Creating an Event 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. To create a new event, click on the blue “Create Event” button in the top right corner and follow the instructions for each step.

7. Once your event is created and approved, to track attendance at an event, click the blue “Track Attendance” button in the top right corner.

8. First, copy the “Swipe Access Code.” Then go to the “Swipe Page.”

10. Make sure the cursor is blinking in the white box before you start tapping/swiping student ID cards. If a student does not have their ID card, you can enter their student ID number and then click “Submit.”

Note: ID card readers can be checked out of the Student Organization Services (SOS) office on either campus. Please request a card reader for your event using the forms on the Student Activities website.

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