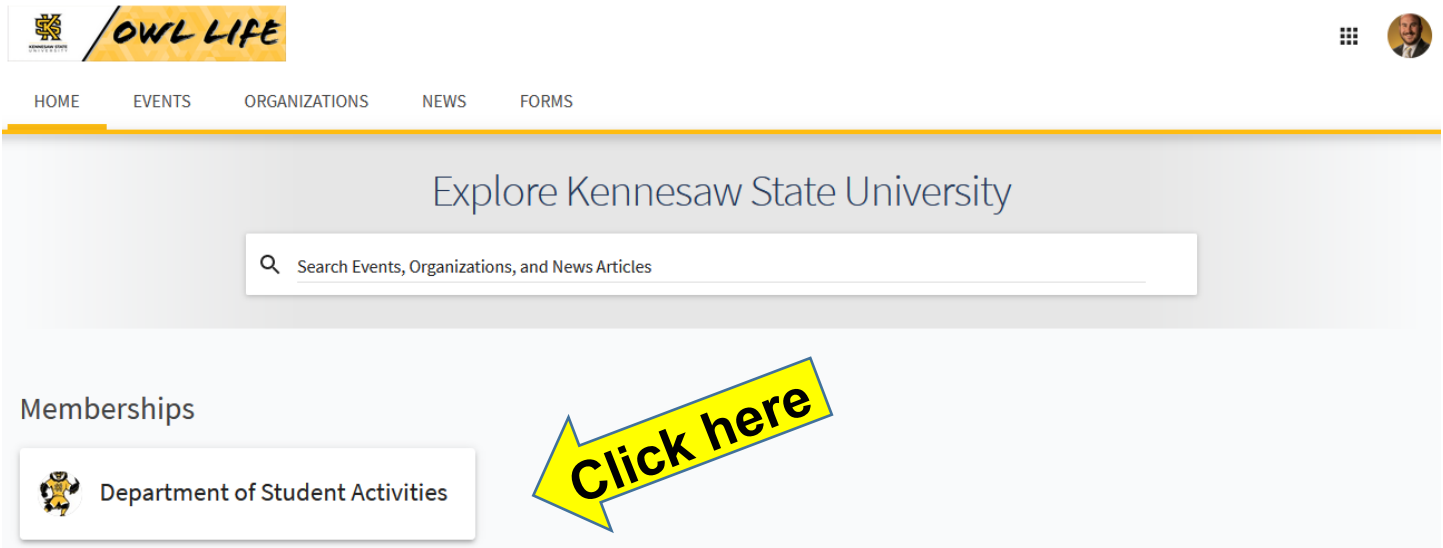


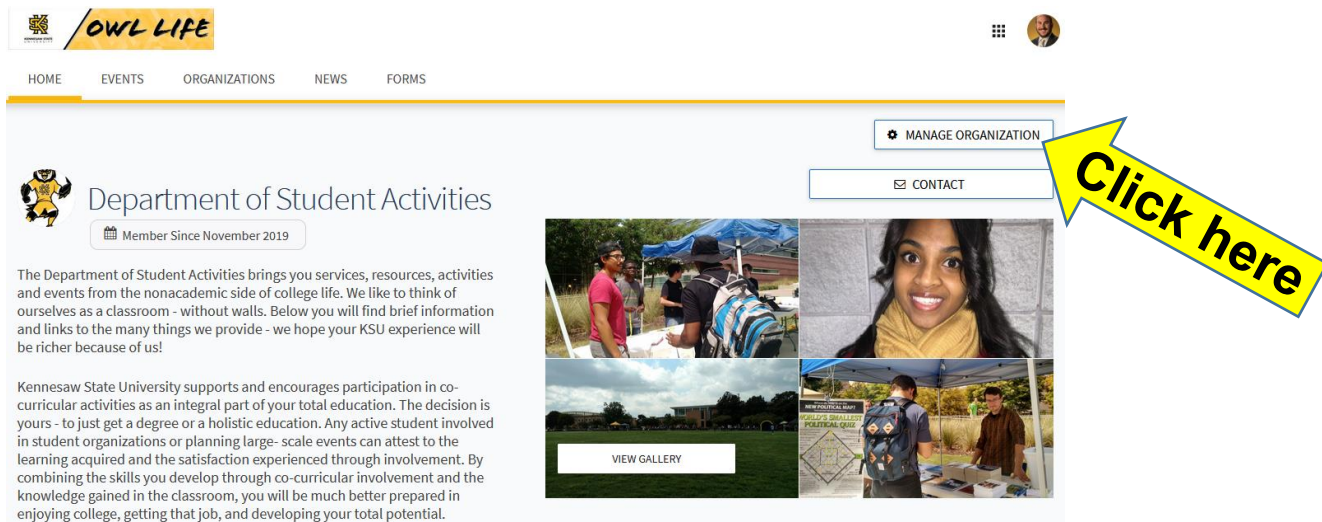
Using Contactless Event Check-In in Owl Life

