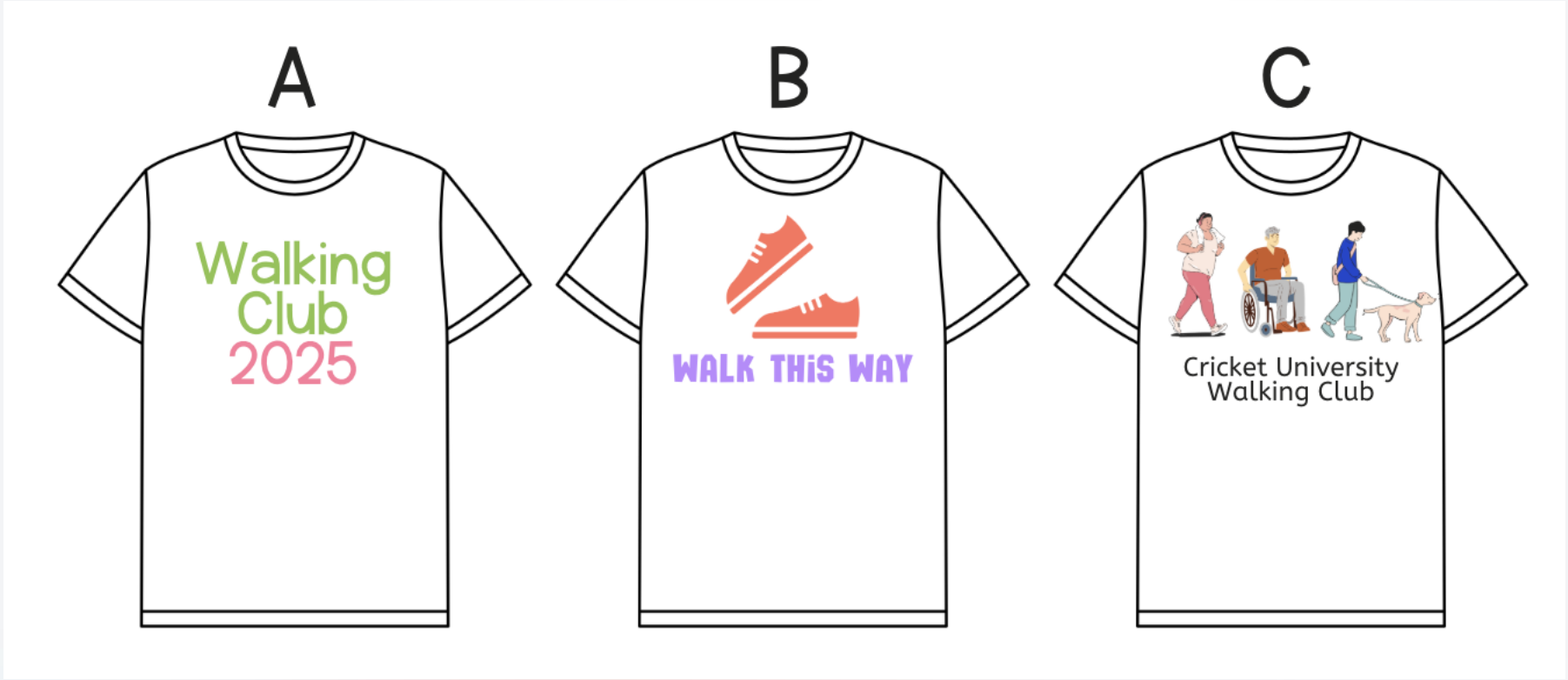
Forms on the Admin Portal



Creating from the Admin Dashboard



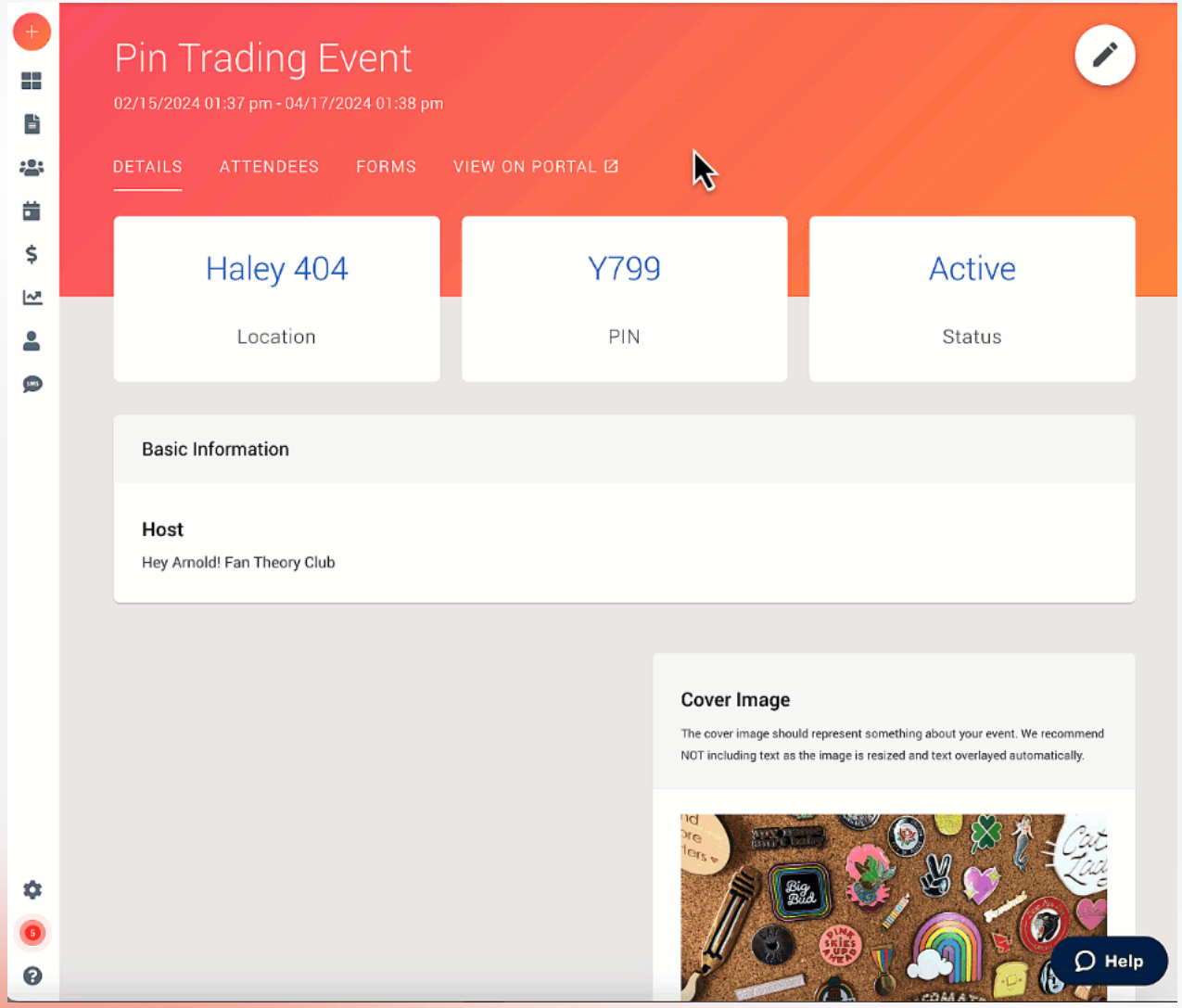
Create a Form

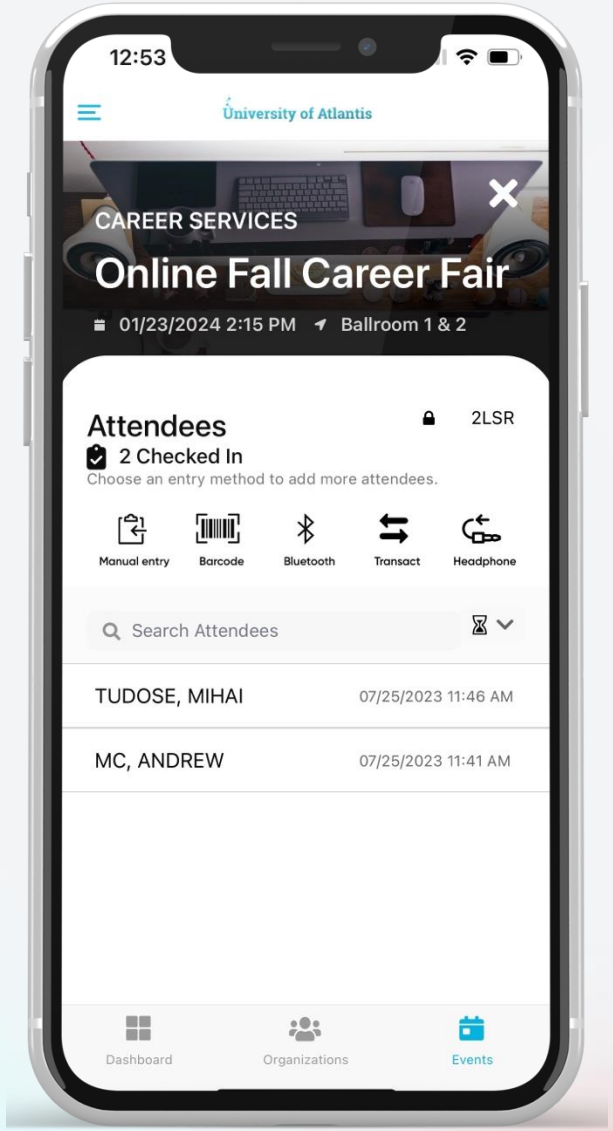


Event Check-In

Manual Event Check In – Web App

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





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

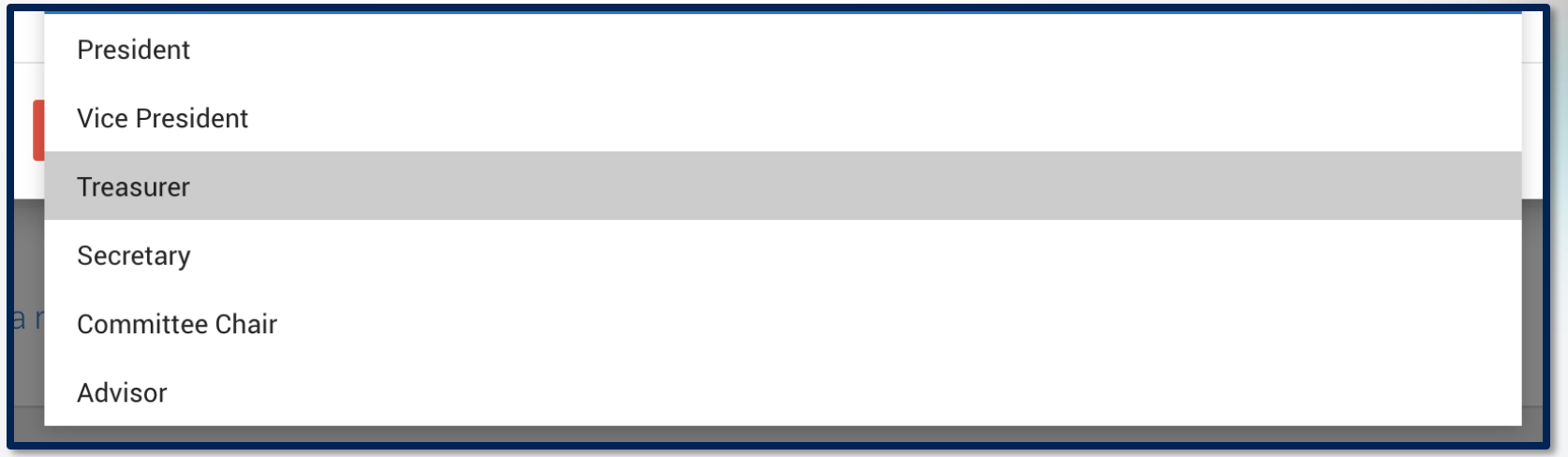
Reregistration for the next semester

