

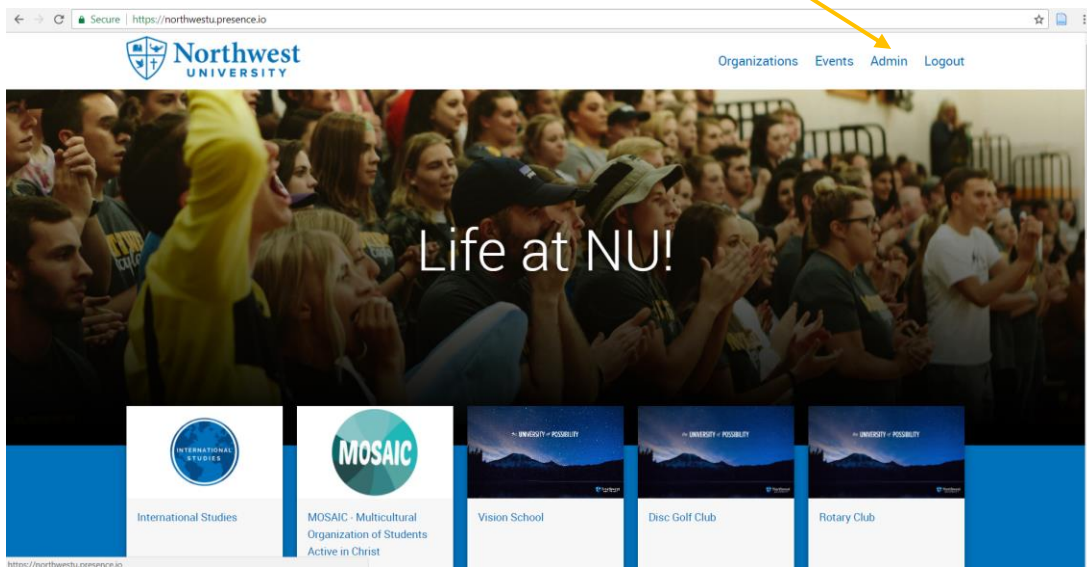
# LIFE AT NU: WEBSITE AND APPLICATION

## APPLICATION

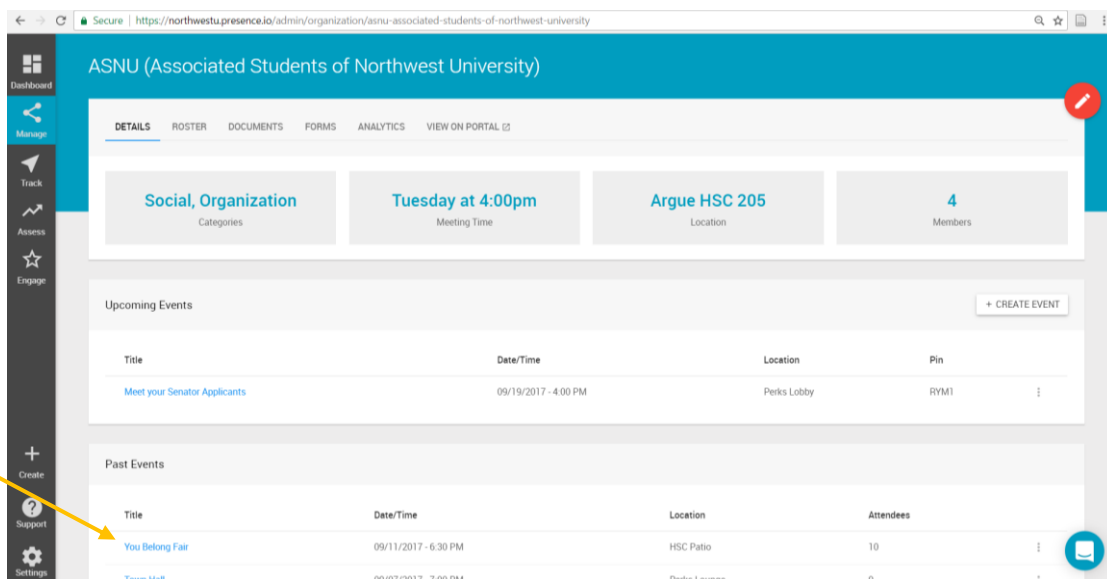
You've used the Presence Checkpoint App, now where do you go from here? The following are some steps that will help you get the most out of the application in terms of membership, recruitment, and communication.

