

# CREATING EVENT ITEMS AND TRACKING ATTENDANCE ON getINVOLVED

PRESENTED BY

**getINVOLVED** WORKING GROUP

**RUTGERS**<sup>®</sup>  
Student Affairs

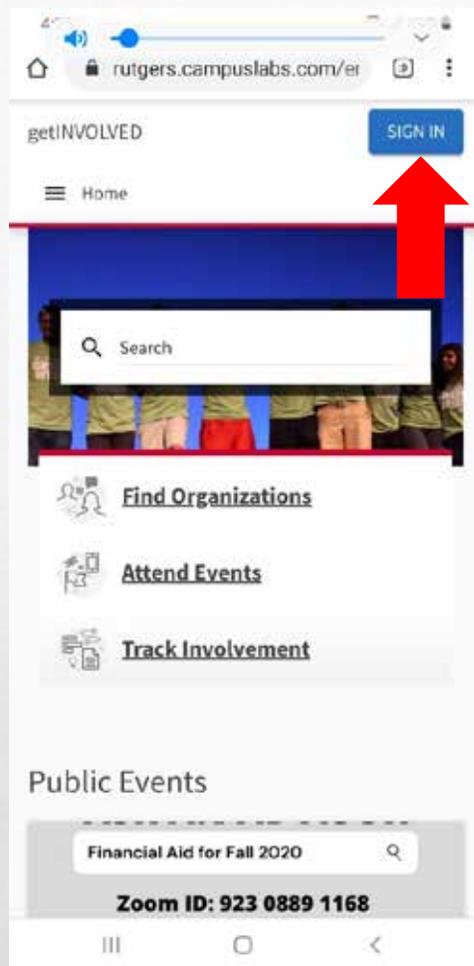


# INTRODUCTION

- 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](https://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

HOME EVENTS ORGANIZATIONS NEWS FORMS

Explore Rutgers University--New Brunswick

Search Events, Organizations, and News Articles

Memberships

- Air Force ROTC (Department at Rutgers University)
- Rutgers Fencing Club
- Student Involvement (Office of)

All Events

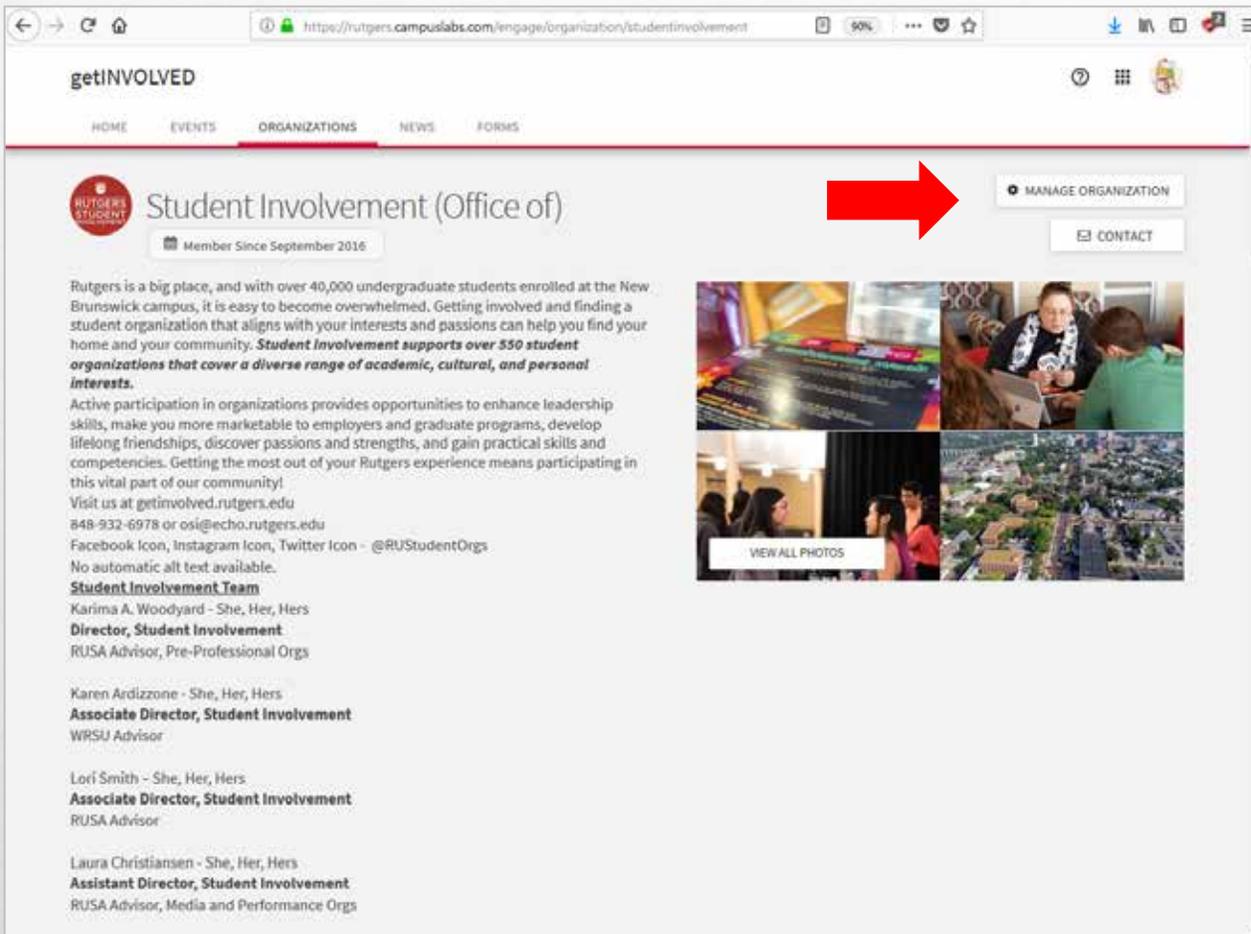
VIEW MORE EVENTS

 <p><b>E-Board Meeting</b></p> <p>Sunday, August 11 at 8:00PM EDT</p> <p>TBD</p> <p>Zeta Phi Beta</p>	 <p><b>NSO Summer Orientation Resource Fair</b></p> <p>Monday, June 17 at 12:00PM EDT</p> <p>Carr Library - Livingston Campus</p> <p>Fraternity and Sorority Affairs (OFSA)</p>	 <p><b>Assessment Learning Community Retreat</b></p> <p>Wednesday, August 14 at 10:00AM EDT</p> <p>Rutgers Gardens</p> <p>Student Affairs Research and Assess...</p>	 <p><b>2019 New Student Orientation Social</b></p> <p>Monday, June 17 at 3:00PM EDT</p> <p>Livingston Apartments</p> <p>Hosted by 3 organizations</p>
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# 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



The screenshot shows the website for the Rutgers Student Involvement (Office of). The page has a navigation bar with links for HOME, EVENTS, ORGANIZATIONS, NEWS, and FORMS. The main content area features the Rutgers Student Involvement logo, a member since date (September 2016), and a description of the organization's mission. A red arrow points to the 'MANAGE ORGANIZATION' button in the upper right corner. Below the text is a photo gallery with a 'VIEW ALL PHOTOS' button.

getINVOLVED

HOME EVENTS ORGANIZATIONS NEWS FORMS

**Student Involvement (Office of)**  
Member Since September 2016

Rutgers is a big place, and with over 40,000 undergraduate students enrolled at the New Brunswick campus, it is easy to become overwhelmed. Getting involved and finding a student organization that aligns with your interests and passions can help you find your home and your community. *Student Involvement supports over 550 student organizations that cover a diverse range of academic, cultural, and personal interests.*

Active participation in organizations provides opportunities to enhance leadership skills, make you more marketable to employers and graduate programs, develop lifelong friendships, discover passions and strengths, and gain practical skills and competencies. Getting the most out of your Rutgers experience means participating in this vital part of our community!

Visit us at [getinvolved.rutgers.edu](http://getinvolved.rutgers.edu)  
848-932-6978 or [osi@echo.rutgers.edu](mailto:osi@echo.rutgers.edu)  
Facebook Icon, Instagram Icon, Twitter Icon - @RUStudentOrgs  
No automatic alt text available.

