

PRESENCE INSTRUCTIONS

ORGANIZATION TRANSITION

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.

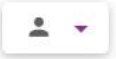
To create an account choose the option and you must utilize your upstate.edu email to link your account correctly.

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 labeled 'Navigation Links' pointing towards the top right. In the top right corner, there 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 content area features a large photograph of a busy campus scene with many people walking. Overlaid on this image is the text 'Upstate Campus Activities' in a large, white, sans-serif font. Below the main image, there are three columns of content on a purple background. The first column is titled 'Happening Now' and features a circular diagram with 'Public Health' in the center, connected to various sub-topics: Health Promotion, Research, Prevention, Risk, Analysis, Monitoring, Epidemics, and Communication. Below this diagram is a 'Meeting' section for the 'Public Health Interest Group'. The second column is titled 'Featured Organizations' and includes the text 'Get involved in student organizations on campus.' followed by three organization cards: 'DERMATOLOGY Interest Group' (with a link to 'Dermatology Interest Group'), 'American Association of Neurological Surgeons' (with a portrait of Harvey Cushing and a link to 'American Association of Neu...'), and 'Geriatrics Interest Group (GI...' (with a photo of a doctor and a patient and a link to 'Geriatrics Interest Group (GI...'). A 'See More' link is located to the right of the 'Featured Organizations' section.

UPSTATE
MEDICAL UNIVERSITY

Navigation Links

Organizations Events Forms



Login

Upstate Campus Activities

Happening Now



Meeting

Public Health Interest Group

Featured Organizations

See More

Get involved in student organizations on campus.

DERMATOLOGY
Interest Group

[Dermatology Interest Group](#)



American
Association of
Neurological
Surgeons

[American Association of Neu...](#)



[Geriatrics Interest Group \(GI...](#)



- Profile
- Admin Dashboard
- Logout

Upstate Campus Activities

Once logged in, choose Admin Dashboard

Outgoing members will already have access to the organization

If you are an incoming eboard member, access is generally given to the incoming president to transition the organization if outgoing members are not available. Contact the Office of Campus Activities for access.

Test Green

[View Profile](#)

Your Memberships

Division of Student Affairs

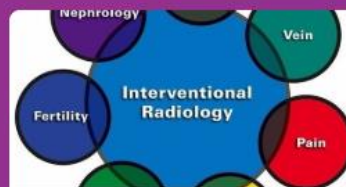
Featured Organizations

[See More](#)

Get involved in student organizations on campus.



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



[Interventional Radiology Inte...](#)

