The ~new~ Spartan Connect

Creating events, editing events, and taking attendance
Overview

- When to submit an event request
- How to submit an event request
- How to take attendance at an event
What needs an event request?

**Event Request Required**
- Any event open to all UNCG students
- Any event open to the public (non-UNC students)
- Any event where an outside performer/speaker/vendor is needing payment
- Any event funded by SGA
- Any fundraising event

**Event Request Not Required**
- Group meetings
- Group socials (group members only)

*Your group is not permitted to have your event until your Spartan Connect event request is approved by the CAP office*
Submitting Event Requests

- In person program or event
  - 30 days prior to event date
- In person meeting or tabling
  - 7 days prior to the event date
- Virtual program or event
  - 15 days prior to the event date
Visit spartanconnect.uncg.edu
Log in with your UNCG email and password
Click on Admin Dashboard
Navigate over to the left side of the screen and click on create
Click on the event option
Fill out the entire form, scroll back up to the top and hit submit
Making edits to your event
Go to your admin dashboard, click on events
Find your event, click the three circles then click edit
Make your edits, then click submit for approval
Taking Attendance
Option 1 - Presence CheckPoint App

Go to your app store and download Presence CheckPoint
Enter your event pin
**the event pin is live 1 hour before your event, during your event, and 1 hour after your event**

Use the pin login option
Go to the events tab, and find your event, click on your event and look for the pin.
Using the presence app...

- During the event, you can manually check people in with their 88# or UNCG email address.
- This would be a good option for smaller events.
- The presence app is something that staff would download on their phones to check students in. It’s not something that students need to download at this time.
Option 2 - Swiping in
Swipe Spartan Cards or enter 88# here
Using the swipe method...

- Students can be checked in manually or by card swipe. Typically swiping into the event is the quickest way to track attendance.

- During the event, you can use a student’s 88#, Spartan Card number, or UNCG email address to check into the event (see next slide if you are adding attendees post-event).
Taking attendance

- If you want to use email addresses or Spartan Card numbers to track attendance, all attendee information needs to be uploaded within 1 hour after the event ends.

- If you need to upload attendance more than 1 hour after the event ends, you will need 88#s to upload the attendance to the event.
Questions?

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