**Student Involvement Team**

Karima A. Woodyard - She, Her, Hers  
**Director, Student Involvement**  
RUSA Advisor, Pre-Professional Orgs

Karen Ardizzone - She, Her, Hers  
**Associate Director, Student Involvement**  
WRSU Advisor

Lori Smith - She, Her, Hers  
**Associate Director, Student Involvement**  
RUSA Advisor

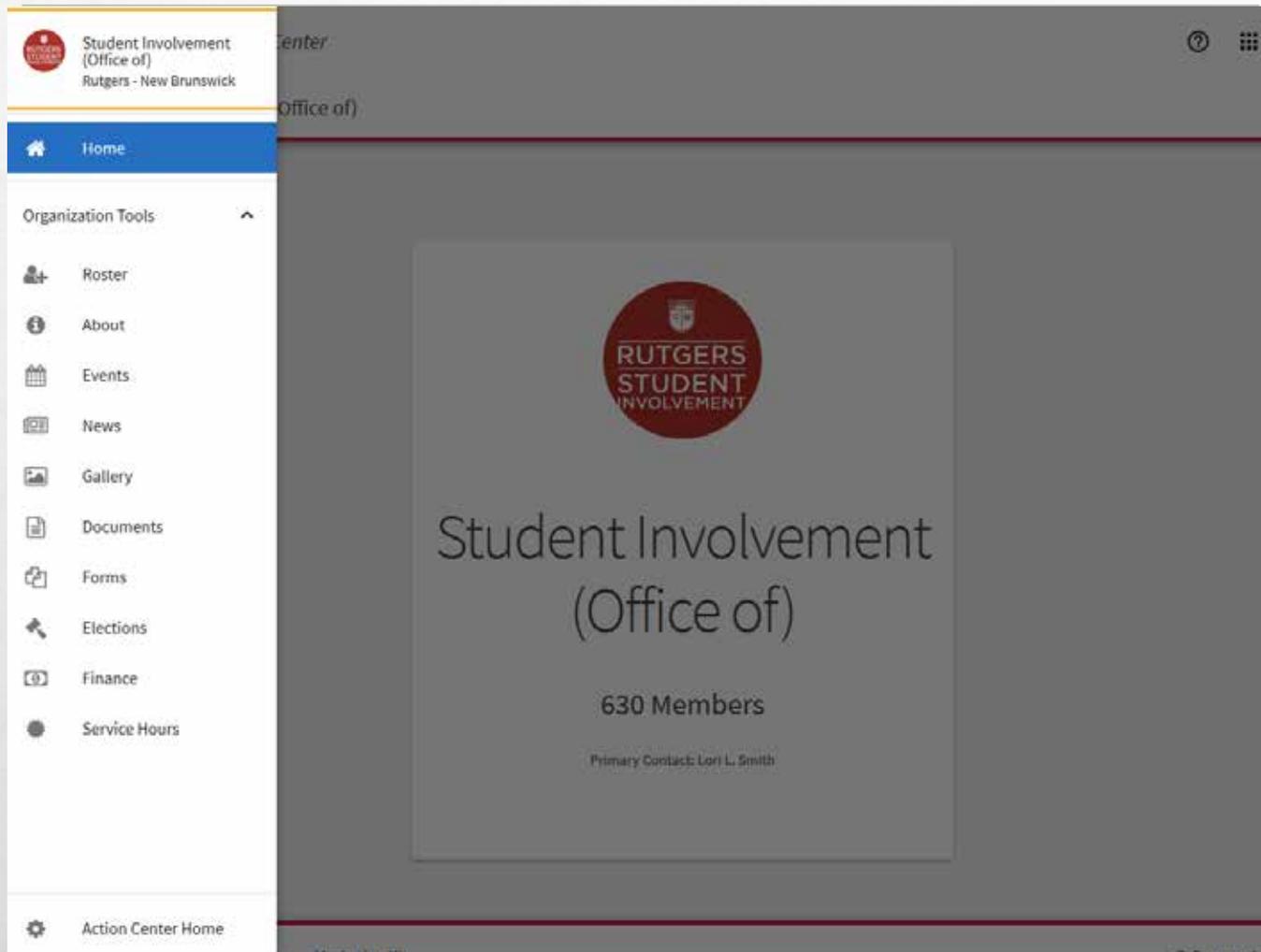
Laura Christiansen - She, Her, Hers  
**Assistant Director, Student Involvement**  
RUSA Advisor, Media and Performance Orgs

MANAGE ORGANIZATION

CONTACT

VIEW ALL PHOTOS

- 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

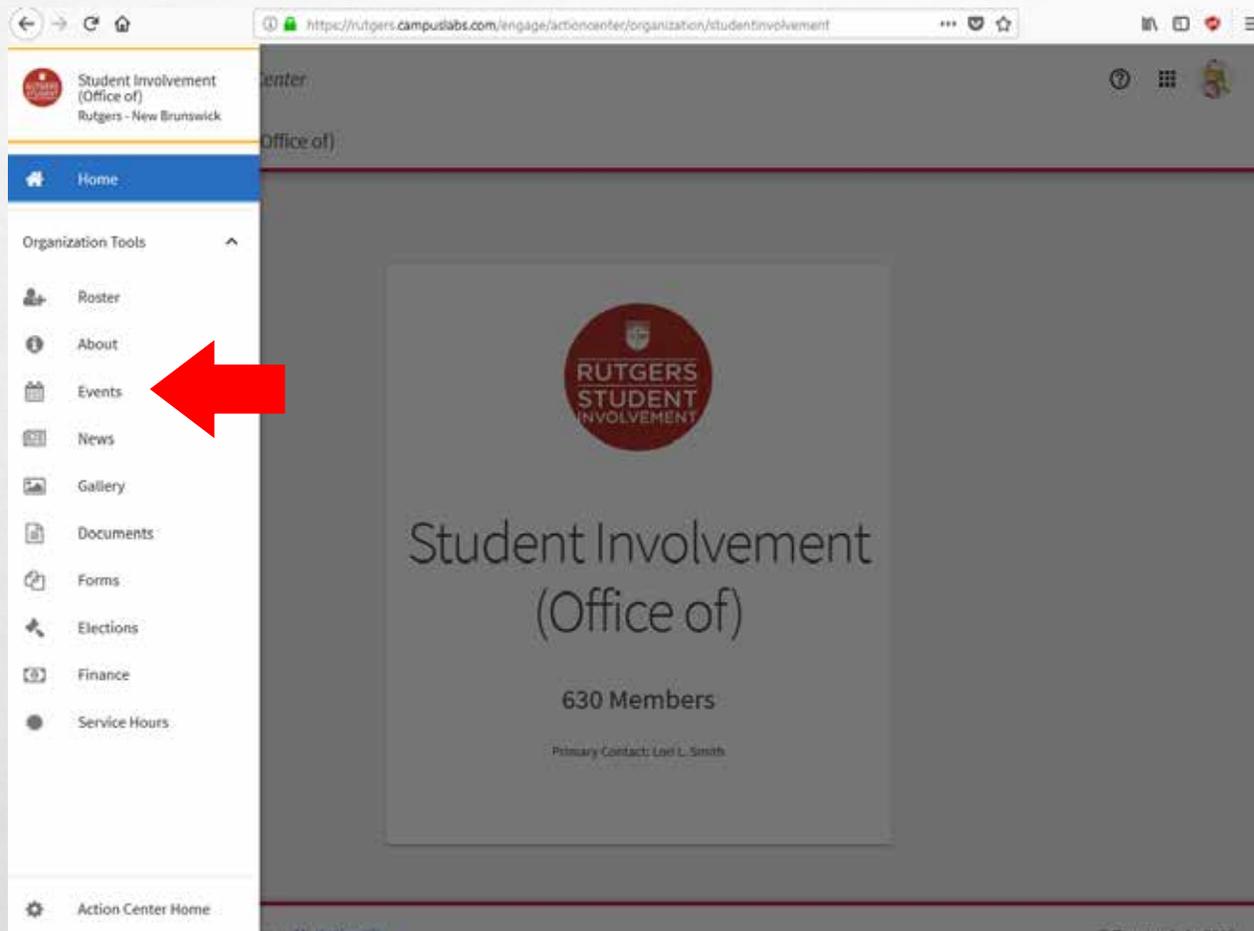


# MANAGEMENT PAGE

- 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'



The screenshot shows the 'getINVOLVED Action Center' interface for 'Student Involvement (Office of)'. The main heading is 'Manage Events'. There are filter dropdowns for 'Approved' and 'Current'. A search bar is present with a magnifying glass icon. A table lists two events:

Name	Status	Start Date	Action
Community Breakout Session: Commuter <small>Co-hosted event managed by NSO: Incoming Students 2019-2020</small>	Approved	6/17/2019 12:00 AM	
TestRun <small>Co-hosted event managed by Residence Life: College Avenue - Demarest Hall</small>	Approved	8/2/2019 12:00 PM	

Below the table, it says 'Showing 1 - 2 of 2'. At the bottom, there are links for 'Privacy', 'Support', 'Release Notes', and 'Marketing Kit', and a copyright notice '© Campus Labs 2019'.