1. Log in to Owl Life at owllife.kennesaw.edu with your Net-ID and password.

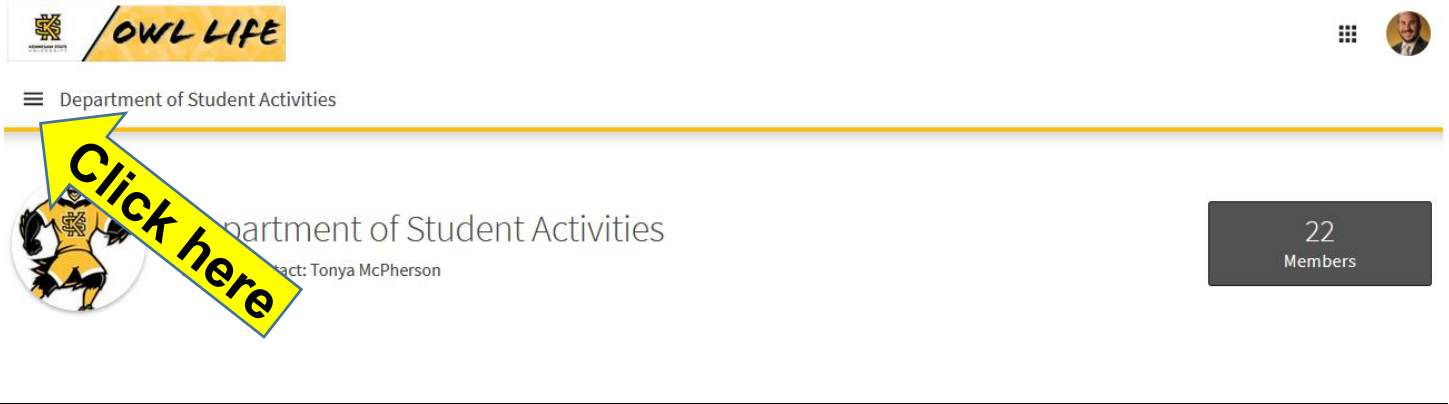
2. Scroll down to the “Memberships” section and click on the name of the organization you want to manage.



