Using Contactless Event Check-In
in Owl Life

1. Log in to Owl Life at owllife.kennesaw.edu with your Ned-ID and password.

2. Scroll down to the “Memberships” section and click on the name of the organization you want to manage.

3. Once you are on the organization’s page, click the “Manage Organization” button in the top right corner.
4. Another tab will open. Click on the three horizontal bars in the top left corner.

5. From the drop-down menu, select “Events.”

6. Click on the name of the event (highlighted in blue).
7. Scroll down to the “Event Attendance” section and click on the blue “Track Attendance” button.

8. Click the blue “+ Add Attendance” button in the top right corner.
9. Click the “Text Entry” option and then select whether you will add attendees by “E-mail Address” or “Card ID Number” as the Identifier Type. Follow the instructions, and ensure the status is set to “Attended” at the bottom of the page. Click the blue “Add” button at the bottom when you are finished. We suggest adding users one at a time to ensure their attendance is logged properly.
10. If the attendance is recorded correctly, a green bar will appear on a new screen. If attendance is not recorded correctly, please try again using the other Identifier Type (e.g. if a student gives you their ID Number and it is not properly recorded, try using their KSU email address or vice versa). Click the blue “+ Add Attendance” button and repeat this process as many times as necessary.

If you have any questions, please email RSOsupport@kennesaw.edu.