# 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

1 \* Event Title

2 \* Theme

3 \* Description

4 Additional organizations co-hosting this event

5 \* Start Date \* Start Time \* End Date \* End Time

6 \* Location

+ ADD ANOTHER DATE

# NAVIGATING EVENT CREATION

- INPUT THE DETAILS OF YOUR EVENT THAT WILL BE VISIBLE 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

## \* Event Title

Enter Event Title

## \* Description

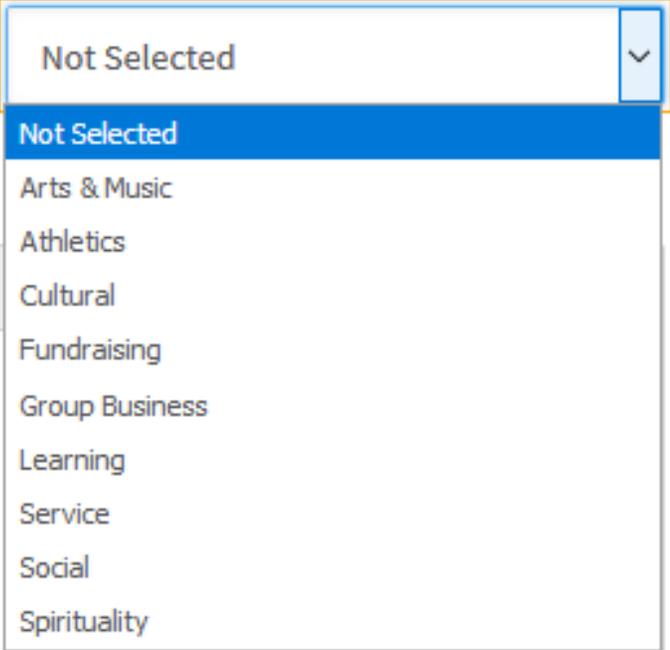


- THE TITLE WILL BE VISIBLE TO ANY STUDENT NAVIGATING **getINVOLVED**
- DUE TO FORMATTING DIFFERENCES BETWEEN THE MOBILE AND DESKTOP VERSIONS OF THE SITE, IT IS RECOMMENDED THAT THE NAME OF YOUR ORGANIZATION /DEPARTMENT IS ALSO INCLUDED IN THE EVENT TITLE
  - EX: RUTGERS CHESS CLUB:  
GENERAL MEETING

## 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**

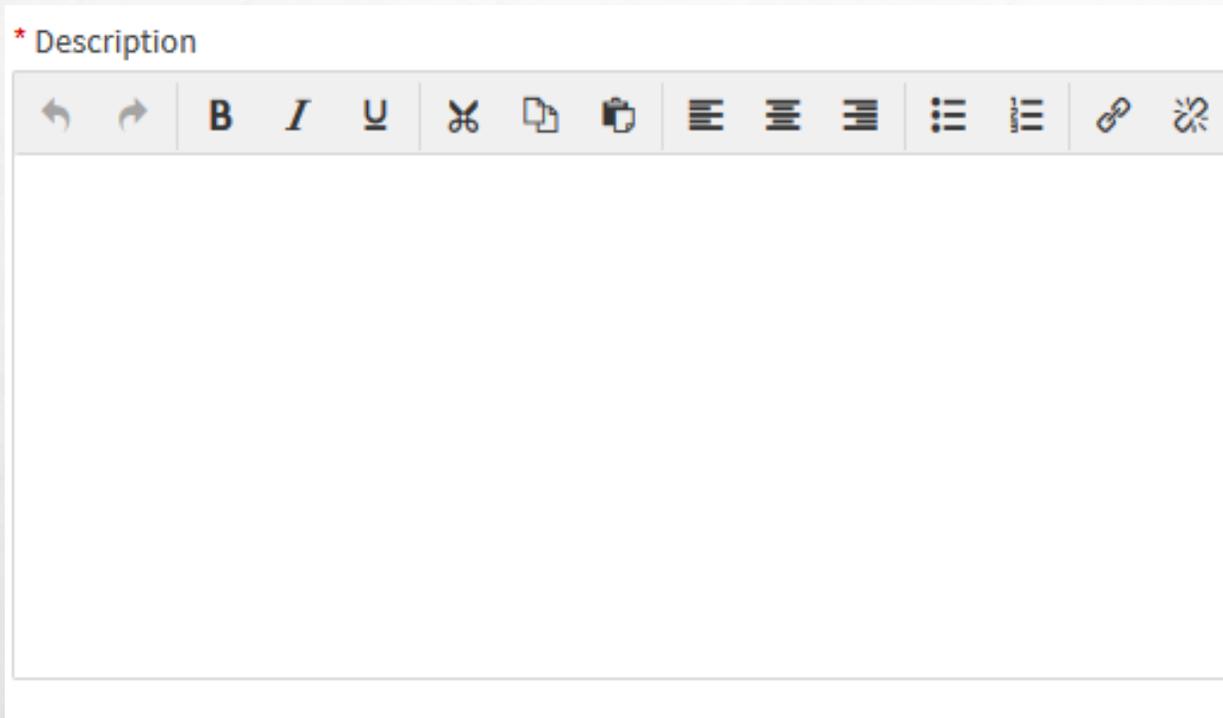
\* Theme



The image shows a web form with a dropdown menu for the 'Theme' field. The dropdown is currently open, displaying a list of options. The first option, 'Not Selected', is highlighted in blue. The other options are listed in a standard font. The dropdown menu is outlined in orange.

Theme
Not Selected
Arts & Music
Athletics
Cultural
Fundraising
Group Business
Learning
Service
Social
Spirituality

\* Description

A screenshot of a rich text editor interface. At the top, there is a title bar with the text '\* Description'. Below the title bar is a toolbar containing various icons for text formatting and editing, including undo, redo, bold, italic, underline, strikethrough, copy, paste, bulleted list, numbered list, decrease indent, increase indent, link, and unlink. Below the toolbar is a large, empty white text area for entering the description.

## 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

Additional organizations co-hosting this event

Type here to search for organizations

- 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 Date

02 Aug 2019



\* Start Time

12:00 PM



\* End Date

02 Aug 2019



\* End Time

01:00 PM



- 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)

The screenshot shows a web browser window with a URL starting with 'https://vigers.campuslabs.com/engage/submitter/organization/StudentInvolve...'. The main form is titled 'Create Event' and includes fields for 'Event Title', 'Description', 'Additional organizations co-hosting this event', 'Start Date', 'Start Time', 'End Date', and 'End Time'. A 'Location' section at the bottom has an 'ADD LOCATION' button. A 'Location' pop-up dialog is open, displaying the event dates '02 Aug 2019 12:32 PM - 02 Aug 2019 01:00 PM' and the question 'Include Map on Event Page:'. It offers two options: 'YES I want to add a helpful Map' (with a blue checkmark icon) and 'NO I'd prefer to not show a Map' (with a red X icon). Below these options is a 'Location Name' input field and 'SAVE' and 'CANCEL' buttons.

- SELECTING 'ADD LOCATION' PROVIDES A POP-UP MENU WHERE **getINVOLVED** WILL PROVIDE OPTION TO SUBMIT WITH OR WITHOUT A MAP
- MAP FEATURE WILL REQUIRES 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

9:10 PM Fri Aug 14

getINVOLVE Student Engo... General Meeti... Student Engo... Student invol... getINVOLVED

rutgers.campuslabs.com

### Add Online Location

Add instructions and/or a direct link to your event listing.  
Online meeting services (Google Hangouts, Microsoft Teams, Discord, Slack, GoToMeeting, etc.) will provide a link, instructions, or both. We recommend providing clear instructions for attendees who may not be experienced with your chosen online meeting place.

Online Location Instructions for Attendees

Online Location Link

<https://hangouts.google.com/group/123g4zBkyzEFE>

CANCEL ADD ONLINE LOCATION TO EVENT

#### Additional Date

*Start Date	*Start Time	*End Date	*End Time
14 Aug 2020	12:00 PM	14 Aug 2020	01:00 PM

LOCATION ADD ONLINE LOCATION

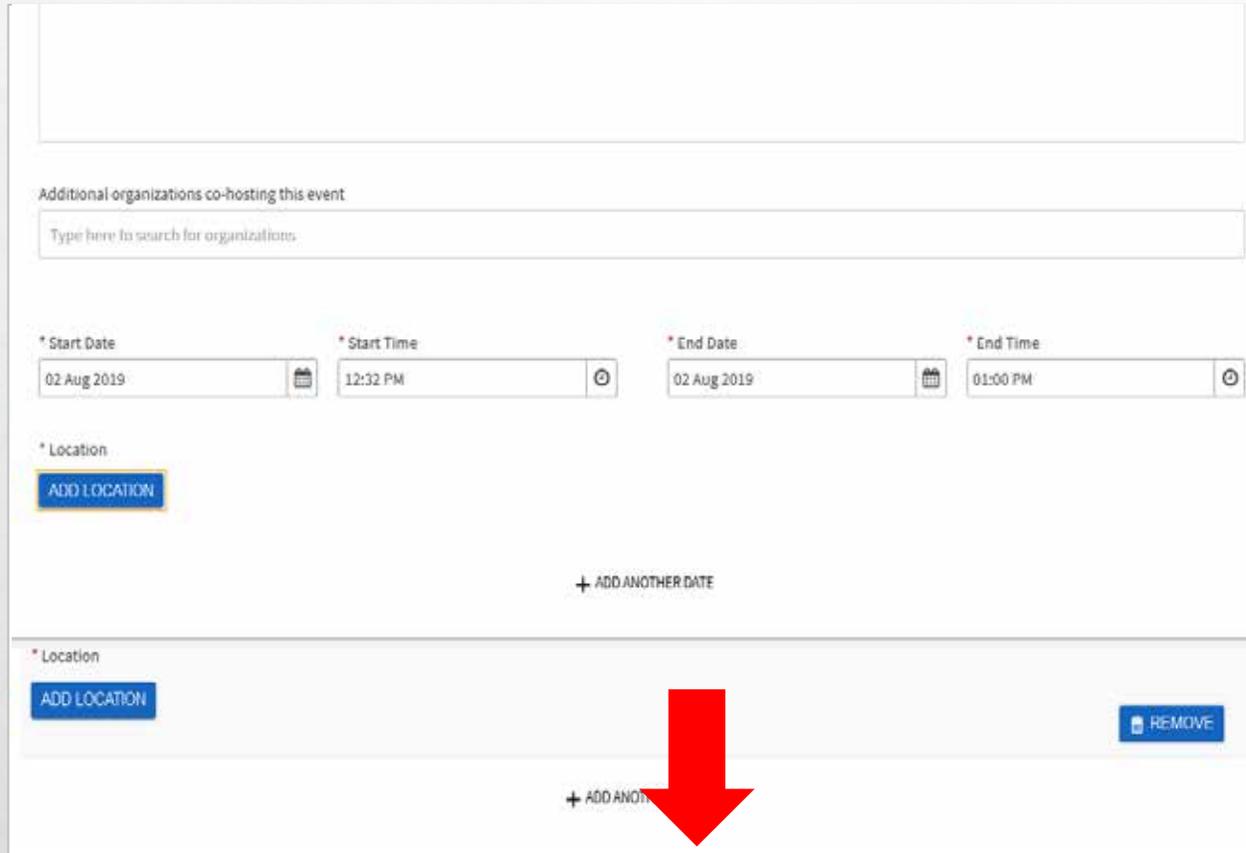
+ ADD ANOTHER DATE

# 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

- ITS 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 OPTIONS IS USEFUL FOR CREATING EVENTS FOR MEETINGS OR EVENT SERIES



