

# PRESENCE INSTRUCTIONS

EVENT ATTENDANCE

# UPSTATE.PRESENCE.IO

Accessing event attendance will be easier through the website on a computer rather than a phone.

# Getting Started Homepage

Click person icon in top left corner and choose Login

All students are loaded into the system, but you must create an account to active it.

To create an account choose the option and you must utilize your upstate.edu email to link your account correctly.

The screenshot shows the Upstate Medical University homepage. At the top left is the logo for **UPSTATE MEDICAL UNIVERSITY**. To its right is a blue arrow-shaped button labeled "Navigation Links". Further right in the navigation bar are links for "Organizations", "Events", and "Forms", followed by a person icon with a dropdown arrow. Below the person icon is a "Login" button. The main banner image shows a busy campus scene with people, trees, and a colorful balloon arch. Overlaid on this image is the text "Upstate Campus Activities". Below the banner is a purple section with three columns of content:

- Happening Now**: A diagram with "Public Health" in a central blue circle, connected to eight surrounding ovals: Health Promotion, Research, Prevention, Risk, Analysis, Monitoring, Epidemics, and Communication. Below the diagram is a "Meeting" link for the "Public Health Interest Group".
- Featured Organizations**: A heading with a "See More" link to its right. Below it is the text "Get involved in student organizations on campus." followed by three organization cards:
  - DERMATOLOGY Interest Group**: A card with an orange background and a white bottom section containing the text "Dermatology Interest Group".
  - American Association of Neurological Surgeons**: A card featuring a portrait of Harvey Cushing and the text "American Association of Neurological Surgeons". The bottom section contains the text "American Association of Neu...".
  - Geriatrics Interest Group (GI...)**: A card featuring a photo of an elderly woman and a nurse. The bottom section contains the text "Geriatrics Interest Group (GI...".



- Profile
- Admin Dashboard
- Logout

# Upstate Campus Activities

Once logged in, choose Admin Dashboard

Test Green

[View Profile](#)

### Your Memberships

Division of Student Affairs

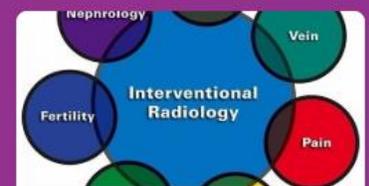
### Featured Organizations

[See More](#)

Get involved in student organizations on campus.



[Student Interest Group in Ne...](#)



[Interventional Radiology Inte...](#)



[Vascular Surgery Interest Gr...](#)

# Event Attendance

To view events, scroll over icons on left side of screen and choose EVENTS

The screenshot shows the 'Upstate Medical University' Student Portal. On the left, a navigation menu includes: + CREATE, DASHBOARD, FORMS, ORGANIZATIONS, **EVENTS** (highlighted with a yellow arrow), ANALYTICS, and PEOPLE. The main content area features a green background with the text 'Good afternoon, Student!' and a peace sign emoji. Below this, it says 'You're all caught up. The future is yours!' and 'Nothing.' followed by three links: '5 days since you've created an event. [Create one now.](#)', 'You haven't made a form yet. [Create one now.](#)', and 'You haven't attended an event! [Find one.](#)'

At the bottom, there is a dashboard with several cards. From left to right, the visible cards are:

- 5
- 46
- 23
- 95
- 56%

At the bottom right, there is a chat icon with a '2' notification badge. The URL at the bottom left is <https://upstate.presence.io/admin/events>.

# Event Attendance

Click Date/Time to set the date range needed

If part of more than one organization, click Organizations and choose "Is" then choose the correct group.

All attendees checked in for each event are shown on the right.

The screenshot shows the 'Events' application interface. At the top, there are tabs for 'EVENTS' and 'POLLS'. Below the tabs is a search bar labeled 'Search Events'. To the right of the search bar are several filter buttons: 'DATE/TIME', 'AND', 'CATEGORY', 'AND', 'ORGANIZATIONS', 'AND', 'TAGS', and 'FILTER'. A yellow arrow points to the 'DATE/TIME' filter button. Below the filters is a table of events. The table has columns for 'Event Title', 'Organization', 'Location', 'Date/Time', 'Pin', and 'Attendees'. The first event is 'Spotlight Mentalists with The Evasons' by 'Campus Activities Governing Board (CAGB)' at 'CAB Lobby' on '01/24/2020 - 5:30 pm'. The 'Attendees' column for this event shows '35', which is circled in yellow. A yellow arrow points from the 'Attendees' column of the first event to the text 'All attendees checked in for each event are shown on the right.' in the left sidebar.

Event Title	Organization	Location	Date/Time	Pin	Attendees
Spotlight Mentalists with The Evasons	Campus Activities Governing Board (CAGB)	CAB Lobby	01/24/2020 - 5:30 pm	EGM1	35
Symphoria: Masterworks Concert HIGDON AND MOZART	Campus Activities Governing Board (CAGB)	Crouse Hinds Theater, Civic Center	01/25/2020 - 7:30 pm	3CBF	
Apartment Crawl	College of Medicine Class of 2021	Please contact Divakar Lal for the Location	01/26/2020 - 12:00 pm	PZE2	
Foodies: Maxwells	Campus Activities Governing Board (CAGB)	Maxwells - 122 E. Genesee Street	01/27/2020 - 6:00 pm	YHG3	19
Symphoria: Pops Concert JAMES BOND	Campus Activities Governing Board (CAGB)	Crouse Hinds Theater, Civic Center	02/01/2020 - 7:30 pm	D8AA	
USG February General Body Meeting	Upstate Student Government (USG)	Room 2231, Weiskotten Hall	02/05/2020 - 6:00 pm	2HM3	47
Syracuse Stage: THE WOLVES	Campus Activities Governing Board (CAGB)	Syracuse Stage	02/08/2020 - 7:30 pm	682D	
CAGB Meeting	Campus Activities Governing Board (CAGB)	CAB 115A	02/11/2020 - 6:00 pm	48DC	13

# Questions?

Contact Ryan Green

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Or stop by CAB room 202