



Samford University
Student Leadership and Involvement

BULLDOG



CENTRAL MANUAL

A User-Friendly Guide



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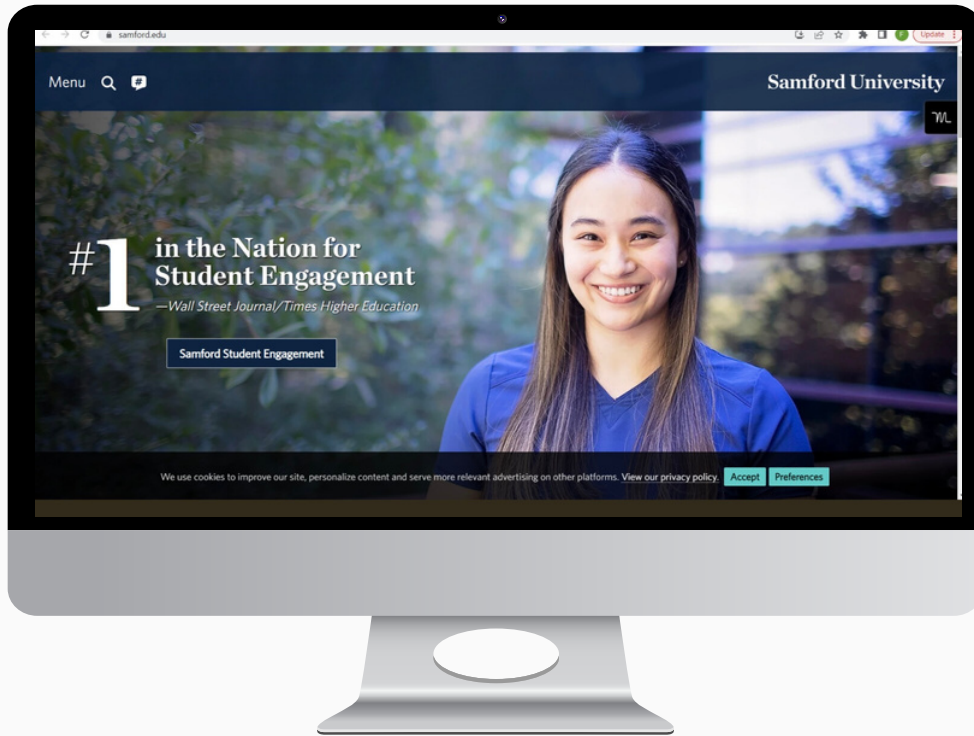
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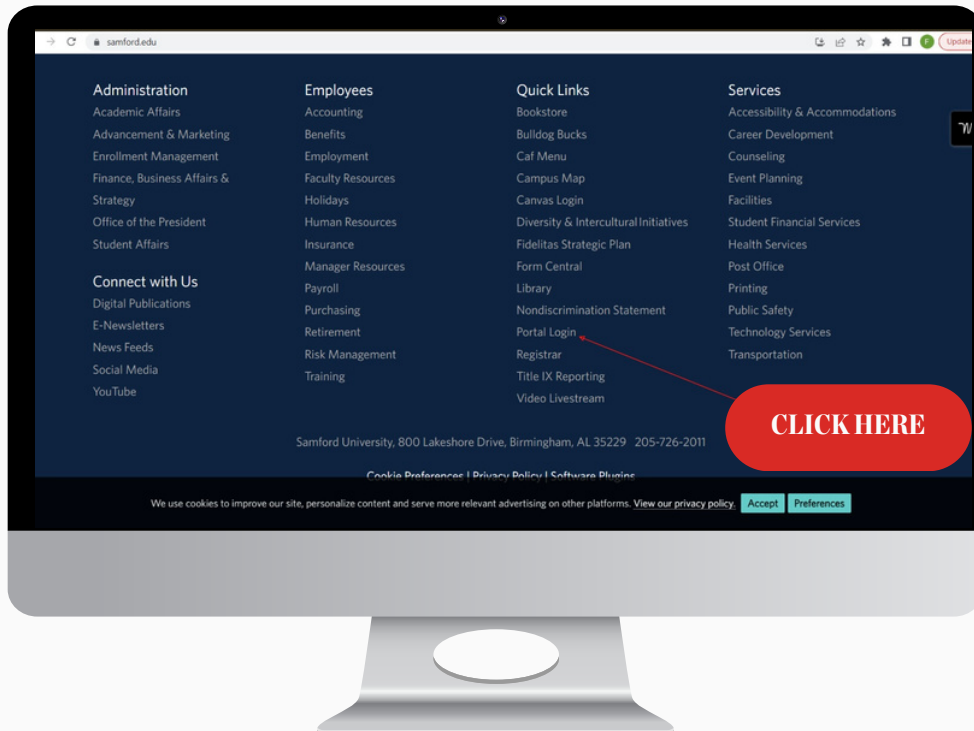
How to login to Bulldog Central?

How to login to Bulldog Central?

1. Navigate to the Samford Website (www.samford.edu).

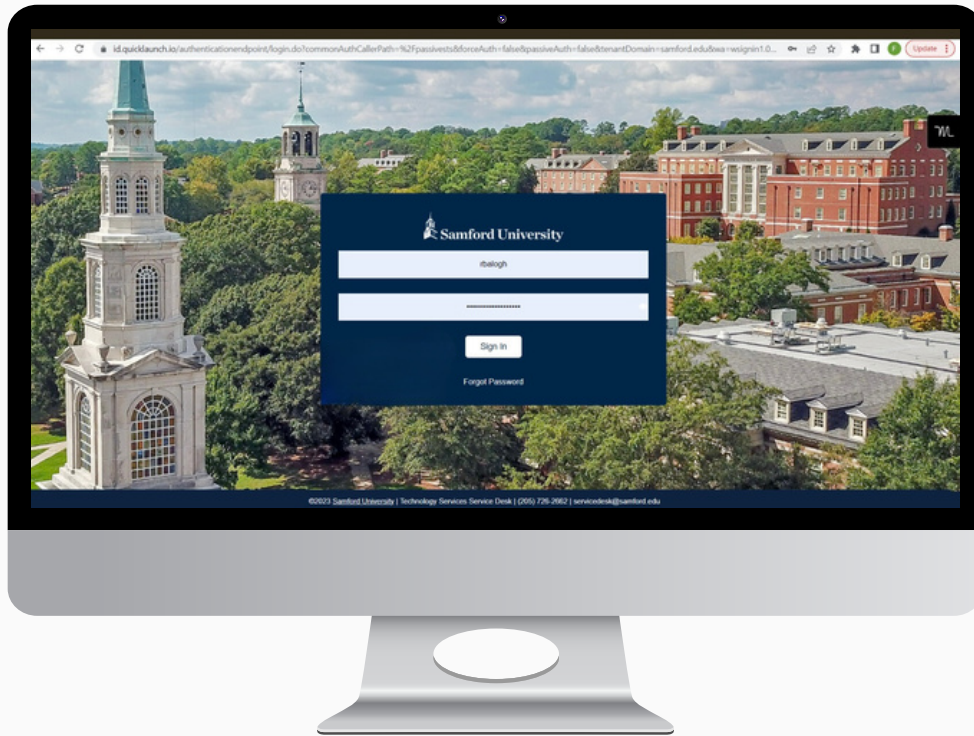


2. Scroll to the bottom and select “portal login”.

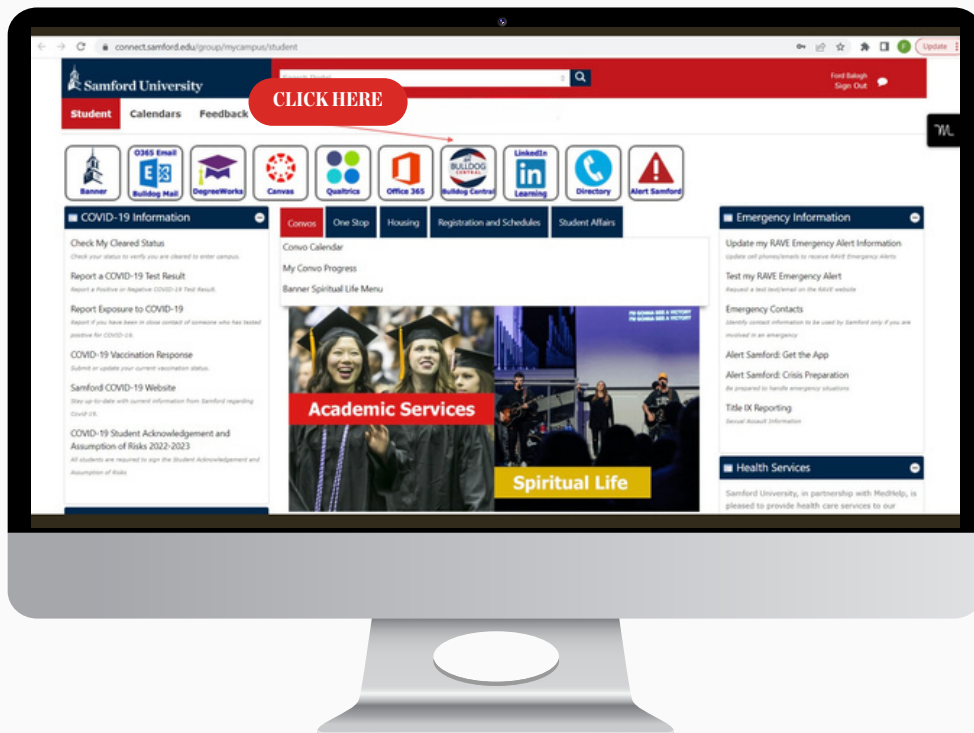


How to login to Bulldog Central?

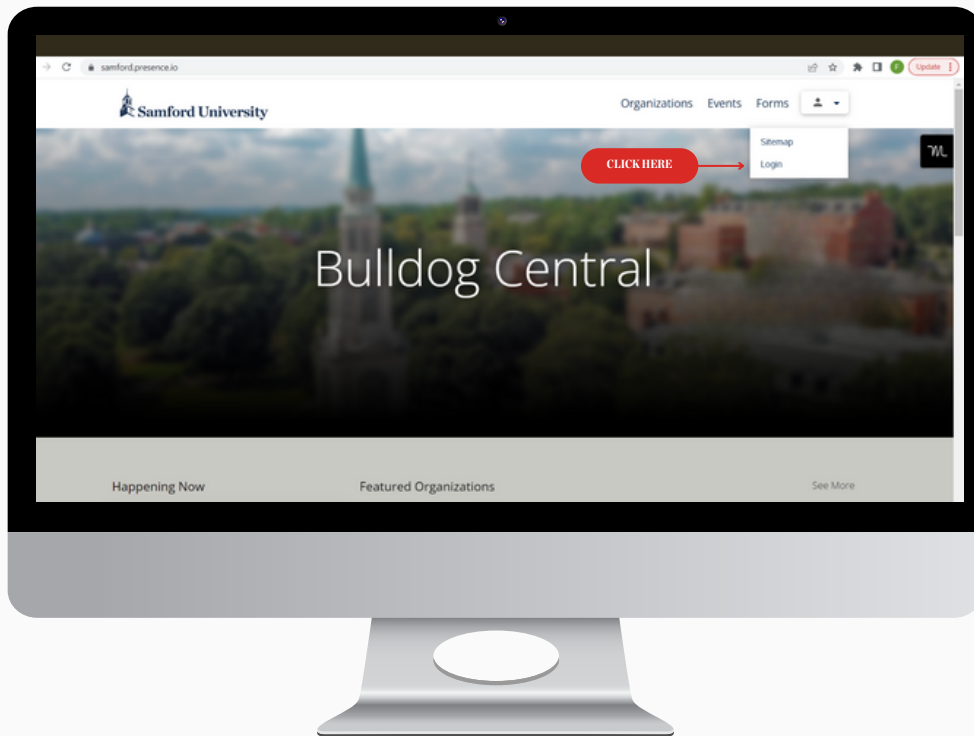
3. Sign in with your Samford login.



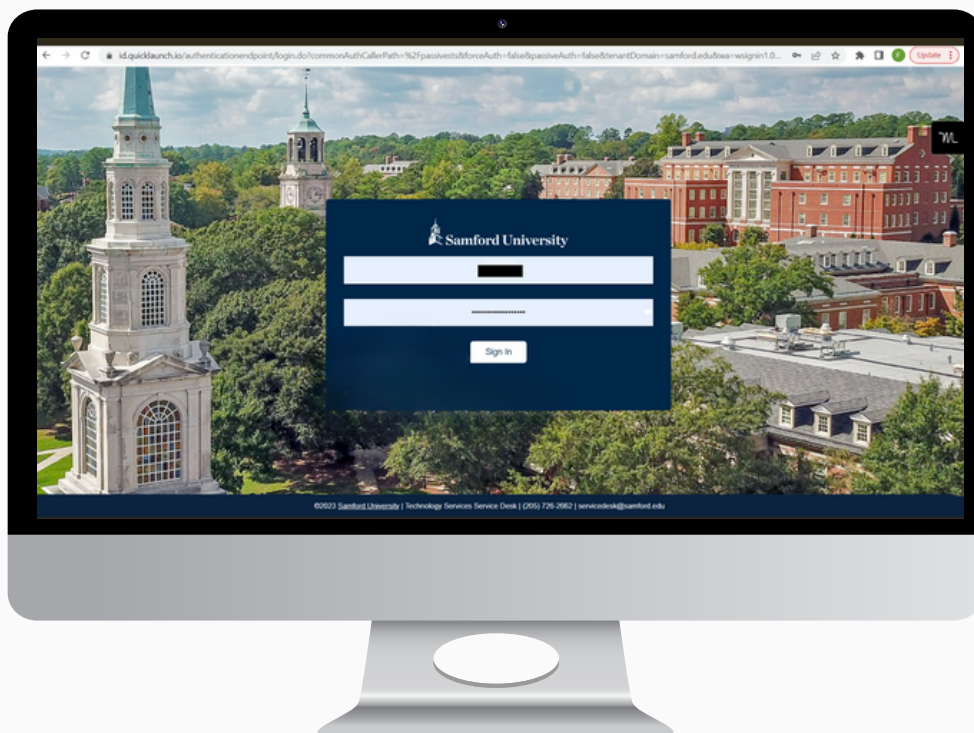
4. Select “Bulldog Central”.



