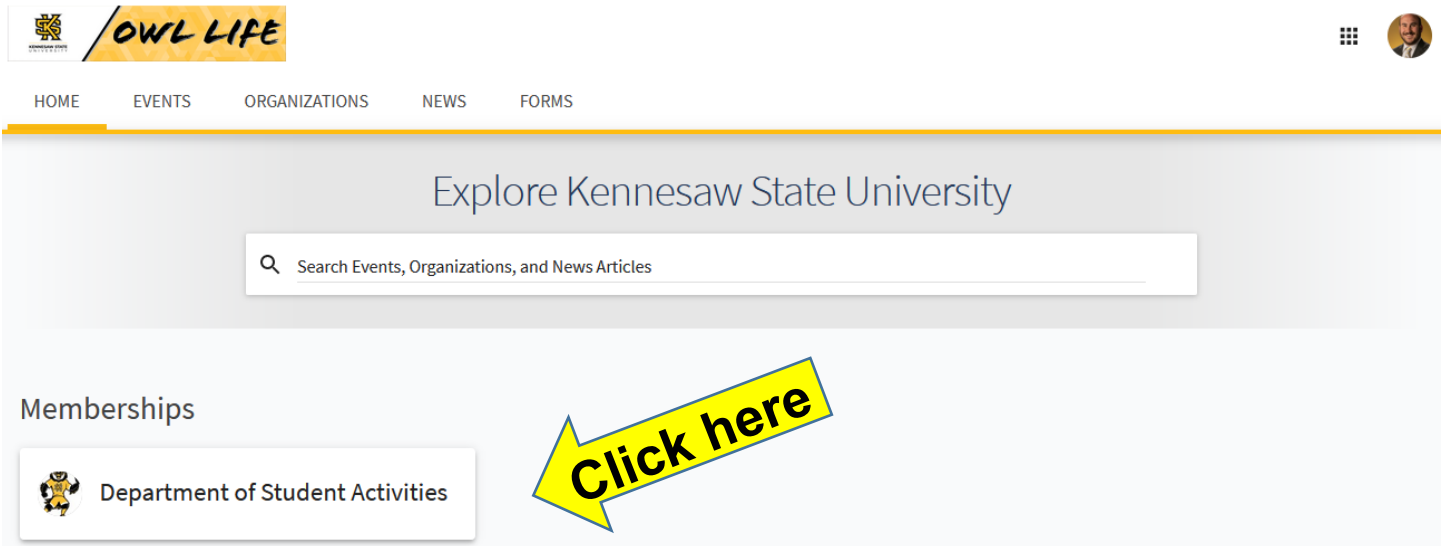


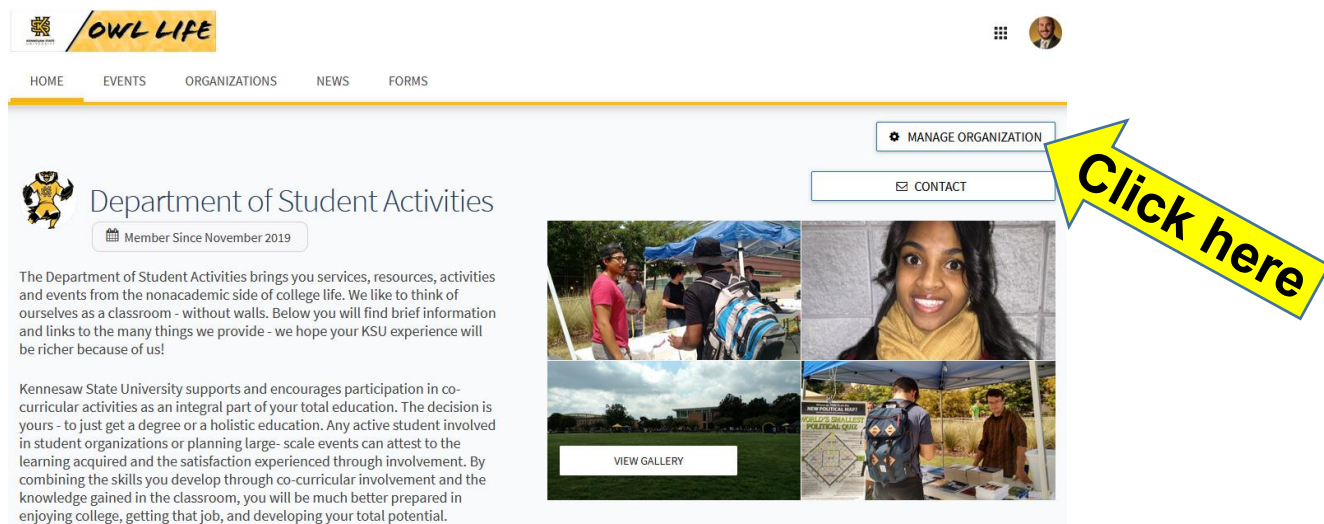
Creating an Event in Owl Life and Collecting RSVPs

