How to log in and scan students in presence

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Click Login Dashboard
Enter CWU Credentials and your login page should look like this

On the left side you can choose any of the options. You will mostly work with events.
To add an event click on the top right (+)

A fillable form will come up and you are required to complete any information that has a RED
Title of Event, Host (insert your group) many of the form requirements are drop downs. Description of your event, be as detailed as possible.

Time/Date/Location, if you event is having food, select food, if you are bringing on an external party or paying someone at all select outside vendo, if there isn’t anything else, select I don’t need any of the above. Skip past the food information. On the contact information, please list the student who is leading the event. And upload an image. The image should be indicative of the event you’re hosting if you’re using a poster or social media graphic provided by the Publicity Center use that for consistency.
At this point you can add any tags that categorize your event, notes for you group to review in the future, or budgetary goals. You can also select if you want this event or meeting to only be visible to members of the hosting group or if only those listed as members of the hosting group can be checked in.

Once you’ve completed the necessary parts, you can scroll to the top of the page and press submit for approval.

As long as you’ve completed all the requirements it will provide you with an Your event is successful page. Once it is reviewed and approved it will then be listed on the events page. You can navigate to review your event by clicking on the left menu, select events and find it in the event listing by date.
Need to edit your event once it’s been approved?

Locate your event on the events page and on the right side, select the 3 little dots, a drop down will appear and select edit.

Make the necessary changes and press submit for approval (upper right-hand corner)

Also notice that from that same drop down you can view the attendees, duplicate the event or delete it. The duplicate feature is awesome for events or meetings you will host regularly, so you just have to change the date and title.
The events are being approved by the appropriate system admin. If you have any questions reach out to Michael.Middleton@cwu.edu or Samantha.Wary@cwu.edu