The screenshot displays a web form for creating an event. At the top, there is a search bar for organizations. Below it, the event's start and end dates and times are specified: Start Date (02 Aug 2019), Start Time (12:32 PM), End Date (02 Aug 2019), and End Time (01:00 PM). A section for adding locations is visible, with a blue 'ADD LOCATION' button highlighted. Below this section, a '+ ADD ANOTHER DATE' link is present. A second location section is shown below, also with an 'ADD LOCATION' button and a 'REMOVE' button. A large red arrow points to the '+ ADD ANOTHER DATE' link.

# 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

\* Start Date: 02 Aug 2019

\* Start Time: 12:00 PM

\* End Date: 02 Aug 2019

\* End Time: 01:00 PM

\* Location: [ADD LOCATION](#)

+ ADD ANOTHER DATE

### Event Details

\* Show To: The Public

Allow attendance at this event to be shown on the Co-Curricular Transcript

Allow anyone to self-report attendance

Event Categories: Select categories

Perks: Special benefits for your attendees. Select perks

[NEXT >](#)

[Privacy](#) [Support](#) [Release Notes](#) [Marketing Kit](#)

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# 1. SHOW TO

\* Show To

The Public

The Public

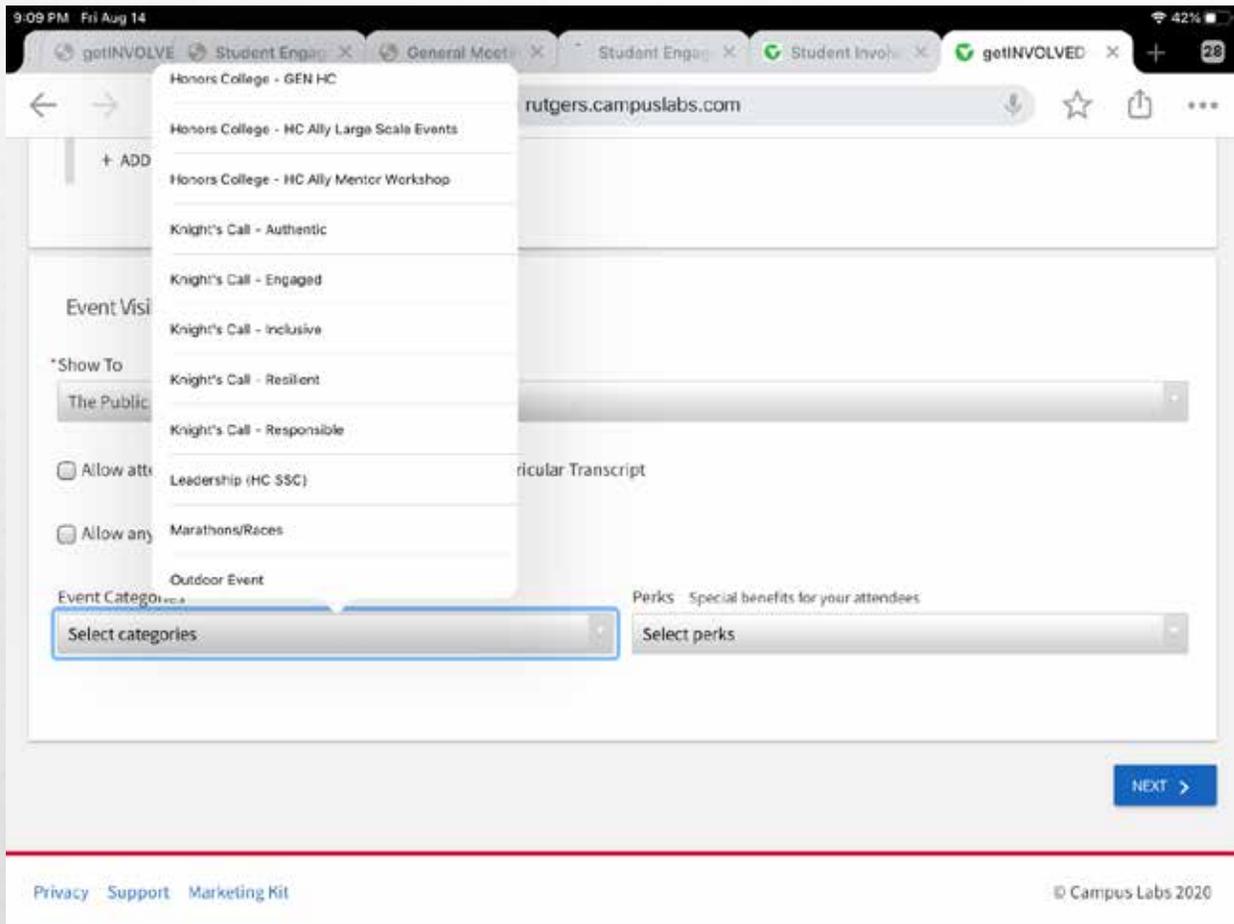
Students & staff at getINVOLVED

Organization Members

Invited users only

Allow anyone to self-report attendance

- 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

Perks Special benefits for your attendees

Select perks

Select perks

Free Food

Free Stuff

Credit



NEXT >

Settings Fields marked with an asterisk (\*) are required.

\* Who can RSVP

Anyone

Limit number of available RSVP spots

**1**  Allow Guests

Custom Questions

Question Instructions

Include a summary or instructions about the questions the user is about to answer

Add Summary

**2** There are currently no Custom Questions  
Select a Question Type and then select the Add Question button to start.

Question Type

Select a question type

Text - Single Line

ADD QUESTION

[< PREVIOUS](#) [NEXT >](#)

# 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

\* Who can RSVP

Anyone

Anyone

Only invitees

No one

\* Who can RSVP

Anyone

Limit number of available RSVP spots

Maximum number of RSVP spots allowed

200

Show remaining RSVP spots to public

Limit number of available RSVP spots

Allow Guests

Limit number of guests per RSVP

Maximum number of guests allowed per RSVP

1

# 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

## Custom Questions

### Question Instructions

Include a summary or instructions about the questions the user is about to answer

Add Summary

There are currently no Custom Questions  
Select a Question Type and then select the Add Question button to start.

### Question Type

Select a question type

Text - Single Line

ADD QUESTION

# 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

## Custom Questions

### Question Instructions

Include a summary or instructions about the questions the user is about to answer

Add Summary

### Summary Text

## 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)'

There are currently no Custom Questions  
Select a Question Type and then select the Add Question button to start.

Question Type  
Select a question type

Text - Single Line

ADD QUESTION



There are currently no Custom Questions  
Select a Question Type and then select the Add Question button to start.

Question Type  
Select a question type

Text - Single Line

Text Area - Multiline

Radio Button

Checkboxes

Dropdown

ADD QUESTION

PREV

NEXT >

## 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

Question 1

\* Add your question text

This is a Single-Line Example Question

Preview

This is a Single-Line Example Question  
This is an Example Description

This question is required

Add question description

Question description  
Give guidance for answering this question

This is an Example Description

# 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

Question 2

\* Add your question text

This is a Multiline Question Example

**Preview**

This is a Multiline Question Example  
This is an Example Description

This question is required

Add question description

**Question description**  
Give guidance for answering this question

This is an Example Description

# CUSTOM QUESTIONS: MULTILINE

- USERS WILL BE ABLE TO SUBMIT A WRITTEN RESPONSE USING AN ALLOTTED 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 ANSWER
- 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?

Question 3

\* Add your question text

This is a Radio Button Question Example

\* Add question answer(s)

Place one answer per line

Answer 1  
Answer 2  
Answer 3

This question is required

Add question description

Question description

Give guidance for answering this question

This is an Example Description

Preview

This is a Radio Button Question Example

This is an Example Description

Answer 1

Answer 2

Answer 3

# 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?

Question 4

\* Add your question text

This is a Checkbox Question Example

\* Add question answer(s)

Place one answer per line

Answer 1  
Answer 2  
Answer 3

This question is required

Add question description

Question description

Give guidance for answering this question

This is an Example Description

Preview

This is a Checkbox Question Example

This is an Example Description

Answer 1

Answer 2

Answer 3

# CUSTOM QUESTIONS: DROPDOWN

- 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?

