CREATING EVENT ITEMS AND TRACKING ATTENDANCE ON getINVOLVED
PRESENTED BY getINVOLVED WORKING GROUP

Rutgers Student Affairs
INTRODUCTION

• THIS PRESENTATION WILL GIVE A BRIEF INTRODUCTION IN HOW TO ACCESS A ORGANIZATION/DEPARTMENT’S MANAGEMENT OPTIONS ON THE getINVOLVED PLATFORM

• THIS PRESENTATION IS MAINLY CENTERED AROUND EVENT CREATION AND TRACKING ATTENDANCE FOR EVENTS
WHY USE getINVOLVED AND RUTGERS EVENT PASS

• GETINVOLVED SITE HAD OVER 3,122,939 PAGE VIEWS LAST YEAR
• STUDENTS CHECKED IN AT EVENTS 131,515 TIMES LAST YEAR
• APPROXIMATELY 6000 NEW STUDENTS ARE BEING ORIENTED TO USING getINVOLVED EVENT SEARCH FUNCTIONS
• SITE IS BEING PROMOTED AS AN EASY WAY FOR STUDENTS TO FIND OUT WHAT IS GOING ON
• OVER 334 EVENTS ARE LISTED FOR THIS UPCOMING YEAR –INCLUDE YOURS!
LOGGING ONTO THE getINVOLVED PLATFORM

- FROM GETINVOLVED.RUTGERS.EDU
- LOG IN USING YOUR NETID LOGIN INFORMATION BY SELECTING THE ‘SIGN IN’ BUTTON AT THE TOP-RIGHT CORNER OF THE PAGE TO ACCESS INFO PRIVATE TO RUTGERS COMMUNITY
getINVOLVED
MAIN PAGE

• ACCESS FEATURES OF getINVOLVED
• SEARCH EVENTS, FORMS, NEWS & STUDENT ORGANIZATIONS
• QUICK LINKS TO PROFILES FOR YOUR ORGANIZATIONS/DEPARTMENTS
• UPCOMING EVENTS & LATEST NEWS
• LINKS TO CO-CURRICULAR PATHS
• CAMPUS LINKS
**ORGANIZATION / DEPARTMENT PAGE**

- **NAVIGATE TO YOUR ORGANIZATION/DEPARTMENT’S PAGE**
- **TWO OPTIONS IN THE UPPER RIGHT-HAND CORNER TITLED ‘MANAGE ORGANIZATION’ AND ‘CONTACT’**
- **SELECTING ‘MANAGE ORGANIZATION’ WILL BRING YOU TO PAGE THAT WILL ALLOW YOU TO ACCESS ALL AVAILABLE MANAGEMENT OPTIONS**
- In the upper left-hand corner of the screen the symbol comprised of three horizontal lines.
- Selecting this produces a pop-up menu displaying the organization tools available.
- Members have access to various tools by through the “position” you assign them. You control what positions can use each tool.
EVENT MANAGEMENT TOOL

- After selecting the drop down menu from the management page for your organization, several organization tools should appear.
- One of these tools will be titled ‘Events’ and is paired with a small calendar icon to the left of it.
- Selecting this tool will navigate you to a new page titled ‘Manage Events’.
MANAGE EVENTS

• VIEW ALL CURRENT AND PAST EVENTS HOSTED BY YOUR ORGANIZATION

• SELECTING THE ‘ACTION’ ICON FOR AN EVENT, ALLOWS YOU TO VIEW THE EVENT CODE SPECIFIC TO THAT EVENT (SEE SLIDE 39 FOR MORE DETAILS)

• THE ‘CREATE EVENT’ OPTION IN UPPER RIGHT-HAND CORNER WILL BRING YOU TO THE CREATE EVENT PAGE
NAVIGATING EVENT CREATION

- Input the details of your event that will be visible to site users:
  1. Event Title
  2. Theme
  3. Description
  4. Co-hosts/Co-sponsors
  5. Date/Time
  6. Location (Includes space for online URL)
1. EVENT TITLE