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

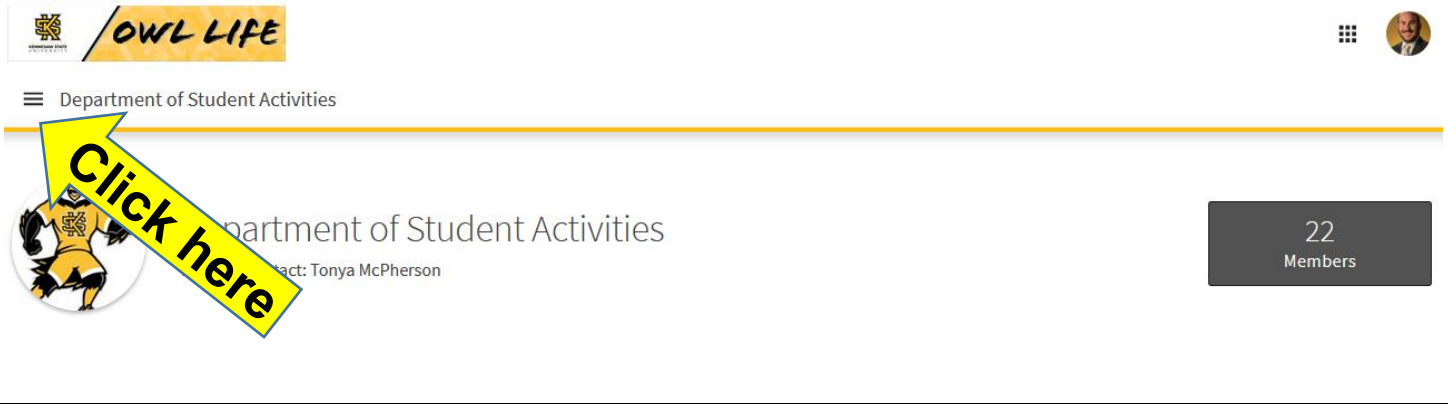
2. Scroll down to the “Memberships” section and click on the name of the organization you want to manage.



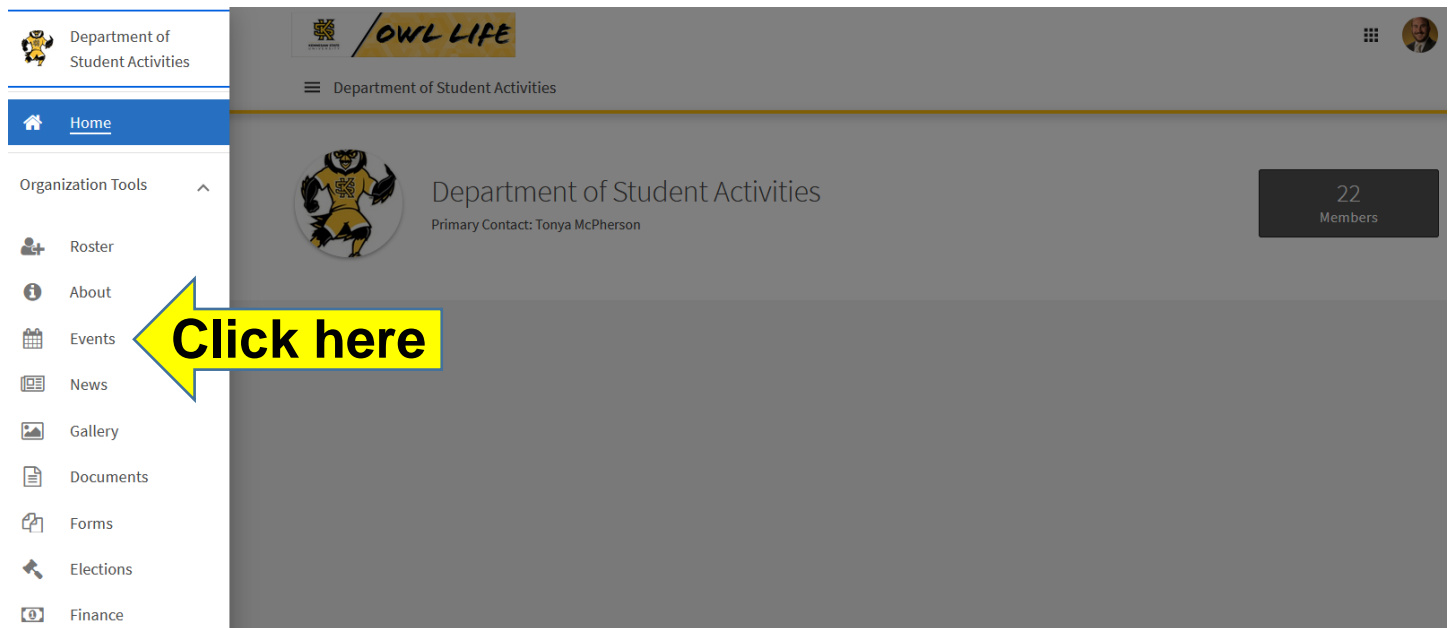
3. Once you are on the organization’s page, click the “Manage Organization” button in the top right corner.



