

Introduce yourself in the chat! Which institution are you representing?

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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Advanced Search

- Hyper-segment your contacts using data
- And/or search functions

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Acco If	Accounting major (rename rule) (delete rule) If All of the following conditions are met										
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	+ add another condition										
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	admit_term	~	equals	~	fall 2024	×					
	admit_term	~	equals	~	summer 2024	×					
	+ add another condition										

Agenda

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



Intro to Involve

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Mobile App

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Web App



Search "Modern Campus Involve"



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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!

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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

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Create Forms

😹 Cricket University

2023 Student Leader Excellence Award Nomination



Your Name

Email Field

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



Update Roster

Members	(¢ SET
Q Search	Members	
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

😹 Cricket University



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Navigate to the admin dashboard

1. Select person icon / three stacked lines.

2. Log In

3. Select "Admin"

yourcampus.presence.io/admin

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modern Your access controls campus what you see on the rainir STUDENT PORTAL dashboard! -\$ ~7 TIE SMS The timeline "5 Service Hours" needs your approval. The organization "Cricket Watercolor Club" needs your approval. et's do something. The organization "Delta Delta Delta" needs your approval. The organization "Walking Around" needs your approval. 2% 18 2 ¢. 14 **O** Help Organizations Organization Members Upcoming Events Monthly Unique Attendees Students Attended E 0 Engaging Modern Learners For Life

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Access is given individually by an admin!

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

Ado	Additional Rights									
\checkmark	Create Organizations									
\checkmark	Edit Organizations									
\checkmark	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									

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Organizations



Organization Registration Form

Cricket University		
	Forms	
Search Forms	CA	ATEGORY -
Search Forms Title	Description	ATEGORY -
Search Forms Title 2023 Student Leader Excellence Award	Description	ATEGORY -
Search Forms Title 2023 Student Leader Excellence Award Apply For Opportunity	Celebration Fill out to apply for a skill, experience, points, or service hours.	ATEGORY -

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Basic	Informatio	n														
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About	H2 H3			P .0		WOF	DS: 0	CHA	ARACTE	RS: 0						
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With your organization you can...

- Create and host events
- Create event check-in polls
- Create and distribute custom forms
- Manage your roster

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• Manage leadership roles and faculty advisors

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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!

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CAREER SERV Online F = 01/23/2024 2:1	ICES all Car 15 PM + Ball	eer Fair	
Attendees 2 Checked In Choose an entry meth	od to add more at	■ 2LSR tendees.	
Manual entry Barcode	Bluetooth	Transact Headphone	
Q Search Attend	lees	$\Sigma \sim$	
TUDOSE, MIHAI	07	/25/2023 11:46 AM	
MC, ANDREW	07	/25/2023 11:41 AM	
	·•••		



Update Your Roster



Add Members to Organizations

Add Individually



Add In Bulk

EMAIL

POSITION STATUS

	Α	В	С
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.

+	Bird V	Vatc	hing	Club					+
•••	DETAILS	EVENT	S ATTE	NDEES	ROSTER	DOCUMENTS	FORMS	ANALYTICS 🛛	VIEW O
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\$			Member	S		L.,	New ir	n 30 Days	
*	Officers								
•	Name	2	Position	Email			Officer Since	Events Attended	
Ø	Celes	ta Vittet	Secretary	kseale+86	581445@moder	ncampus.com	06/06/2024	0	
W	Advisors							* = INVITE /	ADVISOR
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	Members	S					SETTIN	GS	BERS 👻
	Q S	earch Me	embers					STA	ATUS -

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Demo

- Add a member to an organization
- Edit organization information
- Explore the organization admin dashboard



Events



Event Registration Form

- Title
- Hosting Organization
- Time

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- Location
- Cover Image

Event Re Register an	egistration event hosted I	by your organi:	zation.								
Basic	c Informati	ion									
Event	Name *										
Host *	*										4
About H1	H2 H3	H4 H5	H6 P F	PRE 11	BI	<u>ॻ</u>	: i= 0	e 1	\odot		
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Edit an Event

Events					
VENTS REQUESTS A'	TTENDEES DRAFTS	TAGS WAI	VERS POLLS		
Q Search Events				AND	
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	Edit
	The Overse de Devense	Zoom	02/28/2024 - 10:35 am	кv	Attendeed



Event RSVP

Short Film Festival Hosted by Film Club

O 2:25 PM - 2:26 PM

• Frampton 104

ADD TO CALENDAR

✦ SHARE

RSVP

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RSVP FAQs

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- 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





Demo

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- Show how to create an event
- Event dashboard
- Edit an event
- Add event tags



Polls and Waivers



Involve Poll

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

8:59 -	I 🗢 🖃
Üniversity of Atla	antis
CAREER SERVICES	
Mock Intervie	ews
[Virtual]	
■ 06/18/2024 2:15 PM 🔫	Career Services
Do you support	t the
moking ban?	
elect one	
Yes	
No	
Success! Successfully checked in GRH HKB.	<u>Undo</u>



Create a poll





Add a poll to your event

Options

Choose where students will answer this question.