5. Click the person advisor icon to start login process.



6. Sign in with your Samford login.



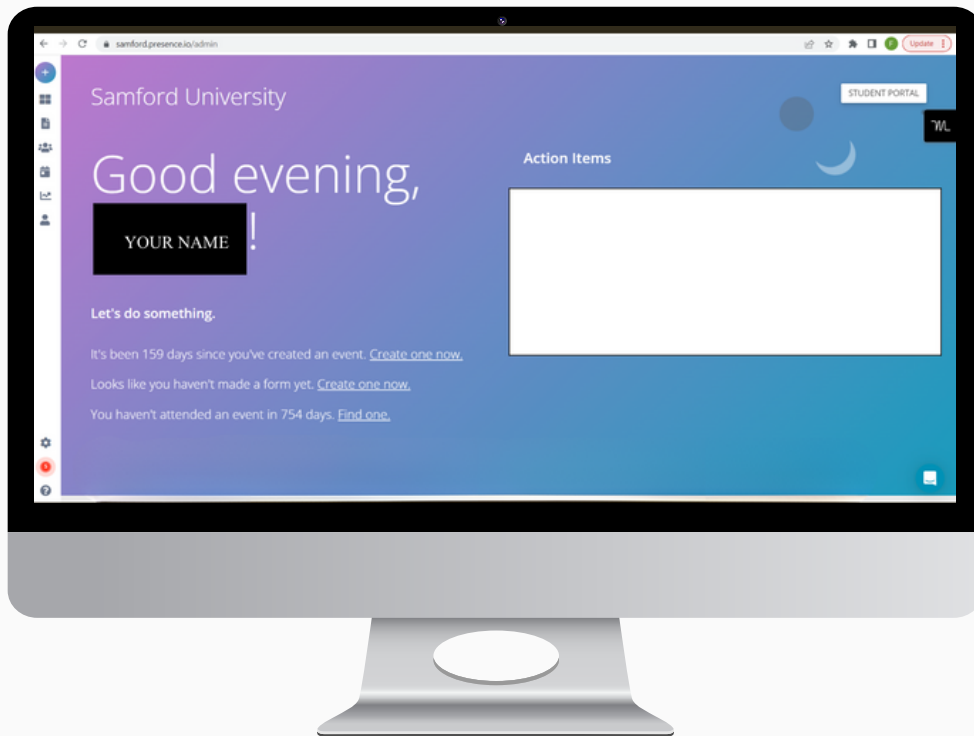


How to grant admin access on Bulldog Central?

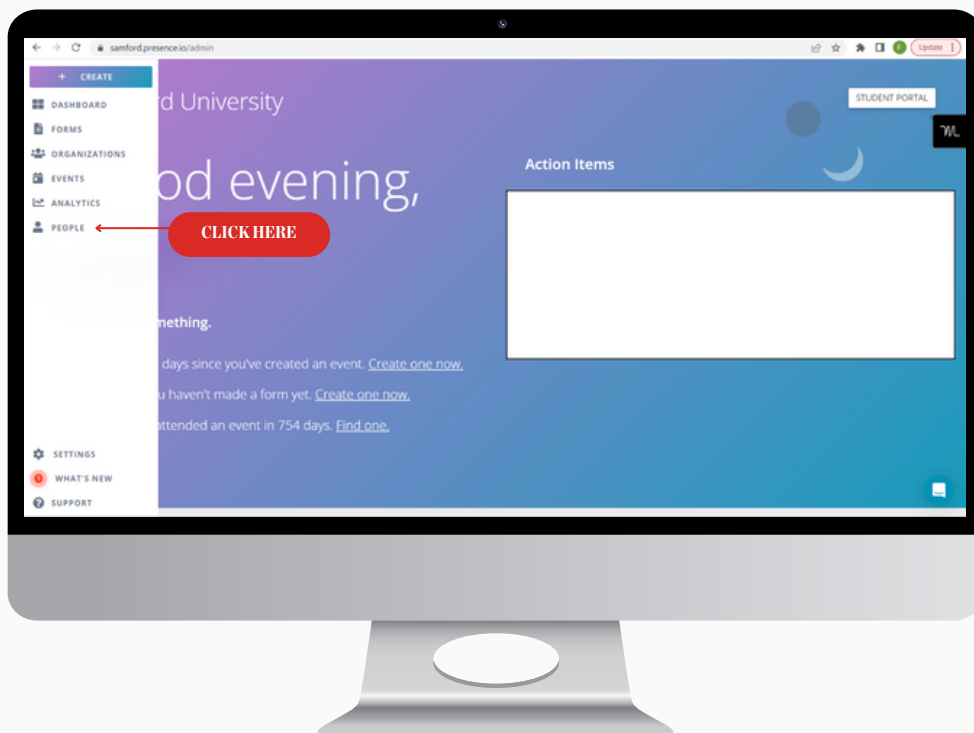
How to grant admin access on Bulldog Central?

Only give admin access to organization officers and individuals who create forms on behalf of the organizations!

1. Open the admin dashboard.

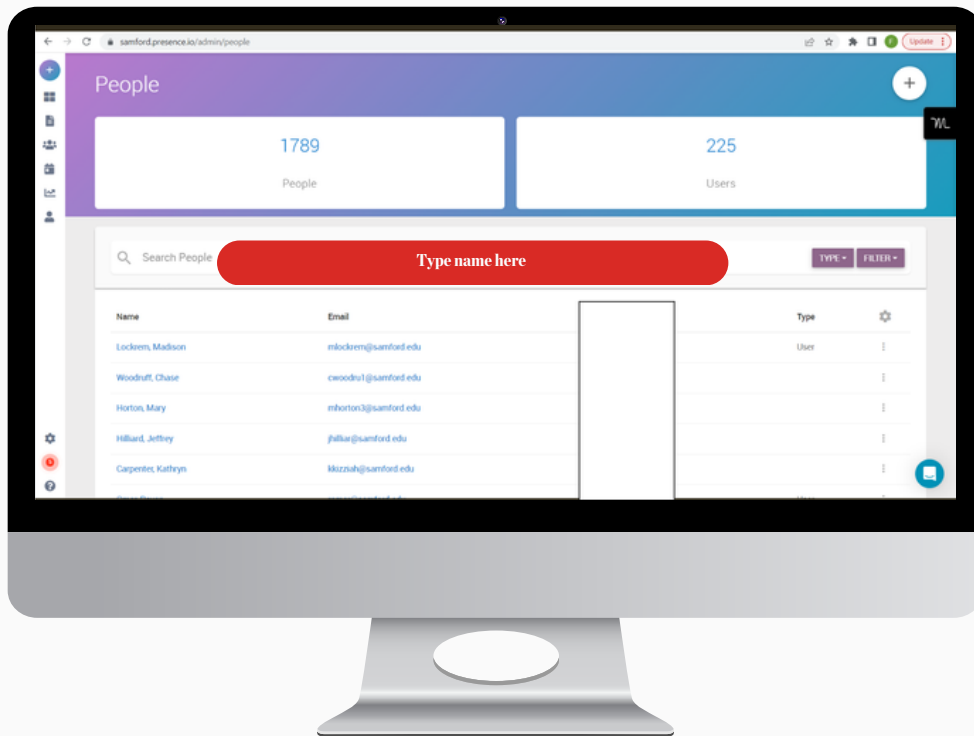


2. Select the “people” option in the left toolbar.

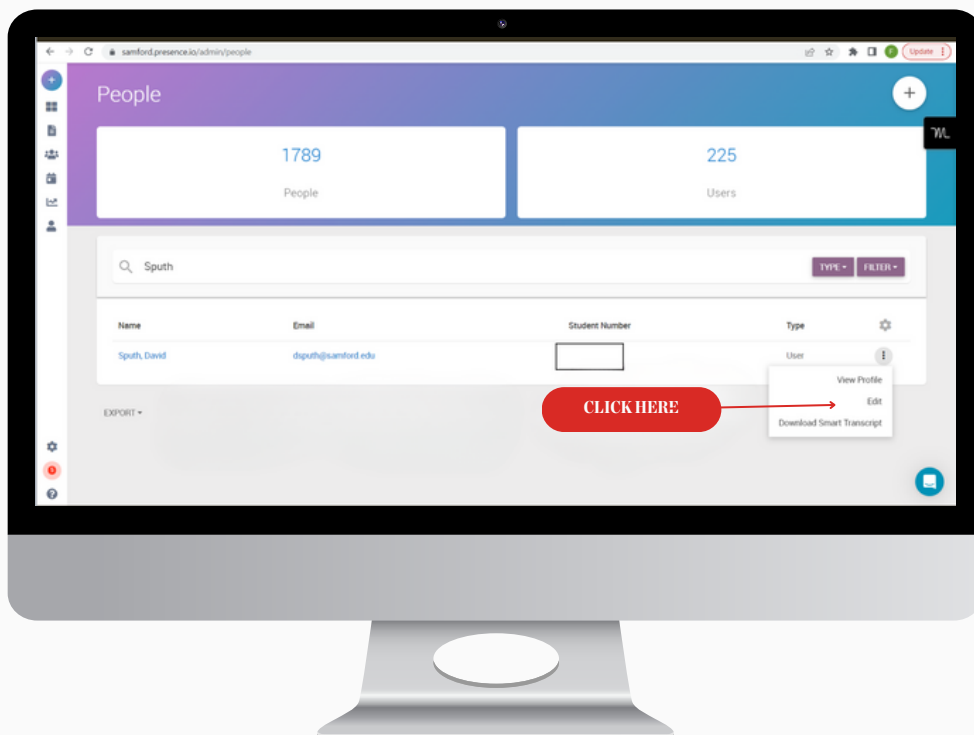


How to grant admin access on Bulldog Central?

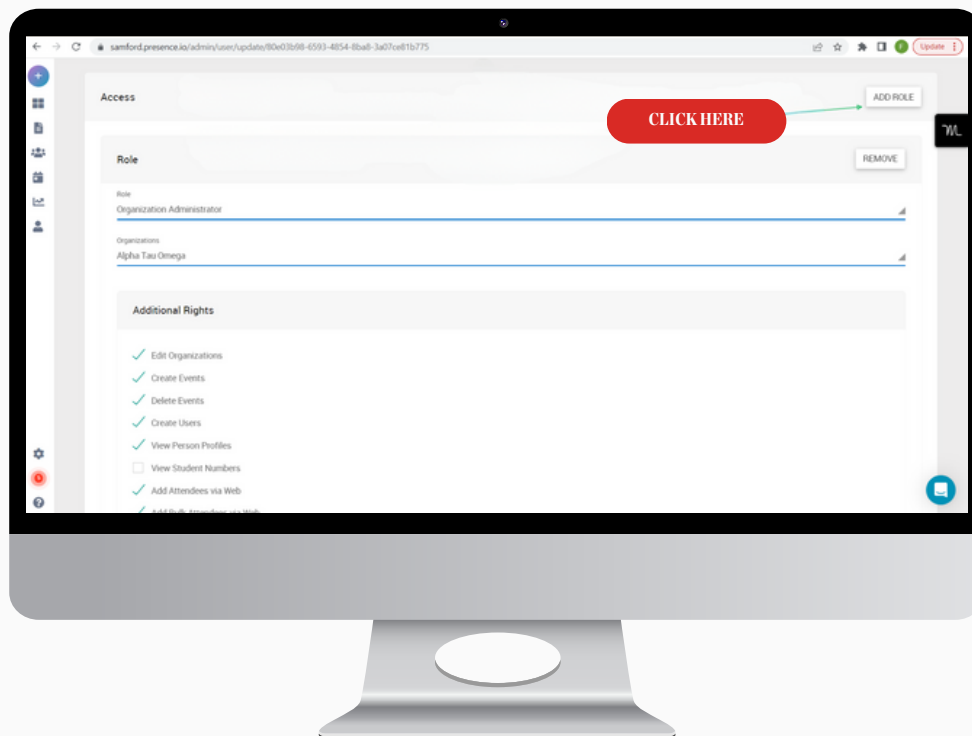
3. Search the individual's name who you wish to grant access in the search bar.