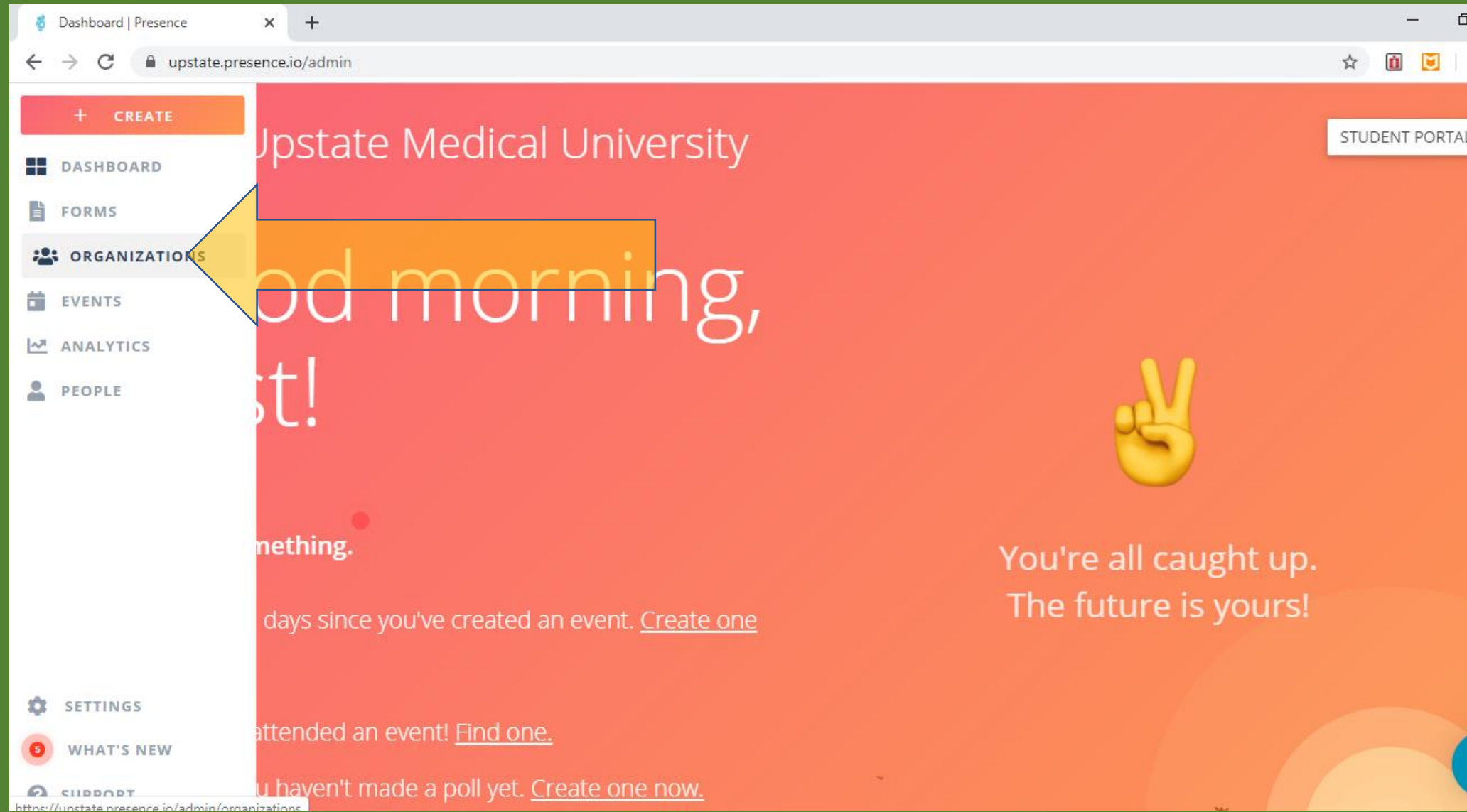


[Vascular Surgery Interest Gr...](#)

ORGANIZATIONS

To view organizations, scroll over icons on left side of screen and choose ORGANIZATIONS

The next screen will show all organizations your account has access.



The screenshot shows a web browser window with the URL `upstate.presence.io/admin`. The page title is "Dashboard | Presence". The main content area has a red background with the text "Upstate Medical University" and "Good morning, st!". A yellow arrow points to the "ORGANIZATIONS" menu item in the left sidebar. The sidebar also includes "CREATE", "DASHBOARD", "FORMS", "EVENTS", "ANALYTICS", "PEOPLE", "SETTINGS", "WHAT'S NEW", and "SUPPORT". The main content area also features a yellow peace sign emoji and the text "You're all caught up. The future is yours!".

ORGANIZATION TRANSITION

Click the settings button (3 dots) to the right of the organization you want to transition

Choose Transition

The screenshot shows the Presence.io admin interface for managing organizations. A yellow arrow points from the filter buttons to the settings menu of the 'Campus Activities Governing Board (CAGB)' organization. The settings menu is open, showing the 'Transition' option selected.

