

USC Upstate Fraternity & Sorority Life

USC UPSTATE FSL EVENT REGISTRATION AND ATTENDANCE DOCUMENTATION POLICY

All authorized chapter-sponsored events (both on-campus and off-campus) scheduled for January 18th and after are required to be registered in AGORA/Presence **at least 7 days** before the event date. Please note that events for the remainder of January 2021 will be excused from the 7 day registration expectation.

Additionally, attendance at authorized chapter-sponsored events must be tracked via ID scans (for in person events) or logged manually (for virtual events).

As per notice of the USC Upstate Office of Student Involvement,

“Failure to register an event and scan IDs will result in an investigation and likely suspension of your Registered Student Organization status.

Please understand that we are in the midst of a pandemic. Effective and Efficient contact tracing following positive COVID 19 test results is paramount to our ability to identify and reduce further spread of the virus on our campus.

This requirement was included in the COVID 19 training module. Please help us keep our campus open and community safe.”

Any chapter found to have violated this policy may receive sanctions from USC Upstate Fraternity & Sorority Life and/or the Office of Student Involvement.

CHAPTER-SPONSORED EVENTS, DEFINED

A university-recognized *chapter-sponsored event* is defined as any event that is characterized by one or more of the following:

- A member took part in the coordination of the event for the benefit of other members in the chapter/council.
- Chapter/council funds were used to support the event, including location rental, transportation, music, entertainment, lodging, food/beverage, decorations, etc.

- Information concerning the event was distributed through chapter/council resources, which includes announcements in a chapter/council meeting, advertised utilizing fliers, handouts, or electronic communication (e.g. social media).
 - This includes events that allude to a registered chapter or organization through the use of phrases, logos, colors, etc.
- Information concerning the event was posted in a chapter house/council office.
- Event was hosted in an officially-recognized chapter house

UNSPONSORED CHAPTER EVENTS

USC Upstate **does not support** any ***un-sponsored chapter event***. USC Upstate strongly advises chapters/organizations to hold events in accord with all (inter)national organizational, Office of Student Involvement and USC Upstate policies in order to protect the members and guests of the chapter/organization.

It is important that all members of the USC Upstate Fraternity/Sorority community understand the risks associated with unsponsored chapter events. They include:

- Potential physical harm to members and guests
- Reputational damage to both chapter/organization and University
- Strained relationship between the Greek chapter/organization and the university community.

For these reasons, USC Upstate recommends all chapter/organization leadership **strongly discourage** members from hosting or facilitating ***un-sponsored chapter events***.

Chapters found to be hosting unsponsored chapter events **may** be subject to strict university sanctions (up to and including disaffiliation) through FSL and the USC Upstate Office of Student Involvement. All FSL registered chapter/organization(s) hosting unsponsored chapter events will be held responsible for any such harms that arise out of actions and/or conduct associated with the event.

An ***un-sponsored chapter event*** is defined as any event that fails to meet the requirements of a university recognized chapter event and yet might reasonably be perceived as such.

Some examples of potential ***un-sponsored chapter events*** include:

- Event(s) hosted by one (or more members) where several current members and/or new members/pledged members are attendees
- Some pre-game celebrations and/or other spontaneous or impromptu events that involve recognizing or celebrating the chapter

- Events hosted in an unofficial chapter house

COVID-19 CONCERNS AND EXPECTATIONS – EVENT PROGRAMMING

Due to COVID-19 related concerns, chapters should reconsider hosting social gatherings. BEFORE attempting to register an event, chapters should read the following information and the [University Risk Mitigation Plan and the sections that particularly pertain to FSL and Student Organizations on page 28.](#)

Chapter-sponsored events of any kind must adhere to USC Upstate, county, and state expectations and guidelines. The health of members, guests, and the community at large is of primary importance.

Currently (As of January 15th, 2021), the expectation is that events and gatherings be **up to 50 people indoors** (as long as 50 is not OVER 50% of the venues regular capacity) and **100 people outdoors** (as long as 100 is not OVER 50% of the venues regular capacity). You may request an exemption for events over these figures using the [COVID Cap Exemption Form](#).

