

Office of Student Activities

presence Guides

How to add events

Are you looking to easily promote, plan, and evaluate your event? Putting it in Presence is the easiest way to accomplish all three! Adding an event in Presence automatically puts it on the campus calendar where many individuals go to find events on campus. It walks you through a number of planning steps for the event and even automatically sends you a program evaluation form afterwards to help process how the event went.

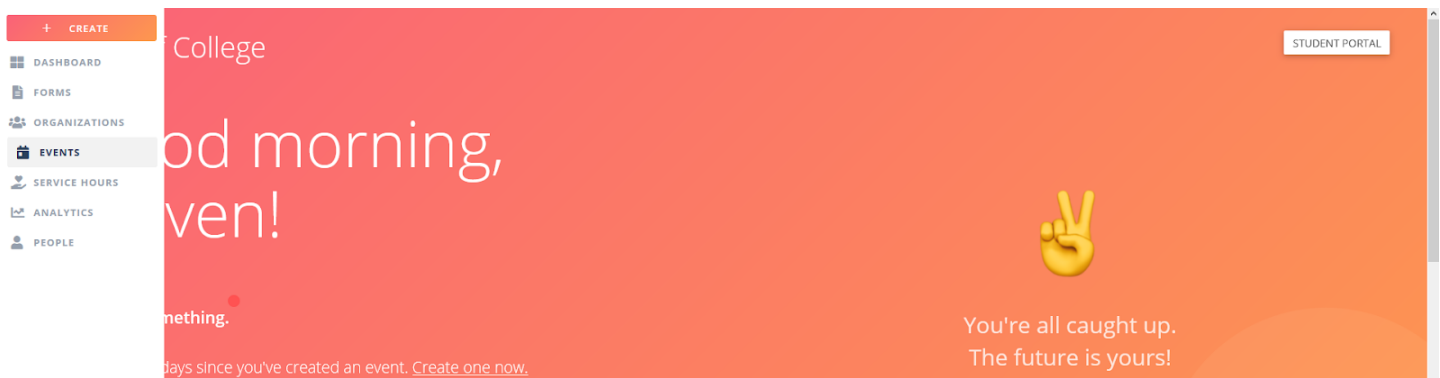
Step 1:

Log in at stolaf.presence.io/admin with your St. Olaf Username and Password.

- If you are unable to login and are an officer in your organization, please email osa@stolaf.edu with the organization name and your position within that organization.

Step 2:

Move your mouse to the left side of the screen and a menu will expand and list “Events”, click on “Events”



Step 3:

You will now see the general event screen that will list other events you have submitted in past. To add a new event, click the plus symbol on the top right of the screen.

Step 4:

You will be taken to the “Event Registration” form with multiple fields to fill in. Fields that are required in order to submit your event will have a red asterisk next to them (Event Name, Host [your organization], Time & Location, and Cover Image).

Step 5:

When you are ready to submit, click “Submit for Approval” in the top right corner of the screen. This button will only appear when all required fields are filled out. Your event will then be approved or you will be asked to make edits/clarifications by a staff member from the Office of Student Activities

Step 6:

Once your event is over, you will automatically be emailed a “Program Evaluation” form. It is important that you fill this out to reflect on your event and create improvements for future events!