- THE TITLE WILL BE VISIBLE TO ANY STUDENT NAVIGATING getINVOLVED

- DUE TO FORMATIING DIFFERENCES BETWEEN THE MOBILE AND DESKTOP VERSIONS OF THE SITE, IT IS RECOMMENDED THAT THE NAME OF YOUR ORGANIZATION /DEPARTMENT IS ALSO INCLUDED IN THE EVENT TITLE

- EX: RUTGERS CHESS CLUB: GENERAL MEETING
2. THEME

- SELECTING ‘THEME’ WILL PRODUCE A DROP-DOWN MENU WITH THE OPTIONS SHOWN IN THE PICTURE PROVIDED

- THEMES ARE USED FOR NAVIGATION PURPOSES ALLOWING STUDENTS TO EASILY SEARCH SITE BASED ON THEME

- SELECTING A THEME IS REQUIRED FOR ALL EVENTS SUBMITTED TO getINVOLVED
3. DESCRIPTION

• THE DESCRIPTION SHOULD INCLUDE ANY RELEVANT INFORMATION OR ADVERTISEMENT THAT YOU WOULD LIKE POSSIBLE ATTENDEES TO KNOW PRIOR TO THE EVENT

• THIS CAN RANGE FROM A GENERAL SYNOPSIS EVENT, SCHEDULE OF EVENT ACTIVITIES, LINKS TO EXTERNAL WEBSITES WITH INFO, ETC.

• THERE IS NO CHARACTER LIMIT FOR THE DESCRIPTION, SO FEEL FREE TO MAKE IT AS LONG AS NEEDED

• IT IS GENERALLY RECOMMENDED THAT ANY EVENT POLICY IS ADDED HERE
4. CO-HOSTS & CO-SPONSORS

- OPTIONAL FEATURE FOR CREATING AN EVENT TO BE HOSTED OR SPONSORED BY MULTIPLE ORGANIZATIONS

- IN ADDITION TO GENERAL RECOGNITION, LISTED CO-HOSTS WILL ALSO HAVE ACCESS TO EVENT DATA ASSOCIATED WITH THE EVENT

- DATA EXAMPLES: ATTENDANCE, QUESTIONNAIRE ANSWERS, AND ANY NOTES REGARDING ATTENDEES
5. DATE/TIME

- Start dates and times selected here.
- Dates can be submitted manually or by using the calendar drop-down feature.
- Similarly, start and end times can be submitted manually or by using the drop-down options which provide times in 15 minute intervals.
  - I.E. 12:00 PM, 12:15 PM, 12:30 PM, etc.
6. LOCATION (ON CAMPUS)

- SELECTING ‘ADD LOCATION’ PROVIDES A POP-UP MENU WHERE getINVOLVED WILL PROVIDE OPTION TO SUBMIT WITH OR WITHOUT A MAP

- MAP FEATURE WILL REQUIRE FULL ADDRESS THAT THE SYSTEM RECOGNIZES AND GENERATES A GOOGLE MAP

- THE MAP-LESS FEATURE WILL ONLY REQUIRE THE LOCATION NAME WHICH CAN BE CUSTOMIZED FOR CLARITY
VIRTUAL LOCATIONS

• THE PLATFORM HAS CONVENIENT SPACES TO PROVIDE ONLINE EVENT URL FOR VIRTUAL EVENT PLATFORM

• THERE IS A SPACE TO PROVIDE INSTRUCTIONS FOR ATTENDEES IF YOUR EVENT REQUIRES SPECIFIC ONLINE REGISTRATION TO ACCESS
ADDING ADDITIONAL DATES/TIMES AND LOCATIONS

- It's easy to add multiple locations or dates for series/repeat events
- Select the ‘Add Another Date’ option below the location section
- Additional sets of date/time/location options appear and can be unique
- This option is useful for creating events for meetings or event series
OTHER EVENT DETAILS

- At the bottom ‘Event Details’ section that has three helpful areas.