Additionally, Indoor events between 36 – 50 people and outdoor events between 71 – 100 require a phone/video call with the Director of Student Involvement to discuss risk mitigation plans in depth. These meetings are scheduled AFTER registering your event.

Please note that these capacity numbers INCLUDE your chapter members, not just those who are guests.

Any type of event that occurs in-person should keep entirely accurate lists of who attended in case it is needed for contact tracing. Attendance for USC Upstate students should be added to the presence event at the time of the event.

ATTENDANCE DOCUMENTATION EXPECTATION DURING COVID-19 PANDEMIC

Along with the expectation to document all USC Upstate student attendance at in-person/virtual events, during the COVID-19 pandemic, chapters are expected to keep attendance lists for all in-person events for contact tracing.

If the chapter is notified that a person who attended their event tested positive, the chapter should be prepared to work in tandem with Health Services to conduct contact tracing by providing a full attendance list.

UNSPONSORED CHAPTER EVENTS DURING COVID-19 PANDEMIC

USC Upstate **does not support** any ***unsponsored chapter event***. USC Upstate strongly advises chapters/organizations to hold events in accord with all (inter)national organizational, Office of Student Involvement and USC Upstate policies in order to protect the members and guests of the chapter/organization. This is even more critical during COVID-19. All events should observe and be in accord with USC Upstate University Risk Mitigation protocols.

It is important that all members of the USC Upstate Fraternity/Sorority community understand the risks associated with unsponsored chapter events. They include:

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TRADITIONAL EVENTS DURING COVID-19 PANDEMIC (ie. Formal, Yardshow, Semi, New Member Presentations, etc.)

Due to event sizes, some in-person social gatherings hosted by a fraternity/sorority chapter or council may not be able to take place. Chapters may consider hosting traditional events that are

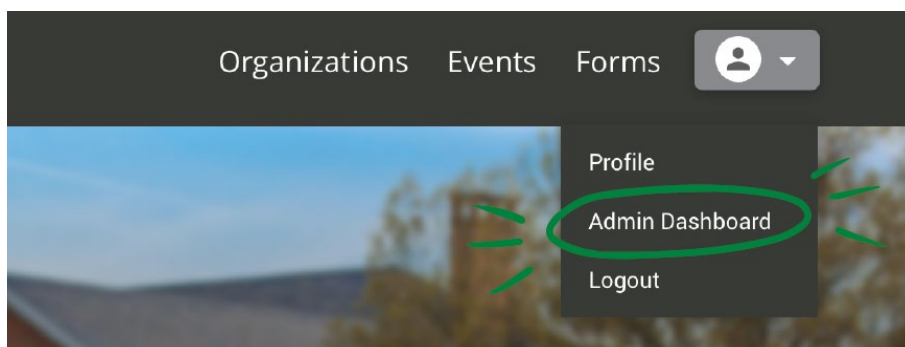
revamped to gathering size restrictions listed above. Chapters that wish to host social events at third party venues should contact the Fraternity/Sorority Advisor to discuss options and ensure partnership with the venue and event size meet current guidance and public health orders.

USING AGORA (ALSO KNOWN AS PRESENCE)

How to Register an Event (Create an Event)

Follow the steps below to create an event through Agora – [OR WATCH A TUTORIAL HERE](#).

1. Click [HERE](#) to login using your UPSTATE EMAIL and UPSTATE EMAIL PASSWORD.
2. Once logged in, click the drop down button and select **ADMIN DASHBOARD**.



3. On the dashboard page, click the plus sign in the upper left corner to select form
4. Complete the “Event Registration Form” and scroll back to top to submit.