## WHERE TO BEGIN

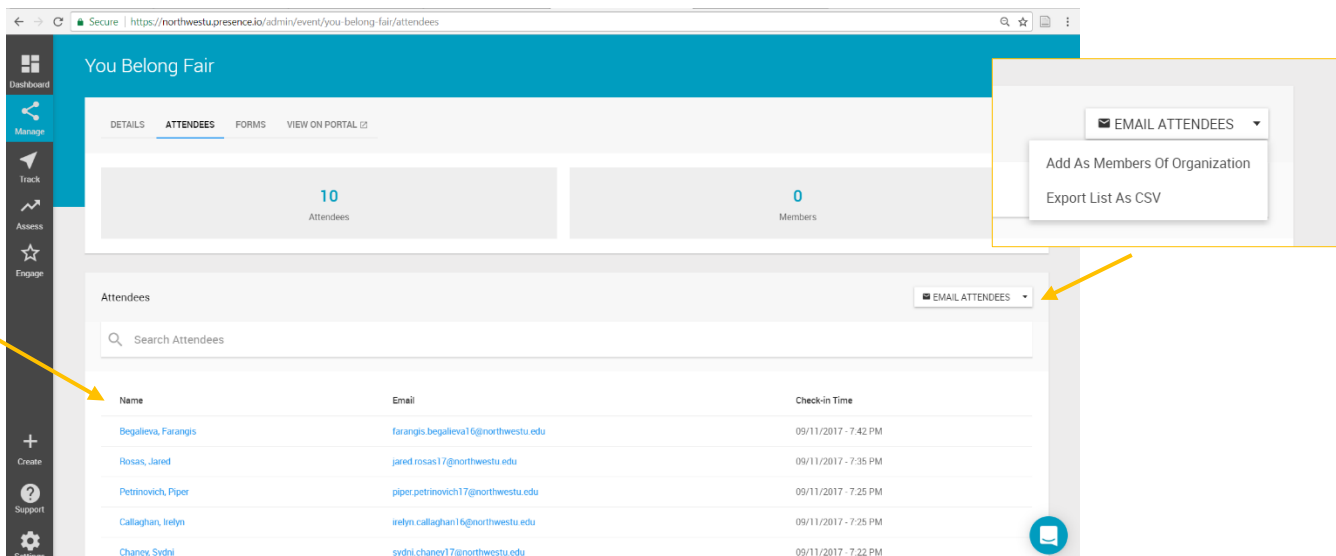
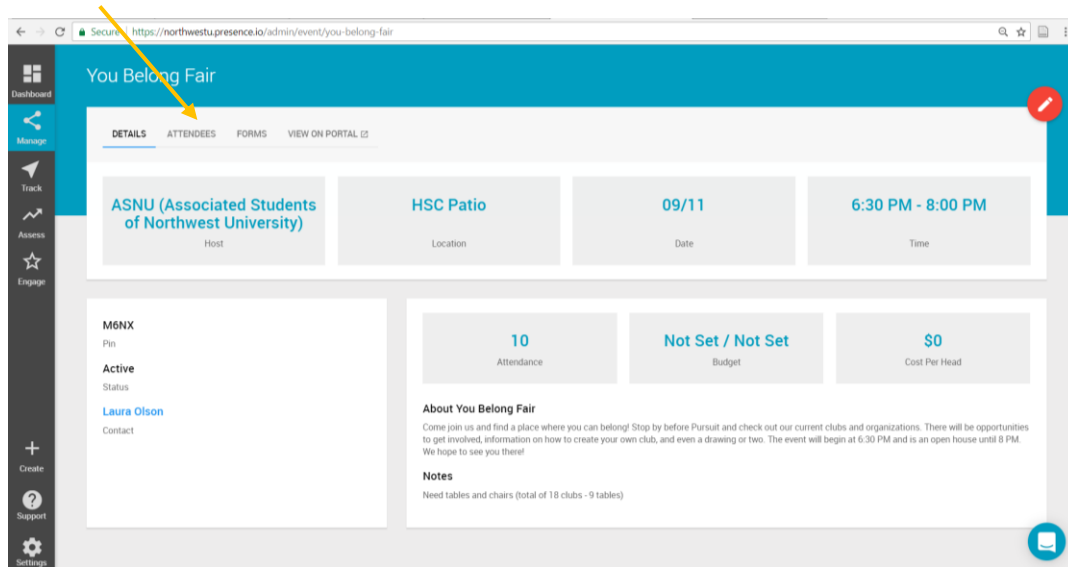
Login to the Life at NU webpage and go to "Admin" Page.



