SoCCs Web Platform Training

Asia Initiatives

New York, USA.
Introduction to SoCCs App

- SoCCs application is a data storage and management platform for SoCCs.
- The participants are onboarded to the platform using their email IDs.
- Participants get an automated email from Asia Initiatives with the link to activate the account.
- Install the Mobile SoCCs application and sign in using your email address.
- Individual groups will be created according to the project with all officers and members of the group.
- Unique QR ID cards will be generated for all the members of the group.
3 Major Tasks for Project Management

1. Event Creation:
   a. Earning event
   b. Redemption event

2. Participants Registration:
   a. Self registration
   b. Group registration

3. Check-in the participants:
   a. Check-in the name
   b. Scan QR code
1. Event Creation-Start at the home page

• 1. Select Groups
• 1. Select your group
The Group page will open. Select Events icon on the page.
• To create a New Event, go to the 'create event' option.
• After the events are created, you can see them in the same page.
1. **What**
   
   • **Event name** - The name of the activity you are planning to conduct.
   
   • **Description** - Few lines about the activity.

1. **Event type** -
   
a. If the activity is to earn SoCCs, select *earn SoCCs*.
   
b. If the activity is to redeem the SoCCS select **Use your SoCCS**.

2. **Event Tags** -
   
a) Select SoCCS points allotted for the earning activity.
   
   *(e.g. 10 SoCCs)*
   
a) For redeeming activity select **Redeem Point**.
   
   *(e.g.: Redeem 20 SoCCs)*
**Event Type**

- This how the list opens.
- You need to select either Earn SoCCs or Use your SoCCs depending upon the activity.

**Event Tags**

- This how the list open.
- You need to select the points based on the type of activity and points allotted for the activity.
• If the activity is for redemption select “Use your SoCCs” in Event type.
• Select the redemption SoCCs allotted to that activity in event tags.
• **Organizing team**
Select the name officer who is creating the Event.
• **When**
  
  • Select Time and date of the activity.
  
  • Time Zone - Select the Taipei time zone (UTC+08:00) Taipei.
  
  • If the activity is recurring you can select the dates to make it recurring activity.
• **Where**

If the activity is field activity no changes needed here.

If the activity is online you can use this for putting meeting link.

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**3 Where**

<table>
<thead>
<tr>
<th>Type</th>
<th>Location Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>On-Campus</td>
<td></td>
</tr>
<tr>
<td>Off-Campus</td>
<td></td>
</tr>
<tr>
<td>Online Only</td>
<td></td>
</tr>
</tbody>
</table>

- To Be Determined (TBD)
- Address
- Latitude/Longitude

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**Meeting**

- **Meeting Link**
- **Meeting App**
- **Who can see the meeting link** Only display the meeting link to users who are registered
6. Upload the Photos and flyers related to the activity.

**4 Photo & Flyer**

Upload an event photo:
- Choose Photo
- Photo Gallery

Your Event Photo is a nice photo or background image representing your event. It will be displayed in the upcoming events slider on the home page, on the right of your event page, and in the mobile app. This is a great way to promote your event. It will be cropped into 380px high and 760px wide.

Upload a flyer:
- Choose photo
- Photo Gallery

Your Flyer is the key information about your event displayed in a visual way. We will display your flyer to people who mouse over your event in the calendar, in email invitations, and in the event details section of your event page. Please upload an image file (.png, .jpg...).
6. Access and display options: - In both options select group member only
8. Advanced options

- **Attendance tracking options** - Activate Self Check-out, RSVP at the door and Check-in Notification.

- **In Check-in methods for the Kiosk** - Select Allow both methods at the same time.

- Prevent rapid multiple check-ins during the period of time: Select the time more than 30 minutes.

- **Last step** - Click on Create Event
• **Last step**- Click on Create Event.

All other options are advanced and optional, we can use them if needed.
• The Created Events will appear on the upcoming events window.
• Event is created successfully.
• From here the second task of participant registration starts.
1. Group registration of the participants

Select the Event - Click on the name of event.
• The Event page will open by clicking on the event.

• Scroll down to see the attendees column.

• Select the green colour plus mark On the right side corner of Attendees option.

• Next the pop up windows will open
1. In this pop up window select the past list option (Which is marked in red colour) the small pop up window will open.
2. Copy paste all the participant emails in that empty space.
   - Note: Copy paste Only emails.
   - Than click on Search
• All the participants emails will be added to the list.

• Click on Add
• After add the event page will open and we can see all the participants were registered in the event.
3. Check-In/ Attendance tracking of the participants by SoCCs Manager

- There are 3 methods to check-in the participants.

1. In SoCCs Browser Platform.
   - Click on **check in** option given in the participant RSVP.

2. Once click on Check-in participant status turns to checked In format as you can see in the image.
2. Check-in with SoCCs Application:

Steps:-

a) Select Events from the Home page of SoCCs mobile application.

b) Check out the Name, date and time of the Event before you select

c) Select the event
• The Event page will open
Select- Check In Attendees

2. You can tick the participants on the round mark beside their names.

• Once you tick them it will turn to green colour, i.e. they marked as present and allotted SoCCs points will be added to their accounts in the Groupment platform
3. QR Code Scanning method.

1. Select the QR code scanner from the SoCCs application.

2. Scan the QR code of the participant, SoCCs application will mark him/her as checked in
The SoCCs platform will record attendance and SoCCs earned by the participants.

1. Asia Initiatives will analyse and visualize the SoCCs data sheet once every fortnight to the TARI SoCCs manager.

2. Asia Initiatives will onboard participants.
For further questions, please contact
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Thank you!