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

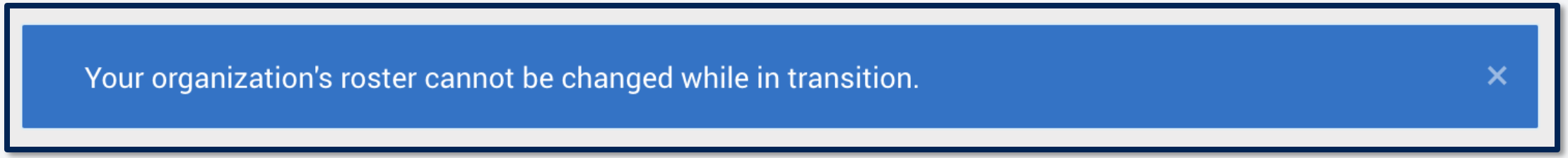
Who will get the transition notification / email?

- ALL Leaders
  - President
  - Vice President
  - Secretary
  - Treasurer
  - Committee Chair
  - Advisory
- ALL Advisors



What happens if they don't complete transition?

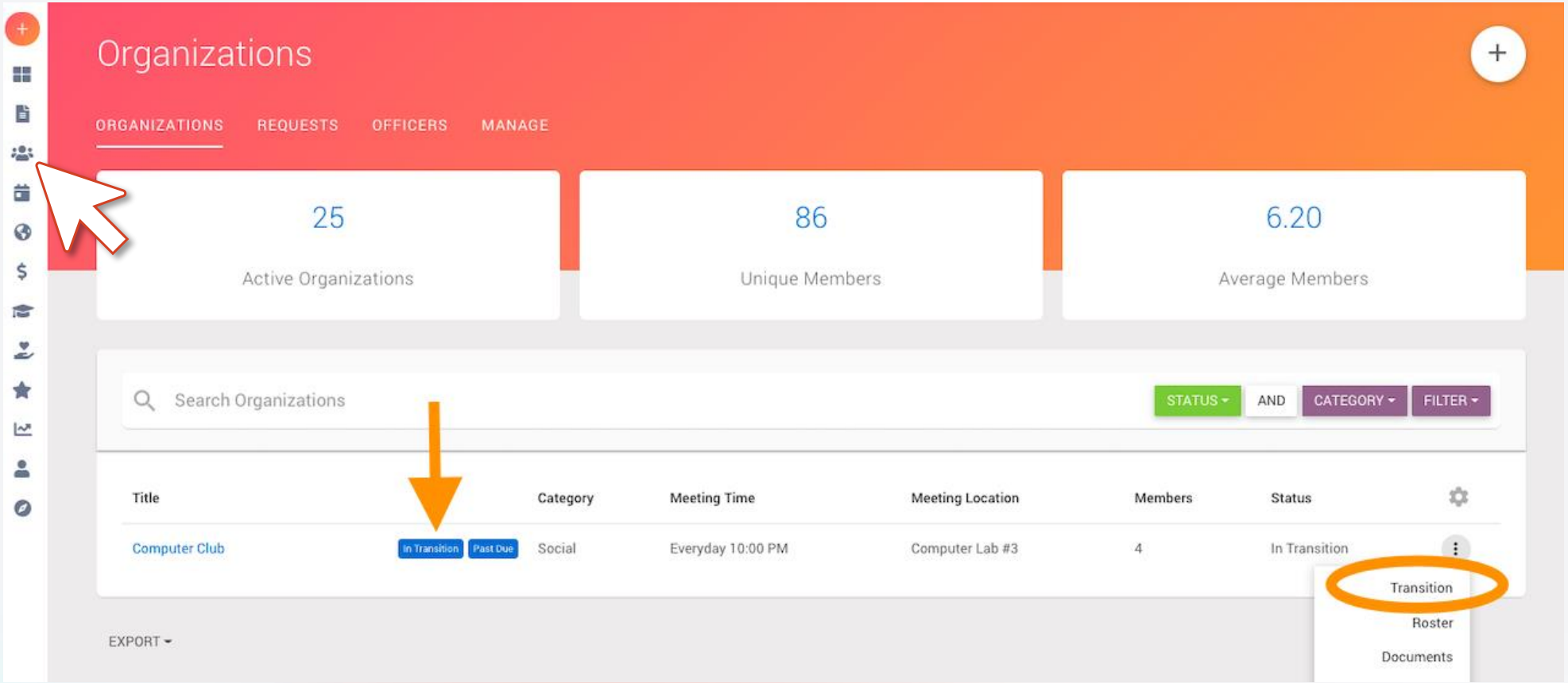
- They will be unable to add folks to their roster
- They cannot fill out the event registration form
- They will be flagged as