Go to your organization and click on the past event that you are collecting data from.



Click on "attendees" to see who attended the event.

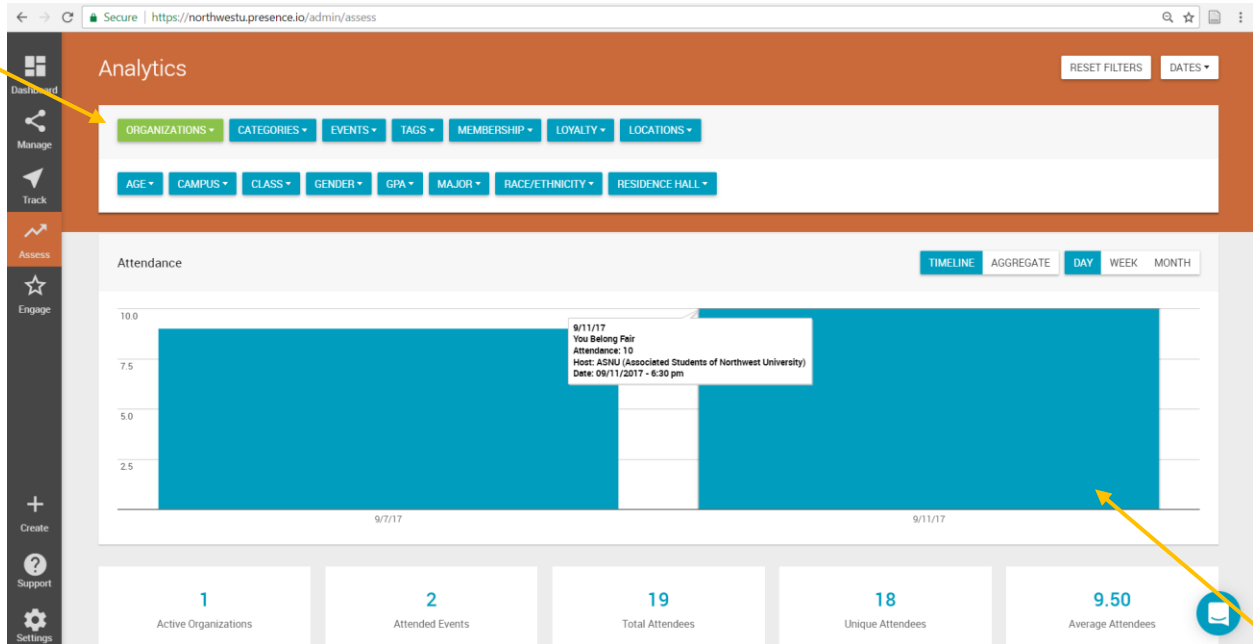


From here you can choose three options of what to do with those who attended your event:

1. Email Attendees: This gives you the option to send a mass email (in Bcc) to all attendees.
2. Add as Members of Organization: You can automatically add these attendees as members of your organization/club.
3. Export List as CSV: This exports a list of the attendees to an excel sheet for your records.

## OTHER ACTIONS

Analytics: Choose your organization to view a total break-down of details regarding attendees. This includes a variety of demographics that can assist you in tracking who/what you need to be advertising to. It also includes side-by-side comparisons of past events.



Comparison of events