Question 5

\* Add your question text

This is a Dropdown Question Example

\* Add question answer(s)

Place one answer per line

Answer 1  
Answer 2  
Answer 3

This question is required

Add question description

Question description

Give guidance for answering this question

This is an Example Description

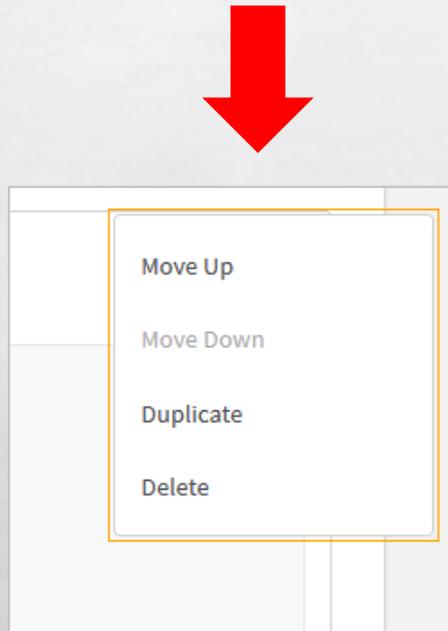
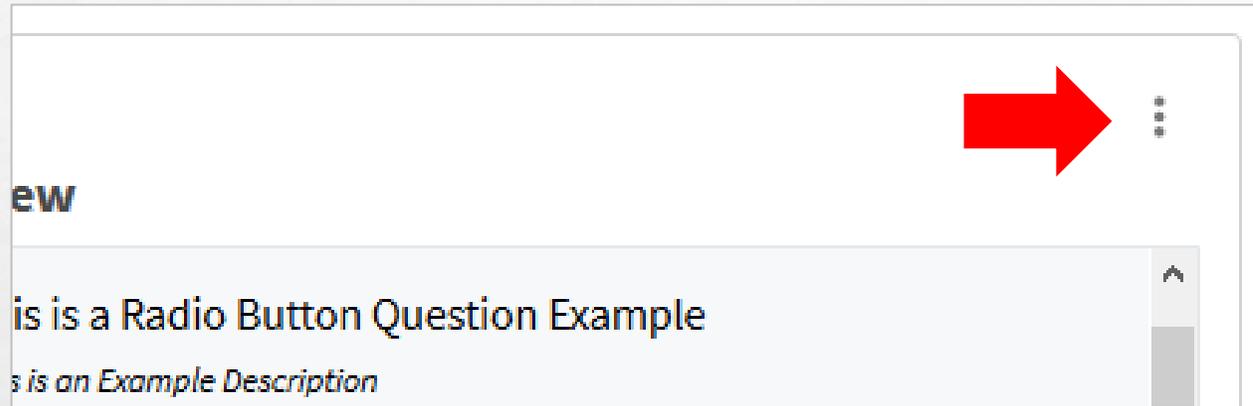
Preview

This is a Dropdown Question Example

This is an Example Description

Please select a value

# 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



### Instructions

Your Cover Photo helps draw attention to your event. To make sure your image looks great, choose a high resolution photo that's eye-catching and high quality.

To ensure the best quality, follow these tips for uploading:

- **Image size guidelines:** 1024px by 600px or larger
- **File size limit:** 10 MB
- **Supported file types:** JPG, JPEG, GIF, PNG, and PDF

< PREVIOUS

SKIP >

# 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

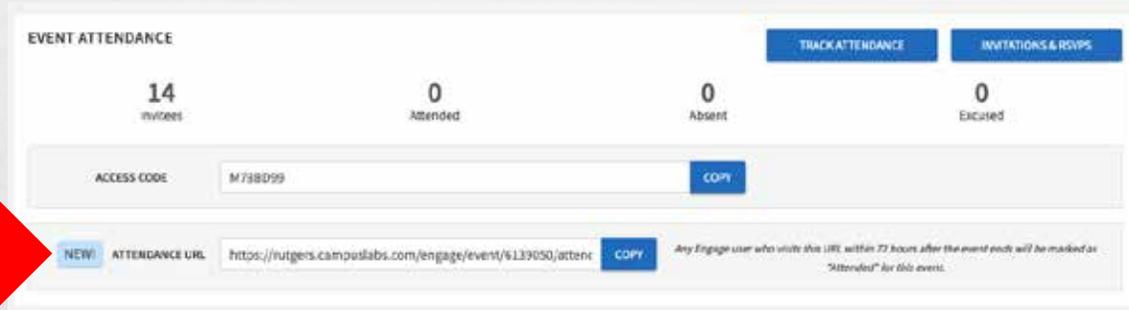
- TRACKING ATTENDANCE IS IMPORTANT FOR PLANNING, DISTRIBUTING RESOURCES, END OF YEAR REPORTING, AND NOTING STUDENT PROGRESS IN PATHS SUCH AS KNIGHTS CALL CHALLENGE
- EVERY STUDENT AUTOMATICALLY IS ASSIGNED A RUTGERS EVENT PASS WITHIN **getINVOLVED** TO BE USED TO CHECK IN TO EVENTS ON CAMPUS
- THESE 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



EVENT ATTENDANCE

14 invitees      0 Attended      0 Absent      0 Excused

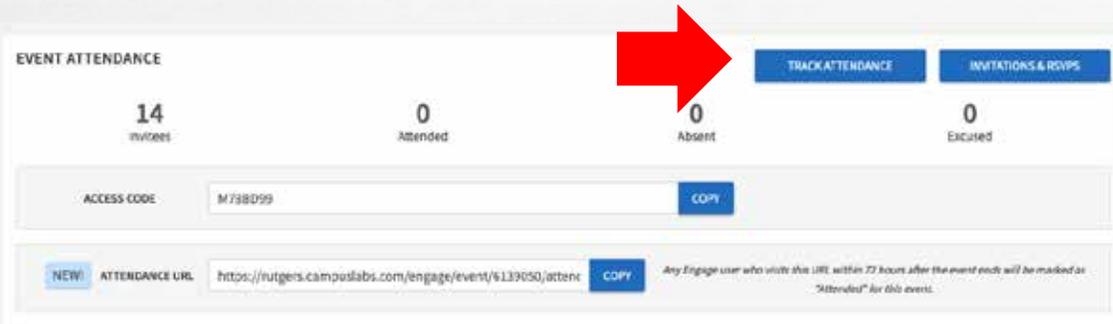
TRACK ATTENDANCE      INVITATIONS & RSVPS

ACCESS CODE: M73BD99      COPY

**NEW!** ATTENDANCE URL: <https://rutgers.campuslabs.com/engage/event/6133050/attend>      COPY      Any Engage user who visits this URL within 72 hours after the event ends will be marked as "Attended" for this event.

- 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



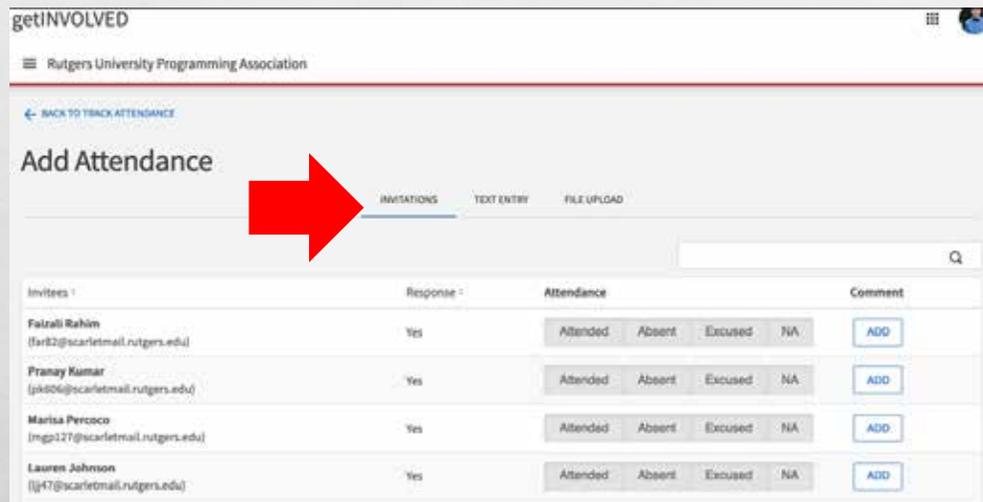
EVENT ATTENDANCE

14 invites      0 Attended      0 Absent      0 Excused

ACCESS CODE: M738D99      COPY

NEW! ATTENDANCE URL: <https://rutgers.campuslabs.com/engage/event/61330650/attend>      COPY      Any Engage user who visits this URL within 72 hours after the event ends will be marked as "Attended" for this event.

