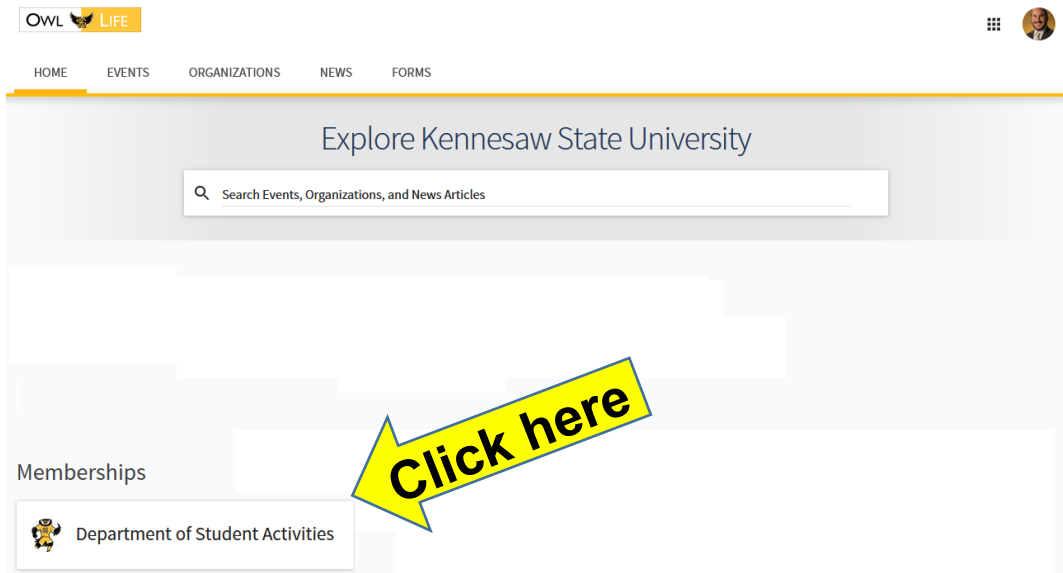


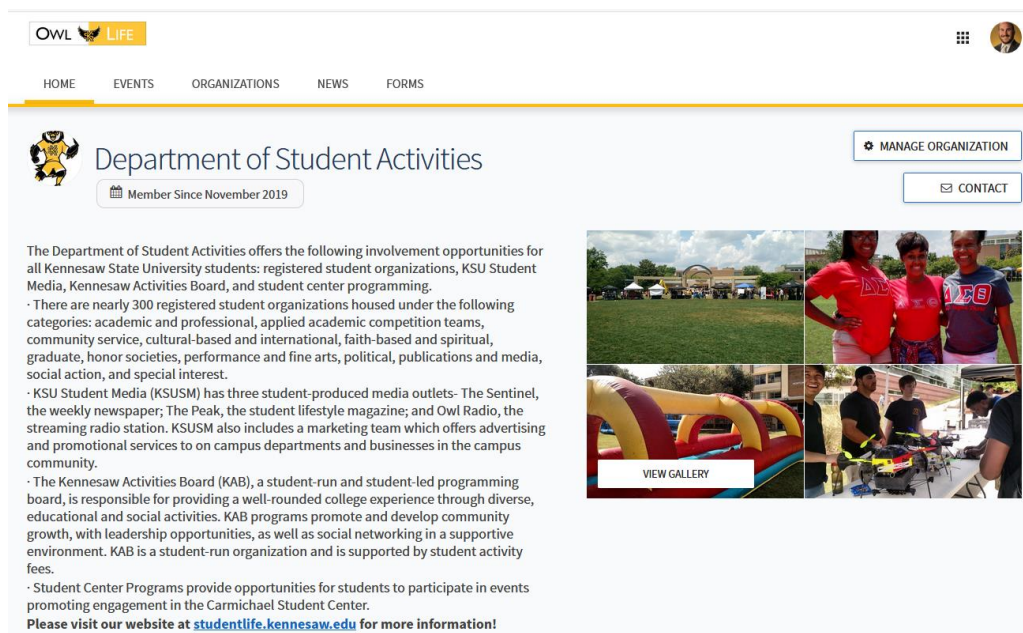
Using Contactless Event Check-In in Owl Life