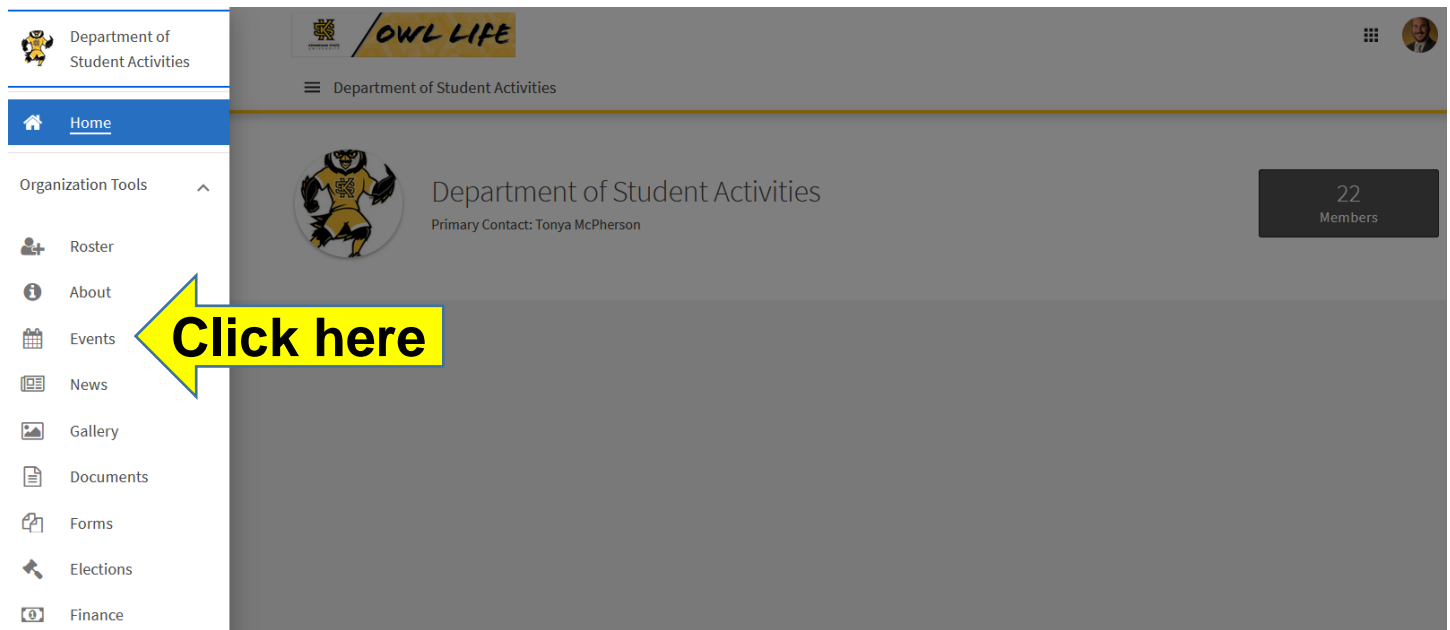
3. Once you are on the organization’s page, click the “Manage Organization” button in the top right corner.



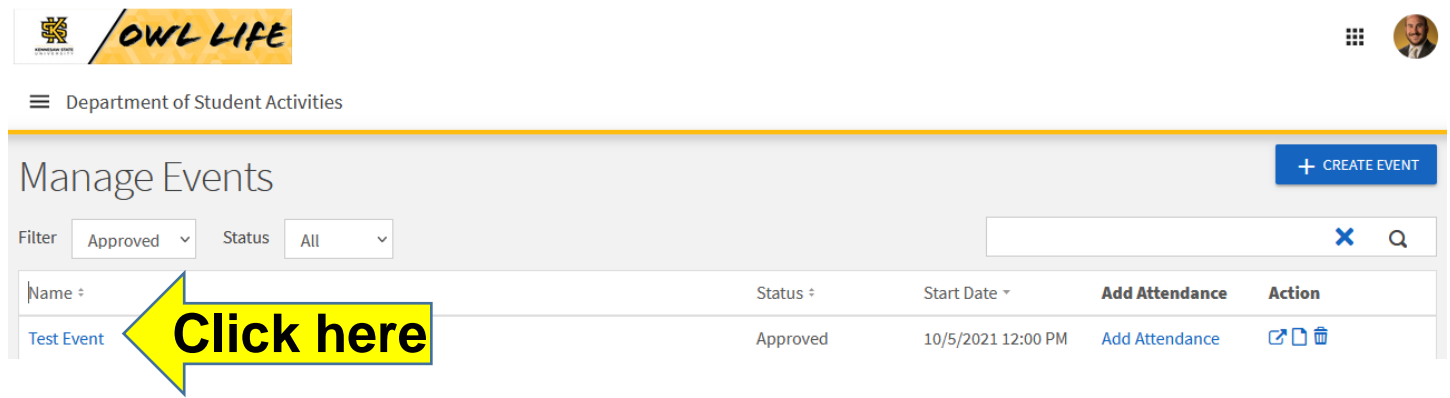
4. Another tab will open. Click on the three horizontal bars in the top left corner.



