Creating a Program Event within Owl Life

This guide will walk you through how to create an event to advertise and track attendance of a Program within the Owl Life system for the areas of your responsibility. Program events are used to track attendance of programs and events hosted by the Division of Student Affairs' Centers and Offices.

Step 1.

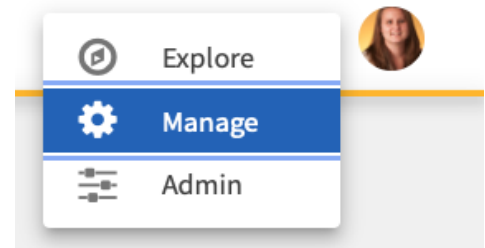Log in to Owl Life at owllife.kennesaw.edu using your KSU NetID and password.

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).*

Waffle Icon →

Image A

Step 3.

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

Explore

Manage

Admin

Step 4.

Scroll to the *My Memberships* section and select the organization for which you wish to create a Program(s).

Image B

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.
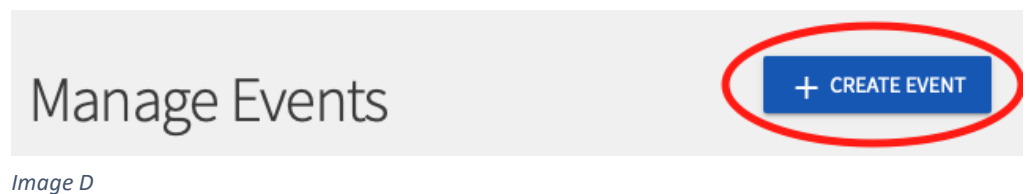
OWL LIFE

Hamburger Icon ←

≡ Cultural and Community Centers

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.

Manage Events

+ CREATE EVENT

Image D

Basic Details
Step 8.

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

        a. Event Title: Enter the name of your program.
           (*TIP: If your program is a part of a series, consider using a uniform titling format for all programs within the series*).

        b. Theme: Please select the most appropriate theme for your program. Themes are used by students to search for events within Owl Life and the Corq app.

        c. Description: Please enter a description of your program here.

        d. Additional Organizations co-hosting this event: If your department/unit is collaborating with another entity on campus, please be sure to list them here as a co-host. Your program will be cross-listed on their organization page and anywhere they have shared their Owl Life RSS feed.
           (*Note: The organization that creates the Program event within Owl Life is the primary "owner" of the event and will have access to the attendance/taps and the data will be associated with their organization in any Divisional reporting. Co-hosts do not have access to this data.*)

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 Program(s).

        a. 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 Program. If your Program is part of a series or is a re-occurring program, each instance will need to be an individual event.
           (*TIP: Generally speaking, the Start Date and End Data should be on the same day. You can create additional instances of your program within a single submission, outlined below in Step 9c.*)

b. Location: Select either *Location* or *Online Location*
   i. Location*: Select this option if this Program is intended to track visits at a physical site (*Image F*).
      1. Include Map on Event Page*: Select *No.*
      2. Location Name*: Enter the location of the Program. (Example: Campus Green).
      3. Click *SAVE.*

Image F

   ii. Online Location*: Select this option if this program is being hosted online (*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 Program.
      3. Click *SAVE.*

Image G

c. + ADD ANOTHER DATE**:** To add additional instances of the Program 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 Program 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*).
   (*TIP: To use this feature, each instance of the Program being created must use the same Basic Details entered in Step 8. The only variable between the instances is the Start/End Date, Start/End Time, and Location)*

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: This field sets the visibility settings for your Program. Select the most appropriate option for your program*:*
      i. The Public: Anyone can see the event, even those who are not logged in to the Owl Life system, this is the recommended option for most Program Events. *(TIP: If your*

department/unit has embedded the Owl Life RSS feed into your OU Campus website, this option must be selected in order to be visible in the RSS feed.)

ii. <u>Students and Staff</u>: This option requires a user to have an active Owl Life account and be logged in to the system in order to see the Program Event and details.

iii. <u>Members of All Hosting Organizations</u>: Only those who have active Owl Life accounts, are logged in, and are members of the hosting and co-hosting organizations are able to view the event and details.

iv. <u>Invited Users Only</u>: Only those who have active Owl Life accounts, are logged in, and have been invited to the Program Event are able to view the event and details
(TIP: This option is great for Programs that are only open to a select group of students, such as leaders of student-led departmental initiative).

b. <u>Allow Attendance at this event to be shown on the Co-Curricular Transcript:</u> This allows for a student's participation in your Program to be listed on their Co-Curricular Transcript. For more information on Co-Curricular Transcripts, please visit the Strategic Planning, Assessment, and Analysis website.
(TIP: Generally speaking, this box should be checked. A student can always remove items from their Co-Curricular Transcript)

c. <u>Event Categories:</u> For Program Events, you will need to select at least two Event Categories to associate with your event(s): your *Department/Unit Program* Event Category (denoted with your department/unit's acronym) and the *DSA Program* 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. <u>Perks:</u> Please select any Perk(s) that apply to your Program. This is a function by which students can search for events within Owl Life.

i. <u>Free Food</u>: If your Program is offering free food, select this option to advertise this Perk to students.

ii. <u>Free Stuff</u>: If your Program offers free stuff, such as promotional items or giveaways, select this option to advertise this Perk to students.

iii. <u>Credit</u>: If students are eligible to receive credit for a program, Path, or course, select this option to advertise the Perk to students.