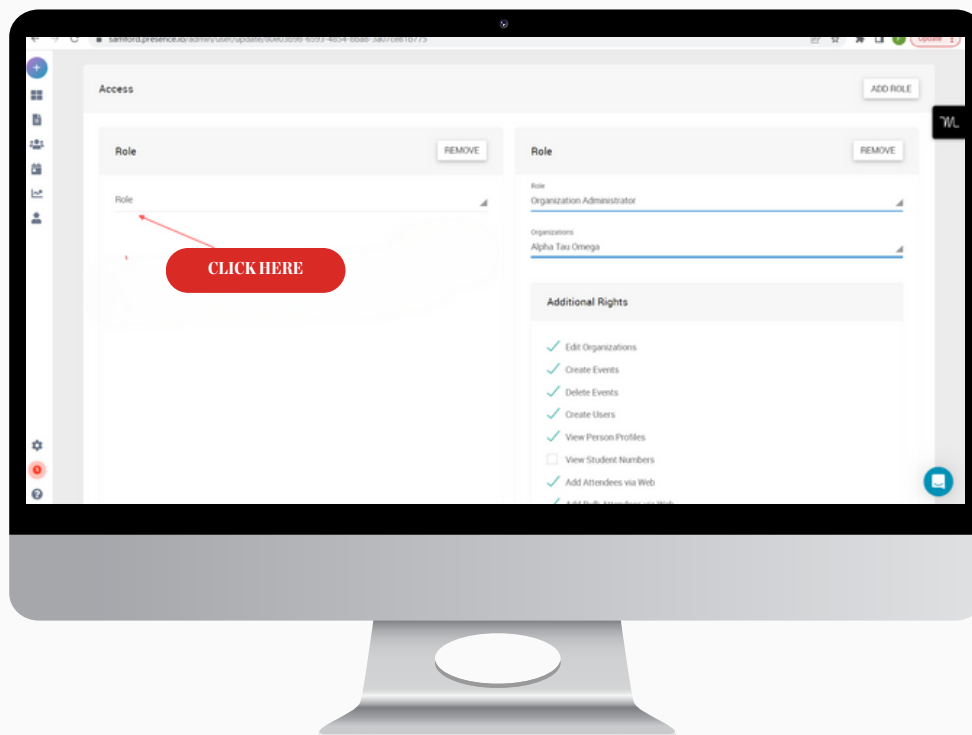
4. Click the three dots next to the name and select "edit".



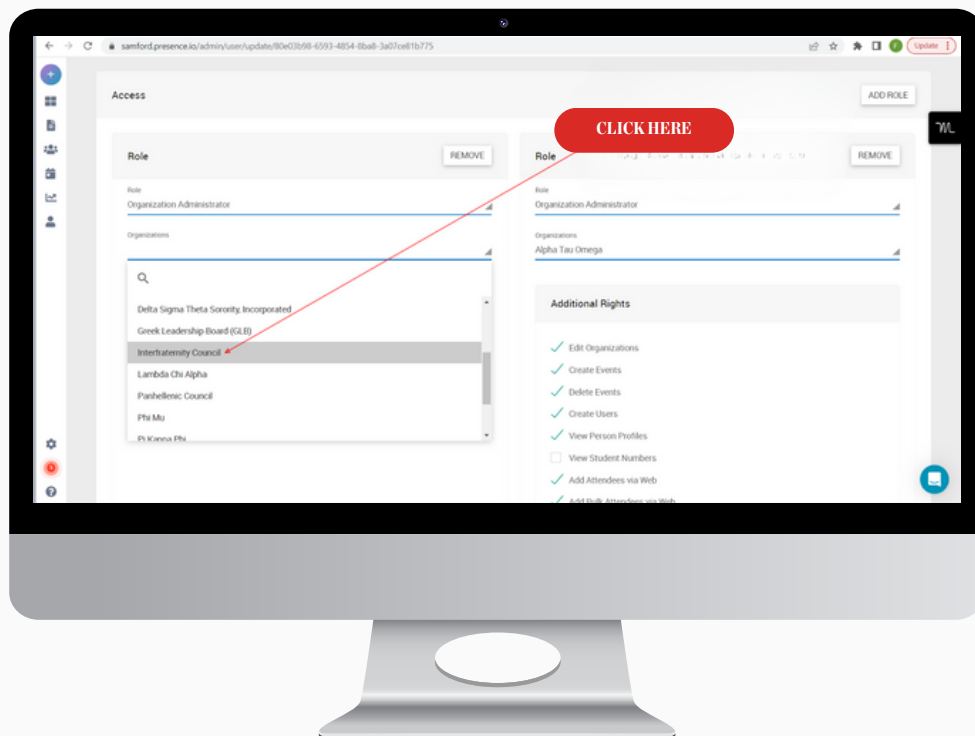
5. After opening the “edit user” interface, scroll down to access and select “add role”.



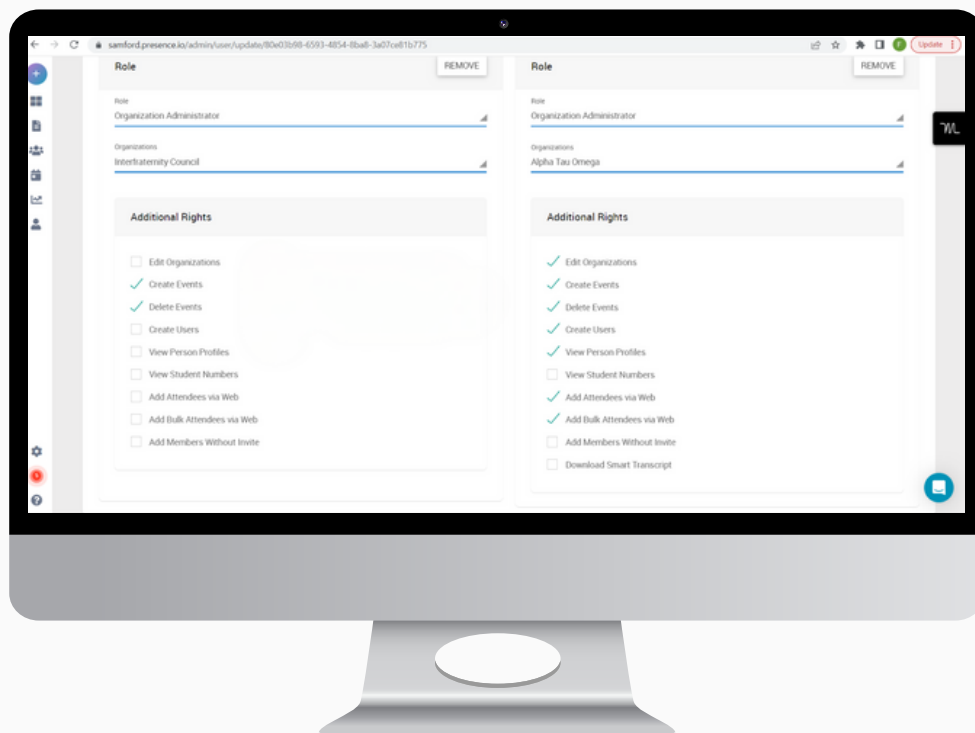
6. Click the role tab and select “organization administrator”.



7. Select the organization you want to grant access to.

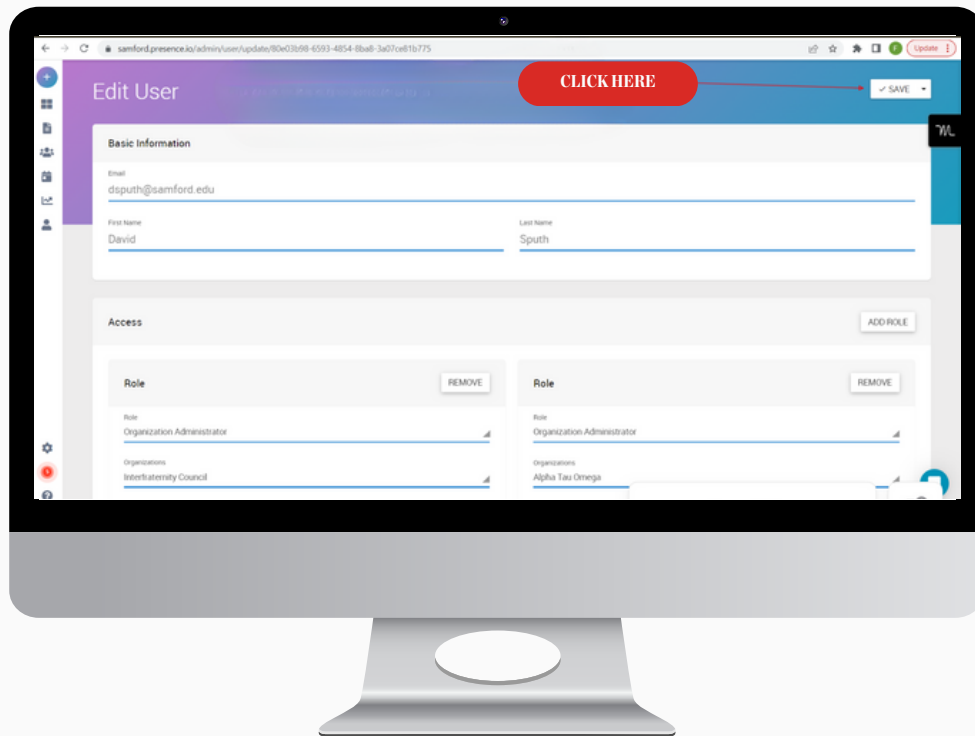


8. Grant the rights that the individual needs.



How to grant admin access on Bulldog Central?

- 9. Save your changes by scrolling up and clicking “save” in the top right corner.

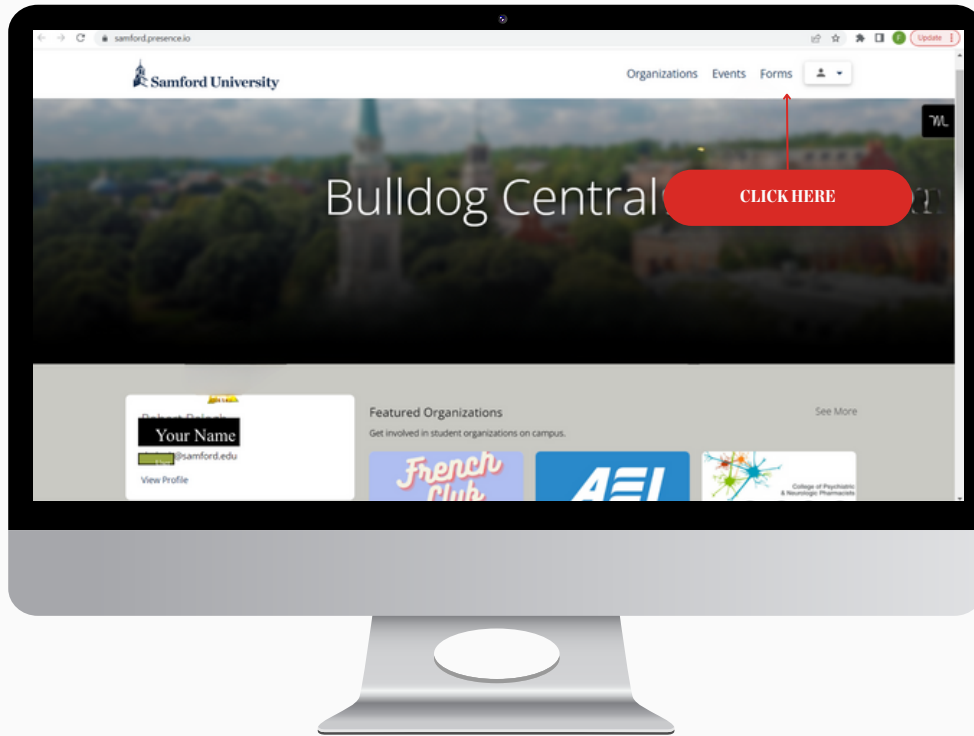




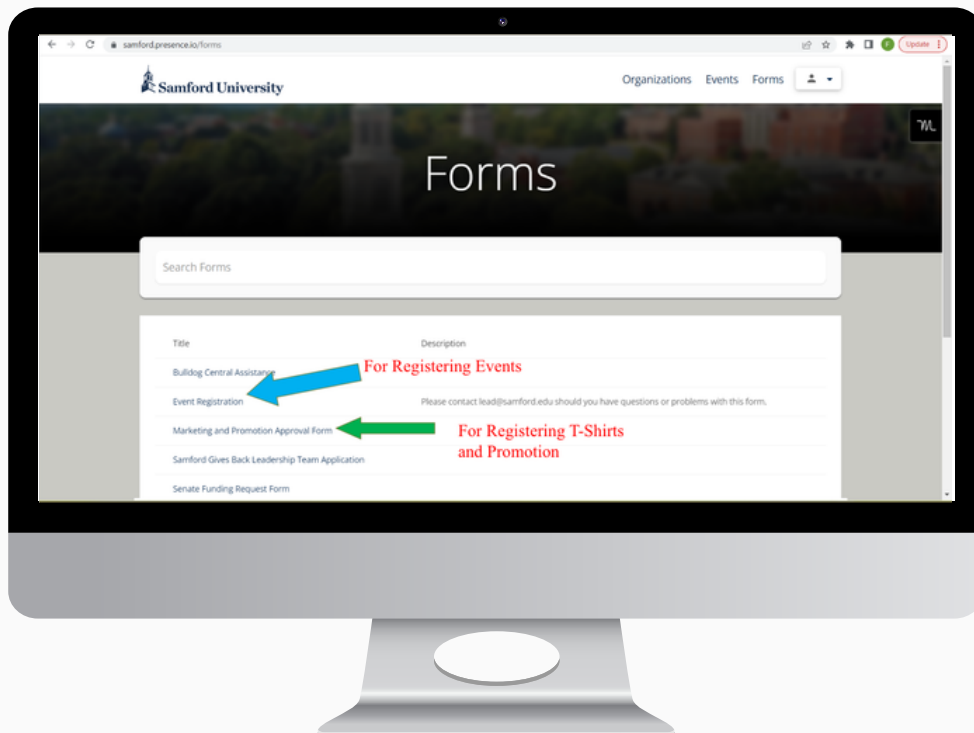
**How to register
an event on
Bulldog Central?**

