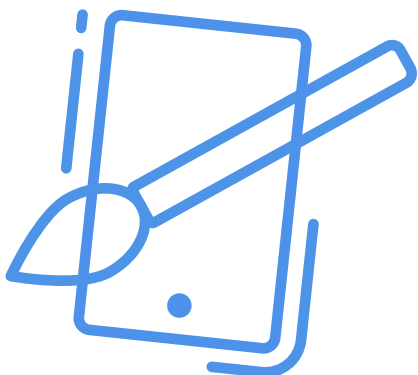


# Back to School Checklist

Consider tackling these quick tasks as you prepare for back to school.



## Content Refresh

- Update the Campus Guide & Home Page:**
  - Change Featured Tiles & Banner Image
  - Update Events & Events Feed
  - Confirm Campus Map Locations
  - Update Service Details
  - Manage Clubs (Active vs. Inactive)

## Community & Channels

- Audit Channels:**
  - Add Custom Emojis
  - Add Channel Descriptions
  - Create a Catchy Channel Name
  - Set Up Community Keyword Alerts
- Link Channels from a Tile for Easier Navigation**



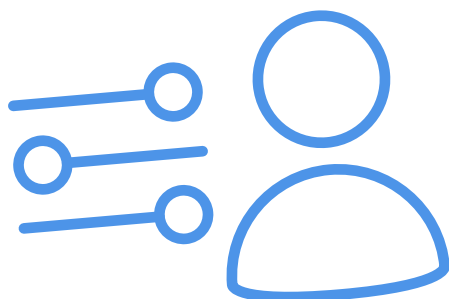


## New Student Engagement

- Create Helpful New Student Resource Pages
- Create Orientation Programs & Add To-Do Lists
- Upload Back to School Events
- Enable Assessment to Track Attendance
- Connect Student Leaders to New Students

## App Promotion

- Ensure There is an Option to Download the App at Every New Student Checkpoint:
  - Share on the Website and Socials
  - Use Sandwich Boards/Postering/Digital Signage
  - Leverage Promo Packets
  - Use Staff, Faculty & Students to Generate Awareness
- Create Opportunities to Incentivize the App for Students in Order to Generate Adoption (QR Codes)



## Housekeeping

- Talk to your IT Team to Ensure Apple & Google Accounts are Up to Date
- Review In-App Terms of Use & Update if Necessary
- Review Integrated Event and Calendar Feeds
- Review All In-App URLs & Third-Party App Tiles
- Connect with your Client Success Manager!