GC Connect is the student involvement platform at GCSU. While a little cumbersome at first, it is highly functional and provides our students with the information they need to get connected and feel a sense of belonging on campus.

CORQ is the app version of GC Connect. Everything posted to GC Connect automatically appears in CORQ. As a backend user, you will not have to interface with CORQ except to scan attendees' Event Passes. We recommend taking these first steps:

1. Bookmark gcsu.campuslabs.com/engage on your desktop for easy access to GC Connect.
2. Download the Campus Labs Check-In app so you can begin taking attendance at events.
3. Download the CORQ app so you can see what students see.

Glossary

GC Connect	GCSU's hub for student organizations and student-facing campus events ("GC Connect" is the branded name of the Engage product from the Anthology company)
GC Connect Manager	Member of an organization designated to post on GC Connect. (An organization can have multiple Managers.)
CORQ	The app version of GC Connect. This is where students find their Event Pass to scan for attendance.
Event Pass	A student's unique QR code (found in CORQ) that allows their attendance to be recorded. They can also save this to their Apple Wallet or take a screenshot.
Paths	A feature in GC Connect that creates an involvement curriculum for a certain program. Our main Path is Bobcats FIRST.
25 Live	GCSU's facility reservation platform. Found under Service Apps in My GCSU.

gcsu.campuslabs.com/engage/

Organization Management

- In the upper right-hand corner, click SIGN IN
- Enter your Unify/MyGCSU login credentials
- On the left-hand menu bar, you'll see an icon for each of your groups
    - Hover your mouse over a group icon
    - Click when the gear icon appears
    - Organization Tools:
        - Manage Home (all tools below)
        - **About – organization name, description, picture, contact information**
        - **Roster – membership roster, GC Connect managers, invite members**
        - **Events* – create events, view past events (*see more below)**
        - Documents – constitution/governing documents, org files
        - **Forms – create forms (sign-ups, polls, applications, etc.)**
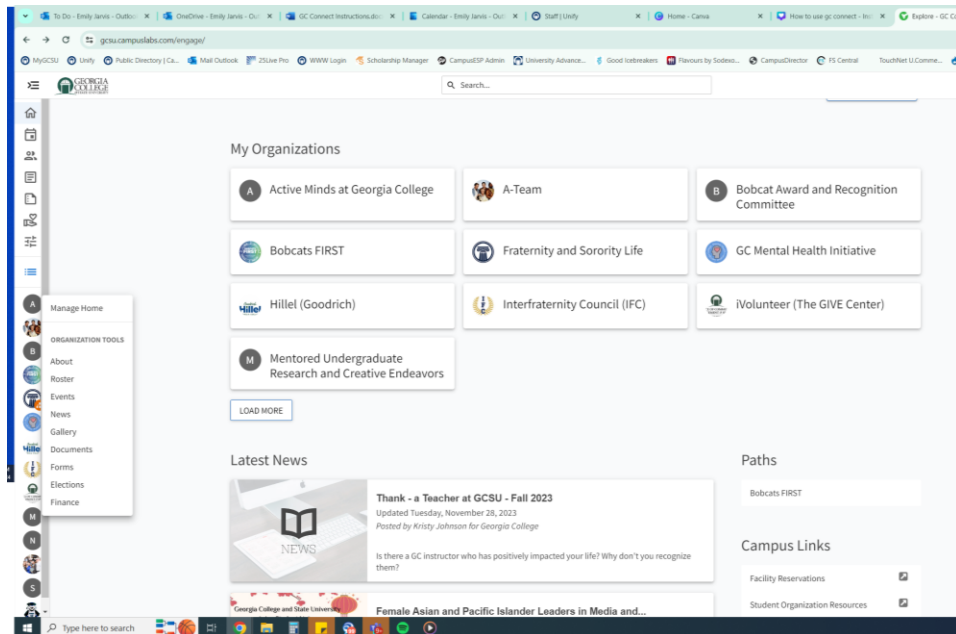
Create an Event

- On the left-hand menu bar, you'll see an icon for each of your groups
    - Hover your mouse over a group icon
    - Click when the gear icon appears
    - Navigate to EVENTS
- In the upper right-hand corner, click the blue CREATE EVENT button. Complete the following fields (* indicates required field):
    - Basic Details
        - *Event Title
        - *Theme (select)
        - *Description
        - Additional organizations co-hosting this event (select)
    - Time and Place
        - *Start Date
        - *Start Time
        - *End Date
        - *End Time
        - *Location
    - Event Visibility
        - *Show to (select)
        - Click "Allow attendance at this event to be shown on the Co-Curricular Record"
        - **Event Categories (select)**
        - Perks
- Click NEXT
    - Settings
        - *Who can RSVP (select)
    - RSVP Questions (optional)
- Post-Event Feedback (optional)
- Upload Photo (optional)
- Your Submission is Almost Complete
    - Click COMPLETE SUBMISSION

View Event Details and Track Attendance

In the middle of the page is your Event Attendance dashboard. You have 3 options for collecting attendance.

- **Campus Labs Check-In App**
    - Download the Campus Labs Check-in app.
    - Open the Check-In app. Enter the Access Code from the GC Connect Event Details page when promoted. (Multiple checkers can use the same access code to scan simultaneously.)
    - Have attendees open the Event Pass in the CORQ app. Scan their unique QR code with the Check-In app OR enter them manually by name or e-mail.
- **Event QR Code**
    - Click the blue VIEW QR CODE button on the GC Connect Event Details page to get your custom QR code for attendees to scan themselves.
    - Post the code on a projection screen or print it for students to scan as they enter or leave the event. They will use their Event Pass to scan in.
- **Record Attendance Manually**
    - Click on blue TRACK ATTENDANCE on the GC Connect Event Details page button to manually add or import attendance list (this requires Bobcats e-mails for all attendees)

To view attendance after the event, click the blue TRACK ATTENDANCE button and export your list.