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

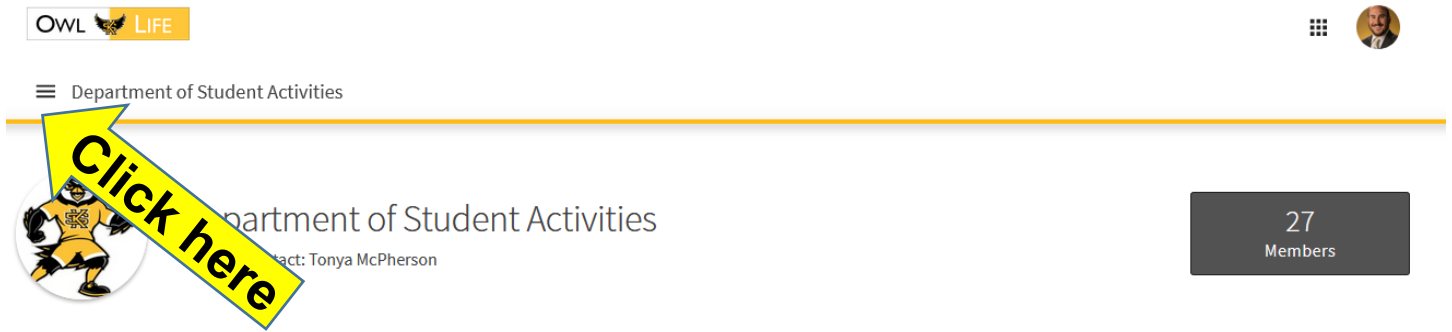
2. Scroll down to the “Memberships” section and click on the name of the organization you want to manage.



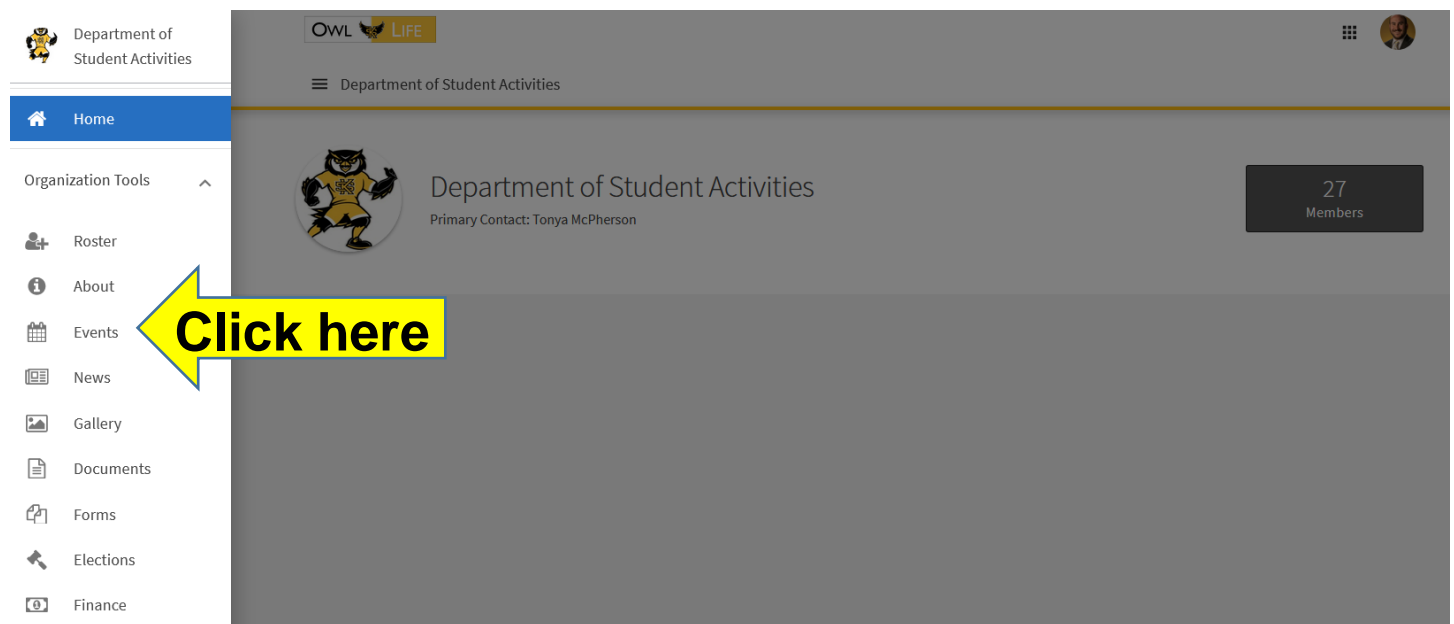
3. Once you are on the organization’s page, click the “Manage Organization” button in the top right corner.