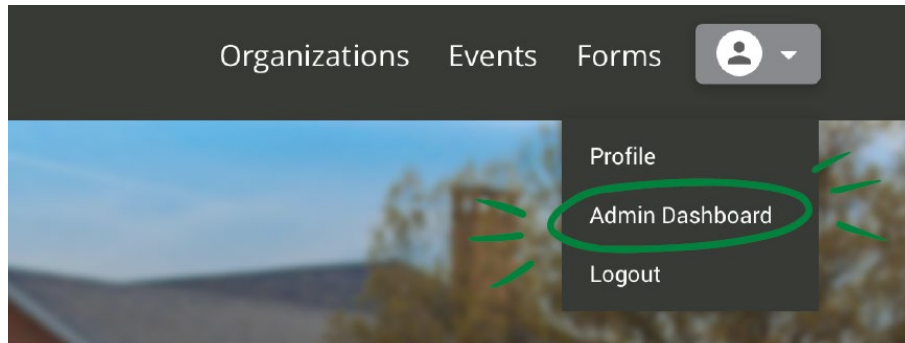
NOTE: If you need to reserve a space, choose option 1 and fill out a space request form after submitting. If you have a space, click option 1 and disregard the link after submitting.



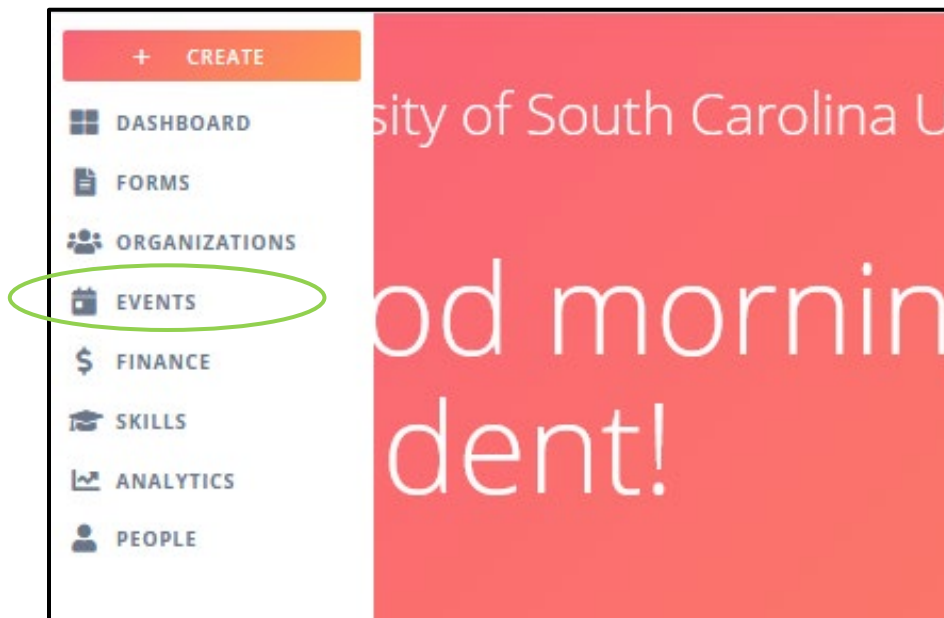
FINDING YOUR EVENT PIN TO TAKE ATTENDANCE

1. Click [HERE](#) to login using your UPSTATE EMAIL and UPSTATE EMAIL PASSWORD.
2. Once logged in, click the drop down button and select **ADMIN DASHBOARD**.

Please Note: If you do not see "Admin Dashboard," that means you do not have administrative privileges. Please make sure that the previous officer (or Chapter President) added you as the new officer for your role.



3. In the navigation pane on the left hand side, select "Events." You will be taken to a page with all the events of organizations for which you are an officer (that is listed as such in Presence).



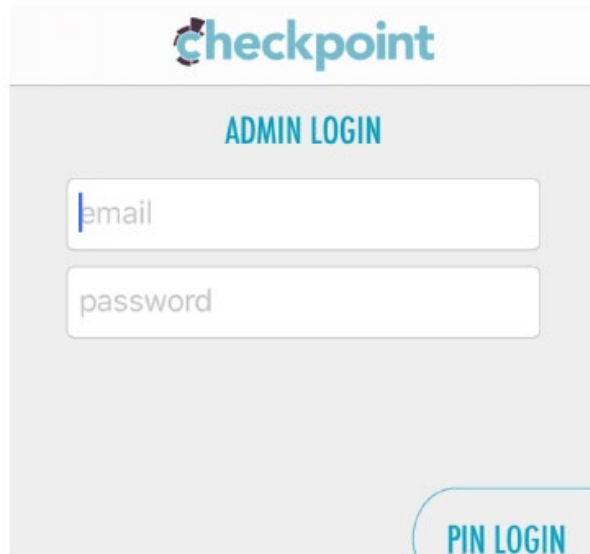
- Search for your event using the search field and filters available. Your event pin is listed next to your event on the right. Once you get your pin, utilize the instructions in the next section to mark attendance at your event.