- 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.



getINVOLVED

Rutgers University Programming Association

← BACK TO TRACK ATTENDANCE

### Add Attendance

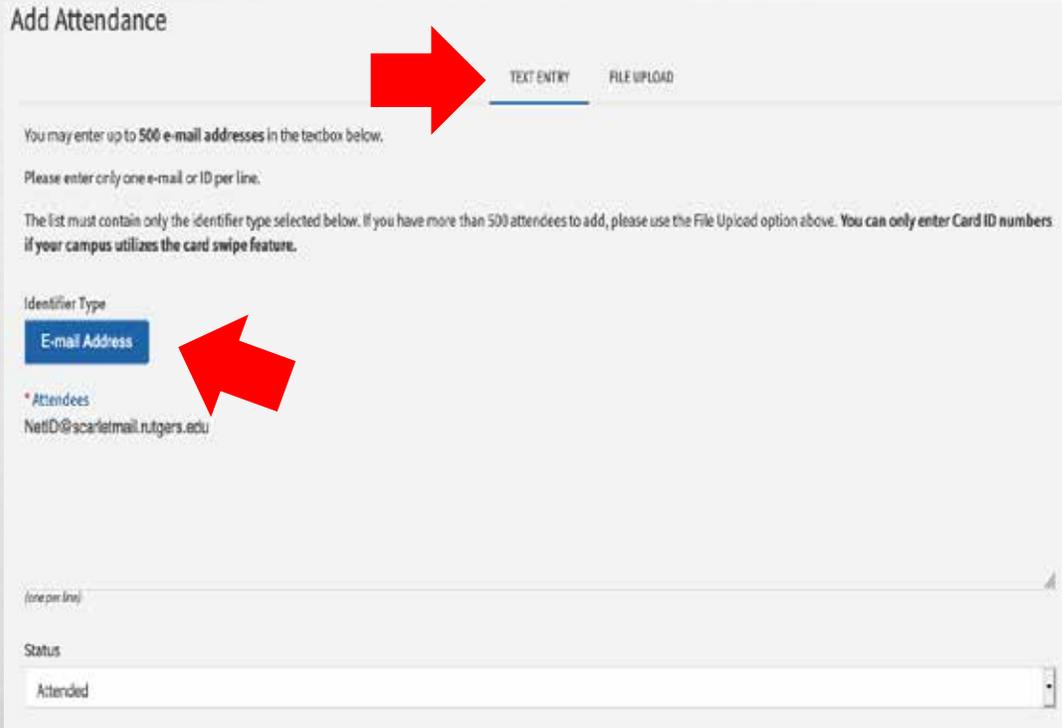
← INVITATIONS      TEXT ENTRY      FILE UPLOAD

Search:

Invitees	Response	Attendance	Comment
Fatrah Rahim (far82@scarletmail.rutgers.edu)	Yes	Attended   Absent   Excused   NA	ADD
Pranay Kumar (pk906@scarletmail.rutgers.edu)	Yes	Attended   Absent   Excused   NA	ADD
Marisa Percoco (mgs127@scarletmail.rutgers.edu)	Yes	Attended   Absent   Excused   NA	ADD
Lauren Johnson (lj47@scarletmail.rutgers.edu)	Yes	Attended   Absent   Excused   NA	ADD

# VIRTUAL ATTENDANCE TRACKING OPTIONS

## MANUALLY TRACK



**Add Attendance**

You may enter up to 500 e-mail addresses in the textbox below.

Please enter only one e-mail or ID per line.

The list must contain only the identifier type selected below. If you have more than 500 attendees to add, please use the File Upload option above. You can only enter Card ID numbers if your campus utilizes the card swipe feature.

Identifier Type

**E-mail Address**

\* Attendees

NetID@scarletmail.rutgers.edu

(one per line)

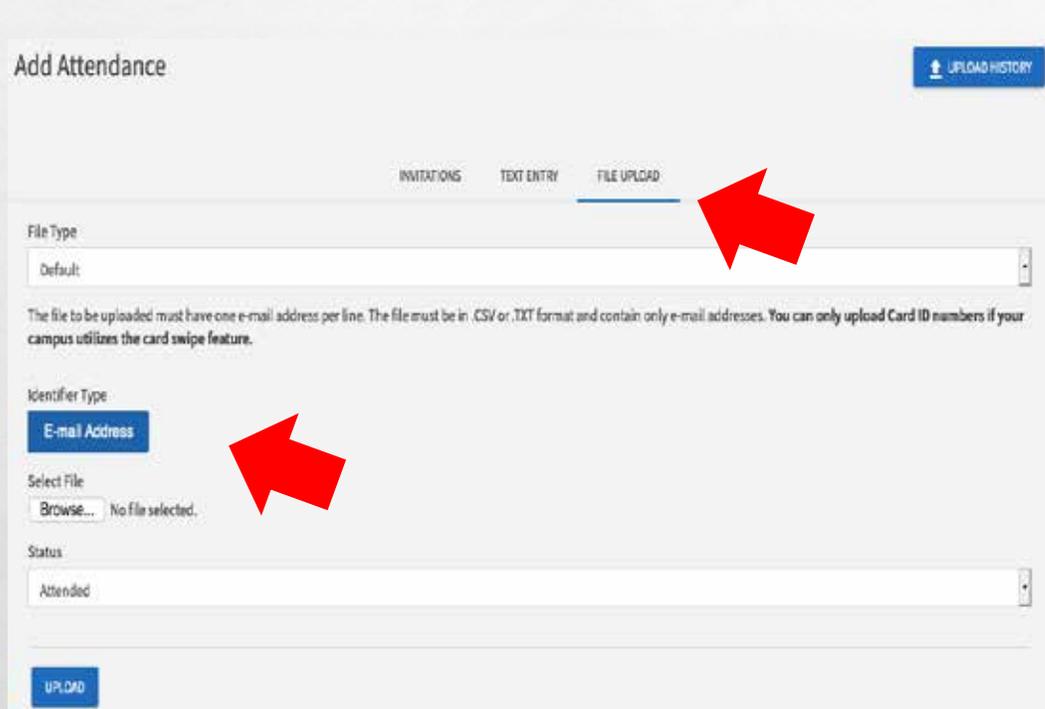
Status

Attended

- 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](mailto:NETID@SCARLETMAIL.RUTGERS.EDU)**
- YOU CAN COLLECT THESE BY INCLUDING NET ID AS A FIELD ON YOUR EVENT PLATFORM’S REGISTRATION PROCESS

# VIRTUAL ATTENDANCE TRACKING OPTIONS

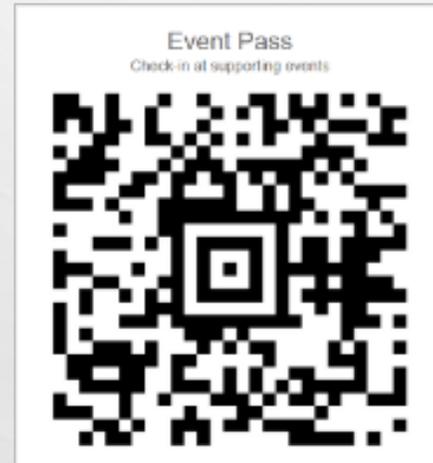
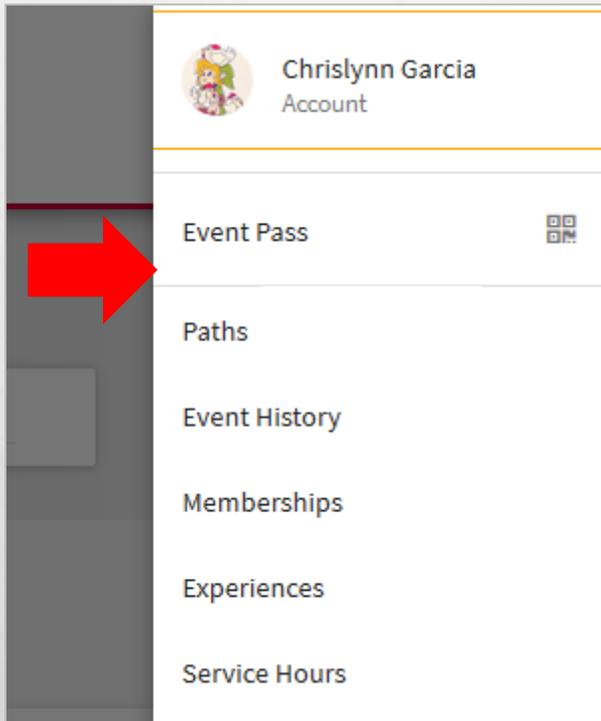
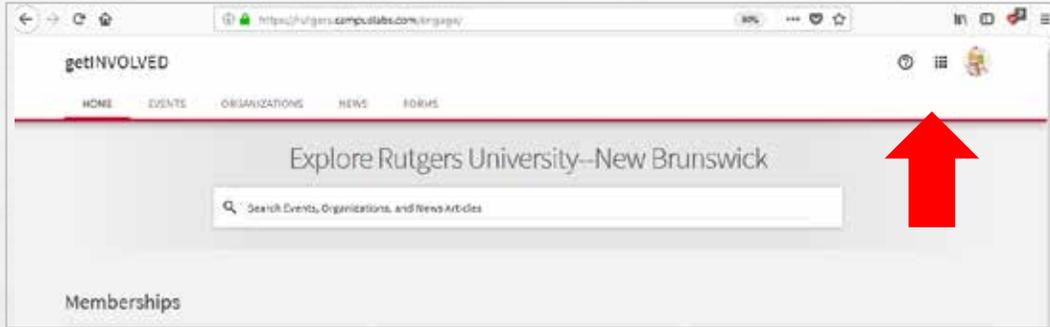
## IMPORT LIST OF ATTENDEES



The screenshot shows the 'Add Attendance' interface. At the top right, there is a blue button labeled 'UPLOAD HISTORY'. Below it, there are three tabs: 'INVITATIONS', 'TEXT ENTRY', and 'FILE UPLOAD'. The 'FILE UPLOAD' tab is selected and highlighted with a red arrow. Below the tabs, there is a 'File Type' dropdown menu set to 'Default'. A red arrow points to this dropdown. Below the dropdown, there is a text box with the following text: 'The file to be uploaded must have one e-mail address per line. The file must be in .CSV or .TXT format and contain only e-mail addresses. You can only upload Card ID numbers if your campus utilizes the card swipe feature.' Below this text box, there is an 'Identifier Type' section with a blue button labeled 'E-mail Address'. A red arrow points to this button. Below the 'Identifier Type' section, there is a 'Select File' section with a 'Browse...' button and the text 'No file selected.'. Below the 'Select File' section, there is a 'Status' dropdown menu set to 'Attended'. At the bottom left, there is a blue button labeled 'UPLOAD'.