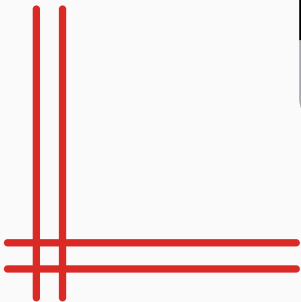
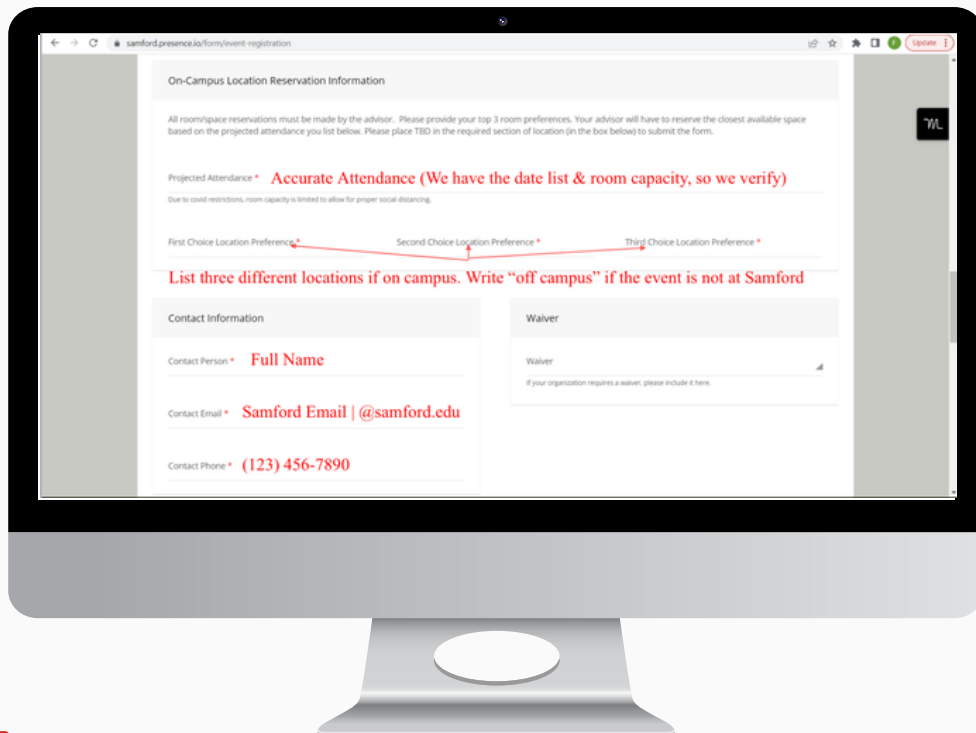
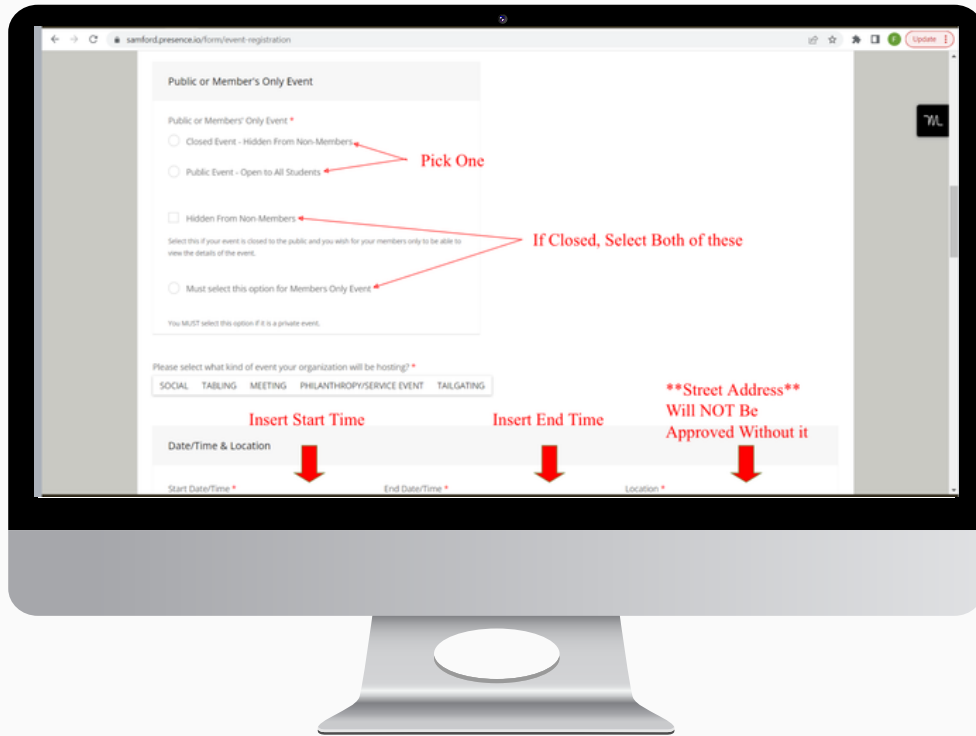
How to register an event on Bulldog Central?

1. Select the “forms” tab at the top of the page.

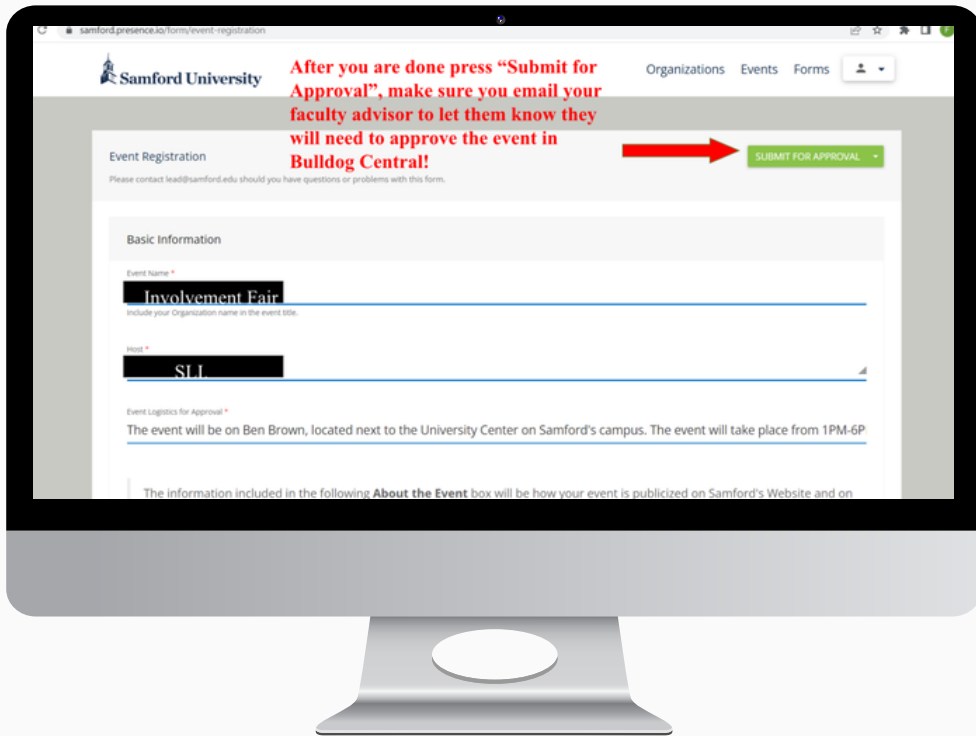
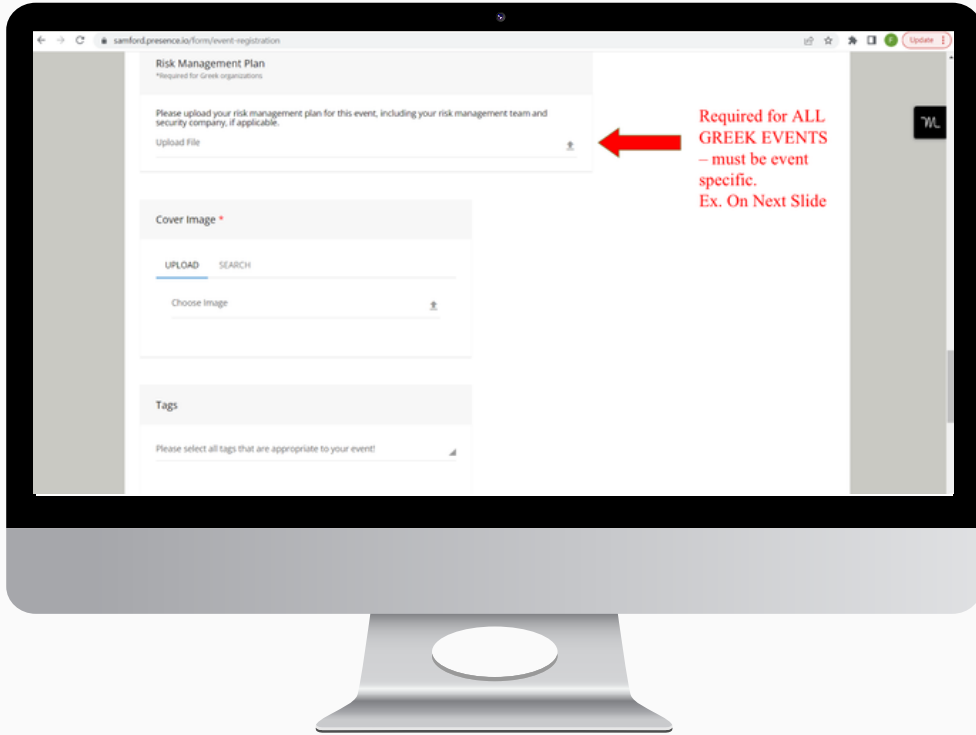


2. Select the form you want to submit.





How to register an event on Bulldog Central?



Risk Management Letter Example

Risk Management Plan

Lambda Chi Alpha

Spring Formal

Friday, March 24th, 2023

Lambda Chi Alpha – Theta Alpha Zeta Chapter will host our Spring Formal on Friday, March 24th, 2023. Aldridge Gardens has a large parking lot at the venue.

The officer in charge will be the Chapter President. Members will be notified of the officers in charge at the Chapter Meeting prior to the event. The venue, Aldridge Gardens, has one main entry/exit for guests, as well as an emergency exit that is available. There will be a Risk Management Committee on duty for the function, and will be composed of the following:

- President
- Social Chair
- Risk Management Chair
- Alumni Advisor

The responsibilities of the Risk Management Committee will be to manage the guest list at the door, monitor members' and guests' behavior, and monitor entrances and exits. Event monitors are chosen on a rotational basis among the members of the Executive Council. Along with the Risk Management Committee, Venue Security Officers will be present at the event. They have been booked through the venue, Aldridge Gardens, as seen in our venue contract. The officers will oversee entry and remove any guest who does not comply with the conduct expectations set by Lambda Chi Alpha and Samford University. Security will also be aware of Samford University's dry event policy. Along with this, the officers have been paid to stay for the entire function, which in this case is from 7:00 pm to 10:00 pm.