Visibility

Event

Hidden

Campus Wide

Event

Category

Organization

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Special Event Settings Options



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Demo

- Show how to edit an event
- Add tags
- Options
 - Hide from non-members
 - Members only check in
 - Allow non-student check in
- View polls and waivers



Forms

Organization Forms

- Elections
- T-shirt order form
- Polls

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• Post-event survey



Dear Cricket University Students,

2025 SGA Election

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



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Forms on the Admin Portal





Duplicate a Form

• Have a similar event/form? You can duplicate and change the date!





Creating from the Admin Dashboard





Create a Form



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Event Check-In

Manual Event Check In – Web App

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

	Pin T	rading E	Vent 2024 01:38 pn	1				
	DETAILS	ATTENDEES	FORMS	VIEW ON PORTAL I	Ø	R		
		Haley 404	4	Y	799		Active	
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Þ	Basic I	Information						
	Host Hey Am	old! Fan Theory Club						
						Cover Image The cover image sho NOT including text as	uld represent something about your event s the image is reaized and text overlayed a	. We recommend uutomatically.
r •						he he he he he he he he he he he he he h		Cat Cat Cat Cat Cat Cat Cat Cat Cat Cat

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

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Who will get the transition notification / email?

• ALL Leaders

- President
- Vice President
- Secretary

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- Treasurer
- Committee Chair
- Advisory
- ALL Advisors

	President
li.	Vice President
ы	Treasurer
L	Secretary
a r	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

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

Complete Transitions

(as an organization leader)

Go to the Organization Landing Page Find your organization

Click the three stacked dots Select "Transition"

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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!

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7. Scroll back up, hit "Submit for Approval"

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	Organization Transition
	Basic Information
ä	Organization Name *
3	Delta Delta
\$	
	About
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~	Can I help ya, help ya?
-	
Ø	
SMS	

User Support

Helpdesk Articles

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DASHBOARD						
FORMS	DUESTS AT	TENDEES DRAFTS TAGS	WAIVERS P	OLLS		
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EVENTS						
	ch Events					
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SKILLS	DATE/TIME AND CATEGORY AND ORGANIZA				IONS • AND TAGS • FILTER •	
SERVICE HOURS						
POINTS		Organization	Location	Date/Time 🔻	Pin Attendees	\$
ANALYTICS	vent	Hey Arnold! Fan Theory Club	Haley 404	02/15/2024 - 1:37 pm	Y799	* *
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PATHWAYS	estream	Delta Delta Delta	Campus Green	02/20/2024 - 10.38 am	H375	0
MUDGES	ng Workshop	The Creme de Bananas	Zoom	02/28/2024 - 10:35 am	KW8T	
3 SUPPORT						U Help
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Helpdesk 1.Search Helpdesk **2.Featured Articles 3. Product Ideas** 4. Community Forum **5.**Articles **6.Chat Support**

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7.Tickets

Involve-support.moderncampus.com

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Chat

modern camp	US [*]		~	SUBMIT A REQUEST SIGN IN Chat with us –
		How can we help?	Welcome to Support Liv below, ther Chat sessio	o Modern Campus Customer ve Chat. Please enter your question o click Start Chatting to open a Live on.
	Q Search		Name	
			Email	
FEATURED ARTICLES			Choose a c	lepartment (optional)
		PRODUCT IDEAS		Start chat

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Ticket

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Submit a request

Select the form that fits your request.

General Inquiry or Support Request

Your email address*

Subject*

Cunnert Deguast Tune

SUBMIT A REQUEST

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SIGN IN

Analytics

Access Analytics

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

Adjust the Dates

What can you put into practice TODAY?

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!

Survey Time!

2 minutes! Thank you so much!

* 3. Overall, were you satisfied with your training?

- ⊖ Yes
- igcarrow No

* 4. On the following scale, how **helpful** and **informative** was the training *webinar?*

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1 - Not Helpful	2	3 - Neutral	4	5 - Helpful
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Additional comments to reflect your score.

5. Additional feedback? We value your feedback and use it to improve the quality of our training webinars over time.

6. Don't see a session that sparks your interest? Leave us a comment with a topic that we can build a session around in the future!

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.

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