HOW TO LOGIN TO PRESENCE

- Go to trine.presence.io
 - You can also access presence through the Trine website
 - https://www.trine.edu/campus-life/index.aspx
 - Click on the Campus Events button
- Once on the homepage for Trine University Campus Activities
 - Click on the user symbol in the top right corner to open a dropdown list and select login
- Login with your Trine username (email) and password

HOW TO ACCESS THE ADMINISTRATOR VIEW

- Once you are back on the Trine University Campus Activities page
 - Click on the user symbol again to open the drop down menu and select Admin Dashboard

HOW TO NAVIGATE THE ADMINISTRATOR VIEW (DASHBOARD)

Your screen should look similar to this

Dashboard	Trine University			VIEW STUDENT PORTAL
Manage	74	344	124	1,549
Track	Organizations	Organization Members	Upcoming Events	Monthly Unique Attendees
Assess	CREATE	CREATE	CREATE	CREATE
	ORGANIZATION	EVENT	FORM	USER

- On the left hand side of the screen, scroll over the "Manage" option
- Once you are hovering over the "Manage" icon, a list will generate to the right of the icon
- Click on "Organizations"

Your screen should look similar to this

Dashboard	organizations					
Manage	74 Organizations		344 Je Members	6.C Average M		Ĭ
Assess Assegs Engage	Q Search Organizations				CATEGO	RY -
	Title Acacia Fratemity	Category Greek Life, Social, Philanthropy	Meeting Time Sunday - 8 PM	Meeting Location	Members	1
	Acadia Platernity	Greek Life, Social, Fillianthropy	ouriddy - 6 PM	Fawius 112/117	10	

• Click on your organization name

How – To Guide for Organization Presence Administrator

Your screen should look similar to this

D ashboard	Blue Crew						
K anage	DETAILS ROSTER DOCUMENTS FORMS ANALYTICS VIEW ON PORTAL						
Track			Social, Athletic Categories	Every Athletic Event! Meeting Time	N/A Location	0 Members	
☆ Engage	About Blue Crew Are you someone that LOVES to get painted up for athletic events? We'd love for you to be a part of BLUE CREW! All you need to do is sign up and we will get you hooked up with some awesome Trine HYPE gear! GET LOUD, GET CRAZY, AND LET'S CHEER ON THE THUNDER TOGETHER!!						
		Upcoming	Events			+ CREATE EVENT	
+		Woops! We	couldn't find any upcoming events.				

Across the top of the screen underneath your organization's name is a series of tabs
 Details, Events, Roster, Documents, Forms, Analytics, View on Portal

ADDING MEMBERS TO YOUR ORGANIZATION ROSTER

• Click on "Roster"

Your screen should look similar to this

shboard	Blue Crew			
Kanage	DETAILS ROSTER DOCUMENTS FORMS	ANALYTICS VIEW ON PORTAL 🗹		
▼ Track ∧∽ Assess	O Members	O New in 30 Days	O Awaiting Approval	0 Invited
ingage	Officers			
	Woops! We couldn't find any officers. Invite a new	one.		
	Advisors			★ INVITE ADVISOR
+ Create	Woops! We couldn't find any advisors. Invite a new	v one.		

- Click on the + button in the top right corner to add members
 - Type in the student's full name or Trine email address
 - o Hit the "search" button
 - \circ $\;$ A list will be generated with names that match what you searched for
 - Click the green "add" button to the right of the person you would like to add to your organization's roster

ADDING POSITION TITLE TO MEMBER ON ROSTER

- Click on the pencil icon to the right of the member's name on the roster
- A pop-up box will appear Member Position will be a drop down menu option
- Click on the option of title that you would like to assign to the person
 If the position is not listed choose committee chair
- Click save

CHANGE SETTINGS FOR ROSTER

- Click on "Roster"
- Scroll down to "Members" section
- Click on "Settings"
- Options:
 - "Allow students to join on portal" students can add themselves to the organizations membership roster by clicking on the "join" button on the student portal page
 - "Allow organizations to restrict members" admins are in control of membership numbers
 - "Require approval for members" if a student requests to join the organization from the student portal, the admin will receive notification to approve or deny the pending membership request