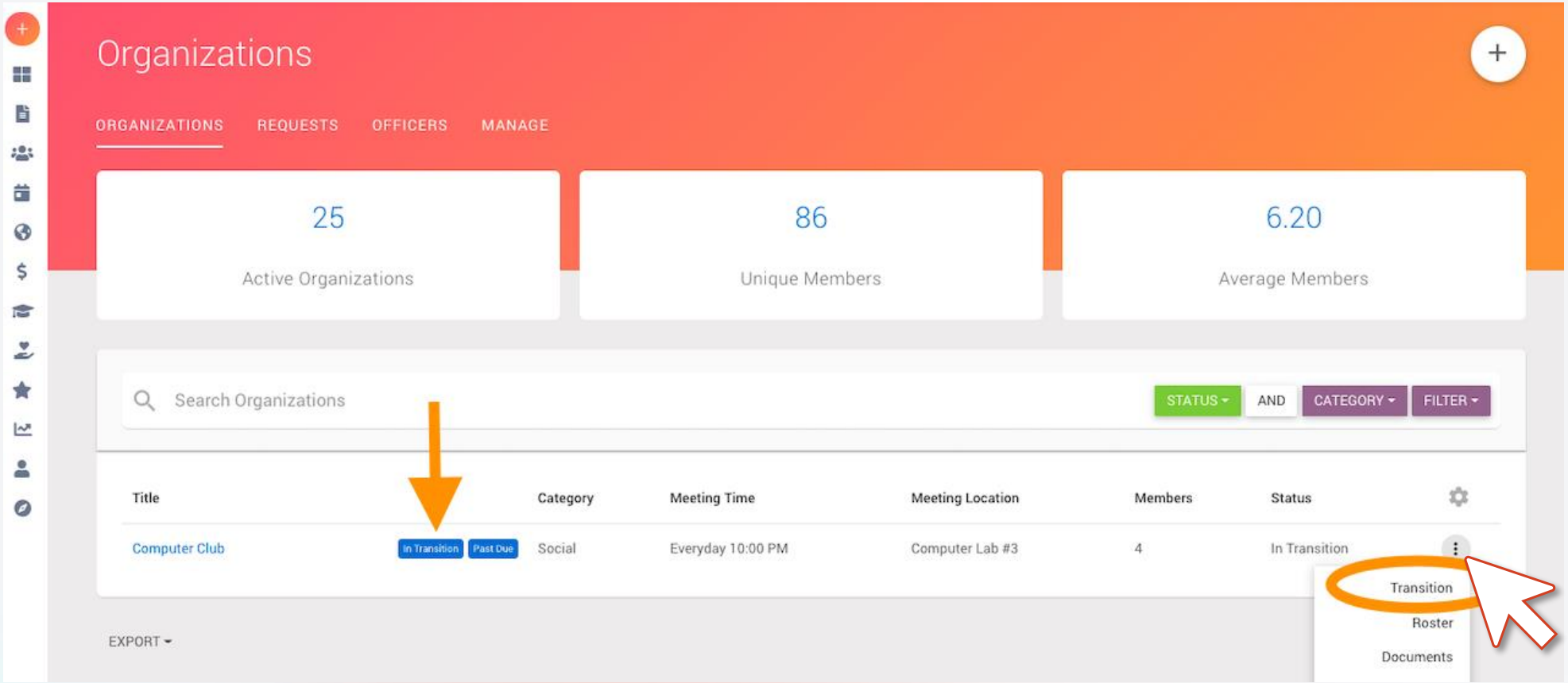
Complete Transitions

(as an organization leader)

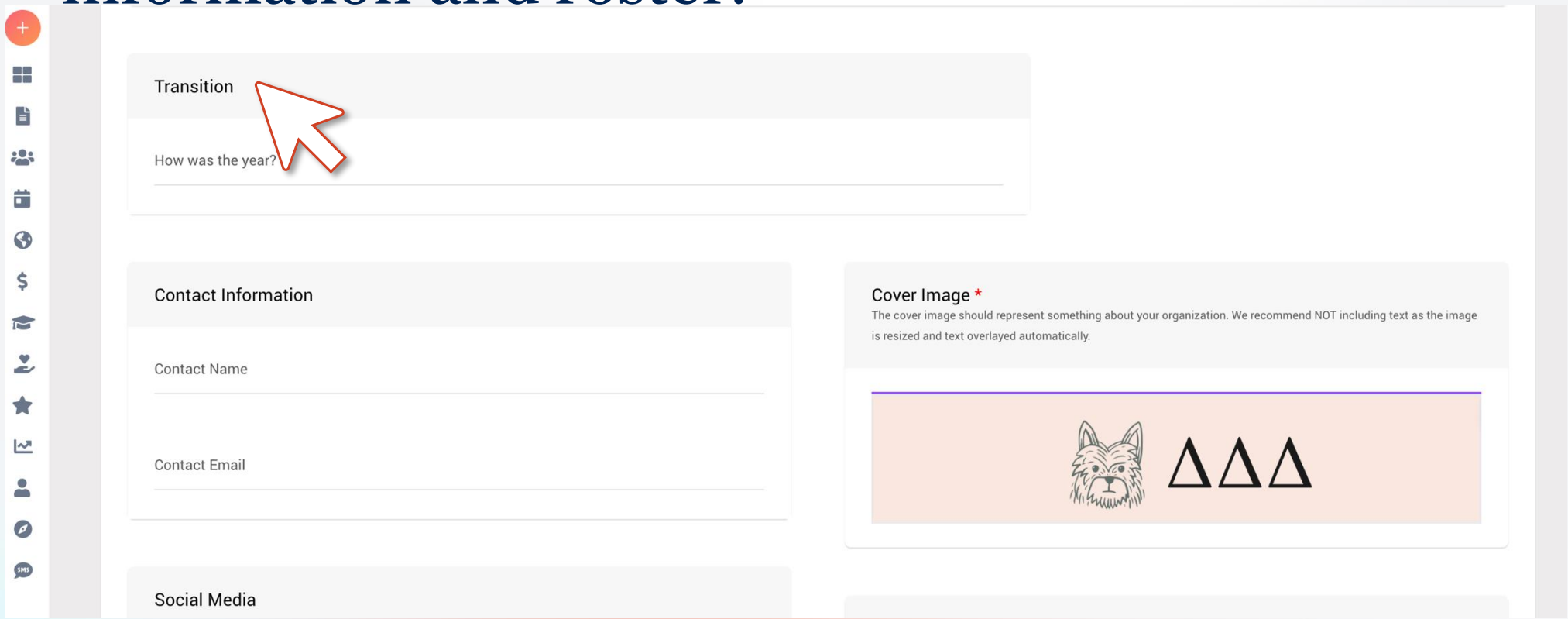
1. Go to the Organization Landing Page
2. Find your organization



