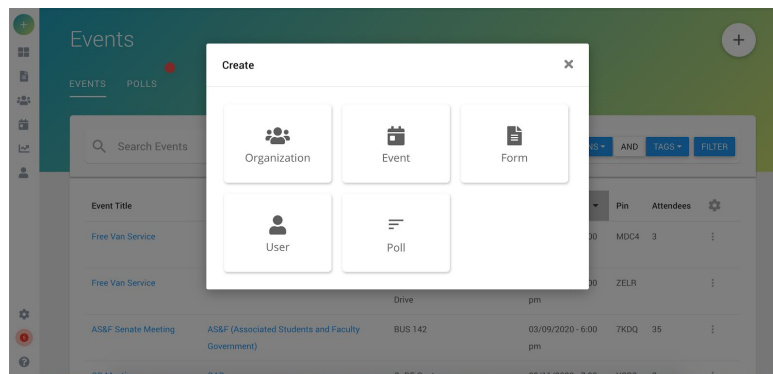
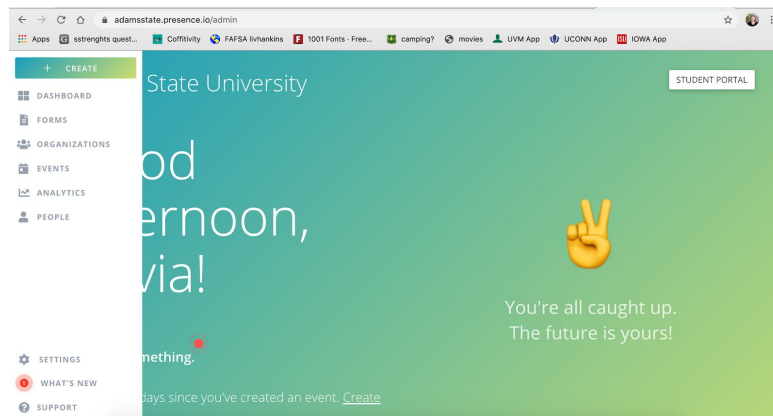


How to Make a Presence Event

- 1) Once logged in to adamsstate.presence.io/admin you hover your mouse over the left hand side of the webpage for the menu to appear
- 2) Go to CREATE and the Event



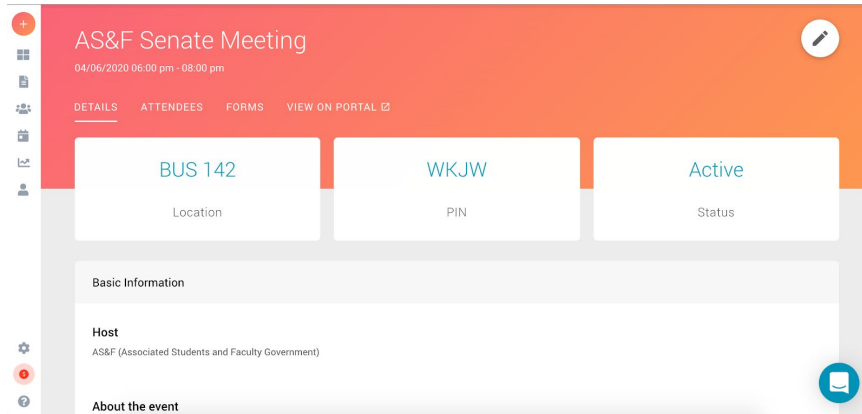
- 3) Once every page is pulled up you will need the following information
 - a) Name of Event
 - b) Host Organization (C.A.S.A, AS&F GAB ect)
 - c) Short description of event such as purpose, itinerary, club points, things to bring, guest speaker, ect
 - d) Start time, end time
 - e) Date

- f) Location
- g) Picture (Please use an Adams State photo and not stock photo)
- h) Waiver (if necessary)(Things like field trip)
- i) Opportunities to Earn (Skills for co-curricular transcript)
- j) Attendee Options (For things like C.A.S.A events, always put open to all members because of community participation versus student fee things like finals stress relievers use hidden from non-members so that its student only)

The screenshot shows a web application interface for 'Event Registration'. On the left is a vertical sidebar with icons for home, calendar, users, and settings. The main content area is titled 'Event Registration' and contains a 'Basic Information' section with two text input fields: 'Event Name' and 'Host'. Below this is an 'About the event' section with a rich text editor. The editor's toolbar includes options for heading (H1-H6), paragraph (P), preformatted text (PRE), bold (B), italic (I), underline (U), link, unlink, list, and image. Below the toolbar, it shows 'WORDS: 0' and 'CHARACTERS: 0'. The text area below the toolbar is currently empty.

The screenshot shows two configuration forms in a web application. The top form is titled 'Opportunity' and has an 'ADD OPPORTUNITY' button. It contains a text input field for 'Opportunity Type'. The bottom form is titled 'Opportunities To Earn' and has an 'ADD RULE CONDITION' button. It contains a text input field for 'Condition Type'. Below these forms is an 'Options' section with a checkbox labeled 'Hidden From Non-Members'.

- 4) Once your event is created and published it will take a few minutes for it to post just because the software takes a while
- 5) Go to the event and make note of the Presence PIN, you will need this when you log in attendees



- 6) Use the next document of how to check in attendees in to Presence Events