Search Organizations

STATUS AND CATEGORY FILTER

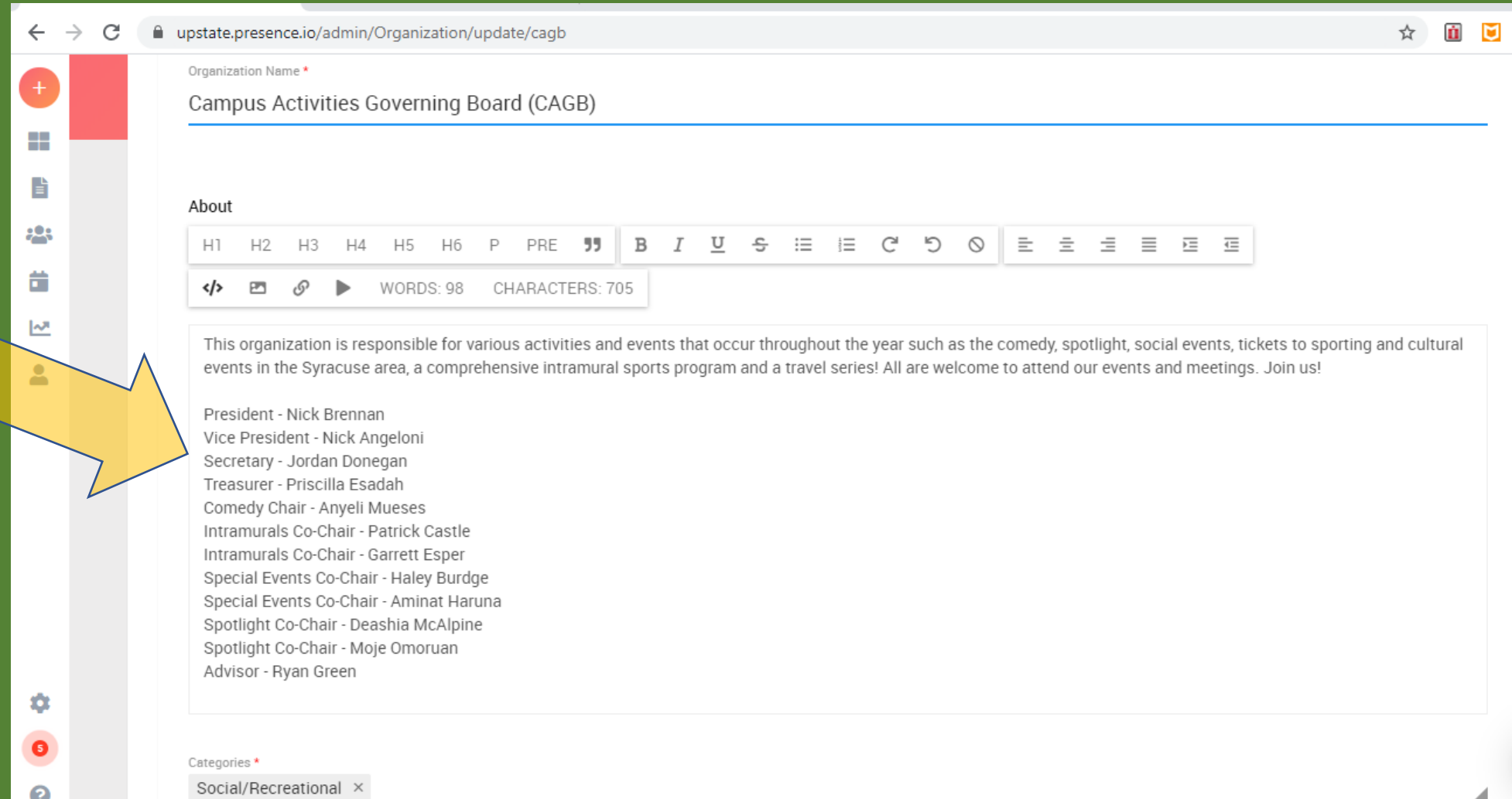
Title	Category	Meeting Time	Meeting Location	Members	Status	
Campus Activities Governing Board (CAGB)	Social/Recreational	Second Tuesday of the Month at 5:30 PM	CAB 115A	26	In	Transition Roster Documents Analytics
Chapter IX	Academic			1		
College of Medicine Class of 2021	Class/Student Governance			5		
Dermatology Interest Group	Academic			5	Active	
Test Group	Upstate Administration			2	Active	
Upstate Student	Class/Student	Dinner at 5:30pm, Meeting at	First Wednesday of the Month in Room 2231,	15	In	

TRANSITION INFORMATION - ABOUT

Update information on form

No longer need to list the eboard members in the "About" Section.

Eboard members are listed in a new section under the "About" section of the organization.