'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:
- e. <u>Who can RSVP</u>: Please select the most appropriate option for your Program:
    - i. <u>Anyone</u>: Anyone who can view the event is able to RSVP.
    - ii. <u>Only Invitees</u>: Only those who have been invited to the Program are eligible to RSVP.
    - iii. <u>No One</u>: RSVP will not be an option for those who view your event.
- f. If either Anyone or Only Invitees is selected, you are prompted to provide more information:
    - i. <u>Limit Number of Available RSVP Spots</u>: If selected, you can set a maximum number of RSVP spots that are available. This is great if you have a maximum capacity associated with your program.
        - 1. <u>Show Remaining RSVP Spots to Public</u>: If you would like users to see how many RSVP spots are remaining, select this option.
    - ii. <u>Allow Guest</u>: If students are allowed to bring guests, select this option. If this option is selected, you will be prompted to provide additional information:
        - 1. <u>Limit Number of Guests per RSVP</u>: This option allows you to set a cap on how many guests are allowed per RSVP.
        - 2. <u>Count Guests Against Remaining RSVP Spots</u>: This option allows each guest to reserve one of the available RSVP spots that was set in Step 12.f.i.
    - iii. <u>Organization Representation</u>: You have the option of requesting or requiring students to indicate an organization they are attending your Program on the behalf of. If selected, the user/student will be prompted to select an organization from a list of their current memberships. If this option is made to be a requirement for your Program, students without memberships will not be able to RSVP.
    - iv. <u>RSVP Questions</u>: You have the option of adding RSVP questions to your Program *(Image J)*. *(TIP: This is a great way to embed your conference or program registration process into the Event in lieu of having a separate registration form)*

Image J

Step 13.

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

Post Event Feedback

Step 14.

Post Event Feedback will allow attendees to anonymously rate and answer questions following the event. They will be notified with a link that expires 72 hours after the notification is sent. Event Evaluation Questions are not required and will not be sent within the notification unless they have been added *(Image K)*.

g. Automatically send Post Event Feedback notification after event: Select if you would like to turn this feature on for your Program.
(TIP: Be mindful of how many events you utilize this function with, understanding other areas may also be using this function. Overuse of this function could result in too many emails being sent to students and a lower response rate than desired. This function should be reserved for a select group of Programs.)

h. Event Ratings: Attendees will be asked to rate the Program on a five-star scale.

i. Event Evaluation Questions: If you have additional questions you would like to ask your attendees, you can create them using the Custom Questions function.

Event Ratings

All event attendees can anonymously rate the event on a 5 star scale and leave an optional comment.

Event Evaluation Questions

If questions are added, all event attendees will be able to anonymously answer.

Question Instructions

Include a summary or instructions about the questions the respondent is about to answer

☐ Add Summary

There are currently no Custom Questions
Select a Question Type and then select the Add Question button to start

Step 15.

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

Question Type

Select a question type

| Text - Single Line ▼ | ADD QUESTION |

Image K

Upload Photo

Step 16.

All Program Events should have an accompanying photo uploaded to the event. This image will show on the Owl Life homepage and on your Department/Unit's organization's page.

a. To add an image, click the grey box that says *Click to select an image*.

b. Navigate your computer's file directory to locate your desired image. Once selected, you will be given Cropping Options *(Image L)*.

   i. Image size should be 1300px by 780px or larger
   ii. The aspect ratio is 1.67:1, any images not meeting this ration will be automatically cropped to this ratio by the Owl Life system

Photo Preview

Cropping Options

Position X (px)
Moves position of the cropping tool up and down.

0

Position Y (px)
Moves position of the cropping tool left and right.

0

Width (px)
Adjust the width in px of the cropped image. Width must be greater than 25.

274

CANCEL   ⬑ CROP IMAGE

Image L

    c.   Once you have selected your desired Cropping Options, click the blue *NEXT >* button on the bottom right of the screen.

Your Submission is Almost Complete

Step 17.

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

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

Image M

Step 18.

You have successfully created up to 18 Program 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 Program Events, you may start the process again, beginning with Step 5 of this document.