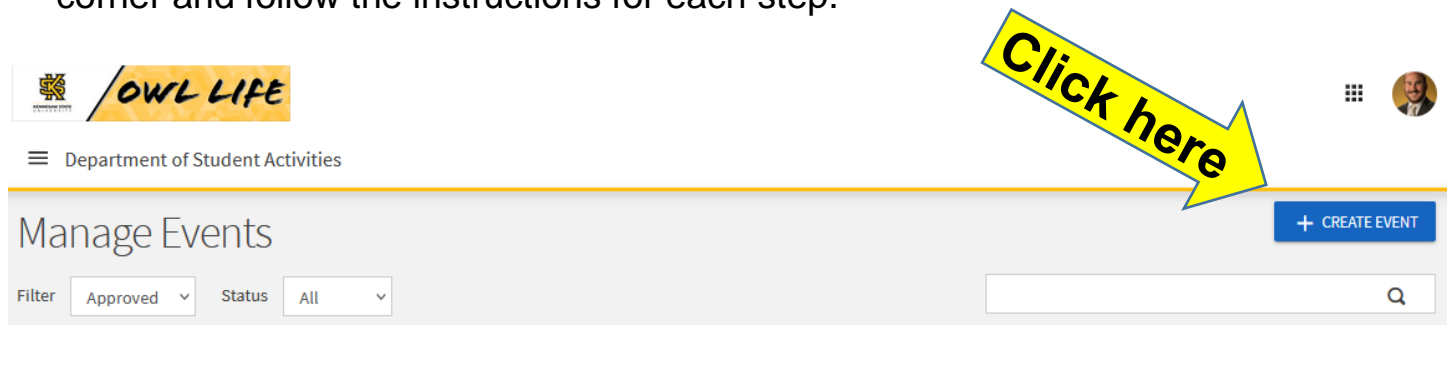
4. Another tab will open. Click on the three horizontal bars in the top left corner.



5. From the drop-down menu, select “Events.”



6. To create a new event, click on the blue “Create Event” button in the top right corner and follow the instructions for each step.



7. Once your event is created and approved, click the blue “Invitations & RSVPs” button in the top right corner to send personalized RSVPs.

EVENT ATTENDANCE

0 Invitees 0 Attended 0 Absent 0 Excused

TRACK ATTENDANCE INVITATIONS & RSVPS

Click here

8. Click the blue “+ Invite People” button in the top right corner. Follow the instructions for “Invite Users” or “Invite by E-Mail.”

OWL LIFE

Department of Student Activities

← BACK TO EVENT

+ INVITE PEOPLE CONTACT RESPONDENTS EXPORT

Click here

9. Attendees may also RSVP by visiting the Event in Owl Life and clicking the “RSVP to Event” or “Continue to RSVP” option.

RSVP to Event

I will be attending

I won't be attending

RSVP TO EVENT

RSVP to Event

You have not responded yet

CONTINUE TO RSVP

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