- Details on the Event Details will be covered in the following order:
  1. Show To
  2. Event Categories
  3. Perks
1. SHOW TO

- SELECTING ‘SHOW TO’ WILL PRODUCE A DROP-DOWN MENU SHOWING THE FOLLOWING OPTIONS
  - THE PUBLIC: EVENT WILL BE VIEWABLE WITHOUT THE USE OF A NETID LOGIN
  - STUDENTS & STAFF: EVENT WILL BE VIEWABLE TO ANYONE WITH A NETID LOGIN
  - ORGANIZATION MEMBERS: EVENT WILL BE VIEWABLE TO ONLY ORGANIZATION MEMBERS
  - INVITED USERS ONLY: EVENT WILL BE VIEWABLE TO ONLY SPECIFICALLY INVITED USERS
2. EVENT CATEGORIES

• SELECT BEST DESCRIPTIVE EVENT CATEGORIES FROM DROP-DOWN MENU

• EVENT CATEGORIES CAN ALSO BE USED WHEN COMPILING DATA, TRACKING PATHS, AND HELP STUDENTS SEARCH EVENTS

• MULTIPLE CATEGORIES CAN BE ASSIGNED TO ANY GIVEN EVENT

• KNIGHTS CALL CHALLENGE EVENTS MUST BE TAGGED WITH CORRESPONDING KNIGHTS CALL VALUE – THIS TRACKS ATTENDANCE FOR THE CHALLENGE
3. EVENT PERKS

- SELECTING ‘PERKS’ WILL PRODUCE A DROP-DOWN MENU SHOWING THE FOLLOWING OPTIONS
- THESE PERKS ARE USED FOR NAVIGATIONAL PURPOSES IN THE SAME MANNER AS THEMES AND CATEGORIES
- MULTIPLE PERKS CAN BE SELECTED FOR AN EVENT
- THIS SHOULD BE THE FINAL SECTION IN THE CREATE EVENT PAGE. IF YOU ARE SATISFIED WITH THE CONTENT OF YOUR EVENT SELECT ‘NEXT’ AT THE BOTTOM OF THE PAGE
RSVP PAGE

• THIS PAGE HAS TWO MAIN SECTIONS:
  1. SETTINGS
  2. CUSTOM QUESTIONS, WHICH WILL BE COVERED IN THAT ORDER

• BY DEFAULT, RSVP SETTINGS ARE SET TO ‘ANYONE CAN RSVP’ AND CUSTOM QUESTIONS ARE

• THIS PAGE IS THE MOST FLEXIBLE IN TERMS OF CUSTOMIZATION
1. SETTINGS

• The first section of ‘Settings’ is an option for who can RSVP to this event.

• The options for RSVP are as follows:
  • Anyone
  • Only invitees (as specified by the invited users from the previous page)
  • No one

• Directly below this option is a check box allowing you to limit the number of available RSVP spots to your event.

• The picture provided shows an example number of 200.
1. SETTINGS (CONTINUED)

- Below the RSVP spots is option to ‘allow guests’ which allows attendees to bring guests.
- Selecting ‘allow guests’ will produce another option to limit the number of guests allowed per RSVP.
- You can also limit the number of guests allowed.
- A typical limit is to only allow 1 guest per student RSVPing to the event.
2. CUSTOM QUESTIONS

- CUSTOM QUESTIONS ARE QUESTIONS THAT YOU CAN ASK USERS WHO HAVE RSVP'D
- THEY CAN SET TO BE REQUIRED AND ARE CUSTOMIZABLE BY YOU AND THE EXACT CONTENTS ARE UNIQUE TO YOUR EVENT
- RESPONSES TO THESE CUSTOM QUESTIONS ARE VISIBLE IN REPORT
- THIS PRESENTATION WILL COVER THE TYPES OF QUESTIONS THAT CAN BE ASKED AS WELL AS AN EXAMPLE FIELD
2. CUSTOM QUESTIONS: SUMMARY

- SELECT ‘ADD SUMMARY’ FOR THE OPTION PROVIDING SUMMARY TEXT TO DISPLAY FOR USERS BEFORE EACH CUSTOM QUESTION
- THE SUMMARY CAN BE USED TO GIVE SPECIFIC INSTRUCTIONS
- I.E. ‘PLEASE ANSWER THESE QUESTIONS BASED ON THE PREFERENCES AND RESPONSES OF YOUR GUEST(S)’
2. CUSTOM QUESTION: ADDING QUESTIONS