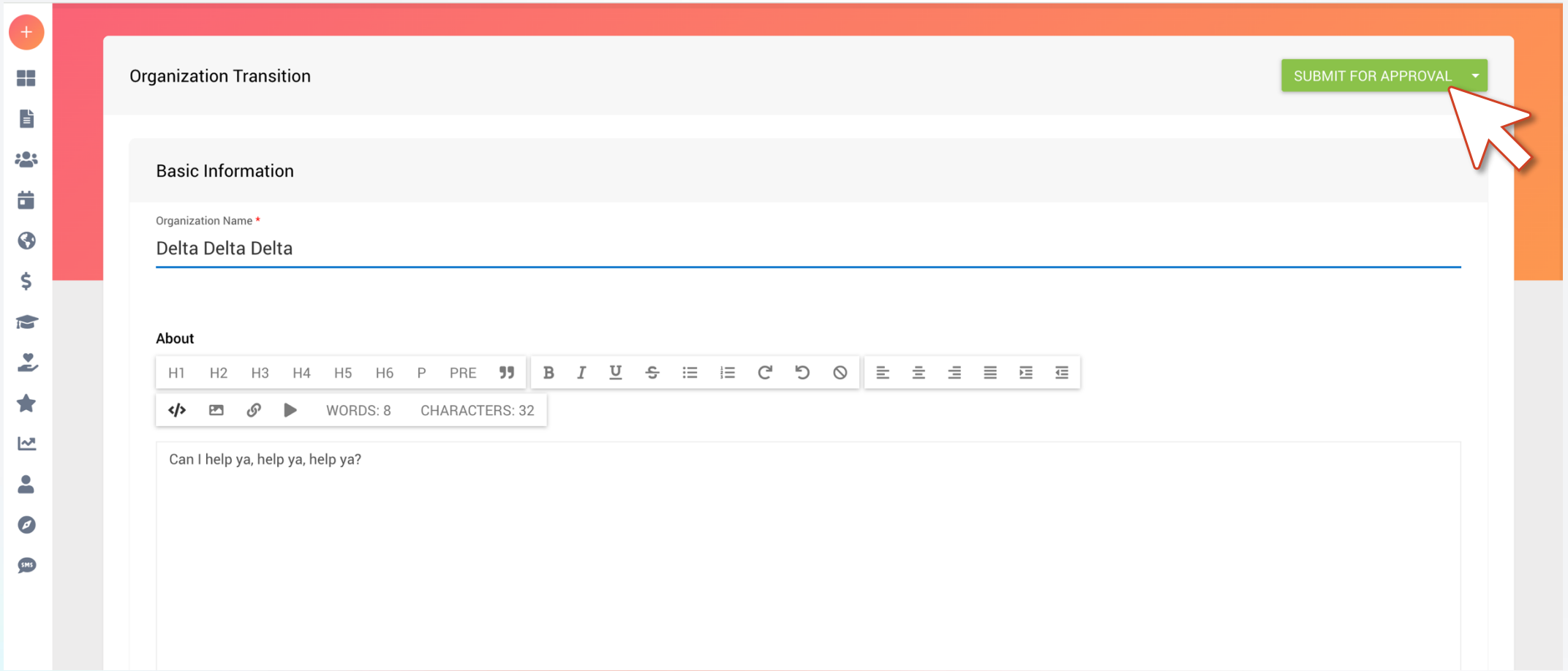
3. Click the three stacked dots
4. Select “Transition”



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!

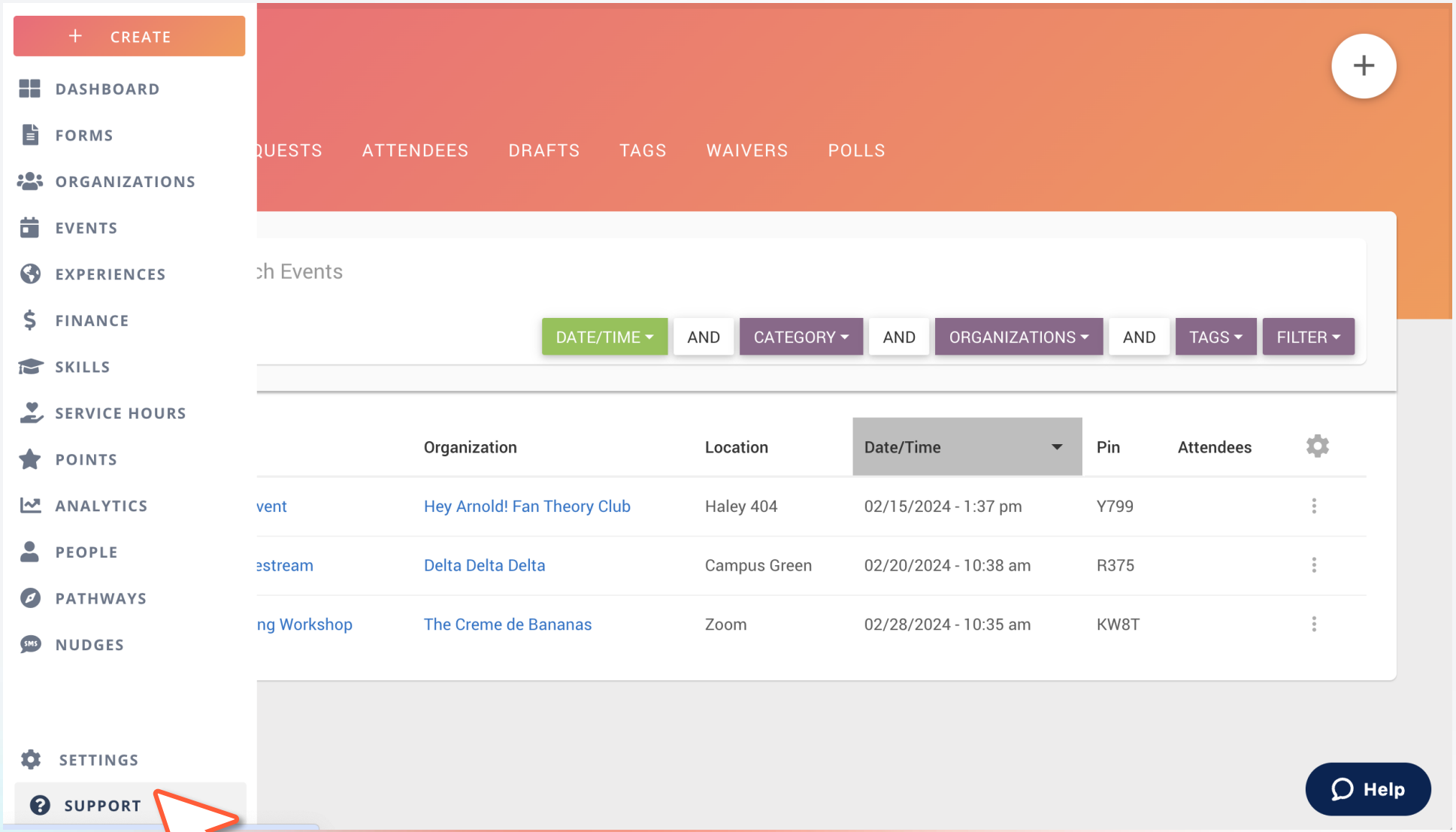


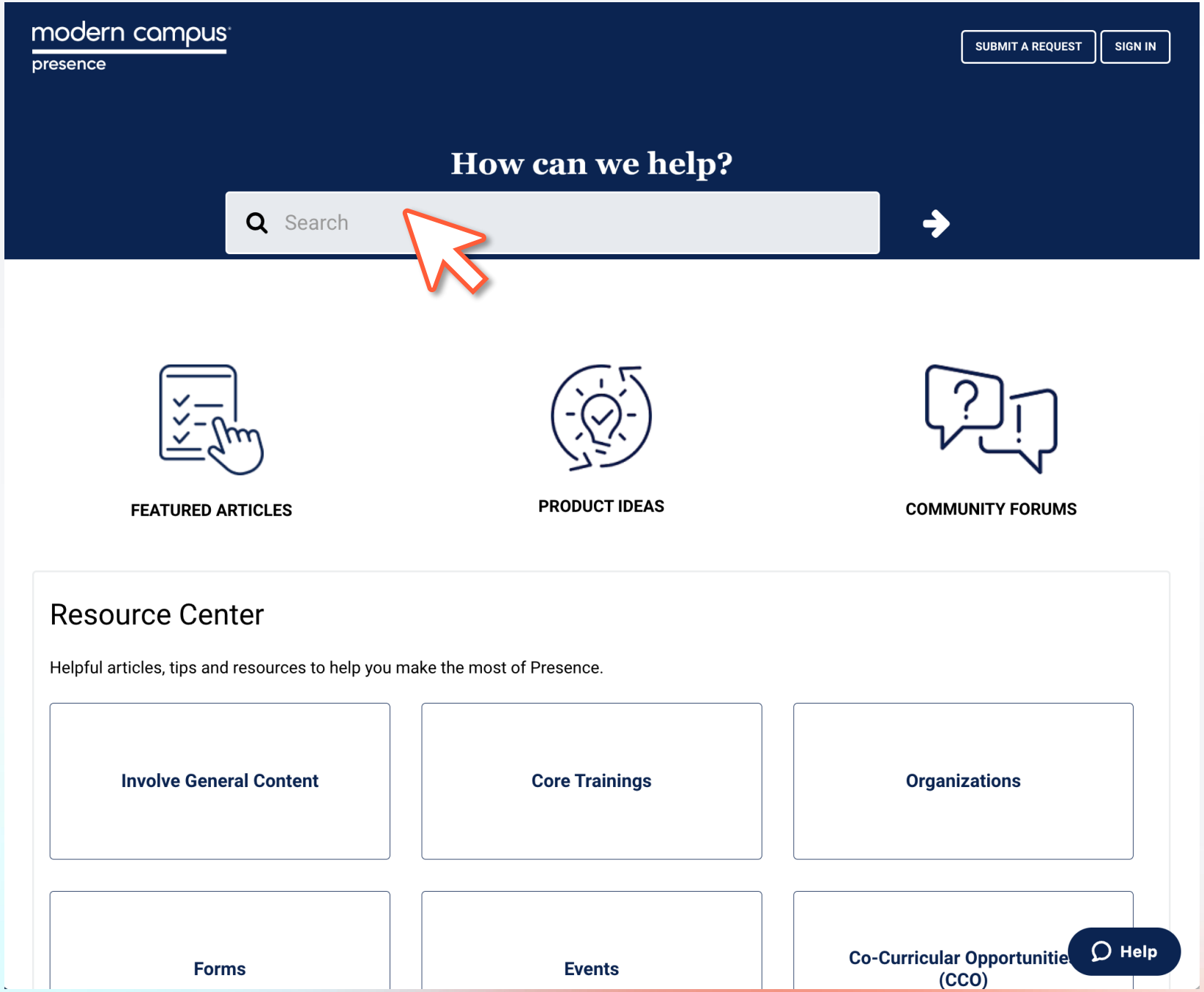
7. Scroll back up, hit “Submit for Approval”



