Instructions for Stonehill Student Activities – Events & Attendance

Purpose: Manage Events & Attendance for Student Activities

myHill Tab: myCampus

myHill Channel: Stonehill Student Activities – Events & Attendance

myHill Link: Events & Attendance for Campus Clubs, Committees, Organizations, Intramural Sports & Club Sports

Note: All students who are members of your Club, Committee or Organization must register on myHill to be counted in the Attendance. The Register to join link may be found on the myCampus tab in the Stonehill Campus Clubs, Committees & Organizations channel.

Processing Steps:

1. Log in to myHill. Click on the myCampus tab.

2. In the Stonehill Student Activities – Events & Attendance channel, click Events & Attendance for Campus Clubs, Committees, Organizations, Intramural Sports & Club Sports.
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3. Select your Organization from the drop-down list. Click the Continue button.

4. Use this form to create Events and take Attendance for members of your Club, Committee or Organization.
   a. To create a new Event (for example, a Meeting is an event), click the Add New Event button.
   b. To send an email to all members of your Club, Committee or Organization, click the Email all members link. This will automatically open Outlook and populate the ‘BCC’ field with the Stonehill email addresses of your members.
5. Once you click the **Add New Event** button, the **Event Type**, **Date** and **Time** drop-down boxes and **Event Comment** field will be displayed. A **red asterisk** * indicates a required field.
   a. The Event Type choices are: *Event*, *Game*, *Meeting*, *Other*, *Practice* and *Rehearsal*. Select the type for your Event.
   b. Select the Month, Day, Year, Time and AM/PM for your Event.
   c. The Event Comment is optional. You may enter any text you wish in that field.
   d. Click the **Save** button.
   e. If you wish to start over, click the **Cancel** button before you save.

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**Event and Attendance Form for Campus Clubs, Committees, Organizations and Intramural/Club Sports**

*Please use this form to create Events and take Attendance for Student Clubs, Committees, Organizations, Intramural Sports and Club Sports for the current Academic Year. Click the Back to myCampus Tab link at the top of the page to exit this form.*

**Academic Year:** 2015 - 2016

**Club/Organization/Sport:** Biology/Pre-Medical Society

**Event Type:** * Select  

**Event Date/Time:** *

**Month:** * Select  
**Day:** * Select  
**Year:** * Select  
**Time:** * Select  
**AM or PM:** * Select  

**Event Comment:** 

[Save]  
[Cancel]  

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6. The screen shot below shows that I created a Meeting, scheduled for September 14, 2015 at 6:00 pm. The Number of Attendees is 0 because I have not yet taken attendance.
   a. To take attendance for this meeting, Click on the Attendance button.
7. All registered members will appear on the Attendance page.
   a. Your name will be listed next to the message: *Today’s attendance is confirmed by you.*
   b. Click the **Change Attended Status** button next to the name of each student who attended the meeting. The button will change the **Attended status** to Yes, and change the **Date Attendance Confirmed** to today’s date.
   c. If you click the button next to the wrong student, click it again to change the Attended status back to No. The button toggles the status between Yes and No.
   d. When you have completed your Attendance, click the **Finish** button.

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<table>
<thead>
<tr>
<th>Student Name</th>
<th>Attended</th>
<th>Date Attendance Confirmed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lia Canglia</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>Dana V. Dhami</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>Samantha S. Donoghue</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>Brandon George</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>Hannah E. Gifford</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>Amanda B. Sager</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>Rhea A. Schneider</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>Taylor P. Vigneault</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>Eva E. Weinstein</td>
<td>No</td>
<td></td>
</tr>
</tbody>
</table>
8. The Event page will be displayed and will now show your Meeting, the Number of Attendees and the Attendance Confirmed Date. You may go back and change the attendance for this meeting by clicking on the **Attendance** button.

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### Event and Attendance Form for Campus Clubs, Committees, Organizations and Intramural/Club Sports

*Please use this form to create Events and take Attendance for Student Clubs, Committees, Organizations, Intramural Sports and Club Sports for the current Academic Year. Click the **Back to myCampus Tab link** at the top of the page to exit this form.*

**Academic Year:** 2015 - 2016

- **Add New Event:** [Click here to Add a New Event for the Club/Organization/Sport listed below.]

**Club/Organization/Sport:** Biology/Pre-Medical Society  [Select another Club/Organization/Sport]

- **Email all members:** [Click here to send an email to all members]

To take Attendance for an Event listed below, click the **Attendance button** next to the Event.

<table>
<thead>
<tr>
<th>Term</th>
<th>Event Type</th>
<th>Event Date/Time</th>
<th>Event Comment</th>
<th>Number of Attendees</th>
<th>Attendance Confirmed Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall 2015</td>
<td>Meeting</td>
<td>09/14/2015 06:00 PM</td>
<td>first meeting of the year</td>
<td>5</td>
<td>09/13/2015</td>
</tr>
</tbody>
</table>

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To Delete an Event, please go to the page and click on *Delete Event*.
9. If your Event information is not correct, you may Delete the event and start over.
   a. Scroll to the bottom of the page.
   b. Select the Event to Delete from the drop-down list.
   c. Click the Delete Event button,
   d. This action will delete the event along with the associated attendance records. It will not remove registered students from your organization. It will only remove the attendance records for the event you just deleted.
   e. Click the Add New Event button to start again.

10. Click the Back to myCampus tab link at the top of the page to exit the form.