- CHOOSE QUESTION TYPE BEFORE TYPING YOUR CUSTOM QUESTION(S)

- OPTIONS INCLUDE:
  - TEXT – SINGLE LINE
  - TEXT AREA – MULTILINE
  - RADIO BUTTON
  - CHECKBOXES
  - DROPDOWN
CUSTOM QUESTIONS: SINGLE LINE

- Users will be able to submit a written response confined to a single line of text.
- The option to add a question description is available.
- The option to make this question required for users who RSVP is also available.
- This question type is useful for short responses such as a name, NetID, or addresses.
CUSTOM QUESTIONS: MULTILINE

- USERS WILL BE ABLE TO SUBMIT A WRITTEN RESPONSE USING AN ALLOCATED MULTILINE SPACE
- THE OPTION TO ADD A QUESTION DESCRIPTION IS AVAILABLE
- THE OPTION TO MAKE THIS QUESTION REQUIRED FOR USERS WHO RSVP IS ALSO AVAILABLE
- THIS QUESTION TYPE IS USEFUL FOR LISTED RESPONSES OR LONGER ANSWERS SUCH AS ALLERGIES
CUSTOM QUESTIONS: RADIO BUTTON

- USERS WILL BE ABLE TO SELECT A SINGLE RESPONSE OUT OF A LIST OF AVAILABLE ANSWERS
- YOU CAN ADD A QUESTION DESCRIPTION
- YOU CAN MAKE THIS QUESTION REQUIRED FOR USERS WHO RSVP
- THIS QUESTION TYPE IS USEFUL FOR POLLING QUESTIONNAIRES
- I.E. WHAT WOULD YOU PREFER TO EAT AT THE NEXT MEETING?
CUSTOM QUESTIONS: CHECKBOX

• Users will be able to select multiple responses out of a list of available answers that you will be able to generate

• You can add a question description

• You can make this question required for users who RSVP

• Useful for deciding personal preferences or opinion distributions among a group
  • I.E. Which days are you available to work?
CUSTOM QUESTIONS: DROPOWN

• Users will be able to select a single response out of a list of available answers in a dropdown menu

• You can add a question description

• You can make this question required for users who RSVP

• Generally used if longer lists of responses are available to choose from in

• i.e. What is your t-shirt size?
CUSTOM QUESTIONS: ADDITIONAL OPTIONS

• ALL QUESTIONS HAVE SMALL THREE-DOT SYMBOL IN THE UPPER RIGHT-HAND CORNER WHICH PRODUCES AN ADDITIONAL MENU

• THIS MENU PROVIDES THESE OPTIONS INCLUDE:
  • CHANGING THE ARRANGEMENT OF THE QUESTIONS
  • DUPLICATING SELECTED QUESTIONS
  • DELETING SELECTED QUESTIONS

• IF YOU ARE SATISFIED, SELECT ‘NEXT’ AT THE BOTTOM OF THE PAGE
EVENT COVER PHOTO

• THIS PAGE WILL ALLOW YOU TO SUBMIT A COVER PHOTO TO BE USED FOR YOUR EVENT PAGE

• THE EXACT SPECIFICATIONS FOR THE COVER PHOTO ARE AS FOLLOWS:
  
  • IMAGE SIZE GUIDELINES: 1024PX BY 600PX OR LARGER
  
  • FILE SIZE LIMIT: 10 MB
  
  • SUPPORTED FILE TYPES: JPG, JPEG, GIF, PNG, AND PDF

• SIMPLER IMAGES ARE RECOMMENDED FOR EVENT PHOTO

• ALWAYS SUBMIT A COVER PHOTO FOR YOUR EVENTS!
VIRTUAL EVENT ATTENDANCE TRACKING OPTIONS AND RUTGERS EVENT PASS

• TRACKING ATTENDANCE IS IMPORTANT FOR PLANNING, DISTRIBUTING RESOURCES, END OF YEAR REPORTING, AND NOTING STUDENT PROGRESS IN PATHS SUCH AS KNIGHTS CALL CHALLENGE

