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).

**Step 3.**
Select the Manage view (Image B). This will take you to your Action Center.

**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.

**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.
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:** For Check-In events, please use the following format: “Department Acronym Check-In” (Example: DSA Check-In).

b. **Theme:** For Check-In Events, please select Group Business as the theme.

c. **Description:** For Check-In events, copy the Event Title and paste it here.

d. **Additional Organizations co-hosting this event:** There should be no co-hosts for Check-In events.

![Image E]

Time and Place

Step 9.

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

b. **Location:** Select either Location or Online Location
   i. **Location:** Select this option if this event is intended to track visits at a physical site. A Location window will open (Image F).
      1. **Include Map on Event Page:** Select No.
      2. **Location Name:** Enter the location of the Check-In station (Example: Marietta Student Affairs Suite).
      3. **Click SAVE.**

![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.

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).

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.
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:
   a. **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.

Post Event Feedback

Step 14.
On the Post Event Feedback page, you are prompted to enter the following:
   a. **Automatically send Post Event Feedback notification after event**: Leave this box unchecked.
   b. **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).

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).

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.