

# KIOSK

CHEAT SHEET

Guide Created by Binghamton University

#### HOW TO LOG IN

1. Navigate to [Custom platform link](https://www.campusgroups.com/home_login).
2. Click 'Login.’
3. Enter your credentials & click login.

#### HOW TO CREATE AN EVENT

1. Log into your platform ([Custom platform link](https://www.campusgroups.com/home_login)).
2. Search for and/or click on your group.
	1. Group of ‘people’ icon on the top left corner.
3. Click ‘events’ (left-hand menu bar).
4. Click green ‘create event’ button (top right corner).
5. Fill in appropriate event info.
6. Click either ‘save,’ if completed or ‘save as draft’ to come back to/edit event.

#### KIOSK CHECKLIST

1. Create your event.
2. Make sure **everyone can register** for & see the event.
	1. Under ‘Access & Display Options’ towards the top.
3. Make sure ‘Check-In Method for The Kiosk’ is set to ‘Enter Name or Email.’
	1. Under ‘Attendance Tracking Options’ at the bottom.
4. Make sure ‘Activate RSVP At the Door’ **is checked**.
	1. Under ‘Attendance Tracking Options’ at the bottom.

#### NEED MORE HELP?

1. Explore CampusGroups Resource Articles [http://help.campusgroups.com.](http://help.campusgroups.com/)
2. Click “?” on bottom right to access CampusGroups Support.
3. Email campus contacts (insert campus contact emails).