• EVERY STUDENT AUTOMATICALLY IS ASSIGNED A RUTGERS EVENT PASS WITHIN getINVOLVED TO BE USED TO CHECK IN TO EVENTS ON CAMPUS

• THESE TOOLS CAN HELP YOU KEEP BETTER TRACK OF ATTENDANCE, LOG ELIGIBILITY FOR OFFICER POSITIONS OR INTERNSHIPS, AND ASSIST IN CONTACTING POTENTIAL NEW MEMBERS
USING EVENT PASS AND CHECK-IN

• EVERY STUDENT HAS AN RUTGERS EVENT PASS getINVOLVED TO CHECK IN TO ON CAMPUS EVENTS

• getINVOLVED CAN PROVIDE REPORTS OF ROUGH DEMOGRAPHIC DATA ABOUT ATTENDEES THAT CAN HELP IN IMPROVING EVENTS AND MAKING PLANNING DECISIONS

• MOST RETURNING STUDENTS HAVE EXPERIENCE DOWNLOADING THEIR EVENT PASS DURING NEW STUDENT ORIENTATION AND EXPECT YOUR ORGANIZATION TO USE IT
VIRTUAL ATTENDANCE TRACKING OPTIONS

SELF REPORTING URL

• ON THE MANAGE EVENT PAGE FOR ANY EVENT, YOU WILL FIND AN ATTENDANCE URL.

• ANY GETINVOLVED USER WHO VISITS THIS LINK DURING THE EVENT OR UP TO 72 HOURS AFTER THE EVENT ENDS WILL BE MARKED AS ATTENDED FOR THIS EVENT.

• FOR EXAMPLE, YOU COULD SEND THIS LINK THROUGH THE CHAT FEATURE OF YOUR ONLINE MEETING PLATFORM OF CHOICE, AND ANYONE WHO CLICKS ON IT WILL BE SELF-REPORTING THEIR ATTENDANCE.
VIRTUAL ATTENDANCE TRACKING OPTIONS
MANUALLY

• To track attendance manually, select the blue “Track Attendance” button.

• After sending invitations to your event, you can manage RSVPS under the “Invitations” tab. You will have the ability to search your invitations. You will also have the option to select attended, absent, excused, or N/A and add comments.
**VIRTUAL ATTENDANCE TRACKING OPTIONS**

**MANUALLY TRACK**

- **IF YOU WOULD LIKE TO ENTER INDIVIDUAL ATTENDEE EMAIL ADDRESSES, SELECT THE “TEXT ENTRY” TAB.**
  - HERE, YOU WILL HAVE THE ABILITY TO ADD AN EMAIL ADDRESS AND SELECT A STATUS (ATTENDED, ABSENT, EXCUSED, N/A) FOR THE PARTICIPANT. YOU CAN ADD UP TO 500 EMAIL ADDRESSES (ONE PER LINE). **NOTE: YOU WILL NEED TO COLLECT STUDENT’S NETIDS AND ENTER EMAILS AS NETID@SCARLETMAIL.RUTGERS.EDU**

<table>
<thead>
<tr>
<th>Identifier Type</th>
<th>E-mail Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>*Attendees</td>
<td><a href="mailto:NetID@scarletmail.rutgers.edu">NetID@scarletmail.rutgers.edu</a></td>
</tr>
</tbody>
</table>

- **YOU CAN COLLECT THESE BY INCLUDING NET ID AS A FIELD ON YOUR EVENT PLATFORM’S REGISTRATION PROCESS**
VIRTUAL ATTENDANCE TRACKING OPTIONS

IMPORT LIST OF ATTENDEES

• YOU CAN IMPORT ATTENDEE EMAILS VIA AN EXCEL DOCUMENT, SELECT THE “FILE UPLOAD” TAB.

• YOU WILL HAVE THE ABILITY TO SELECT ON STATUS TO ASSIGN TO ALL ATTENDEES LISTED WITHIN THE FILE.