User Support

Helpdesk Articles





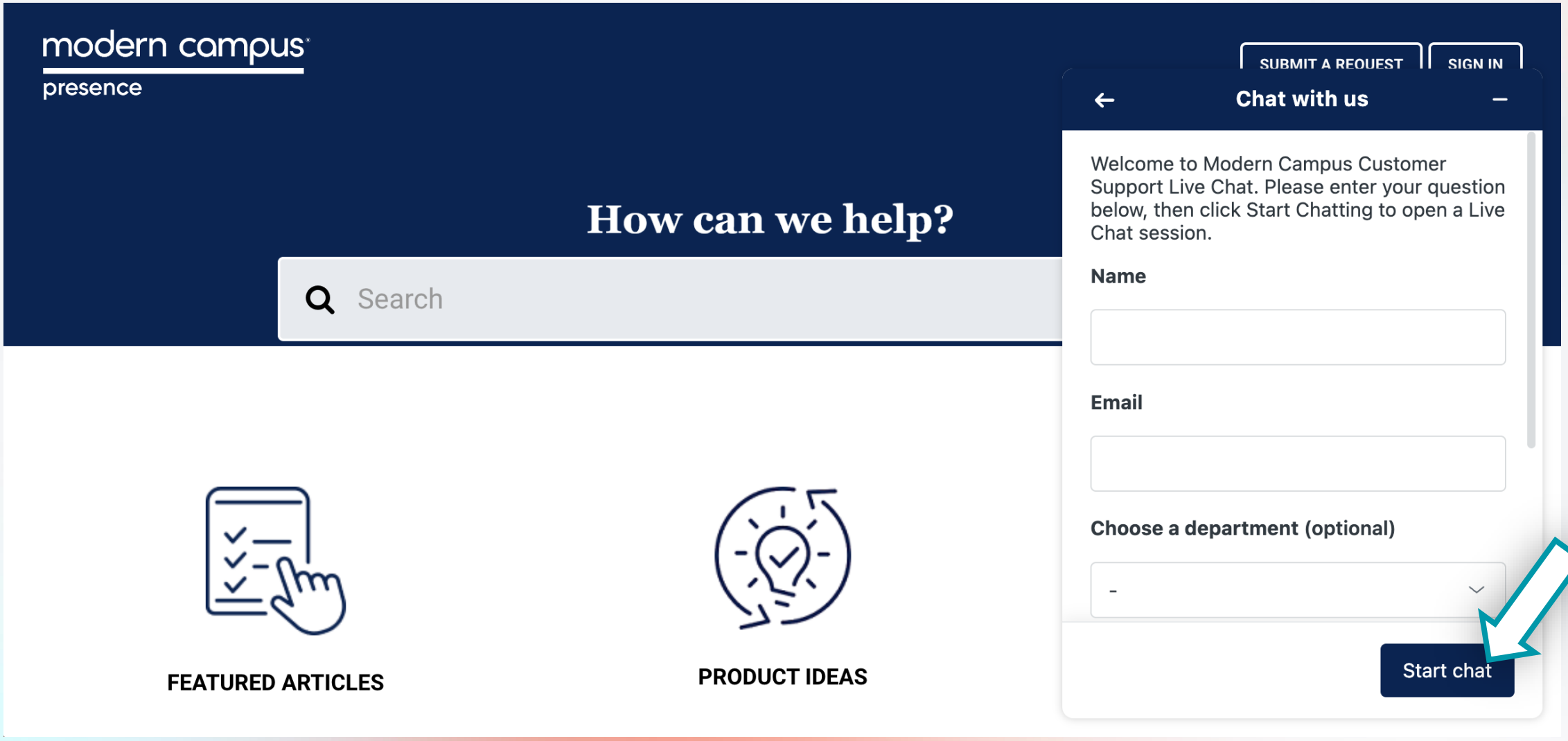
modern campus

Helpdesk

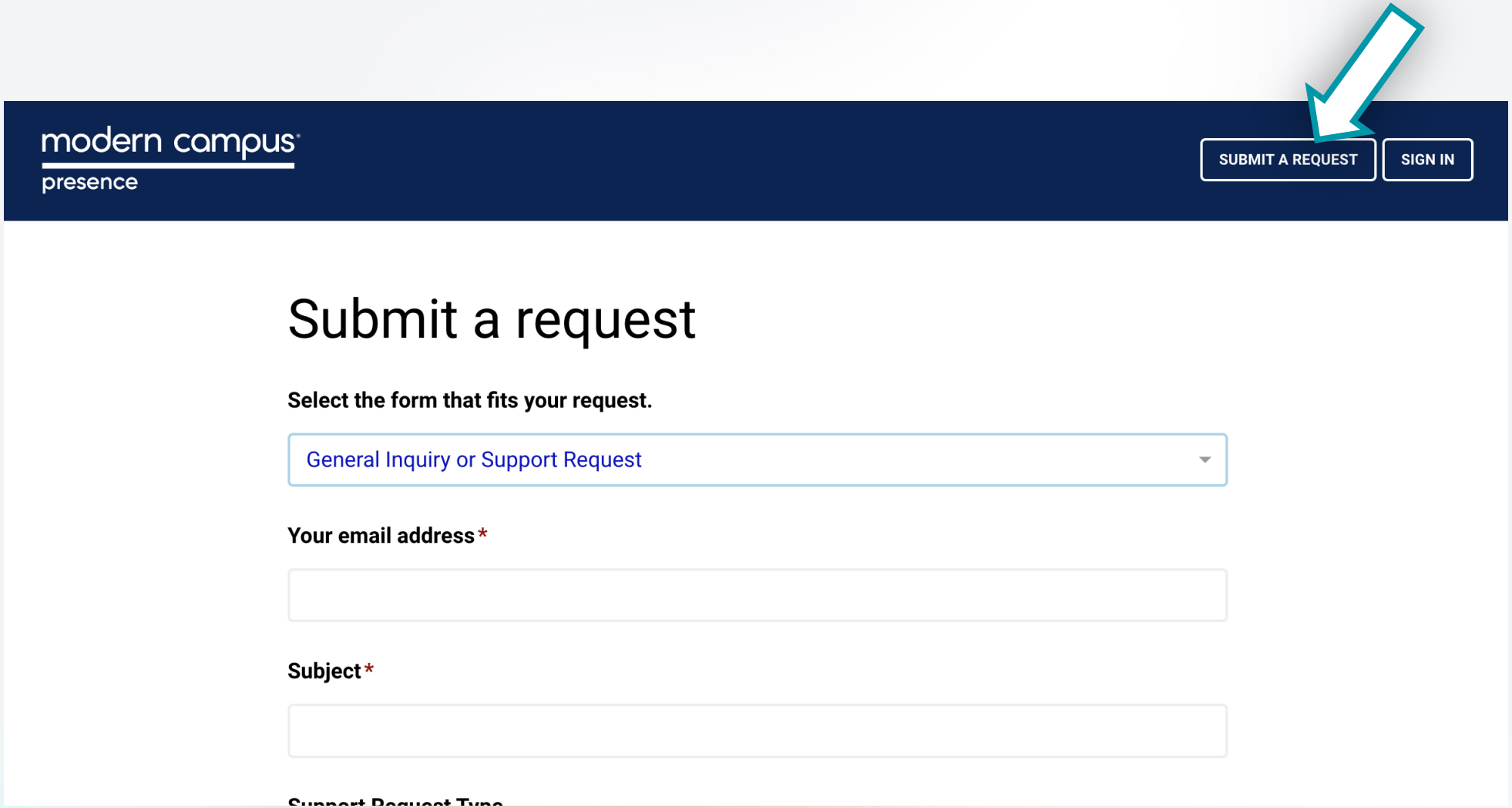
1. Search Helpdesk
2. Featured Articles
3. Product Ideas
4. Community Forum
5. Articles
6. Chat Support
7. Tickets

