EAGLESYNC 2.0: WHAT YOU NEED TO KNOW

EAGLESYNC IS THE ONLINE PLATFORM FOR MANAGING CO-CURRICULAR ENGAGEMENT AT USI. EVERY REGISTERED & RECOGNIZED STUDENT ORGANIZATION IS REQUIRED TO CREATE AND MAINTAIN THEIR GROUP IN EAGLESYNC.

WHY DID EAGLESYNC CHANGE? - USI HAD TO CHOOSE A NEW ONLINE PLATFORM TO USE STARTING IN MAY 2020, OUR NEW PLATFORM GIVES NEW OPPORTUNITIES TO TRACK AND PROMOTE ENGAGEMENT & EVENTS AT USI.

WHAT IS...

presence

Presence is the online platform that hosts EagleSYNC for USI. The platform is used by hundreds of colleges and universities around the country. When you get emails from EagleSYNC they will come from Presence.

Presence = EagleSYNC

NEW FEATURES

EVENT CHECK-IN ON YOUR PHONE

Check attendees into events through an easy phone app

NEW ATTRACTIVE DESIGN

Make an inviting organization landing page for easy member adding & access

SIMPLE ORG. AND EVENT SEARCH

Search by organization, date and a myriad of other options to make involvement easy

HAPPINESS TEAM

Help and support are readily available thru the Presence Happiness Team

NEW TERMINOLOGY

"USER"

This means the same thing as "Admin". This is a person that an edit your page, add events, and determine access. LIsted Officers are automatically "Users".

"PRIMARY ADVISOR"

This should be your on-campus advisor and/or your financial manager. This can only be a USI faculty/staff member.
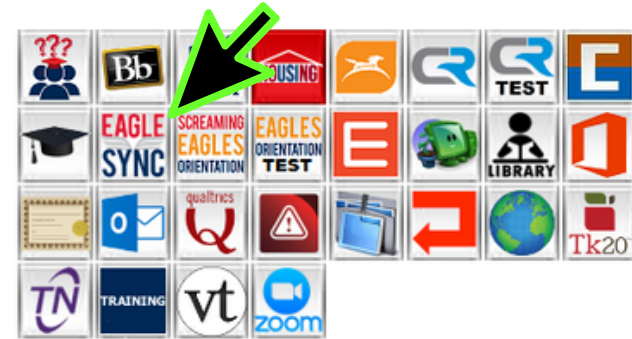
"PROFILE"

This shows what you have attended and done in the system, as well as what organizations you are a member of.
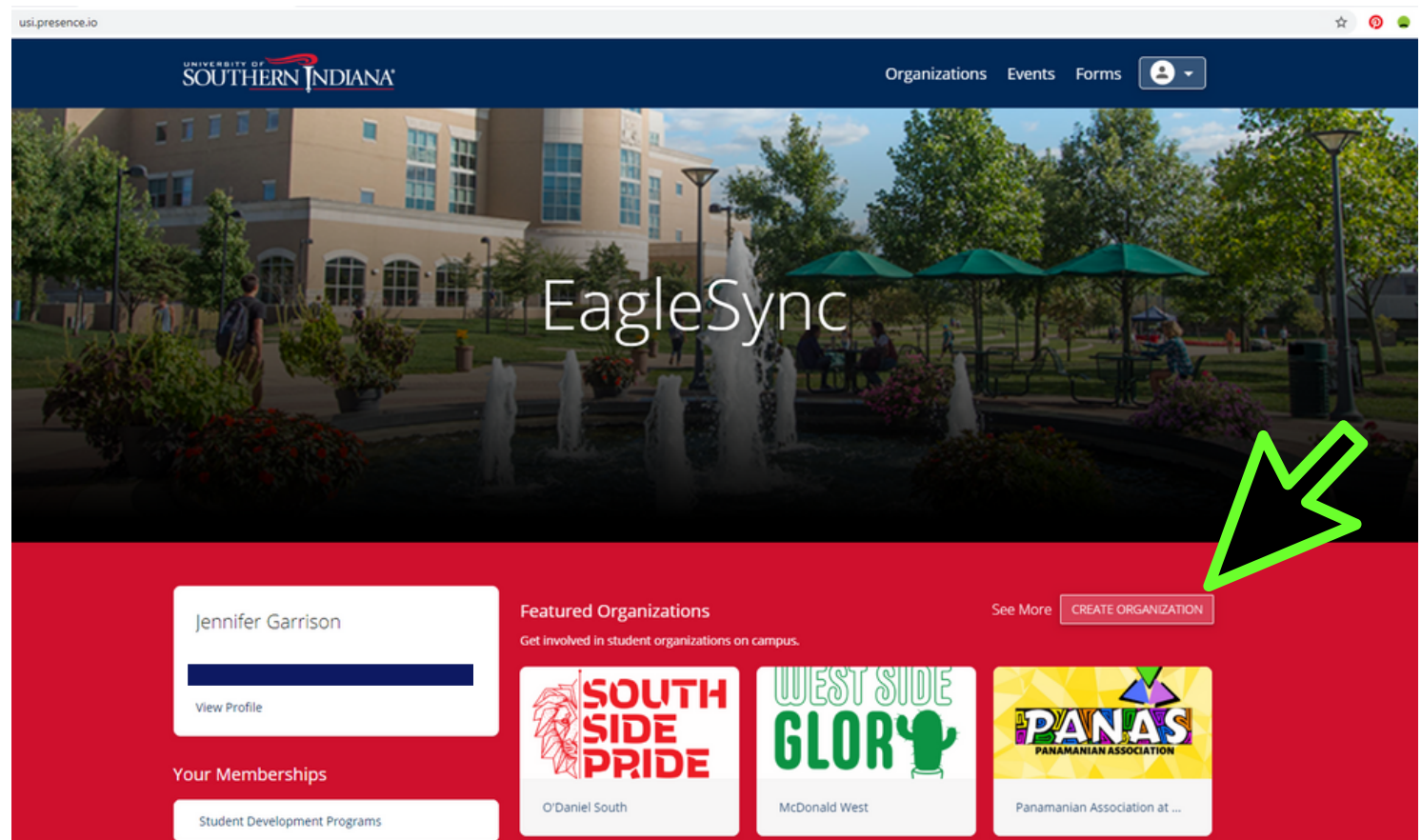
4 STEPS: CREATING YOUR ORG IN EAGLESYNC

1 **LOG INTO EAGLESYNC THROUGH MYUSI**
You must be a current USI student, faculty or staff member to log into EagleSync

2 **CLICK ON CREATE ORGANIZATION**

UNIVERSITY OF
SOUTHERN INDIANA®

Organizations   Events   Forms

Organization Registration

Basic Information

Organization Name *

Student Organization are not allowed to have "USI" or "University of Southern Indiana" precede the name of the organization. "USI" or "University of Southern Indiana" can follow the name, if the group chooses to do so. (For example use, Baking Club at USI; NOT USI Baking Club.)

About

Please provide a short description of your organization. Content MAY include when your organization formed, what your mission is, why people should join, what events you have, and how to get involved.

H1   H2   H3   H4   H5   H6   P   PRE   "   B   I   U   S   :≡   :≡   C   ↺   ⊘   ≡   ≡   ≡   ≡   ≡   ≡

</>   ▣   ⊘   ▶   WORDS: 0   CHARACTERS: 0

Category Information

3 FILL OUT THE FORM & SUBMIT IT
This form can be changed after it is submitted.

4 APPROVAL EMAILS
If you are the president or on campus advisor, you will need to approve the organization through emails you will be sent by Presence (on behalf of EagleSync).