• NOTE: YOU WILL NEED TO COLLECT STUDENT’S NETIDS AND ENTER EMAILS AS NETID@SCARLETMAIL.RUTGERS.EDU

• COLLECT THESE BY INCLUDING NET ID AS A FIELD ON YOUR EVENT PLATFORM’S REGISTRATION PROCESS
EVENT PASS FOR ON CAMPUS EVENTS

• EVERY STUDENT, STAFF, AND FACULTY MEMBER WHO HAS LOGGED INTO getInvolved HAS AN EVENT PASS

• THE EVENT PASS CAN BE FOUND IN THE USER TOOLBOX – ACCESSED BY SELECTING YOUR ICON IN THE UPPER RIGHT-HAND CORNER OF ANY PAGE
CHECKING USERS INTO ON CAMPUS EVENTS

• IN ORDER TO CHECK USERS INTO AN EVENT, TWO THINGS ARE NEEDED:
  • CHECK-IN APP (CAMPUS LABS EVENT CHECK IN – AVAILABLE IN DEVICE APP STORE)
  • EVENT ACCESS CODE (LOCATED ON EVENT IN getINVOLVED)
• ANY STAFF TASKED WITH CHECKING PEOPLE INTO THE EVENT WILL NEED THESE TWO THINGS IN ORDER TO DO SO SUCCESSFULLY
GETTING THE CHECK-IN APP

- The Campus Labs Event Check-in app is available in both the Apple and Google Play stores.
- There is no purchase necessary to use the full functionality of the app.
- The app requires 23.8 MB of space available on your phone but can be easily re-downloaded at anytime.
EVENT CODE PROMPT

• UPON OPENING THE APP FOR THE FIRST TIME, YOU WILL BE BROUGHT TO A SCREEN AS SHOWN BY THE PICTURE PROVIDED

• THIS IS WHERE YOU WILL BE PROMPTED TO TYPE IN THE EVENT CODE FOR YOUR EVENT

• AFTER A VALID EVENT CODE IS ENTERED, A NETID LOGIN WILL BE REQUIRED BEFORE A CHECK-IN CAN BE PERFORMED

• ATTENDEE DETAILS ARE NOT STORED IN THE STAFF MEMBERS’S PHONE BUT LINK DIRECTLY INTO THE getINVOLVED EVENT
GETTING THE EVENT ACCESS CODE

• UPON CREATING AN EVENT ON getINVOLVED, A UNIQUE EVENT CODE IS AUTOMATICALLY GENERATED

• TO ACCESS IT, RETURN TO YOUR ORGANIZATION/DEPARTMENT'S MANAGE EVENTS PAGE

• SELECT THE ACTION ICON FOR THE EVENT YOU ARE INTERESTED IN WHICH WILL BRING YOU TO A NEW PAGE OUTLINING THE DETAILS OF EVENT
EVENT DETAILS PAGE

• THIS PAGE WILL OUTLINE THE DETAILS OF YOUR EVENT THAT ARE VISIBLE TO ALL USERS, INCLUDING THE OPTION TO RSVP

• SELECT THE ICON TITLED ‘MANAGE EVENT’ IN THE UPPER RIGHT-HAND CORNER OF THE PAGE TO BE BROUGHT TO THE MANAGE EVENT PAGE

• NOTE: CO-HOSTS AND CO-SPONSORS SHOULD ALSO BE ABLE TO ACCESS THIS PAGE FROM THEIR OWN MANAGE EVENTS PAGE AND BE ABLE TO SELECT ‘MANAGE EVENT’
EVENT MANAGEMENT PAGE

• OPTIONS FOR YOUR EVENT CAN BE
  1. VIEW SUBMISSIONS
  2. TRACK ATTENDANCE
  3. CHANGE DETAILS
  4. INVITATIONS & RSVPS
  5. CANCEL EVENT

• PAGE ALSO INCLUDES THE ACCESS CODE THAT IS USED FOR EVENT CHECK-IN

• COPY THIS CODE INTO THE CAMPUSLABS CHECK-IN APP TO BEGIN TRACKING ATTENDANCE
• After submitting the event access code and logging in with a NetID, you will be brought to a similar screen to the one shown where you can start scanning.

