How to Create Events in EagleLink

For more information on setting up your account and getting started, email LSI@usm.edu.

Step 1:

Complete the Event Request Form through the LSI website by published deadlines. Once the event is approved, you can proceed with event creation.

Step 2:

Start at usm.presence.io and use your SOAR credentials to log in.

Step 3:

Click the down arrow in the top right corner and then click on admin dashboard

Step 4:

Click on Create Event

Step 5:

Fill out the event form

- Make sure you fill out all information that is needed and/or applies.
- Select from a list of Tags for your event - click and a list will appear or begin typing if you know which tag you would like. You can pick as many as you want!
- Note: A person may only select an organization they have access to create events for.
- The ideal size for a cover image is 960x375 pixels
- Select Event Options
  - Hidden From Non-Members: The event will only be shown to members of an organization (when they are logged in) on the Student Portal [Ex. SMAC- members that have to be selected in order to be in the organization]
  - Members Only Check-In: Only members of an organization will be allowed to check-in
  - Allow Non-Student Check-In: Non-students (e.g. community members and other campus guests) will be allowed to check-in to an event (via manual entry of student ID)

Step 6:

Click approve. You will be notified via email when your event is approved. All student organization events will first be submitted to LSI for approval.

Once the event has been created and approved, it will automatically create a unique Pin # for your event. Make sure you write it down. This Pin # will be active one hour prior to the start time of the event and throughout the event. To use this pin, you, along with others in your organization, are advised to download the app on your cell phone called ‘CheckPoint’. Once in the app, you can type the ID of your guests to track attendance.

Step 7:

As students check in, demographic information is auto saved under the “Assess” tab in EagleLink in real time. This can help you better learn what types of students are attending your events and how successful they are overall!