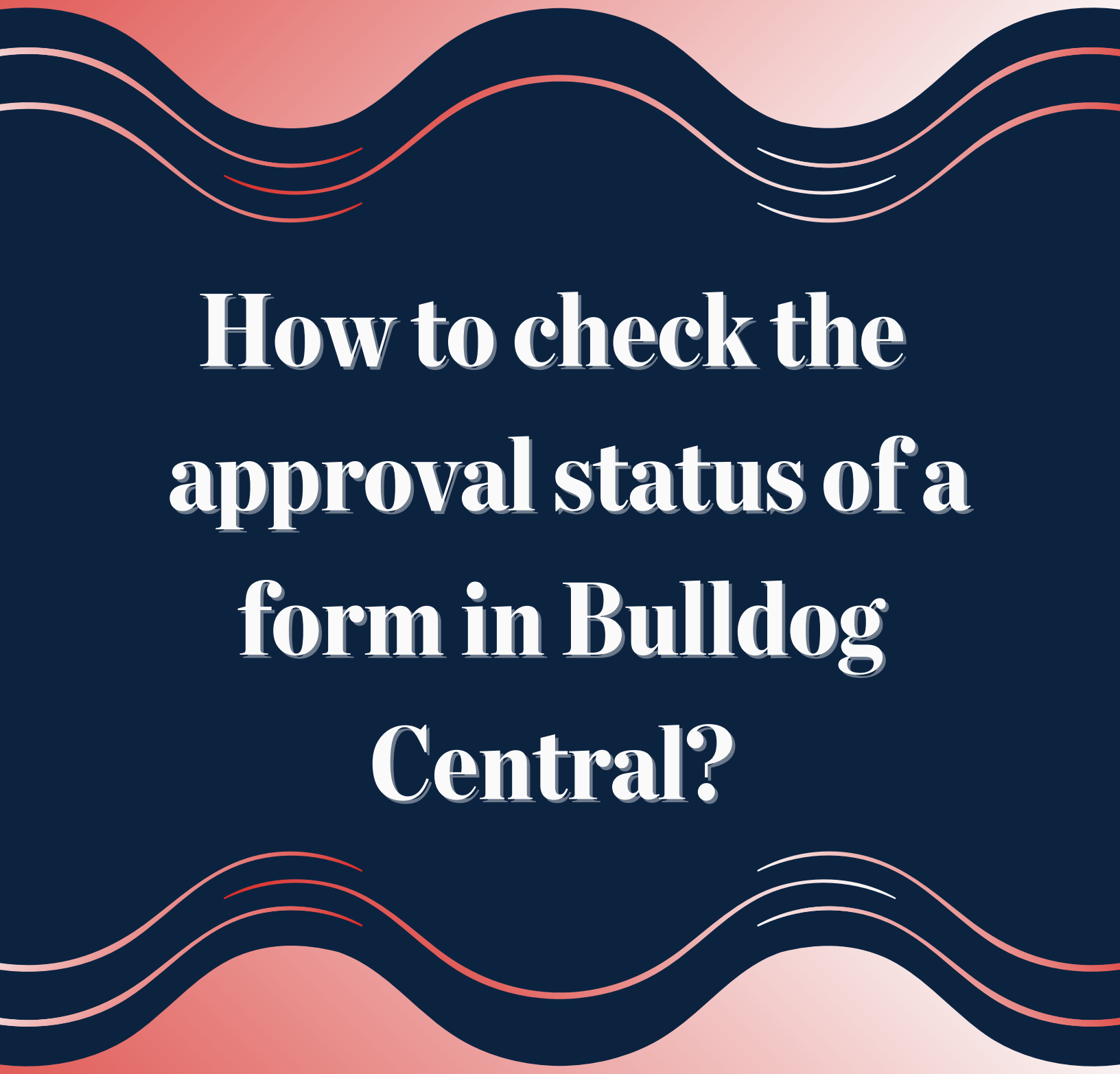
All guests present at the event will be held to the standards of a member. This event will adhere to the policies of Lambda Chi Alpha's local and national bylaws and the Samford University Greek Event Policy. The chapter will always follow the stricter of the two policies when implementing them.

Venue:

Aldridge Gardens
3530 Lorna Road
Hoover, AL 35216

Emergency Contacts:

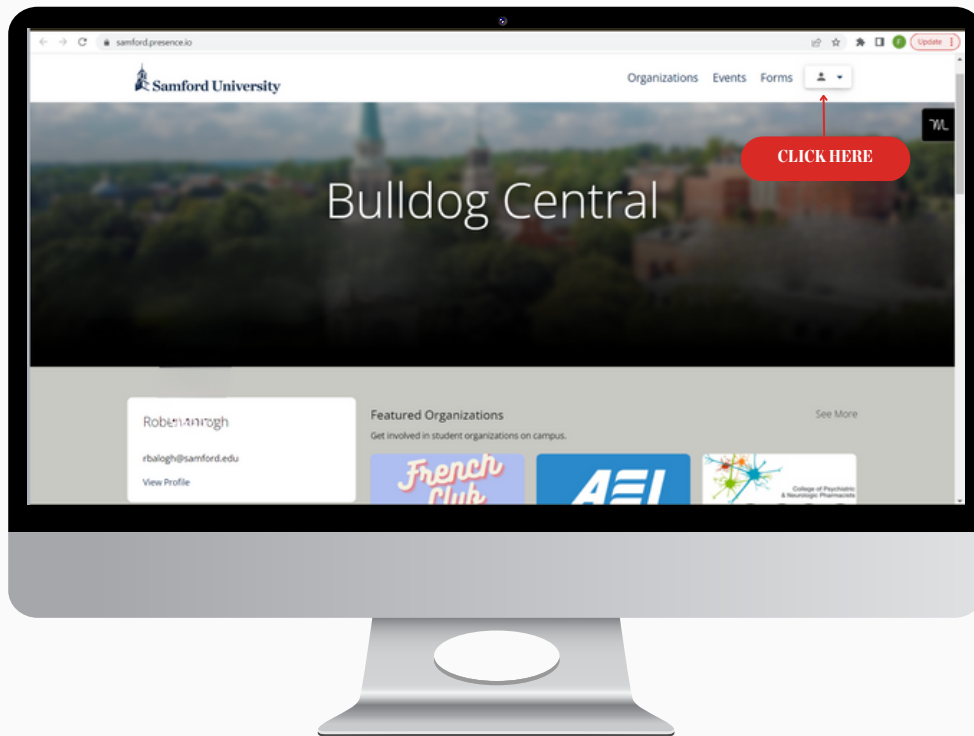
Ford Balogh (IFC President, LCA Member) – (205) 440-7302
Jim Hamil (Alumni Advisor) – (205) 281-7291
Robbie Hedden (President) – (404) 805-3361
Joseph Williams (Social Chair) – (404) 433-7073



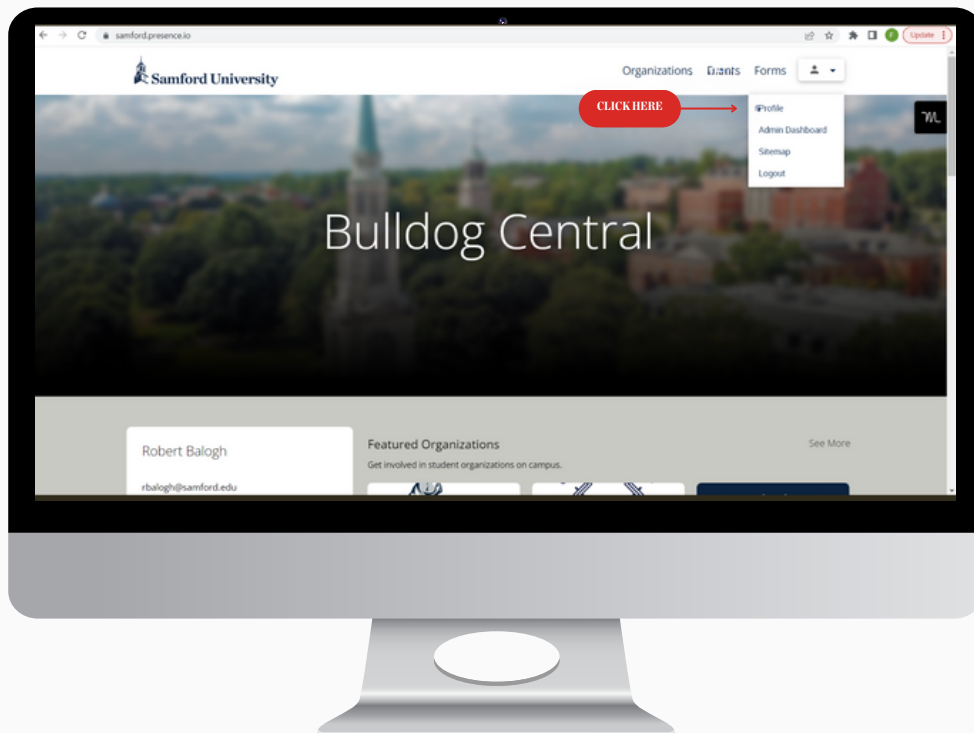
**How to check the
approval status of a
form in Bulldog
Central?**

How to check the approval status of a form in Bulldog Central?

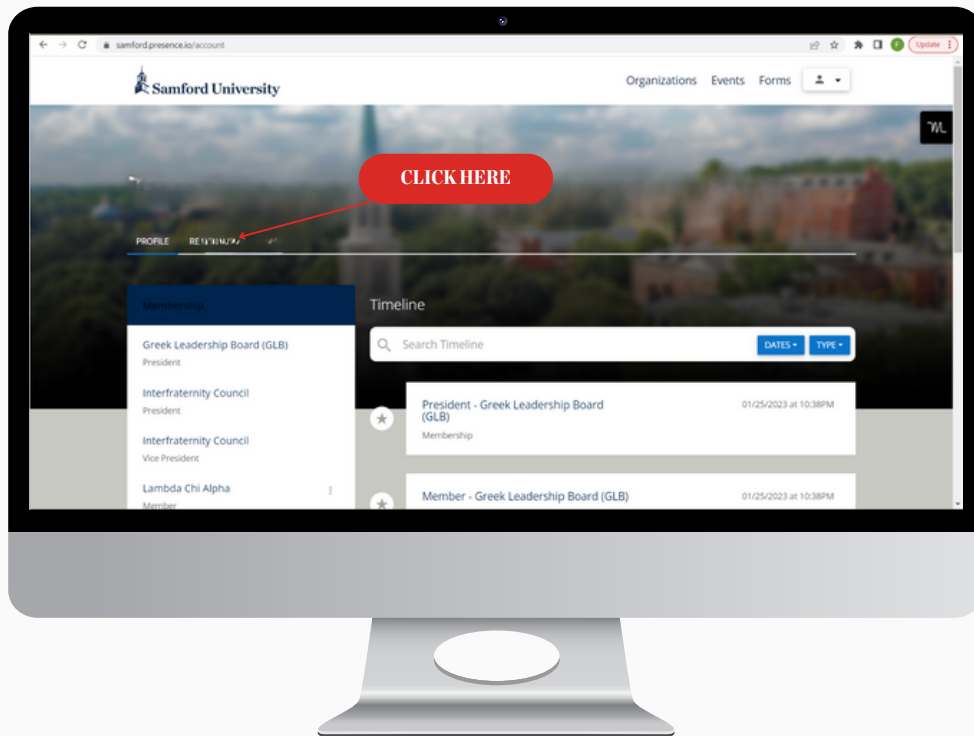
1. Click on the person advisor icon.



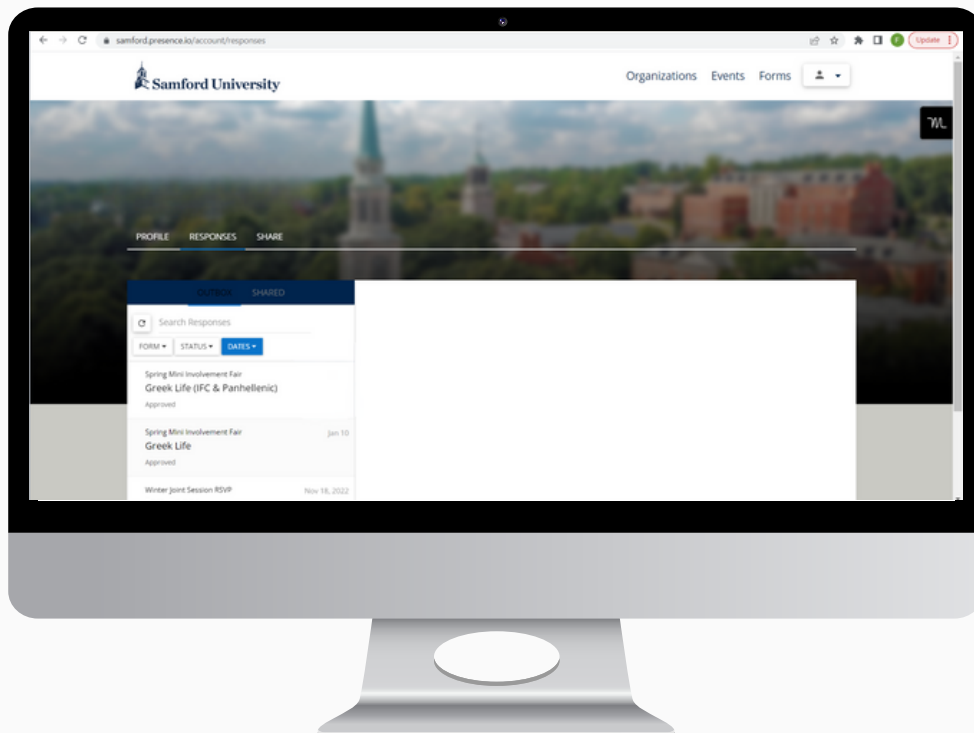
2. Select "profile".



