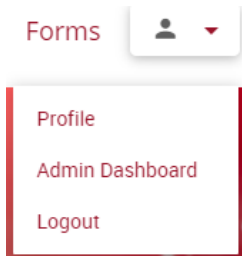
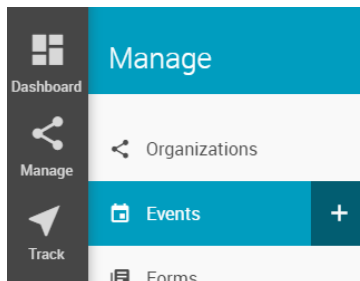


BlazerLink: How to Create an Event

1. Go to <https://valdosta.presence.io/> and click on the icon in the top right corner and select **“Admin Dashboard”**.



2. Once on your Admin Dashboard, click on **“Manage”**.
3. Select **“Events”** then **“+”** to create your event.



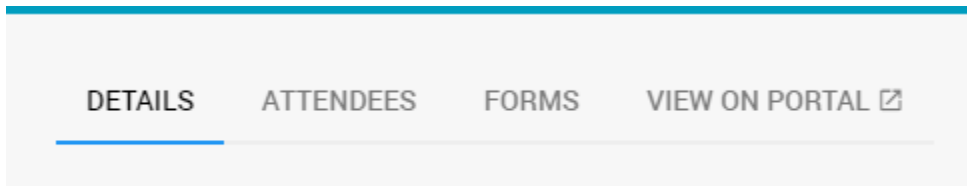
4. Next, enter all the required information on the **“Event Registration”** form.
5. Enter the Event Name, Host, Start Time, and End Time, Location, and Cover Image. These fields are required.
6. Your event must be approved by Student Life.
7. You may check students into your by Downloading the app (**“Presence CheckPoint”**) from the App Store.
8. To find your event PIN select **“Manage”**, **“Events”** and then you should find your event listed under **“Event Title”**.
9. Once you have selected your event, the PIN number should be available under the **“Details”** tab.
10. Open the App and Select **“PIN LOGIN”** on apple devices or **“SCAN”** for android.
11. Enter the four-digit **PIN** associated to that event.
12. You may then use your camera to scan students OneCard.
13. This screen will appear showing students who have successfully been checked in.

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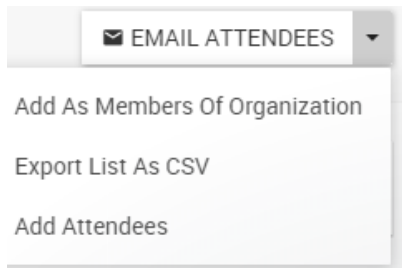
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- 14. If the students do not have their OneCard you may enter their student ID number or email address.
- 15. **IMPORTANT:** You may only scan students into the event one hour before and after the scheduled event time.
- 16. If you need to go back and add attendees at a later time you may do that. First, you click on your event title and select **'Attendees'**.



- 17. On the right side of the page select the drop down arrow next to **'email attendees'** and click **'add attendees'**.



- 18. You may then enter in the students 870 numbers.