• Scanning will require the use of your camera.

• If the student does not have their event pass or does not have their phone, students can be manually searched using the ‘lookup’ function on the bottom right of the screen.
ATTENDANCE REPORTS

- Once students have been checked in using their event passes/check-in app, attendance reports can be run on an event.
- These reports include information on the user such as their name, campus email, preferred email, date of attendance, the time they checked in, and who checked them in.
- These reports will also include any notes that were made about that user.
TRACK ATTENDANCE

- In order to access attendance records or to add any notes on attendees, the track attendance page must be opened.
- From the event management page, the second event action as shown at the bottom of the page is titled ‘Track Attendance’.
- Select this option to be brought to the track attendance page.
• Attendees can be marked as:
  1. Attended
  2. Absent
  3. Excused
  4. N/A

• Comments can also be added

• In the upper right-hand corner there is an option to export the attendee list, which will produce the full attendance report
REPORT LOCATION

• The attendance report will be generated within a minute typically, and can be found in the user tool box under the ‘downloads’ option.

• The report will be an Excel file that can be downloaded at any time.

• The ability to export these attendance reports is available to both the hosting organization and any co-hosts/co-sponsors listed upon the creation of the event.
EVENT ATTENDANCE SPREADSHEET

• WHEN YOU DOWNLOAD THE ATTENDANCE REPORT, IT WILL LOOK LIKE THIS (WITHOUT THE REDACTION)
• IT WILL INCLUDE THE GENERAL EVENT INFORMATION:
  • THE NAME OF THE EVENT
  • THE START AND END DATE
RESOURCES

getINVOLVED WORKING GROUP MEMBERS

• LAURA CHRISTIANSEN; STUDENT CENTERS & ACTIVITIES
• DIMITRI GEAN; STUDENT AFFAIRS RESEARCH, ASSESSMENT, AND PLANNING
• LINDSAY JEFFERS; CENTER FOR SOCIAL JUSTICE EDUCATION AND LGBTQ COMMUNITIES
• CAREY LOCH; STUDENT CENTERS & ACTIVITIES
• DONALD MOORE; FRATERNITY & SORORITY AFFAIRS
• SAMANTHA PLUM; RECREATION
• JOHN REINHARDT; NEW STUDENT ORIENTATION & FAMILY PROGRAMS
• KRYSTYNE SAVARESE; RESIDENCE LIFE
• LORI L. SMITH; STUDENT CENTERS & ACTIVITIES
• KARIMA WOODYARD; STUDENT CENTERS & ACTIVITIES
• DAYNA S. WEINTRAUB; STUDENT AFFAIRS RESEARCH, ASSESSMENT, AND PLANNING
RESOURCES

MANAGEMENT OF getINVOLVED
CONTACT FOR ASSISTANCE WITH YOUR PROFILE:
LORI L. SMITH; STUDENT CENTERS & ACTIVITIES
LORI@ECHO.RUTGERS.EDU  HTTP://SCA.RUTGERS.EDU/

MANAGEMENT KNIGHTS CALL CHALLENGE
CONTACT FOR PARTICIPATION IN OR RECORDING OF:
JOHN REINHARDT; NEW STUDENT ORIENTATION & FAMILY PROGRAMS
JOHNREIN@ECHO.RUTGERS.EDU  HTTP://NSO.RUTGERS.EDU/CHALLENGE/

STUDENT AFFAIRS ASSESSMENT WORKING GROUP & LEARNING COMMUNITY
CONTACT FOR USING TRACKED ATTENDANCE IN ASSESSMENT:
DAYNA S. WEINTRAUB; STUDENT AFFAIRS RESEARCH, ASSESSMENT, AND PLANNING
DAYNA.WEINTRAUB@RUTGERS.EDU
HTTP://STUDENTAFFAIRS.RUTGERS.EDU/ABOUT-US/ASSESSMENT/

RESOURCES ON VIRTUAL EVENTS AND MEETINGS DELIVERY PLATFORMS:
HTTPS://IT.RUTGERS.EDU/RUTGERS-IT-LECTURE-SERIES/