Involve-support.moderncampus.com

Chat


modern campus
presence
SUBMIT A REQUEST
SIGN IN
How can we help?
Search
FEATURED ARTICLES
PRODUCT IDEAS
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*

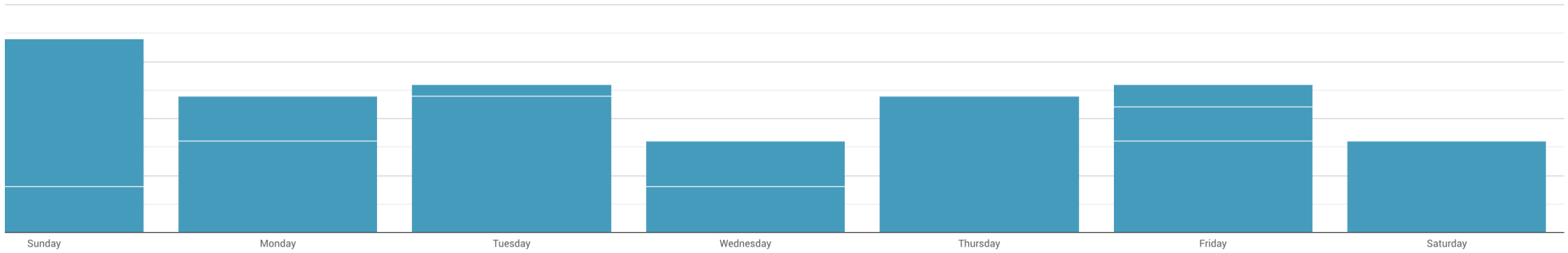
Analytics

RESET FILTERS | DATES

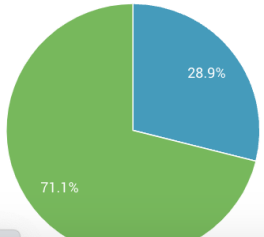
ONS | CATEGORIES | EVENTS | TAGS | MEMBERSHIP | LOYALTY | LOCATIONS

CLASS | COLLEGE | COUNTRY | ETHNICITY | GENDER | MAJOR | RESIDENCE HALL | RESIDENCY

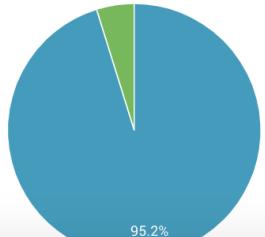
TIMELINE | AGGREGATE | DAY | WEEK | MONTH



9	13	83	40	6.38
ctive Organizations	Attended Events	Total Attendees	Unique Attendees	Average Attendees

