



## Creating a Check-In Event within Owl Life

This guide will walk you through how to create a daily Center or Office Check-In event within the Owl Life system for the areas for which you are responsible. Check-In events are used to track daily visits to Division of s.

### Step 1.

Log in to Owl Life at [owllife.kennesaw.edu](http://owllife.kennesaw.edu) using your KSU NetID and password.

### Step 2.

Once logged in, click on the waffle icon in the top right corner, next to the circle containing either your profile picture or your initials (*Image A*).

### Step 3.

Select the *Manage view* (*Image B*). This will take you to your *Action Center*.

### Step 4.

Scroll to the *My Memberships* section and select `76 0.00000912 0 612 7W* n BT /F4 12 Tf 0.TJ ET Q /`



- ii. **Online Location:** Select this option if this event is intended to track visits at a virtual site. An Online Location window will open (*Image G*).

- 1. **Online Location Instructions for Attendees:** Enter the name of the hosting platform being used (e.g. Teams, Zoom, etc.).
- 2. **Online Location Link:** Enter the URL associate with the virtual center/office.
- 3. Click **SAVE**.



Image G

- c. **+ ADD ANOTHER DATE:** To add additional instances of the Check-In Event, click **+ ADD ANOTHER DATE** and you will be prompted to enter an additional Start Date/Start Time and End Date/End Time. The location of the first instance will automatically be copied to each additional instance of the Check-In Event. To add additional dates, please repeat this step. You can include up to 18 instances of an event in a single *Create Event* screen (*Image H*).

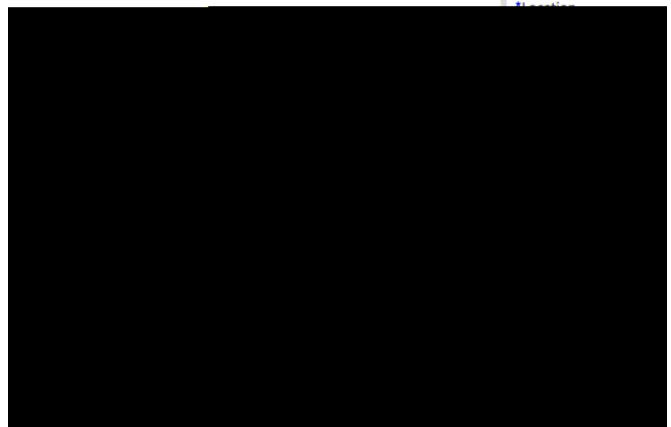
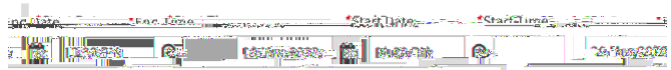


Image H

## Event Visibility

### Step 10.

The next section of the *Create Event* process prompts you for the following information (*Image I*):

- a. **Show To:** Select *Invited Users Only*.
- b. **Allow Attendance at this event to be shown on the Co-Curricular Transcript:** Do not check this box.
- c. **Event Categories:** For Check-In Events, you will need to select at least two Event Categories to associate with your event(s): your *Department/Unit Check-In Event Category* (denoted with your *Department/Unit*) and the *DSA Check-In Event Category*.
  - i. Some sub-units may be required to include a third Event Category that denotes the department or area they are associated with.
  - ii. Please consult with Strategic Planning, Assessment, and Analysis to verify which Event Categories apply to your particular area/department.
- d. **Perks:** For Check-In Events, please do not select any perks.

**Step 11.**

**Step 16.**

On the Upload Photo Page, scroll to the bottom of the screen and select the blue *SKIP >* button. (*Image K*).



*Image K*

**Step 17.**

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



*Image L*

**Step 18.**

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