The screenshot shows a web browser window at `upstate.presence.io/admin/Organization/update/cagb`. The page title is "Organization Name" and the organization is "Campus Activities Governing Board (CAGB)". The "About" section is active, showing a rich text editor with a toolbar and a text area. The text area contains the following content:

This organization is responsible for various activities and events that occur throughout the year such as the comedy, spotlight, social events, tickets to sporting and cultural events in the Syracuse area, a comprehensive intramural sports program and a travel series! All are welcome to attend our events and meetings. Join us!

President - Nick Brennan
Vice President - Nick Angeloni
Secretary - Jordan Donegan
Treasurer - Priscilla Esadah
Comedy Chair - Anyeli Mueses
Intramurals Co-Chair - Patrick Castle
Intramurals Co-Chair - Garrett Esper
Special Events Co-Chair - Haley Burdge
Special Events Co-Chair - Aminat Haruna
Spotlight Co-Chair - Deashia McAlpine
Spotlight Co-Chair - Moje Omoruan
Advisor - Ryan Green

At the bottom, the "Categories" section shows "Social/Recreational" selected.

MEMBERSHIP ROSTER

Change outgoing members from eboard position to “Member” under membership category

Add members as needed. Will need information of Name (first and last official name), Email, and position in organization.

Make sure to go to the last page of the organization. Will be an option to the next page at the bottom of the roster. Only shows 10 members at a time.

The screenshot shows a web browser window with the URL `upstate.presence.io/admin/Organization/update/cagb`. The page title is "Membership Roster" and it includes an "ADD MEMBER" button. Below the title is a note: "This is to update and generate your main roster. Minimum of President & Treasurer Required. Can add additional members as needed." The main content is a table with 10 rows, each representing a member. The columns are "Name", "Email", and "Membership". Each row has a "FORMER" button and an "ACTIVE" button. A yellow arrow points from the text on the left to the "Membership" column of the first row.

Name *	Email *	Membership *
Chuck Simpson	simpsonc@upstate.edu	Member
Stephanie Cortes	cortess@upstate.edu	Member
Test Green		Member
Azfar Basunia	basuniaa@upstate.edu	Member
Marissa Dale	dalema@upstate.edu	Member
Kevin Damri	damrik@upstate.edu	Member
Priscilla Esadah	esadahp@upstate.edu	Treasurer
Joseph Galgano	galganoj@upstate.edu	Member

OFFICERS

Enter Name and Position of officers.

Include Advisor in “Officers” section but also make sure information is correct in “Advisor” section as well.

Can use preferred names of officers in this section. List first and last name.