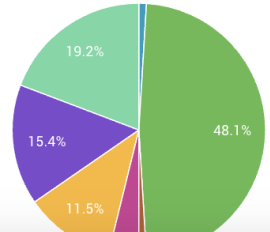


Membership



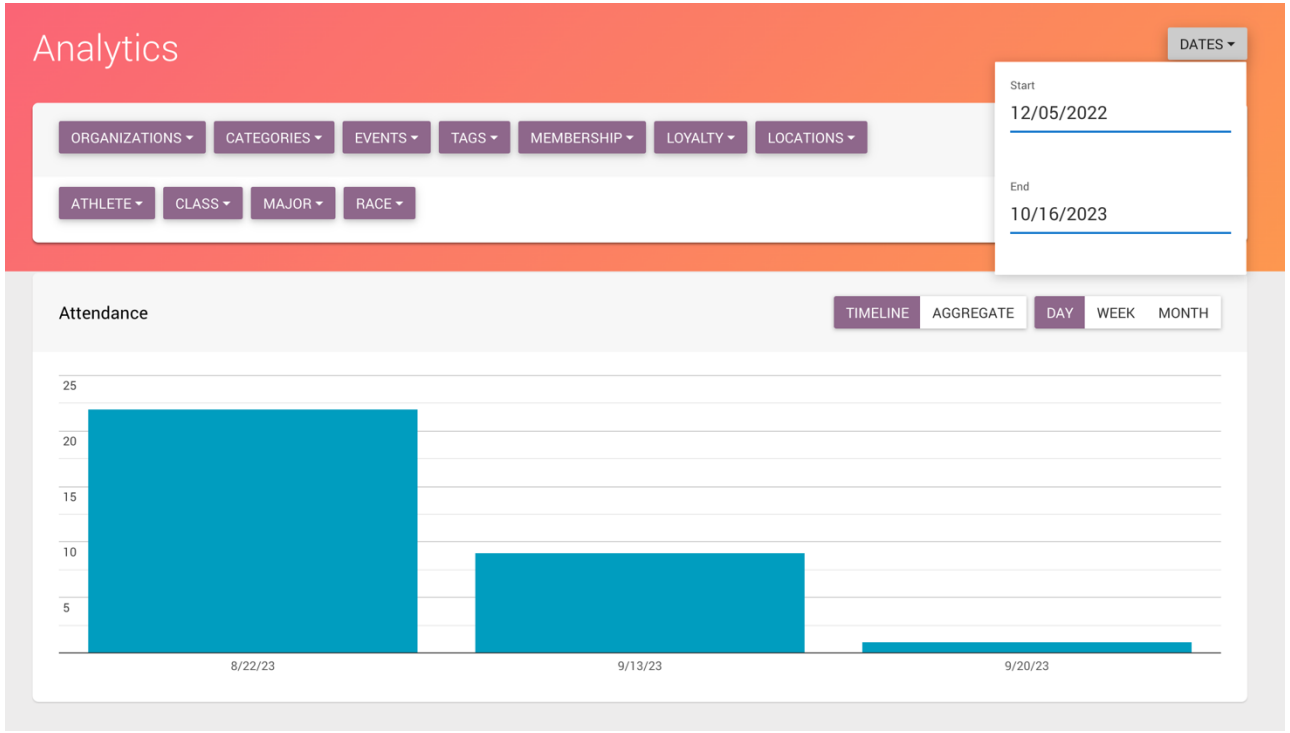
Categories

ATTENDANCE | EVENTS

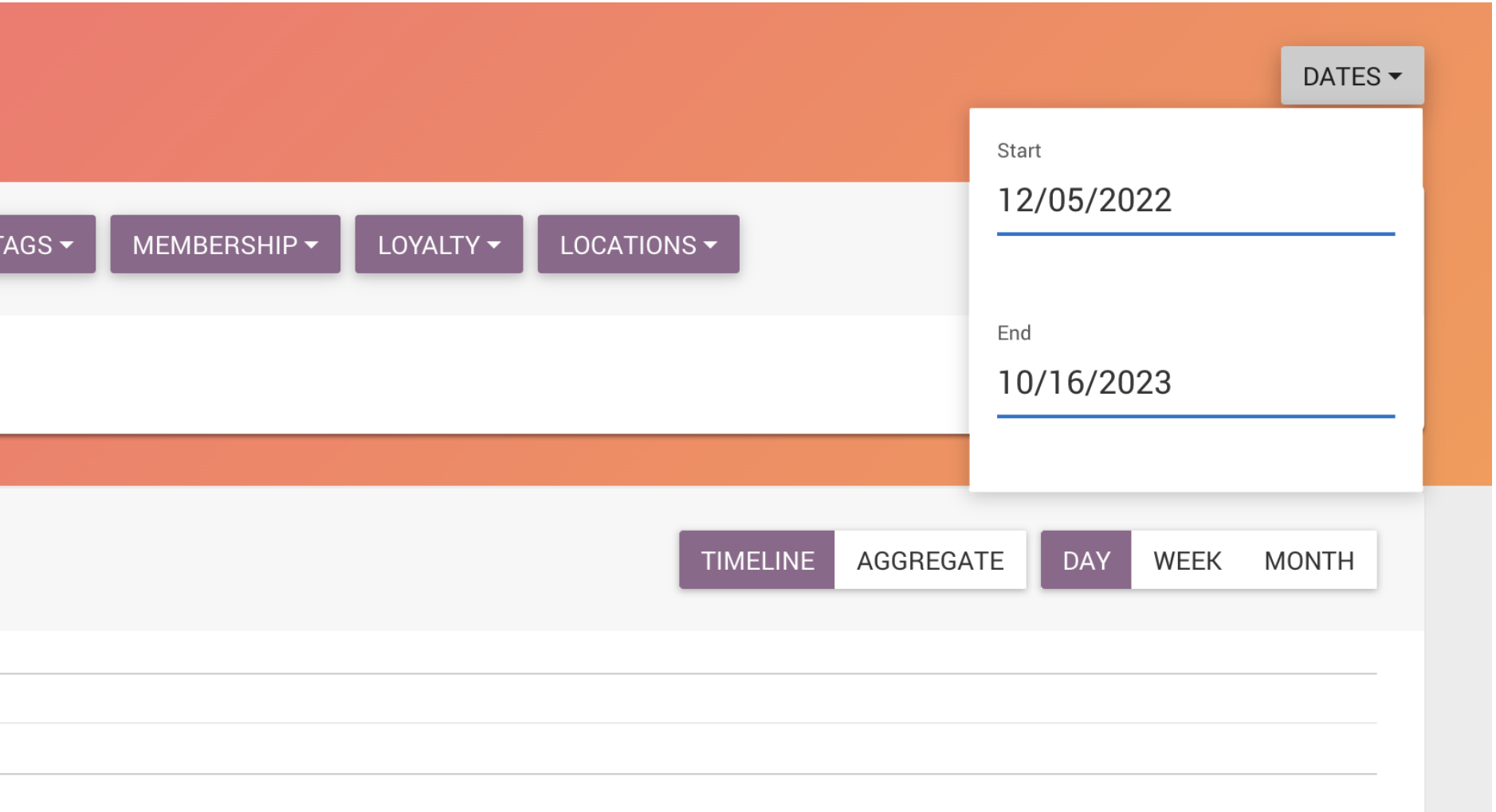


Access Analytics

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



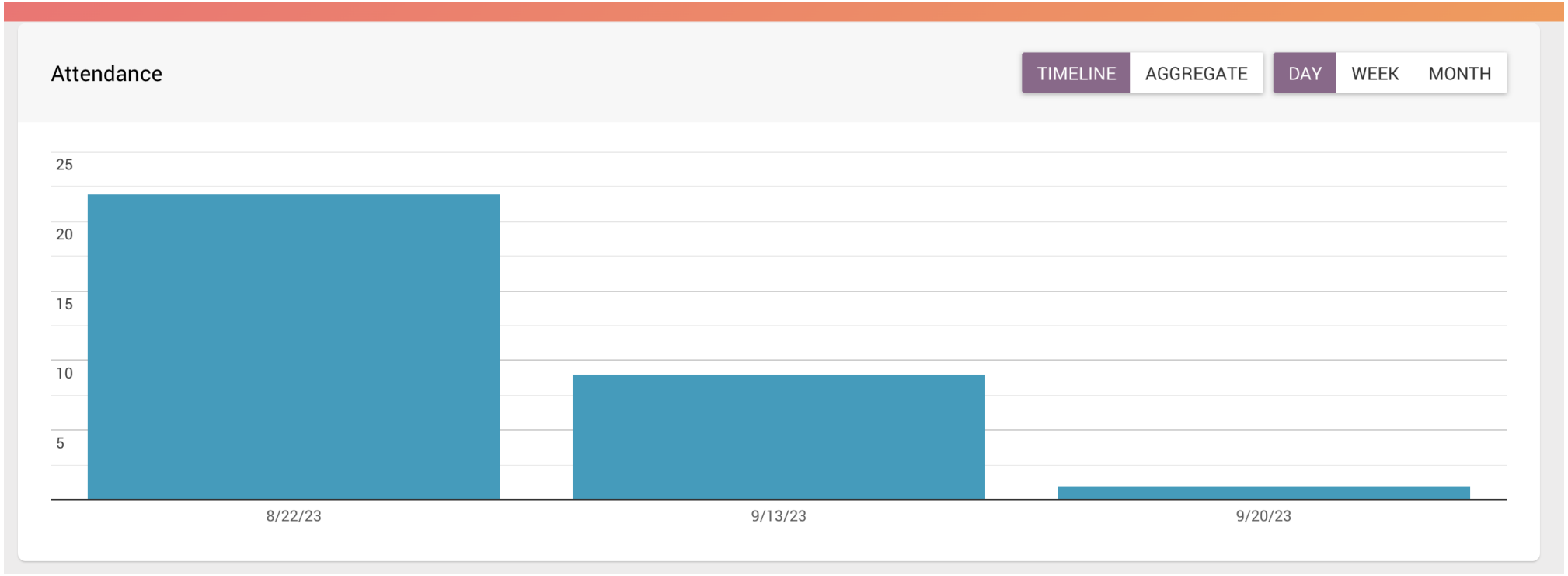
Adjust the Dates

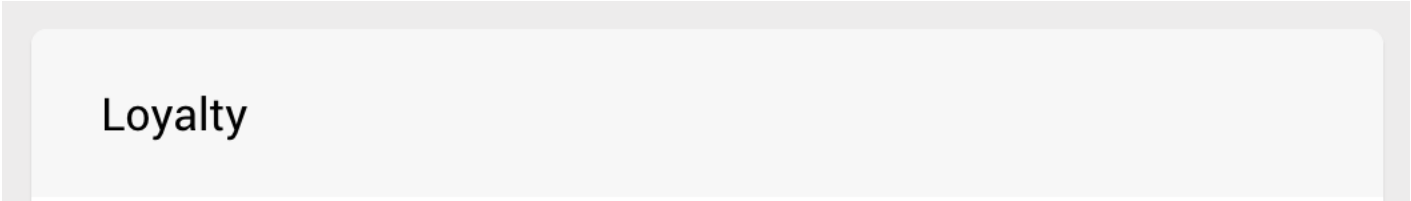


Summary Boxes

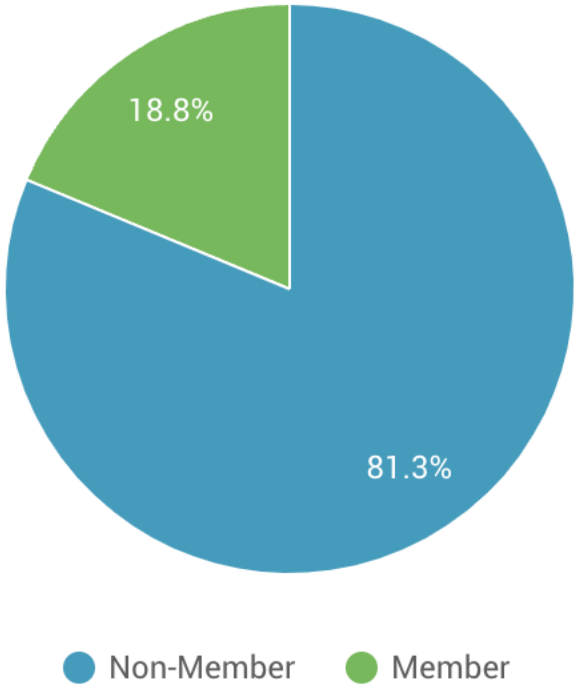
7	20	739	446	36.95
Active Organizations	Attended Events	Total Attendees	Unique Attendees	Average Attendees

What can I see?