Example: Below, the event code for Flex Leadership Session is WMLY.

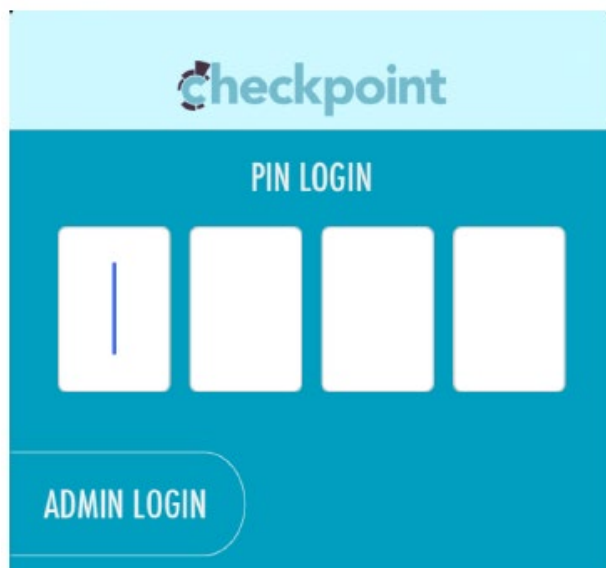
Event Title	Organization	Location	Date/Time	Pin	Attendees
Spectrum Weekly Meeting	Spectrum	Virtual	10/15/2020 - 5:30 pm	MZAP	
(Cancelled) Hoodies & Hot Chocolate	Cru	Amphitheatre	10/15/2020 - 7:00 pm	YMHN	
Pie an A.Bevy Member	A.Bevy	CLC Patio	10/20/2020 - 11:00 am	DzDM	
DIY CUPS	Campus Activities Board (CAB)	CLC Student Involvement	10/22/2020 - 3:00 pm	94FG	22
Spectrum Weekly Meeting	Spectrum	Virtual	10/22/2020 - 5:30 pm	EADW	
FLEX Leadership Session	FLEX (Freshman Leadership Experience)	CLC Ballroom	10/22/2020 - 7:30 pm	WMLY	5
BSL Breast Cancer Walk	Black Student Leaders	HEC Parking lot and Library	10/23/2020 - 5:00 pm	CJQX	22
A.Bevy 90's Bonfire	A.Bevy	Intramural Fields	10/23/2020 - 7:00 pm	SDDT	26
Restoring Tables (Service Event)	IMPACT	CLC Patio	10/24/2020 - 10:00 am	XS8X	10
Founders Day	Delta Zeta Sorority	Pavilion	10/24/2020 - 2:00 pm	WGRX	14

HOW TO SCAN IDS (TAKE ATTENDANCE) AT AN EVENT

- Download the **PRESENCE CHECKPOINT APP** from the App Store or Google Play Store.



2. Open the app and select “PIN LOGIN” on Apple devices or “SCAN” for Android.



3. Enter the four digit pin associated with the event (located in Agora/Presence). [You can find your event pin using these steps.](#)
4. Tap/Press “SCAN BARCODE” to open camera
5. Hover camera over barcode of student IDs to scan each student. After scanned, the student’s name should appear on your attendance list (as seen below).

NOTE: You can manually enter a student’s VIP number OR full student email address (including the @email.uscupstate.edu portion of the email address).

← Back TEST EVENT

BRANT BESS

ALLYSON ONEAL

RYAN TORRANCE

ENKHCHIMEG TSENDNYAM

GIAN VILLAGOMEZ

6. If there is a guest who is NOT a USC Upstate student, be sure that you are keeping a non-Upstate student attendance list to include the following:

First Name

Last Name

Phone Number

Email Address

College/University (if applicable)

This list will not be required to be submitted; however, it may be requested in order to investigate an issue that has arisen.