

This guide will walk you through how to create an event to advertise and track attendance of a Program within the Owl Life system for the areas of your responsibility. Program events are used to track attendance of programs and events hosted by the

Step 1.

Log in to Owl Life at owllife.kennesaw.edu

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:** Enter the name of your program.
(*TIP: If your program is a part of a series, consider using a uniform titling format for all programs within the series.*)
- b. **Theme:** Please select the most appropriate theme for your program. Themes are used by students to search for events within Owl Life and the Corq app.
- c. **Description:** Please enter a description of your program here.
- d. **Additional Organizations co-hosting this event:** If your department/unit is collaborating with another entity on campus, please be sure to list them here as a co-host. Your program will be cross-listed on their organization page and anywhere they have shared their Owl Life RSS feed.
(*Note: The organization that creates the Program event within Owl Life is the primary “owner” of the event and will have access to the attendance/taps and the data will be associated with their organization in any Divisional reporting. Co-hosts do not have access to this data.*)

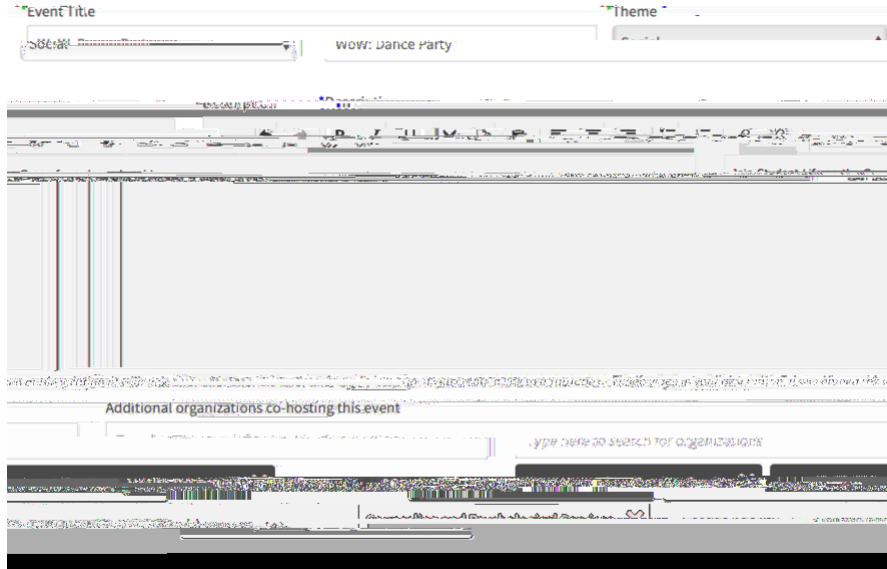
The image shows a screenshot of a web form titled 'Create Event'. At the top, there are two input fields: 'Event Title' and 'Theme'. The 'Event Title' field contains the text 'wow: Dance Party'. Below these fields is a large, empty text area for the description. At the bottom of the form, there is a section titled 'Additional organizations co-hosting this event' with a text input field and a button labeled 'type here to select for organizations'. The form is displayed on a browser interface with various navigation and utility icons visible at the top.

Image E

Time and Place

Step 9.

Scroll to the next the section of the *Create Event* screen. You are prompted to enter the date(s) and location(s) for your Program(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 Program. If your Program is part of a series or is a re-occurring program, each instance will need to be an individual event.
(*TIP: Generally speaking, the Start Date and End Date should be on the same day. You can create additional instances of your program within a single submission, outlined below in Step 9c.*)

b. Location: Select either *Location* or

Step 11.

Click the blue *NEXT* button, located on the bottom right of the screen. This will take you to the RSVP page

Post Event Feedback

Step 14.

Post Event Feedback will allow attendees to anonymously rate and answer questions following the event. They will be notified with a link that expires 72 hours after the notification is sent. Event Evaluation Questions are not required and will not be sent within the notification unless they have been added (*Image K*).

- g. Automatically send Post Event Feedback notification after event: Select if you would like to turn this feature on for your Program.

(TIP: Be mindful of how many events you utilize this function with, understanding other areas may also be using this function. Overuse of this function could result in too many emails being sent to students and a lower response rate than desired. This function should be reserved for a select group of Programs.)

- h. Event Ratings: Attendees will be asked to rate the Program on a five-star scale.

- i. Event Evaluation Questions: If you have additional questions you would like to ask your attendees, you can create them using the Custom Questions function.

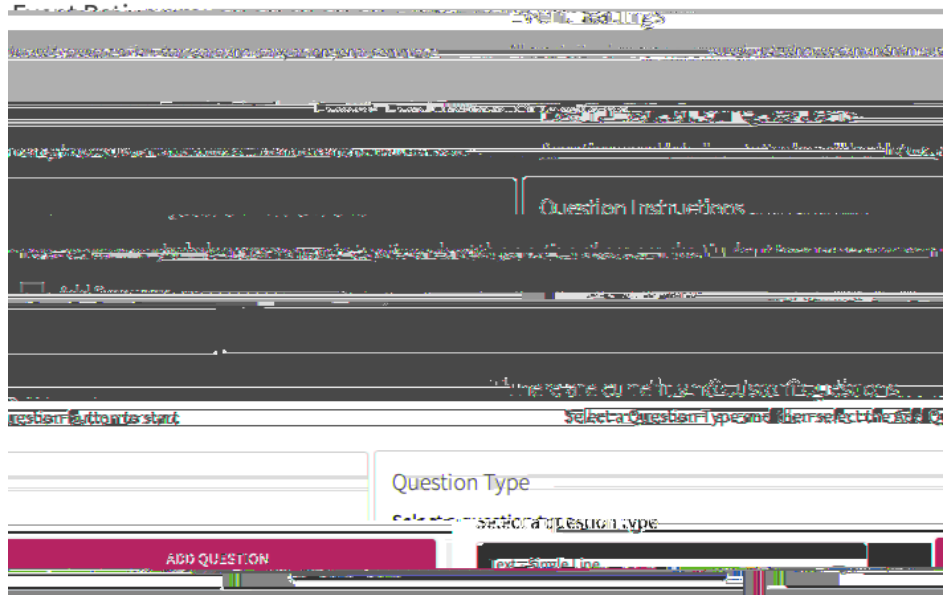


Image K

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.

All Program Events should have an accompanying photo uploaded to the event. This image will show on the

- a. To add an image, click the grey box that says *Click to select an image*.
- b. file directory to locate your desired image. Once selected, you will be given Cropping Options (*Image L*).
 - i. Image size should be 1300px by 780px or larger
 - ii. The aspect ratio is 1.67:1, any images not meeting this ration will be automatically cropped to this ratio by the Owl Life system



Image L

- c. Once you have selected your desired Cropping Options, click the blue *NEXT >* button on the bottom right of the screen.

Your Submission is Almost Complete

Step 17.

After clicking *SKIP >* a window will appear. Click the blue *COMPLETE SUBMISSION* button on the left (*Image M*).

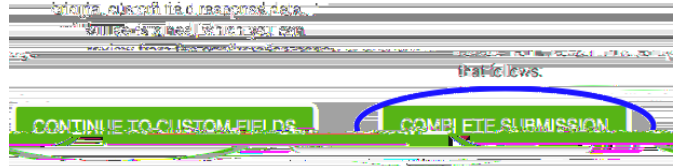


Image M

Step 18.

You have successfully created up to 18 Program 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 Program Events, you may start the process again, beginning with Step 5 of this document.