- 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](mailto: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

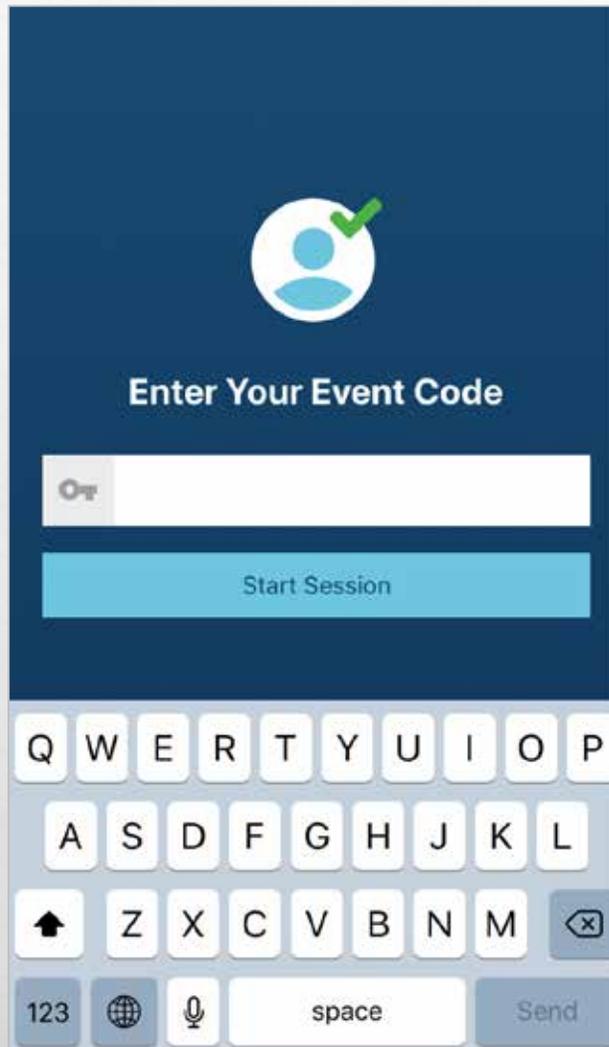
ACCESS CODE

# 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

The screenshot shows the App Store page for the 'Campus Labs® Event Check-in' app. At the top left is a blue back arrow and the word 'Search'. The app icon is a dark blue square with rounded corners, featuring a white circle with a blue person silhouette and a green checkmark. To the right of the icon, the app name 'Campus Labs® Event Check-in' is displayed in bold black text, with 'Campus Labs, Inc.' below it. A blue 'UPDATE' button is positioned to the right of the icon, and a blue circle with three white dots is to its right. Below the icon, there are five grey stars and the text 'Not Enough Ratings'. To the right of the stars is a '4+' age rating and the word 'Age'. A horizontal line separates the top section from the 'What's New' section. The 'What's New' section has the title 'What's New' in bold black text and a blue link for 'Version History'. Below the title, it says 'Version 1.0.13' and '2d ago'. The update notes are: '\*New\* Person details will now show if the person was invited to the event.' and 'Miscellaneous bug fixes'. Another horizontal line is below the update notes. The 'Preview' section has the title 'Preview' in bold black text. At the bottom, there are two mobile status bar screenshots. The first shows 'Carrier', signal strength, Wi-Fi, time '12:40 PM', and battery level. The second shows 'Carrier', signal strength, Wi-Fi, time '1:01 PM', a person icon, and the word 'Detail'.