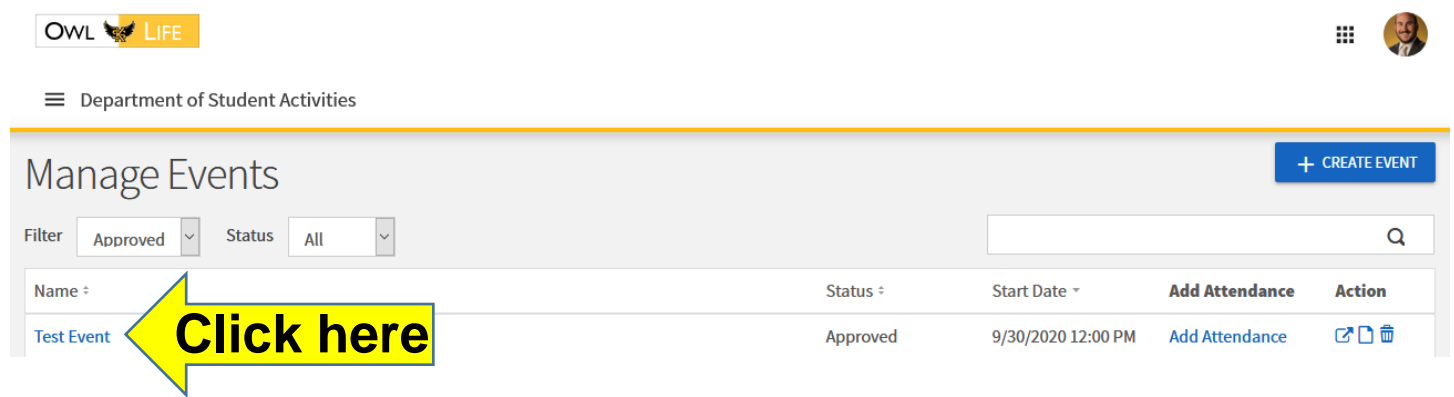
4. Another tab will open. Click on the three horizontal bars in the top left corner.



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.

The screenshot shows the 'Event Details' page for 'Test Event'. At the top left is the 'OWL LIFE' logo and the 'Department of Student Activities' name. A navigation menu includes 'Back to Events List', 'View Event', 'Submissions', and 'Certificate'. The event title 'Test Event' is prominently displayed. Below it, details include the host organization (Department of Student Activities), location (Test), and online location (Test) with a link to 'Online Location Instructions'. The event schedule shows it begins and ends on Wednesday, September 30, 2020, at 12:00 PM EDT and 1:00 PM EDT, respectively. A rating box shows a score of 0.0 with five stars. A status bar indicates the event is 'Approved' and visible to 'Invited users only' with an 'Only invitees' RSVP setting. The 'EVENT ATTENDANCE' section shows 0 Invitees, 1 Attended, 0 Absent, and 0 Excused. A yellow arrow labeled 'Click here' points to the 'TRACK ATTENDANCE' button. Other buttons for 'CHANGE DETAILS', 'CANCEL EVENT', and 'INVITATIONS & RSVPS' are also visible.

8. Click the blue “+ Add Attendance” button in the top right corner.

The screenshot shows the 'Track Attendance' page for 'Test Event'. At the top left is the 'OWL LIFE' logo and the 'Department of Student Activities' name. A navigation menu includes 'BACK TO EVENT'. The page title is 'Track Attendance' with the event name 'Test Event' below it. In the top right corner, there are two buttons: a red 'EXPORT' button and a blue '+ ADD ATTENDANCE' button. A yellow arrow labeled 'Click here' points to the '+ ADD ATTENDANCE' button.

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.

The screenshot shows the 'Add Attendance' interface. At the top left is the 'OWL LIFE' logo and the text 'Department of Student Activities'. A navigation bar contains a link to 'BACK TO TRACK ATTENDANCE'. The main heading is 'Add Attendance'. Below this are three tabs: 'INVITATIONS', 'TEXT ENTRY' (which is selected), and 'FILE UPLOAD'. A message states: 'You may enter up to 500 e-mail addresses or card IDs in the textbox below. Please enter only one e-mail or ID per line. The list must contain only the identifier type selected below. If you have more than 500 attendees to add, please use the File Upload option above. You can only enter Card ID numbers if your campus utilizes the card swipe feature.' Under 'Identifier Type', there are two buttons: 'E-mail Address' (selected) and 'Card ID Number'. Below this is a text input field with a red asterisk and the label '* Attendees'. A 'Status' dropdown menu is set to 'Attended'. At the bottom left is a blue 'ADD' button. Four yellow callout arrows with black text point to the 'TEXT ENTRY' tab, the 'E-mail Address' button, the 'Attended' status dropdown, and the 'ADD' button.

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.

Your attendance records were successfully updated.
Total Records Updated: 0
Total New Records: 1
Total Recognized User Records: 1
Total Unrecognized User Records: 0

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