Membership



Categories

ATTENDANCE EVENTS

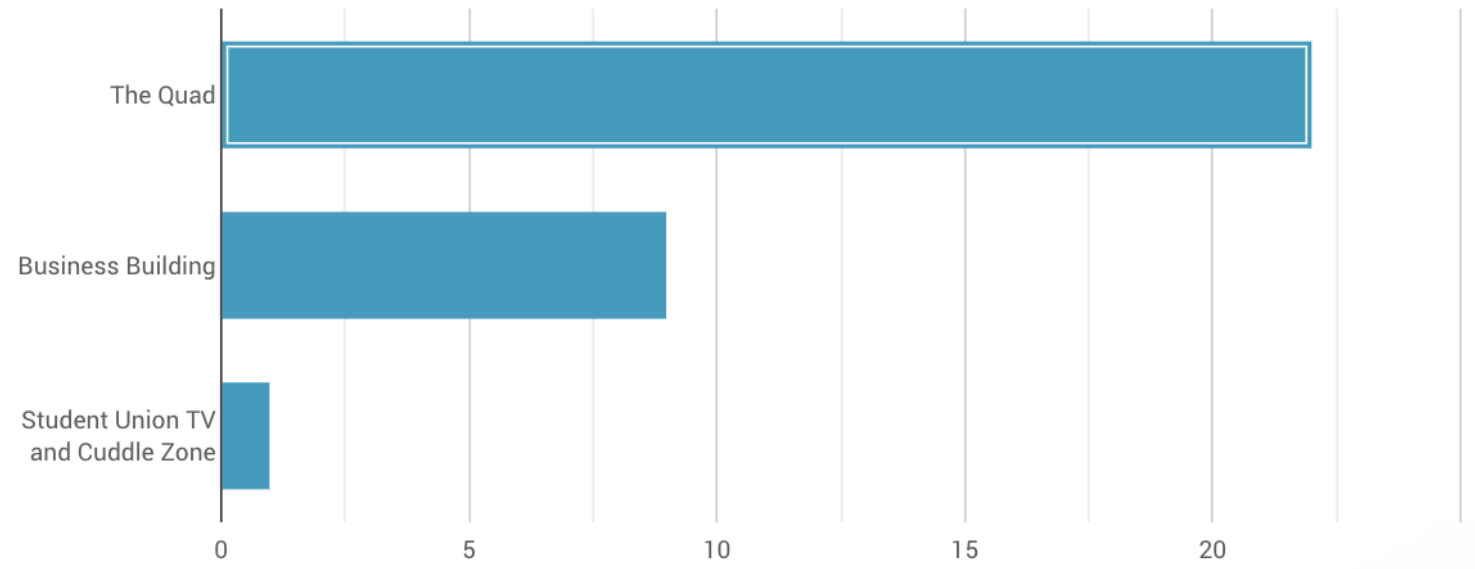
Tags

Top Locations

ATTENDANCE EVENTS

Top Locations

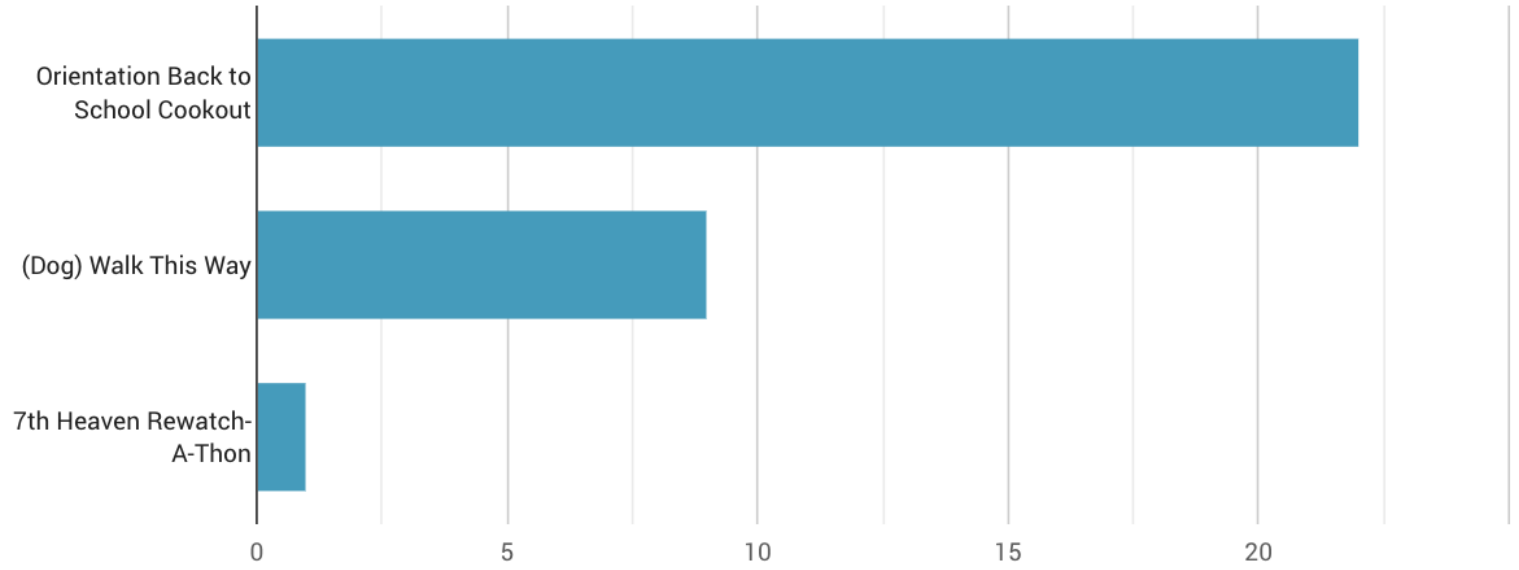
ATTENDANCE EVENTS



Top Organizations

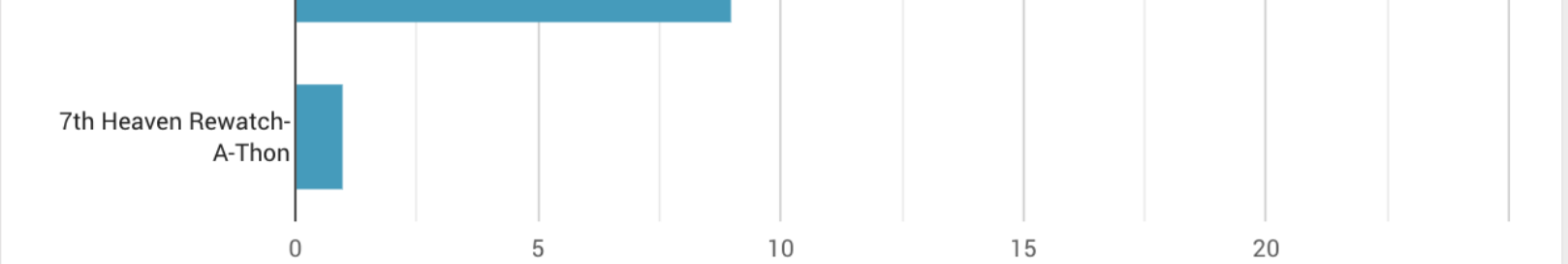
ATTENDANCE EVENTS

Top Events



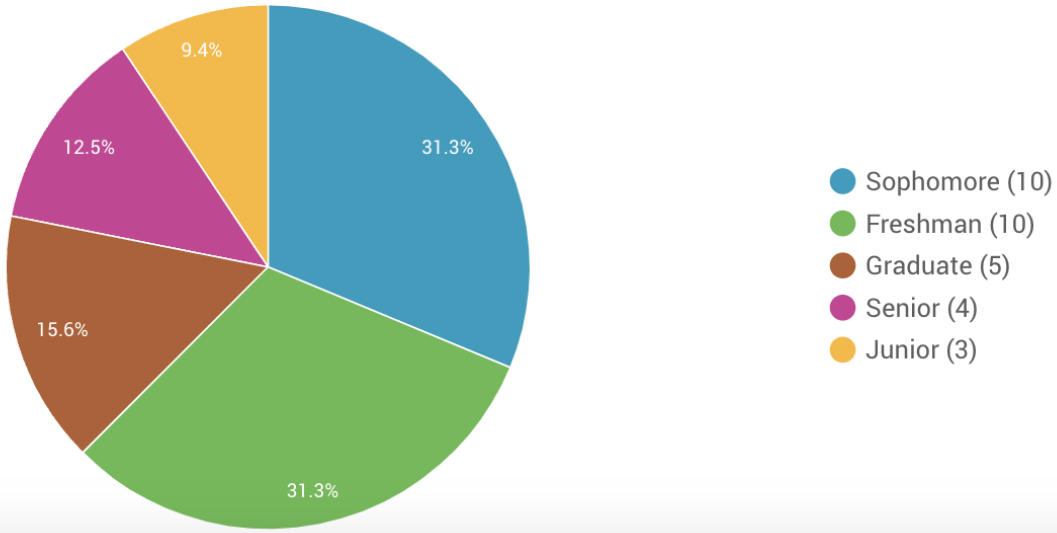
Demographics

Class



Demographics

Class
Major
Race
Athlete



ningkelsey.presence.io/admin#

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

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.