5. From the drop-down menu, select "Events."



6. Click on the name of the event (highlighted in blue).



7. Scroll down to the “Event Attendance” section and click on the blue “Track Attendance” button.

The screenshot shows the Owl Life interface for an event titled "Test Event". At the top, there is a navigation bar with the Owl Life logo and a user profile icon. Below the navigation bar, there is a "Department of Student Activities" header. The main content area is titled "Event Details" and includes a "Back to Events List" link. The event details are displayed in a grid format, including a "CHANGE DETAILS" button and a "CANCEL EVENT" button. The event information includes: Host Organization (Department of Student Activities), Location (Test), Begins (Tuesday, October 05, 2021 at 12:00 PM EDT), and Ends (Tuesday, October 05, 2021 at 1:00 PM EDT). There is also an "Event Rating" section showing a 0.0 rating with five stars. Below the event details, there are three tabs: "View Event", "Submissions", and "Certificate". The "STATUS" section shows "Approved", "VISIBILITY" shows "Invited users only", and "RSVP SETTING" shows "Anyone". The "EVENT ATTENDANCE" section is highlighted with a yellow arrow pointing to the "TRACK ATTENDANCE" button. The attendance statistics are: 0 Invitees, 0 Attended, 0 Absent, and 0 Excused.

8. Click the blue “+ Add Attendance” button in the top right corner.

The screenshot shows the Owl Life interface for the "Track Attendance" page for the "Test Event". At the top, there is a navigation bar with the Owl Life logo and a user profile icon. Below the navigation bar, there is a "Department of Student Activities" header. The main content area is titled "Track Attendance" and includes a "BACK TO EVENT" link. The event name "Test Event" is displayed. In the top right corner, there is a yellow arrow pointing to the "+ ADD ATTENDANCE" button. There is also an "EXPORT" button.

- Click the “Text Entry” option and then select whether you will add attendees by “E-mail Address” or “Card ID Number” as the Identifier Type. Follow the instructions, and ensure the status is set to “Attended” at the bottom of the page. Click the blue “Add” button at the bottom when you are finished. We suggest adding users one at a time to ensure their attendance is logged properly.

The screenshot shows the 'Add Attendance' interface. At the top left is the 'OWL LIFE' logo and 'Department of Student Activities' navigation. A 'BACK TO TRACK ATTENDANCE' link is visible. The main heading is 'Add Attendance'. Below it are three tabs: 'INVITATIONS', 'TEXT ENTRY' (which is selected), and 'FILE UPLOAD'. A note states: 'You may enter up to 500 e-mail addresses or card IDs in the textbox below. Please enter only one e-mail or ID per line. The list must contain only the identifier type selected below. If you have more than 500 attendees to add, please use the File Upload option above. You can only enter Card ID numbers if your campus utilizes the card swipe feature.' Under 'Identifier Type', there are two buttons: 'E-mail Address' (selected) and 'Card ID Number'. A red asterisk indicates a required field for 'Attendees'. Below this is a large text input area with a '(one per line)' hint. Underneath the input area is a 'Status' dropdown menu currently set to 'Attended'. At the bottom left is a blue 'ADD' button.

Click here

Click here

Select Type

“Attended”

Click here

10. If the attendance is recorded correctly, a green bar will appear on a new screen. If attendance is not recorded correctly, please try again using the other Identifier Type (e.g. if a student gives you their ID Number and it is not properly recorded, try using their KSU email address or vice versa). Click the blue “+ Add Attendance” button and repeat this process as many times as necessary.



☰ Department of Student Activities

Your attendance records were successfully updated.
Total Records Updated: 0
Total New Records: 1
Total Recognized User Records: 1
Total Unrecognized User Records: 0

If you have any questions, please email
studentactivities@kennesaw.edu.

