Event Registration Guide

This guide is meant to be a quick resource in navigating the CU BuffConnect Event Registration Form.

Events that are submitted through these forms and approved through the Center for Student Involvement (CSI) will populate to all student profiles and on the Events “Calendar” through CU BuffConnect. Additionally, if your event is private you can also specify if it is open to the general student community or just your members.

If you have any questions relating to this form, please email studentorganizations@colorado.edu.

Step #1 – To obtain this form, you must be considered an Organization Administrator for your Recognized Student Organization (RSO) and have the access to Add/Edit Events.

Step #2 – Go to https://colorado.presence.io/ and login with your CU Identikey and Password.

Step #3 – On the top right of your screen you should see the options below, click on the dropdown window with the person icon and click Admin Dashboard.

Step #4 – To create an event you can either click on the orange (+) icon below (top left corner of screen) or you can take the link to the Event Registration Form (https://colorado.presence.io/form/event-registration):

Step #5 – Fill out the Event Registration Form and all relevant fields. Utilize this guide to understand all fields and how to fill out correctly.

Step #6 – Click Submit for Approval once your form is filled out. Approvals can take 1 – 3 business days.
Submit for Approval: All events that are registered through BuffConnect will require approval from our office. Typically, approvals can take 1 – 3 business days and any in-person event might take closer to 2 – 3 business days as we ensure all approvals have been determined. This button will appear as soon as you start filling out the first field of the form. Please note that approvals in BuffConnect do not indicate campus approval or venue space confirmation. There are separate request processes for both venue space and campus event approval.

Event Name: Enter the name of the event as indicated on any of your marketing materials.

Host: A dropdown window will appear and you should choose your Recognized Student Organization (RSO). This will connect the event to your BuffConnect portal.

About the event: Describe your event to your audience. Share what attendees can expect when they attend.
This event will include: These are built-in options that give the approvers in the Center for Student Involvement (CSI) an idea of what your event will include. Choose any option that is relevant to your event.

Time & Location: These fields are to indicate the start/end time, duration, and venue of your event. If your event is virtual, you should include any relevant information relating to access (Zoom link, etc.).

Upload confirmation of your approved event space: When you are hosting an in-person event, you will be required to go through a campus event management approval process. Through this process you will receive a variety of “Event Management Forms”, after your event is approved, you will upload the approved Event Management Form to this field.

If your event is not held in-person, you do not need to upload any document to this field.

You can find more information on the Event and Activities Approval Process here: https://www.colorado.edu/policies/event-and-activities-approval-guidance.
Contact Information and RSVP Link: This is where you'll list the primary contact for this event. Feel free to put a specific person’s name if you have a lead event planner and for contact email you can either list the lead event planner’s email or your group’s generic email.

For the RSVP Link, this is where you can list any relevant form/document that people need to fill out in order to attend the event. This is not required but is an option if your event does require registration/RSVP.

Tags: These are pre-made options that you can choose in order to categorize your event.

Cover Image: Upload an image such as a poster/handbill for the event or you can choose from some of the pre-made images.

Waiver: If you have a waiver for your event (often times associated with events with a high-level of risk) you can place this form in this field in order for attendees to fill out when they visit the event page.
Options: These options are only relevant if your event is considered “private” or for internal types of activities.

- **Hidden From Non-Members**: If you check this option, only members associated with your RSO and formally listed on the roster within CU BuffConnect will be able to see this event. This event is not public to anyone outside the organization.
- **Members Only Check-In**: Essentially the same as the above option but has a component that requires members to register or RSVP for this event.

Notes: These are visible to the event planner (the person submitting the form) as well as the Center for Student Involvement, these are just additional comments about the event that you want our office to be aware of.
Event Check-In Guide

This guide is meant to be a quick resource in navigating the CU BuffConnect Event Check-In process.

Only events that are approved through BuffConnect are eligible to utilize this check-in process in order to collect student information. The information collected through this process should be utilized for: contact tracing, surveys, and opt-in communication. Groups and student organizations should be mindful to not abuse the collection of student information for any personal, financial, or academic gain/benefit.

If you have any questions relating to this form, please email studentorganizations@colorado.edu.

Step #1 – Only Organization Administrators can check-in attendees to events that are approved through BuffConnect.

Step #2 – Go to https://colorado.presence.io/ and login with your CU Identikey and Password.

Step #3 – On the top right of your screen you should see the options below, click on the dropdown window with the person icon and click Admin Dashboard.

Step #4 – Click on the calendar icon in order to bring up the search menu for events.

Step #5 – Search for your event and select it when it pops up. Only events you manage will be displayed.
Step #6 – When you click your event, it will bring up the event administration page. Click on Attendees.

Step #7 – To start adding attendees, click the button Add Attendees.

Step #8 – The following menu will pop up. In this menu you will be able to check attendees in using their CU Identikeys (Example: abcd1234) or by swiping their Buff OneCard. When you are done with the event, just close the Add Attendees menu and you’re all set!

- Students, staff, and faculty can all be checked into your event using BuffConnect. Just swipe their Buff OneCards (if you have a card swiper) or ask them for their CU Identikeys and you can enter them manually in the field above. The system is setup to directly link a CU Identikey to a person, if you have an error that pops up then you might have entered the information incorrectly.

- Non-CU Affiliates cannot be entered into BuffConnect.