

Creating a Check-In Event within Owl Life

This guide will walk you through how to create a daily Center or Office Check-In event within the Owl Life system for the areas for which you are responsible. Check-In events are used to track daily visits to Division of Student Affairs' Centers and Offices.

Step 1.

Log in to Owl Life at owllife.kennesaw.edu using your KSU NetID and password.

Step 2.

Once logged in, click on the “waffle” icon in the top right corner, next to the circle containing either your profile picture or your initials (*Image A*).



Image A

Step 3.

Select the *Manage* view (*Image B*). This will take you to your *Action Center*.

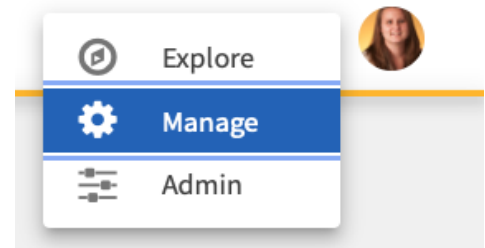


Image B

Step 4.

Scroll to the *My Memberships* section and select the organization for which you wish to create Check-In Event(s).

Step 5.

When your Organization's screen loads, click on the “Hamburger” icon located in the top left of the screen (*Image C*) and a menu will open.



Image C

Step 6.

Select the *Events* option within the menu. The *Manage Events* screen will load.

Step 7.

Select the blue + *CREATE EVENT* button (*Image D*). This will take you the *Create Event* screen.

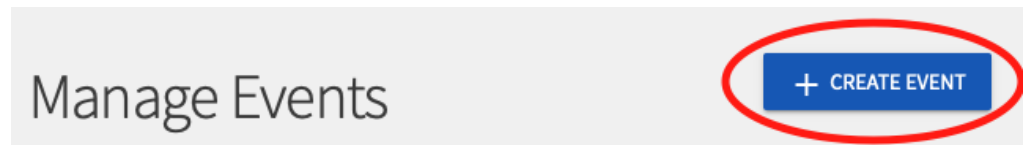


Image D

Basic Details

Step 8.

In the first section of the *Create Event* screen, you are prompted to enter the following (*Image E*):

- Event Title:** For Check-In events, please use the following format: “Department Acronym Check-In” (Example: DSA Check-In).
- Theme:** For Check-In Events, please select *Group Business* as the theme.
- Description:** For Check-In events, copy the Event Title and paste it here.
- Additional Organizations co-hosting this event:** There should be no co-hosts for Check-In events.

*Event Title
Acronym Check-In

*Theme
Group Business

*Description
Acronym Check-In

Tip: If you create a link to a YouTube or Vimeo video in your description, it will embed the video at the location of your link.

Additional organizations co-hosting this event
Type here to search for organizations

Image E

Time and Place

Step 9.

Scroll to the next the section of the *Create Event* screen. You are prompted to enter the date(s) and location(s) for your Check-In Event(s).

- Start Date/Start Time and End Date/End Time:** Enter the start date and time and the end date and time for your first instance of the Check-In Event. The start date and end date **must** be the same day and the start and end times should reflect the hours of operation for the area in which visits are being tracked (Example: 8:00AM to 5:00PM).

A single instance of a Check-In event should never cover a period longer than one business day.

- Location:** Select either *Location* or *Online Location*
 - Location:** Select this option if this event is intended to track visits at a physical site. A Location window will open (*Image F*).

- Include Map on Event Page:** Select *No*.
- Location Name:** Enter the location of the Check-In station (Example: Marietta Student Affairs Suite).
- Click **SAVE**.

Include Map on Event Page

YES
I want to add a helpful Map

NO
I'd prefer to not show a Map

*Location Name
Marietta Student Affairs Suite

SAVE CANCEL

Image F

- ii. **Online Location:** Select this option if this event is intended to track visits at a virtual site. An Online Location window will open (*Image G*).

1. **Online Location Instructions for Attendees:** Enter the name of the hosting platform being used (e.g. Teams, Zoom, etc.).
2. **Online Location Link:** Enter the URL associate with the virtual center/office.
3. Click **SAVE**.

Image G

- c. **+ ADD ANOTHER DATE:** To add additional instances of the Check-In Event, click **+ ADD ANOTHER DATE** and you will be prompted to enter an additional Start Date/Start Time and End Date/End Time. The location of the first instance will automatically be copied to each additional instance of the Check-In Event. To add additional dates, please repeat this step. You can include up to 18 instances of an event in a single *Create Event* screen (*Image H*).

Image H

Event Visibility

Step 10.

The next section of the *Create Event* process prompts you for the following information (*Image I*):

- a. **Show To:** Select *Invited Users Only*.
- b. **Allow Attendance at this event to be shown on the Co-Curricular Transcript:** Do not check this box.
- c. **Event Categories:** For Check-In Events, you will need to select at least two Event Categories to associate with your event(s): your *Department/Unit Check-In Event Category* (denoted with your department/unit's acronym) and the *DSA Check-In Event Category*.
 - i. Some sub-units may be required to include a third Event Category that denotes the department or area they are associated with.
 - ii. Please consult with Strategic Planning, Assessment, and Analysis to verify which Event Categories apply to your particular area/department.
- d. **Perks:** For Check-In Events, please do not select any perks.

*Show To

The Public

Allow attendance at this event to be shown on the Co-Curricular Transcript

Event Categories

Select categories

Perks Special benefits for your attendees

Select perks

Image I

Step 11.

Click the blue *NEXT* button, located on the bottom right of the screen. This will take you to the RSVP page (*Image J*).

RSVP

Step 12.

On the RSVP page, you are prompted to select the RSVP settings. You are prompted to enter the following:

- Who can RSVP: For Check-In Events, select *No one* (*Image J*).

Step 13.

Click the blue *NEXT* button, located on the bottom right of the screen (*Image J*). This will take you to the Post Event Feedback page.

RSVP

Settings Fields marked with an asterisk (*) are required.

*Who can RSVP

No one

< PREVIOUS

NEXT >

Image J

Post Event Feedback

Step 14.

On the Post Event Feedback page, you are prompted to enter the following:

- Automatically send Post Event Feedback notification after event: Leave this box unchecked.
- Event Evaluation Questions: Leave these unaltered and blank.

Step 15.

Click the blue *NEXT* button, located on the bottom right of the screen. This will take you to the Upload Photo page.

Upload Photo

Step 16.

On the Upload Photo Page, scroll to the bottom of the screen and select the blue *SKIP >* button. (*Image K*).

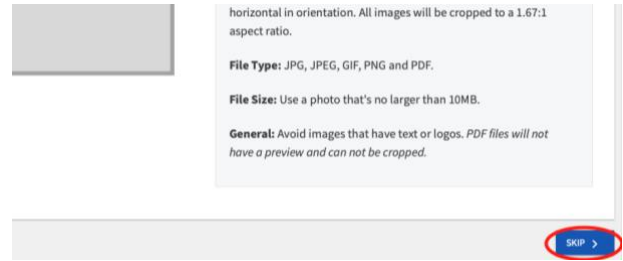


Image K

Your Submission is Almost Complete

Step 17.

After clicking *SKIP >* a window will appear. Click the blue *COMPLETE SUBMISSION* button on the left (*Image L*).

original custom field response data will be retained, which you can review from the confirmation page that follows.



Image L

Step 18.

You have successfully created up to 18 Check-In Events. You will be automatically redirected to the event page associated with the first instance of the series you created.

Step 19.

If you need to create additional Check-In Events, you may start the process again, beginning with Step 5 of this document.