REMOVING MEMBERS FROM YOUR ORGANIZATION'S PAGE

• Click on "Roster"

Your screen should look similar to this

Dashboard	Blue Crew				+
Kanage	DETAILS EVENTS ROSTER DI	OCUMENTS FORMS ANALYTICS 2	VIEW ON PORTAL 🗹		
Track	1 Members	1 New in 30 Days	O Awaiting Approval	0 Invited	
Engage	Officers				
	Name	Position Email	Officer Since	Events Attended	
	Alexandra Rossmann	President rossmanna@trine.edu	u 06/12/2018	0	/

• Click on the pencil on the right side of the screen next to the name of the person you are removing from the organization

Click on the icon in the red box

How – To Guide for Organization Presence Administrator

hboard	lue Cre	w								+
k nage	DETAILS	EVENTS	ROSTER	DOCUMENTS	FORMS	ANALYTICS 🛛	VIEW ON PORTAL 🛛			
ack		1 Members			1 New in 30	Days	O Awaiting Approv	al	0 Invited	
4 age	Officers									
	Name			Position		Email	Off	icer Since	Events Attended	_
	Alexandr	a Rossmann		President		rossmanna@trine.eo	du 06.	/12/2018	0	1

• A pop-up box will open with the information for the member, click on the red DEACTIVATE button in the left bottom corner of the pop-up box

As shown below

	Blue Crew		+
Dashboard		Edit Member	
Kanage	DETAILS EVEN		
		Member Name	
Track		Alexandra Rossmann Member Position	
\sim	_	Member	0
Assess	Men		Invited
☆		DEACTIVATE SAVE CLOSE	
Engage	Officers		

ADDING DOCUMENTS TO YOUR ORGANIZATION'S PAGE

- Across the top of the screen underneath your organization's name is a series of tabs
 Details, Events, Roster, Documents, Forms, Analytics, View on Portal
- Click on "Documents"

Your screen should look similar to this

) Dashboard	Blue Crew	
く Manage	DETAILS ROSTER DOCUMENTS FORMS ANALYTICS VIEW ON PORTAL [2]	۳
▼ Track	Woops! We couldn't find any documents. Change your search or add a new one.	
Assess		
☆ Engage		

- Click on the + button in the top right corner to add documents
 - o Enter a Title for your document
 - Enter a Description for your document

- o Decide if you would like document to be seen by members only, officers only, or public
- Upload file
 - Any standard type of document (e.g. Word, Excel, PDF) will work
 - Images cannot be uploaded as documents
 - There is a 5mb limit for the file size
- Click the green "Save" button
- Your documents should then be reflected on the "documents" screen

CREATING EVENTS FOR YOUR ORGANIZATION

• Navigate to administrator dashboard

Your screen should look similar to this

Dashboard	Trine University			VIEW STUDENT PORTAL
Kanage Manage Track	74 Organizations	344 Organization Members	124 Upcoming Events	1,549 Monthly Unique Attendees
Assess	CREATE ORGANIZATION	CREATE EVENT	CREATE FORM	CREATE USER

• Hover over the "Create Event" box and click

Once you've clicked on Create Event – the screen below will open

) Dashboard	Create Event			✓ APPROVE ▼
く Manage	Basic Information			
T rack	Event Name			
Assess	Host			
☆ Engage	About The Event			
	Time & Location			
+ Create	Location	Start Dey/Time 06/12/2018 - 2:00 PM	End Day/Time 06/12/2018 - 3:00 PM	

- Fill out the following sections:
 - o Event Name
 - Host Organization

How – To Guide for Organization Presence Administrator

- o About Event
- o Location
- Date/Time start and end
- o Contact Person
- o Image

OPTIONS FOR CLOSED EVENTS:

- At the bottom of the event creation page there are two options to limit the event view
 - Hidden from Non-Members (click check box if you want to apply to your event)
 - This will allow for only members on your roster to see the event on the calendar when they are logged into the campus activities website/app
 - Members Only Check-in (click check box if you want to apply to your event)
 - This will allow for only member on your roster to be able to check in for attendance at the event

View of the options on the screen

र्द्ध Engage	Cost	
	Attendance Goal	Notes
		Event Notes
+	Options	
Create ? Support	Hidden From Non-Members Members Only Check-in	
~		