How to Use Clemson Counts as a GROUP ADMINISTRATOR:

Designated members of recognized student organizations can be given administrative access to be able to add civic engagement information for their group. Contact clemsoncounts-L@clemson.edu to receive access.

1. Open https://stuaff.clemson.edu/clemsonCounts/
2. Click on the Clemson University Login button and login.
3. Under “Add Service for Community Partners,” try entering the name of the community agency where your group or members served. If the agency is not in the university’s list click continue under “Add Other Service Activities.” Either way, click “continue.”
4. On the "Add Service Hours" page, enter the prompted information for the different sections:
   a. Service Activity- under “Community Impact for this activity,” you will have the opportunity to add information either as a total that the group completed, or as individual hours. For instance, if 5 members volunteered 2 hours each, you can enter either 10 hours and later split it among the students you list, or 2 hours and later duplicate the entry among the students you enter.
   b. Date and Location of Service
   c. Service Affiliations- select the organization you are representing. You and your members must be listed in the organization’s OrgSync membership.
   d. "This entry should be applied to the organization as a whole, not to an individual"- This box is used for philanthropy projects that the entire group hosted. If you raised $11,000 in your annual fundraiser, you can check this box and then none of your individual members will receive credit, but your group as a whole will receive credit when reports are run.
   e. Add Service for Groups- this is where you will list the members of your organization who participated in the activity. Click this area and follow the directions to add information for members of your organization. If a member is not in OrgSync, or if the user id is not valid, you will receive error messages here.
   f. Supervisor Information- enter the contact information of the person from the community partner agency who supervised this activity. Suggested supervisor information will appear if the community partner is within the Clemson database.
   g. Additional Info- this is a place for notes you might want to keep for yourself. Additional Info is not pulled into reports that your organizations might run to calculate hours.
5. Check boxes for certifying and verifying the information.
6. Once you are done click the “Log Service” button at the bottom right of the page and your service hours will be updated! Group hours must be approved before they will appear live in member’s service records or in your group reports.
7. View, edit and delete your entries from your ClemsonCounts home page under "Review My Service Record."
8. Reports on your groups entries are found on your ClemsonCounts home page under “Organization Management.” Click “View Service Entries” next to your organization name and then select the date range, any sorting criteria you wish, and then click “Generate” to open the information. You can then open it into an excel sheet to be able to manipulate the data as you need. You can check the box for “Group by Student” to have a list of just each member and the total number of hours they have completed.

If you have any questions or concerns, please contact clemsoncounts-L@clemson.edu.