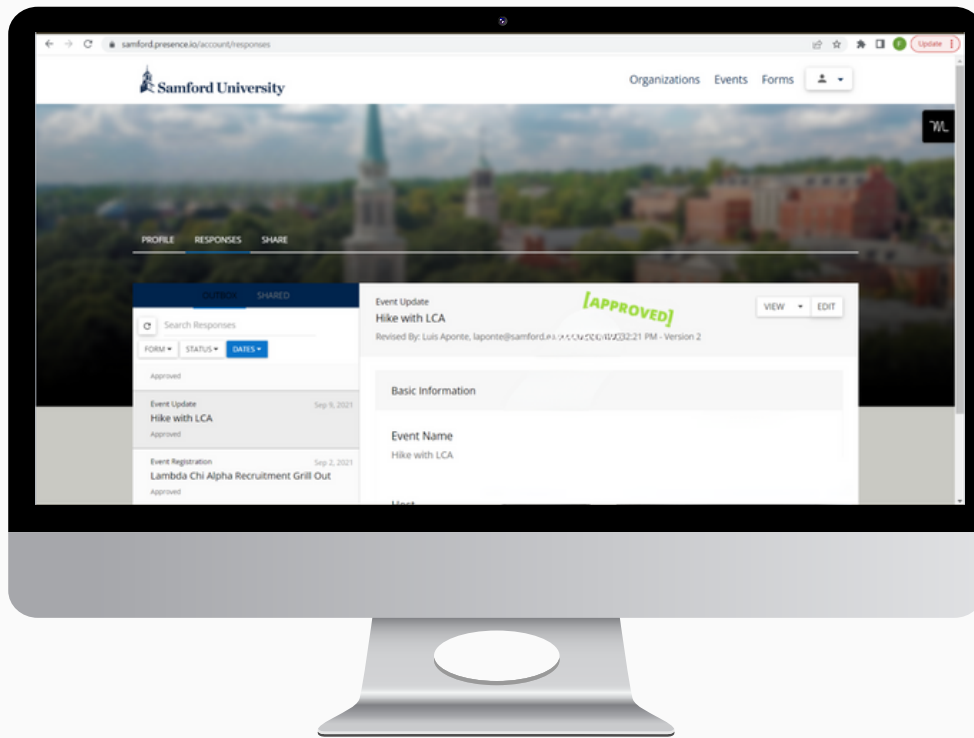
3. Select the “responses” tab on the profile screen.



4. Select the form for which you are seeking approval.



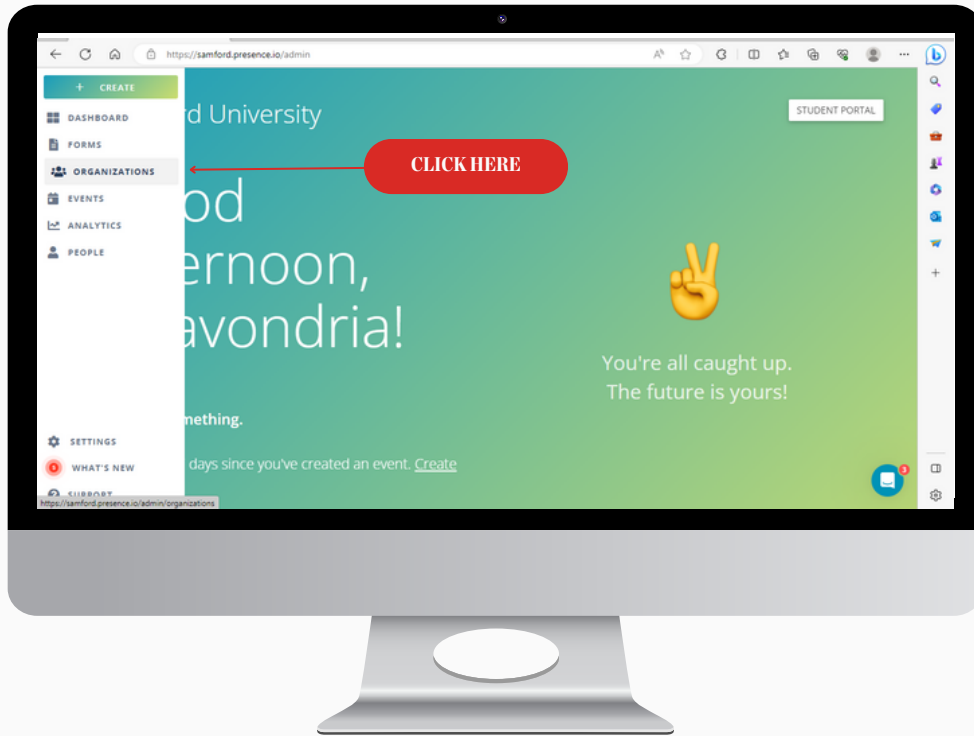
- 5. If approved a green “approved” sticker will be displayed on the screen.



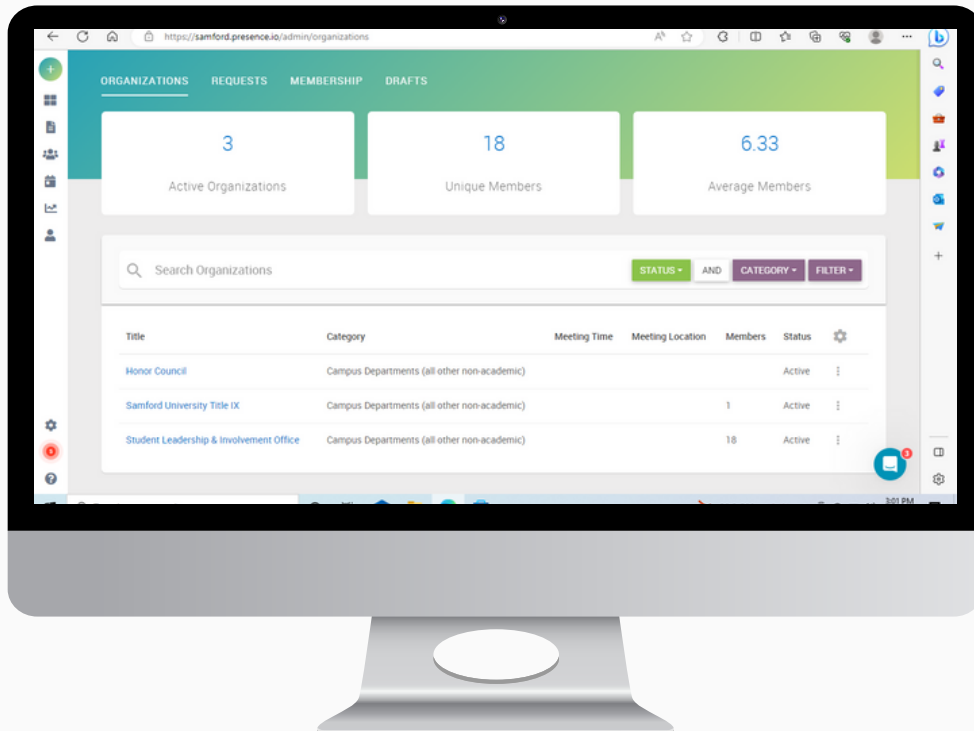


How to add members to an organization?

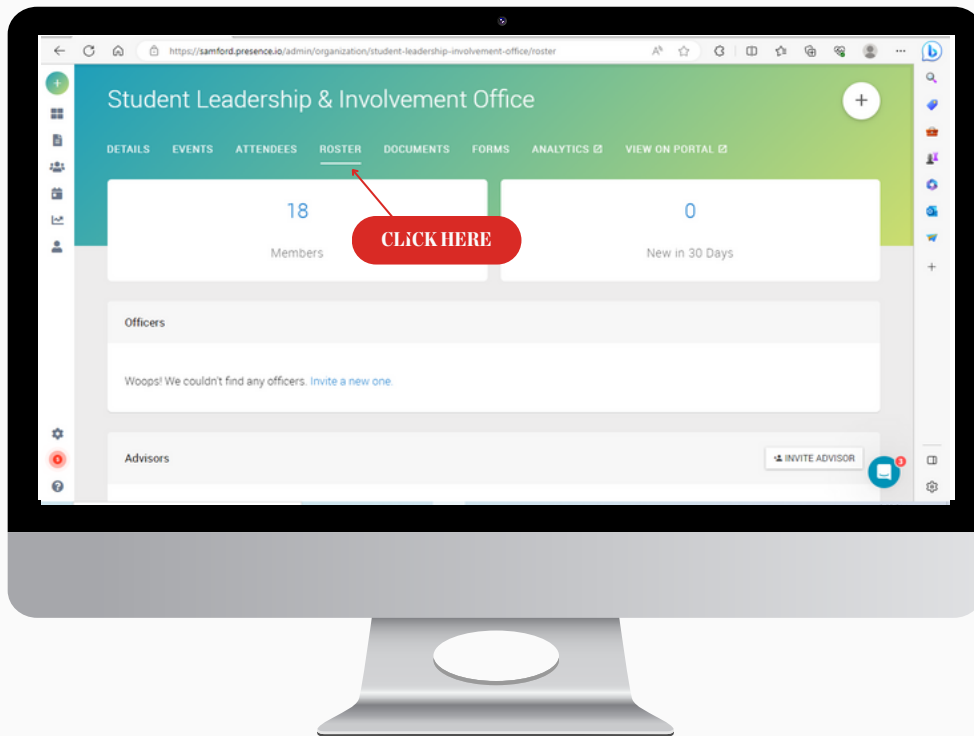
1. Click the “organizations” tab on the left side of the page.



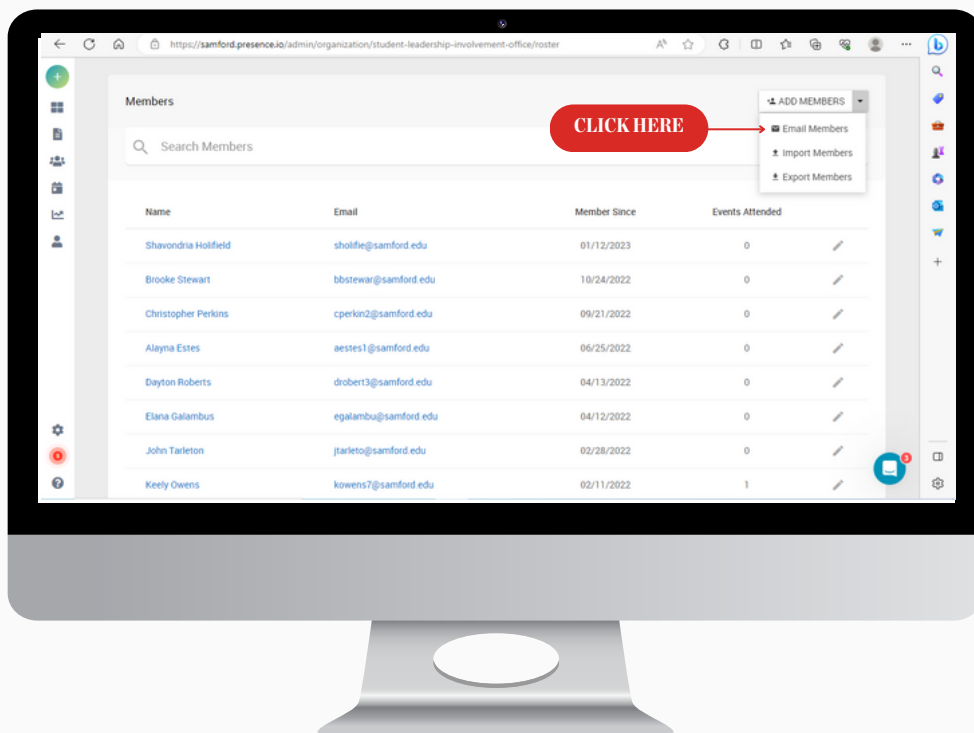
2. Select the organization you wish to add members to.



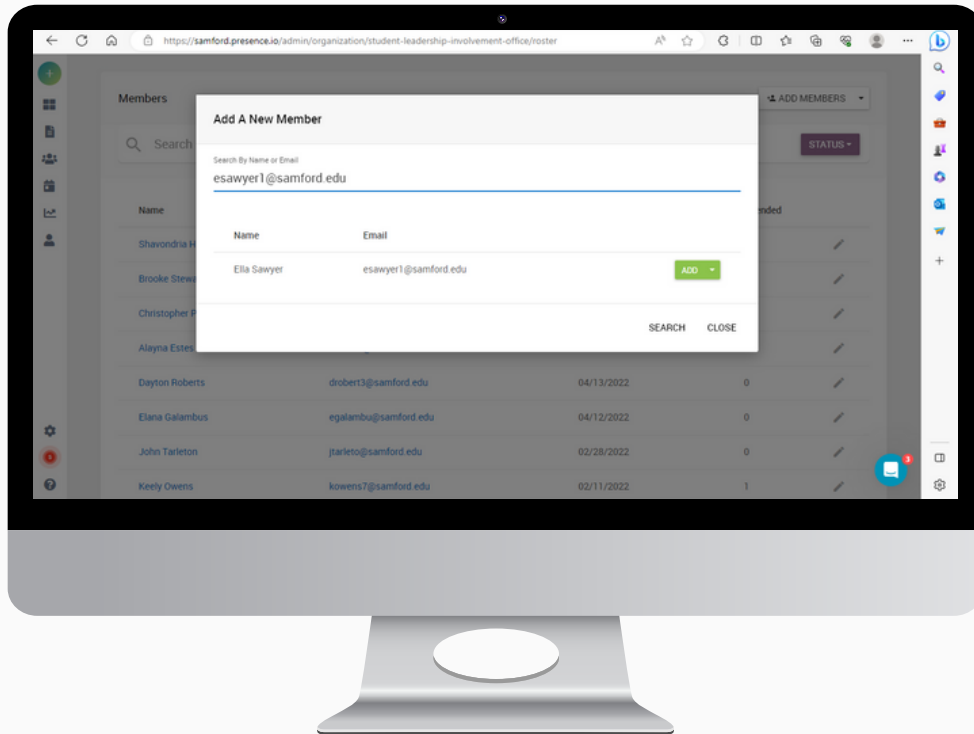
3. Click the “Roster” tab at the top of the page.