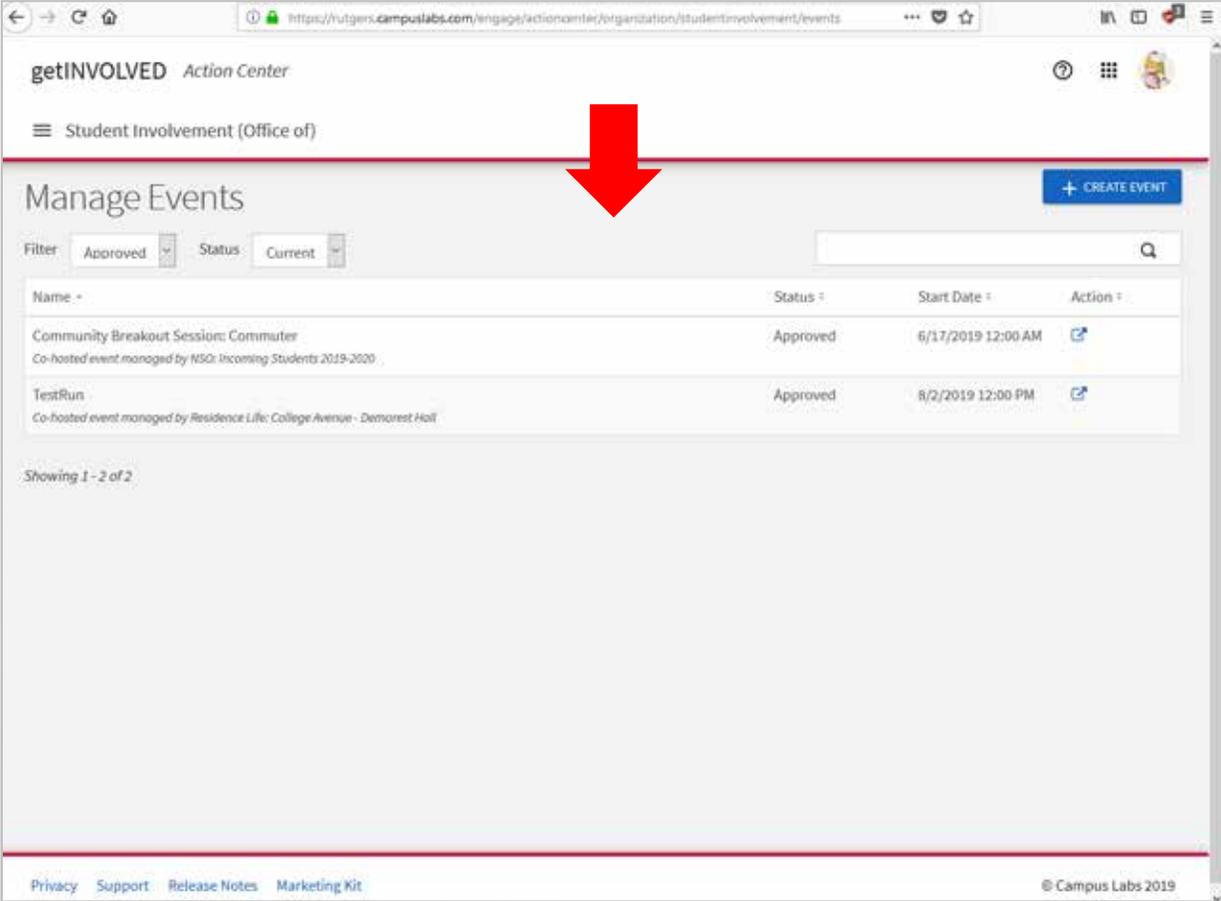
# EVENT CODE PROMPT



- 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

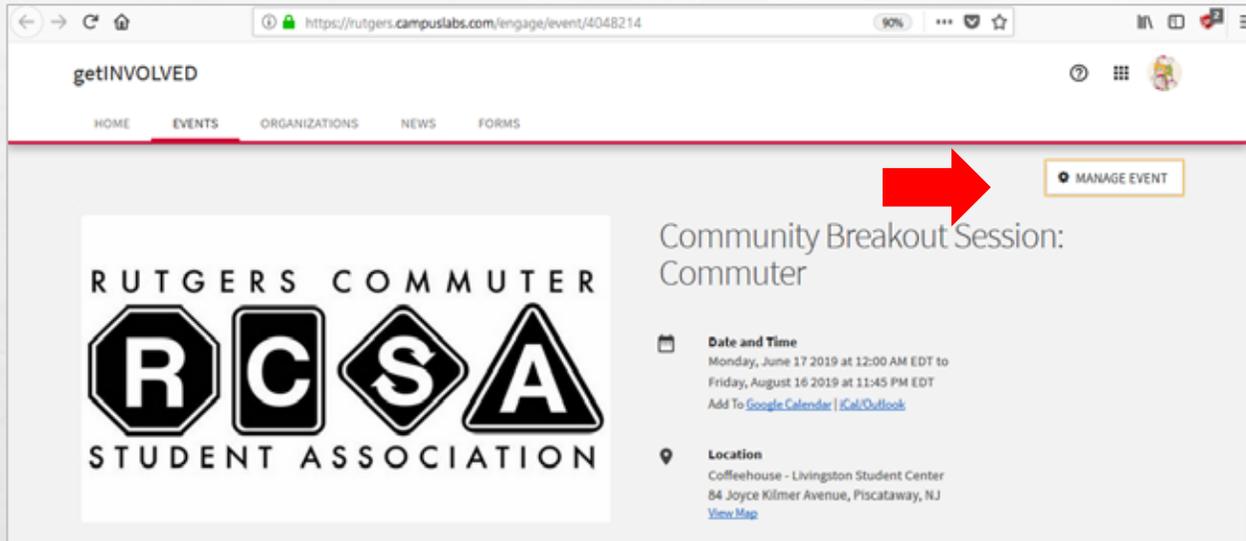


The screenshot shows the 'getINVOLVED Action Center' interface. The page title is 'Student Involvement (Office of)'. Below the title is a 'Manage Events' section with a '+ CREATE EVENT' button. There are filter options for 'Approved' and 'Current', and a search bar. A table lists two events:

Name	Status	Start Date	Action
Community Breakout Session: Commuter <small>Co-hosted event managed by NSO: Incoming Students 2019-2020</small>	Approved	6/17/2019 12:00 AM	
TestRun <small>Co-hosted event managed by Residence Life: College Avenue - Demorest Hall</small>	Approved	8/2/2019 12:00 PM	

Showing 1 - 2 of 2

Privacy Support Release Notes Marketing Kit © Campus Labs 2019



# 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

NSO: Incoming Students 2019-2020

Back to Events List

## Community Breakout Session: Commuter

Post Organizations  
NSO: Incoming Students 2019-2020 + 2 others

Location  
Coffeehouse - Livingston Student Center

Begin  
Monday, June 17, 2019 at 12:00 AM EDT

Ends  
Friday, August 16, 2019 at 11:45 PM EDT

RUTGERS COMMUTER  
STUDENT ASSOCIATION

EXPLORE VIEW

### Event Details

<b>STATUS</b> Approved	<b>VISIBILITY</b> Students & staff at getinvolved	<b>RSVP SETTING</b> Anyone
---------------------------	--	-------------------------------

<b>ATTENDANCE</b>	<b>ACCESS CODE</b>
18 Invites	2AGM5T5 COPY
253 Attended	
0 Absent	
0 Excused	

### Event Actions

View Submissions | Track Attendance | **Change Details** | **Invitations & RSVPs** | Cancel Event

- 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



# CHECK-IN PAGE

- 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

The screenshot shows the event management page for 'Community Breakout Session: Commuter'. At the top, there is a navigation bar with 'NSO: Incoming Students 2019-2020'. Below this, the event title and details are listed: 'Host Organizations: NSO: Incoming Students 2019-2020 + 2 others', 'Location: Coffeehouse - Livingston Student Center', 'Begin: Monday, June 17, 2019 at 12:00 AM EDT', and 'End: Friday, August 16, 2019 at 11:45 PM EDT'. A large logo for 'RUTGERS COMMUTER STUDENT ASSOCIATION' is displayed, featuring the letters R, C, S, and A in stylized shapes. Below the logo, there is a 'TRACK ATTENDANCE' button. The 'Event Details' section includes 'STATUS: Approved', 'VISIBILITY: Students & staff at getINVOLVED', and 'RSVP SETTING: Anyone'. The 'ATTENDANCE' section shows '18 Invites', '253 Attended', '0 Absent', and '0 Excused'. A red arrow points to the '253 Attended' number. The 'ACCESS CODE' section shows '2AGN2TD' and a 'COPY' button. At the bottom, the 'Event Actions' section contains five buttons: 'View Submissions', 'Track Attendance', 'Change Details', 'Invitations & RSVPs', and 'Cancel Event'.

- 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

# TRACK ATTENDANCE PAGE

NSO: Incoming Students 2019-2020

← BACK TO EVENT

### Track Attendance

Community Breakout Session: Commuter

18 INVITEES      253 ATTENDED      0 ABSENT      0 EXCUSED

Swipe Access Code

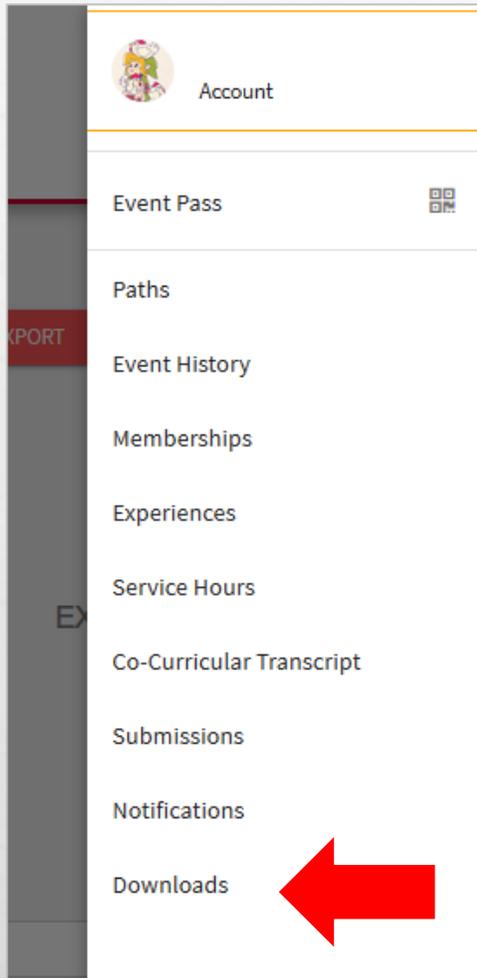
2A0N575

Attendees

Attendees	Attendance	Comment
[Redacted]	Attended Absent Excused NA	ADD
[Redacted]	Attended Absent Excused NA	ADD
[Redacted]	Attended Absent Excused NA	ADD
[Redacted]	Attended Absent Excused NA	ADD
[Redacted]	Attended Absent Excused NA	ADD
[Redacted]	Attended Absent Excused NA	ADD

- 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

OrganizationEventAttendances [1] - Excel

File Home Insert Page Layout Formulas Data Review View Tell me what you want to do... Teri Tozzi Share

Clipboard Font Alignment Number Styles Cells Editing

117

Event Attendance By Event							
getINVOLVED Workshop							
Start Date 9/11/2019							
End Date 9/11/2019							
First Name	Last Name	Campus Email	Preferred Attendan	Marked By	Marked On	Comment	Card ID Number
Teri	Tozzi	<a href="mailto:tt79@echo">tt79@echo</a>	Attended	Lori L. Smi	8/28/2019 13:00		
Lori L.	Smith	<a href="mailto:lori@echo.rutgers.edu">lori@echo.rutgers.edu</a>	Attended	Teri Tozzi	8/28/2019 13:01		
Karima	Woodyard	<a href="mailto:karima.woodyard@rutgers.edu">karima.woodyard@rutgers.edu</a>	Attended	Teri Tozzi	8/28/2019 13:15		
Susan	Romano	<a href="mailto:romanos@echo.rutgers.edu">romanos@echo.rutgers.edu</a>	Attended	Lori L. Smi	8/28/2019 13:20		

- 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

## get**INVOLVED** 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
- KRISTYNE 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](mailto:LORI@ECHO.RUTGERS.EDU) [HTTP://SCA.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](mailto:JOHNREIN@ECHO.RUTGERS.EDU) [HTTP://NSO.RUTGERS.EDU/CHALLENGE/](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](mailto:DAYNA.WEINTRAUB@RUTGERS.EDU)

[HTTP://STUDENTAFFAIRS.RUTGERS.EDU/ABOUT-US/ASSESSMENT/](http://STUDENTAFFAIRS.RUTGERS.EDU/ABOUT-US/ASSESSMENT/)

## RESOURCES ON VIRTUAL EVENTS AND MEETINGS DELIVERY PLATFORMS:

[HTTPS://IT.RUTGERS.EDU/RUTGERS-IT-LECTURE-SERIES/](https://IT.RUTGERS.EDU/RUTGERS-IT-LECTURE-SERIES/)

# QUESTIONS? COMMENTS? CONCERNS?

PLEASE FEEL FREE TO CONTACT STUDENT CENTERS AND ACTIVITIES - STUDENT INVOLVEMENT

STUDENT ACTIVITIES CENTER (SAC)

613 GEORGE STREET, NEW BRUNSWICK, NJ 08901

PHONE: [848-932-6978](tel:848-932-6978)

E-MAIL: [OSI@ECHO.RUTGERS.EDU](mailto:OSI@ECHO.RUTGERS.EDU)

[SCA.RUTGERS.EDU](mailto:SCA.RUTGERS.EDU)

[FACEBOOK](#) | [TWITTER](#) | [INSTAGRAM](#)

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