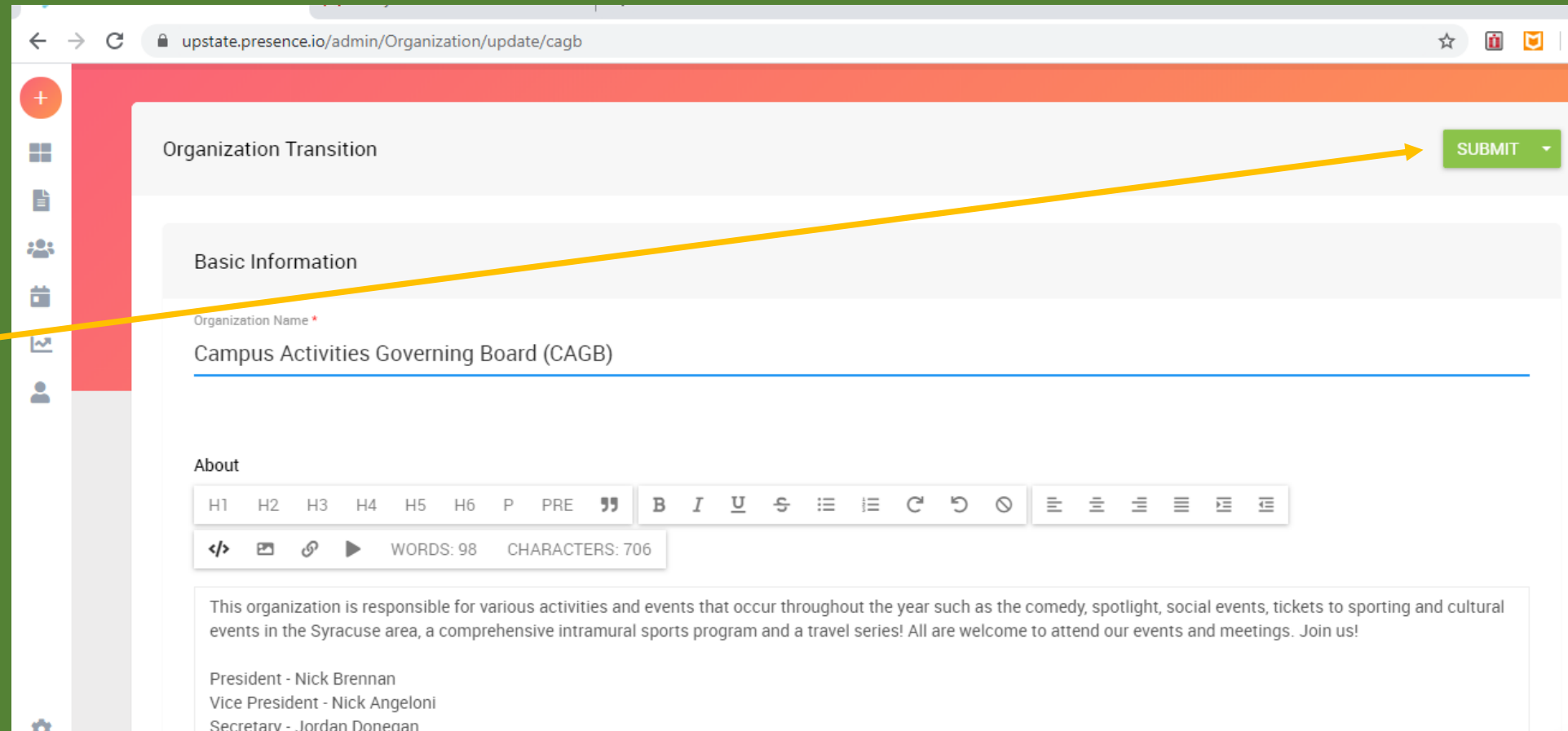
This information will go on the public website to show current eboard members.

The screenshot shows a web browser window at the URL `upstate.presence.io/admin/Organization/update/cagb`. The page has a sidebar on the left with various navigation icons. The main content area is divided into two sections: 'Officers' and 'Advisor'. The 'Officers' section has a header with an 'ADD' button and two input fields labeled 'Full Name *' and 'Position *'. Below these fields is a note: 'This section is for you to list your officers on the student portal for folks to see.' The 'Advisor' section has three input fields: 'First Name' (containing 'Ryan'), 'Last Name' (containing 'Green'), and 'Email Field' (containing 'greenry@upstate.edu'). A note below the email field states: 'Email must be from one of the these domains: 'upstate.edu''. A yellow arrow points from the 'Officers' section header to the 'Full Name' input field.

SUBMIT

Update cover photo if needed at bottom of page (not required if already have a photo). This is the photo seen on the public website.

Scroll back to the top and click "SUBMIT" in top right corner.



The screenshot shows a web browser window with the URL `upstate.presence.io/admin/Organization/update/cagb`. The page title is "Organization Transition". A yellow arrow points from the "SUBMIT" button in the top right corner to the "Organization Name" field. The "Organization Name" field contains the text "Campus Activities Governing Board (CAGB)". Below this is an "About" section with a rich text editor. The editor shows the text: "This organization is responsible for various activities and events that occur throughout the year such as the comedy, spotlight, social events, tickets to sporting and cultural events in the Syracuse area, a comprehensive intramural sports program and a travel series! All are welcome to attend our events and meetings. Join us!". Below the text are the names of the organization's officers: "President - Nick Brennan", "Vice President - Nick Angeloni", and "Secretary - Jordan Donegan".

Questions?

Contact Ryan Green

greenry@upstate.edu

Or stop by CAB room 202