4. Scroll down to the “members” section and click add members.



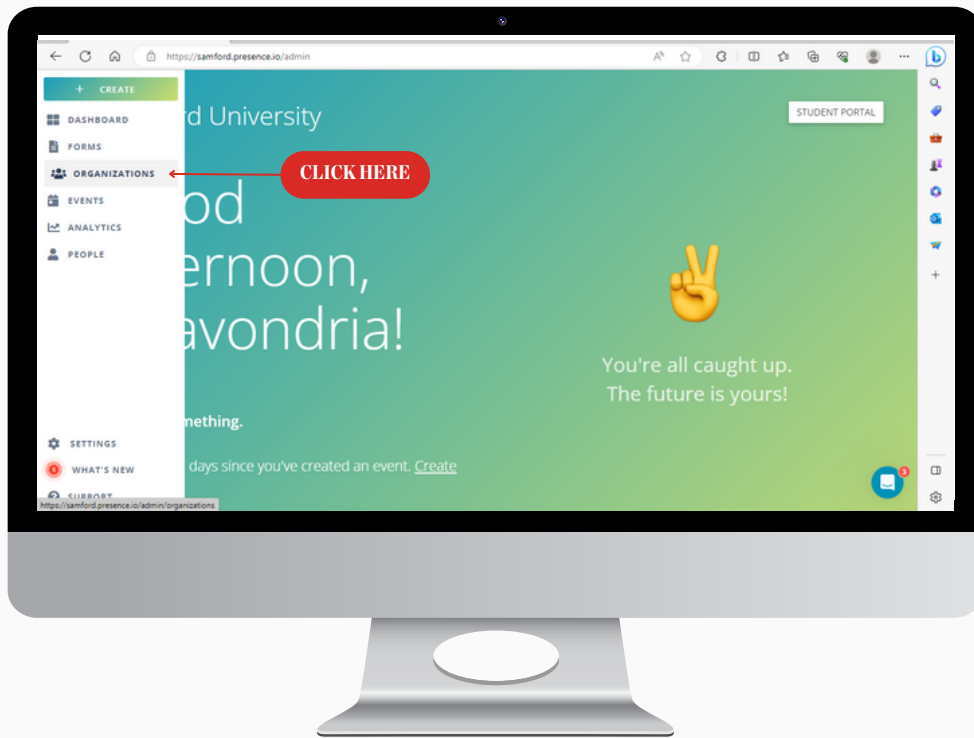
7. Select “email member” and fill in their information.



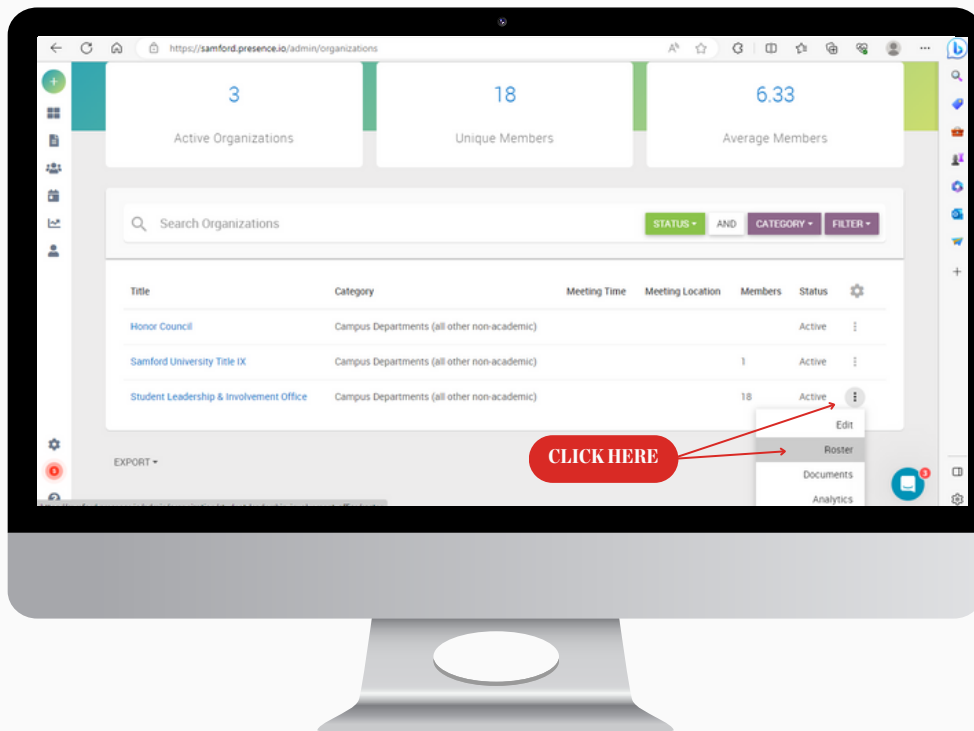


How to manage organization members?

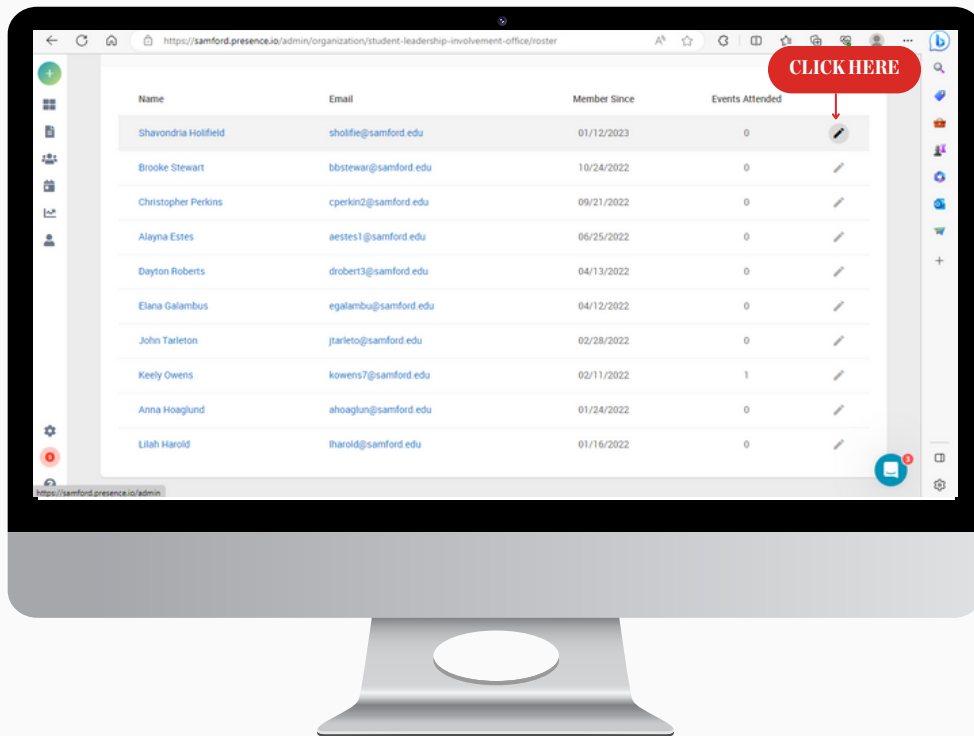
1. Click the “organizations” tab on the left side of the page.



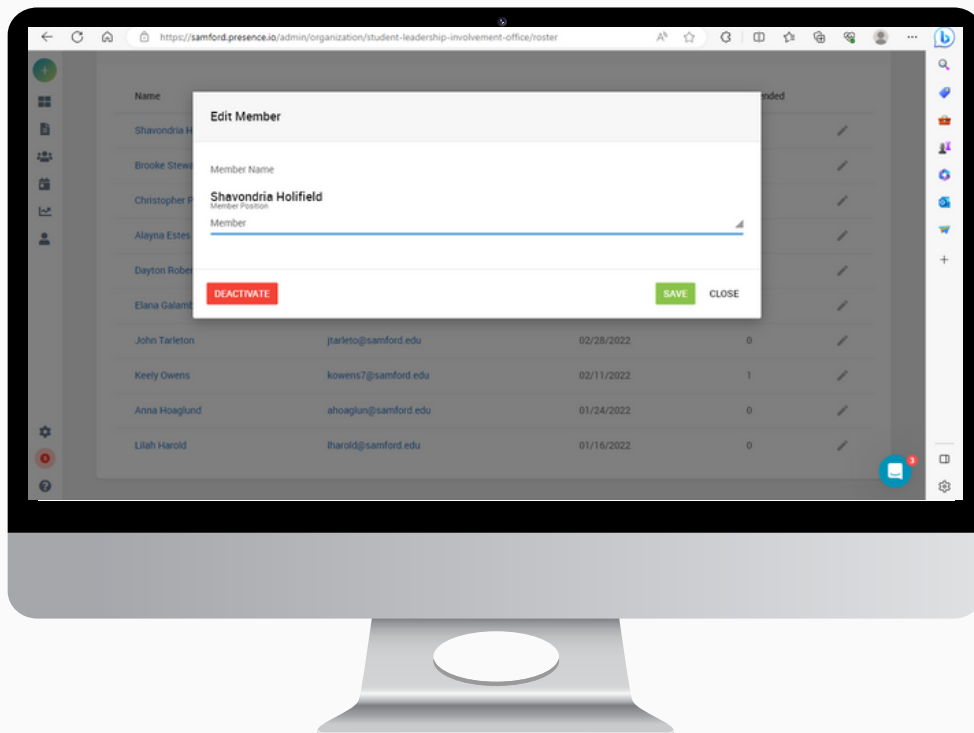
2. Click the three dots next to the organization you wish to manage and select “roster”.



3. Click the pencil icon next to the member you wish to manage.



4. On the edit member screen you will have the option to deactivate or edit a member's position.





How to track attendance using CheckPoint?

- 1. Make sure your event has been registered through Bulldog Central and has been approved.**
- 2. Retrieve the pin code associated with your organization's event by selecting "events" on your Bulldog Central dashboard and on the far right there will be a pin.**
- 3. Open the CheckPoint app and select "Pin Login" then input the code.**
- 4. You will then be able to scan ID cards, or manually enter ID numbers as attendees enter the event.**

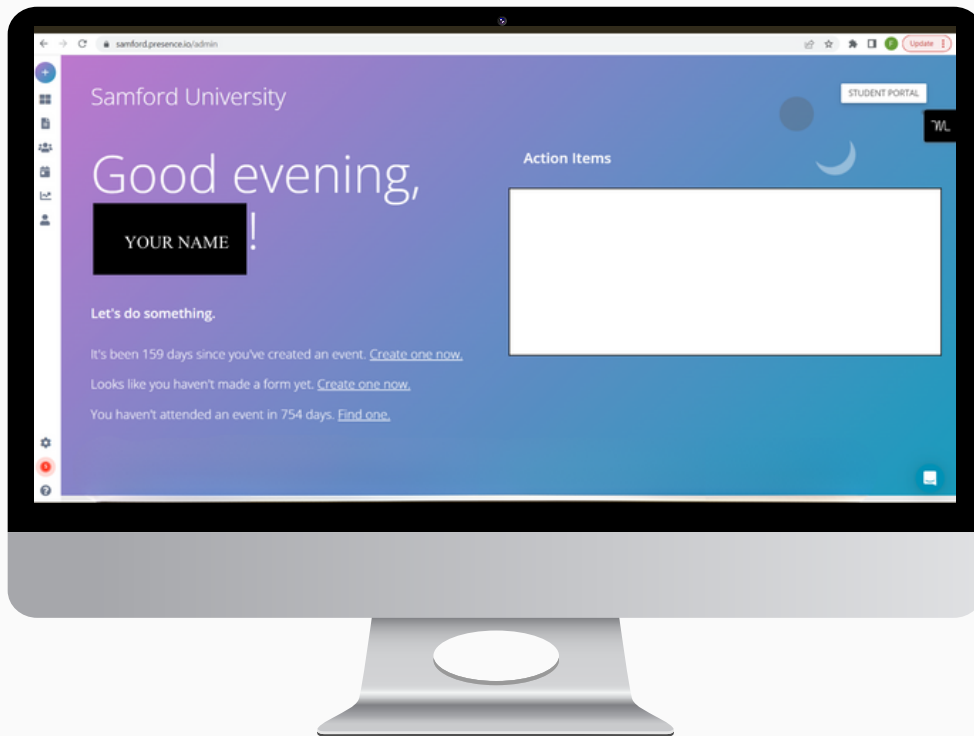
Multiple devices can be used to track attendance simultaneously



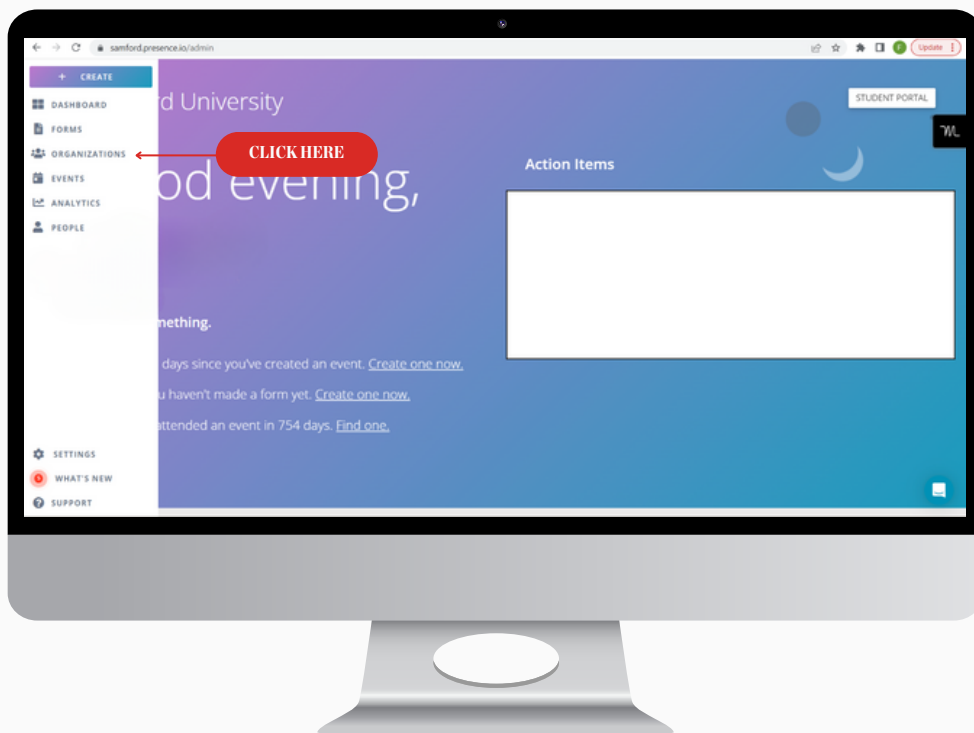


How to transition an organization in Bulldog Central?

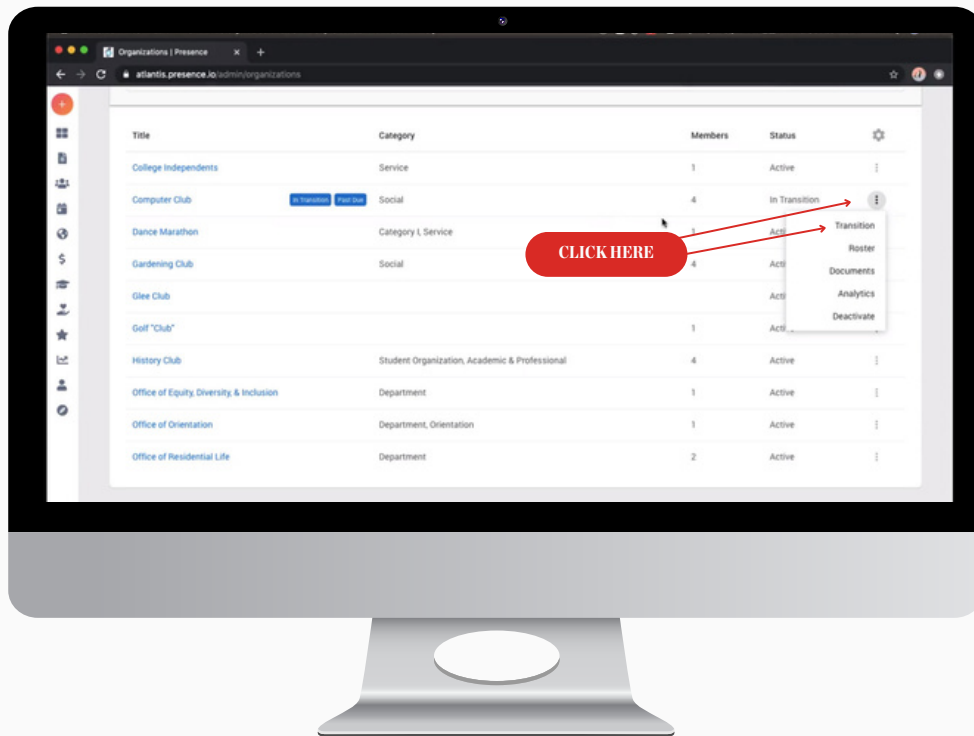
1. Open the admin dashboard.



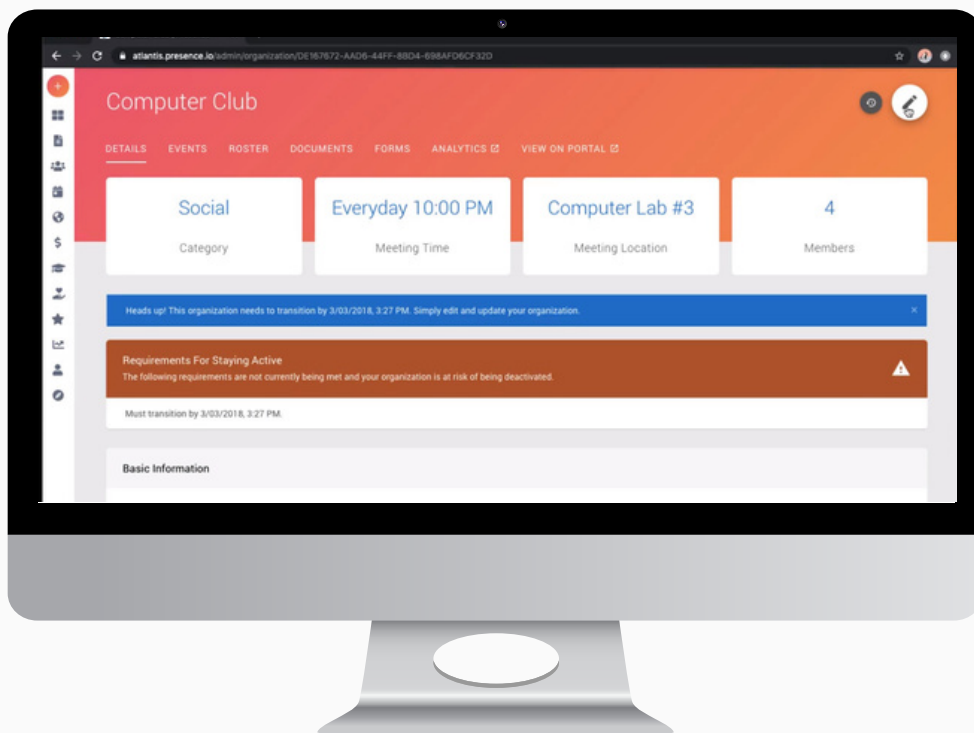
2. Select the “organizations” option in the left toolbar.



3. Click the three dots next to the organization labeled “in transition” and select “transition”.



4. Select the pencil icon in the top right corner to edit profile then update it.

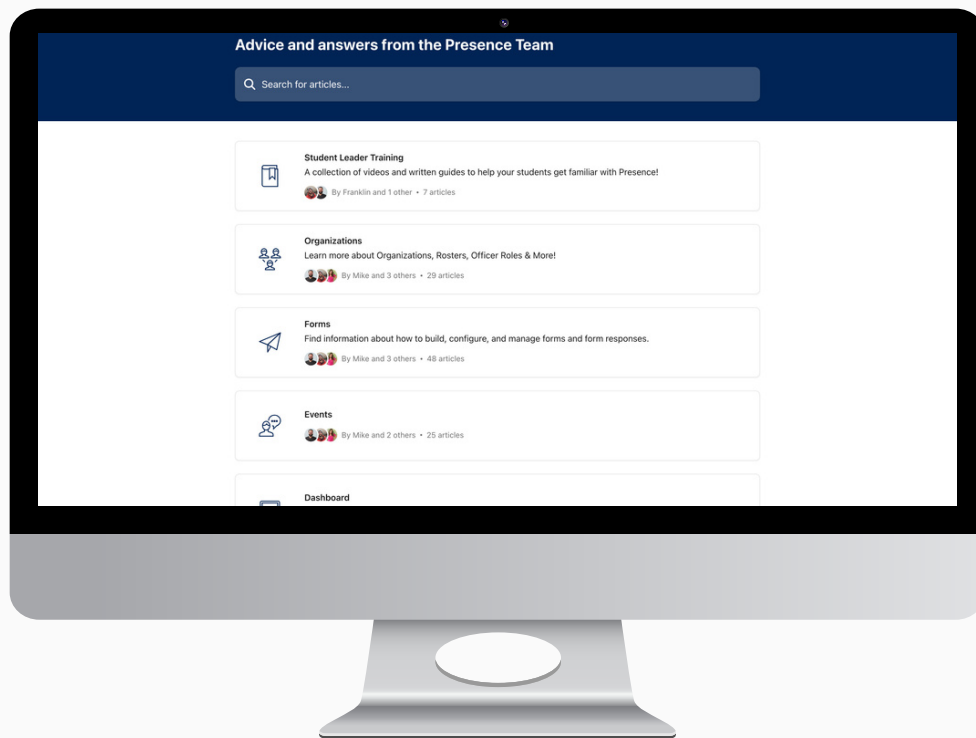


The image features a dark blue background with a light pink-to-white gradient at the top and bottom. Two sets of wavy, layered lines in dark blue, light pink, and white separate the central text from the top and bottom gradients.

Resources

www.learn.presence.io

The learn.presence.io website will equip you with any additional advice or answers you may need related to Bulldog Central. The “search for article” bar is there to assist you with any questions you may have about specific processes in Bulldog Central.



For any additional questions contact:

Carla Novaes-Reddick

Director of Student Involvement

involved@samford.edu



Download Bulldog Central

Place to belong

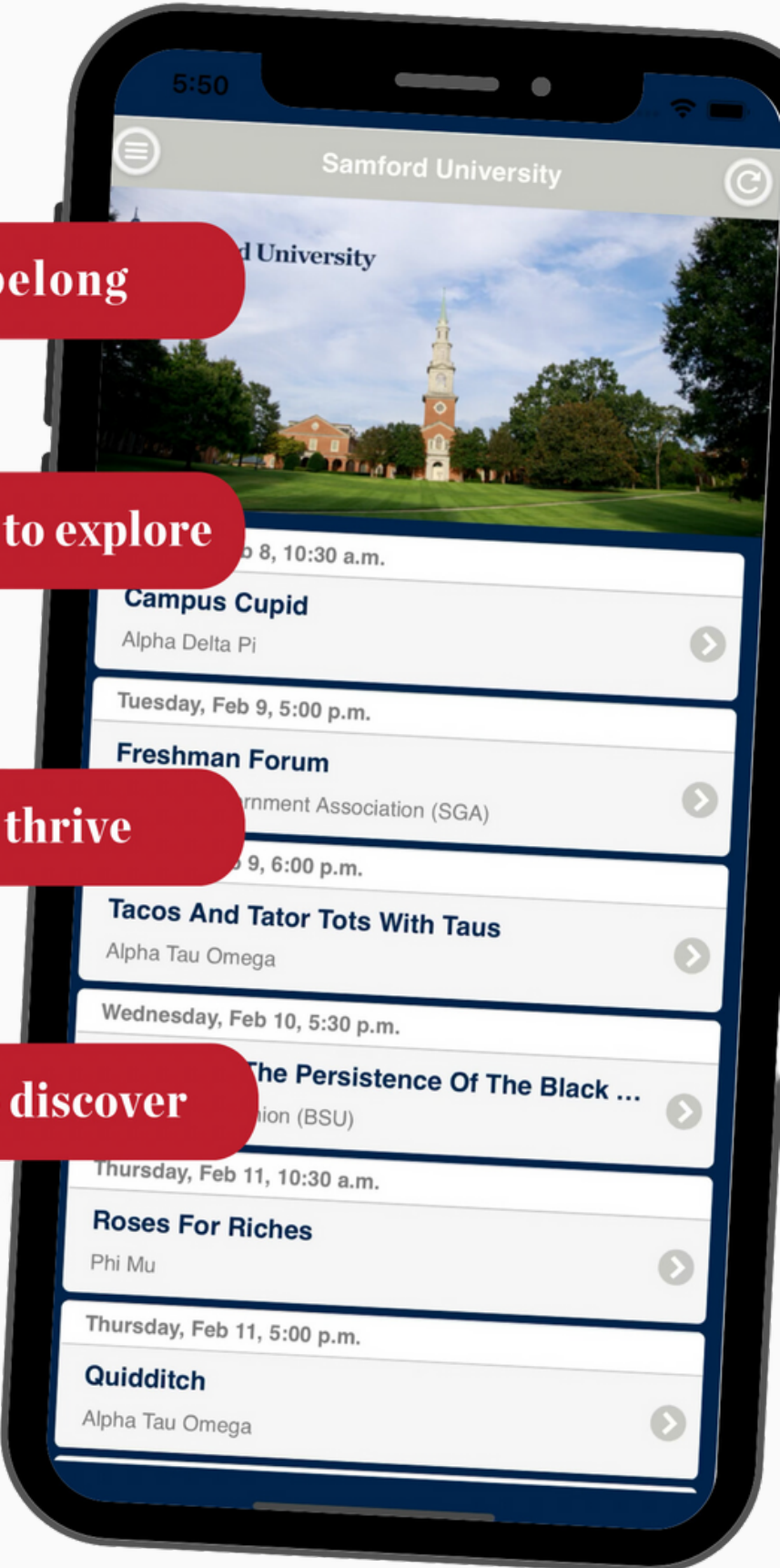


Possibilities to explore

People to thrive



Purpose to discover



Download Bulldog Central

