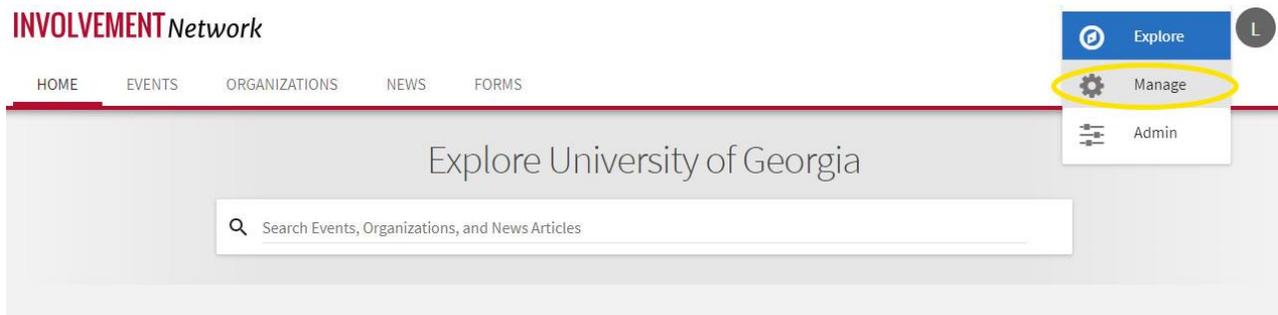


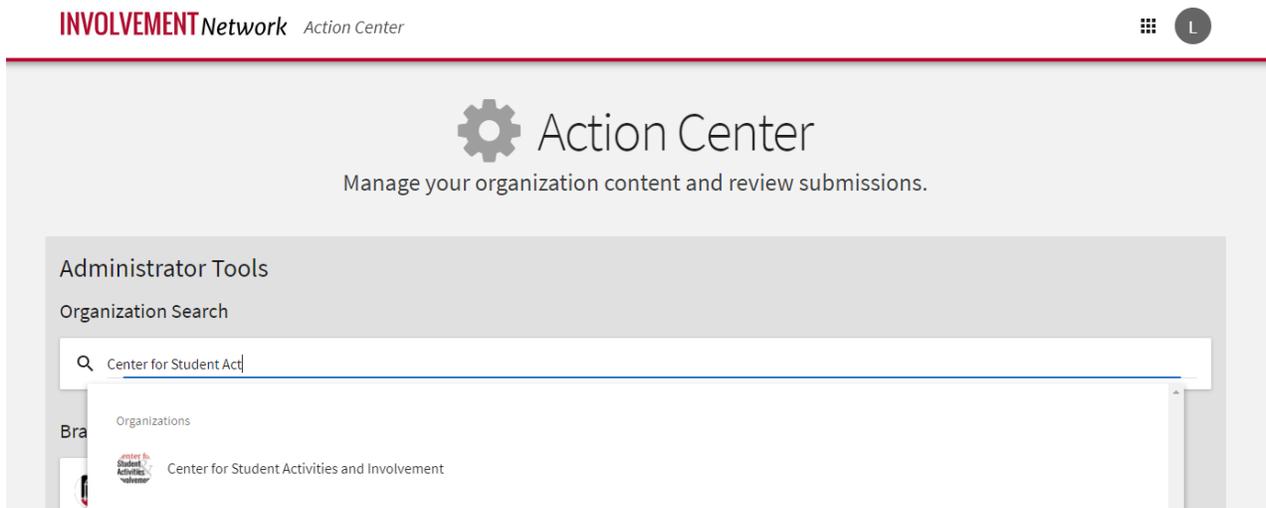
INVOLVEMENT Network

Tracking Event Participants

1. Log in to the [Involvement Network](http://involve.uga.edu) at <http://involve.uga.edu>.
2. Select “Manage” from the menu next to your user icon (top, right corner).



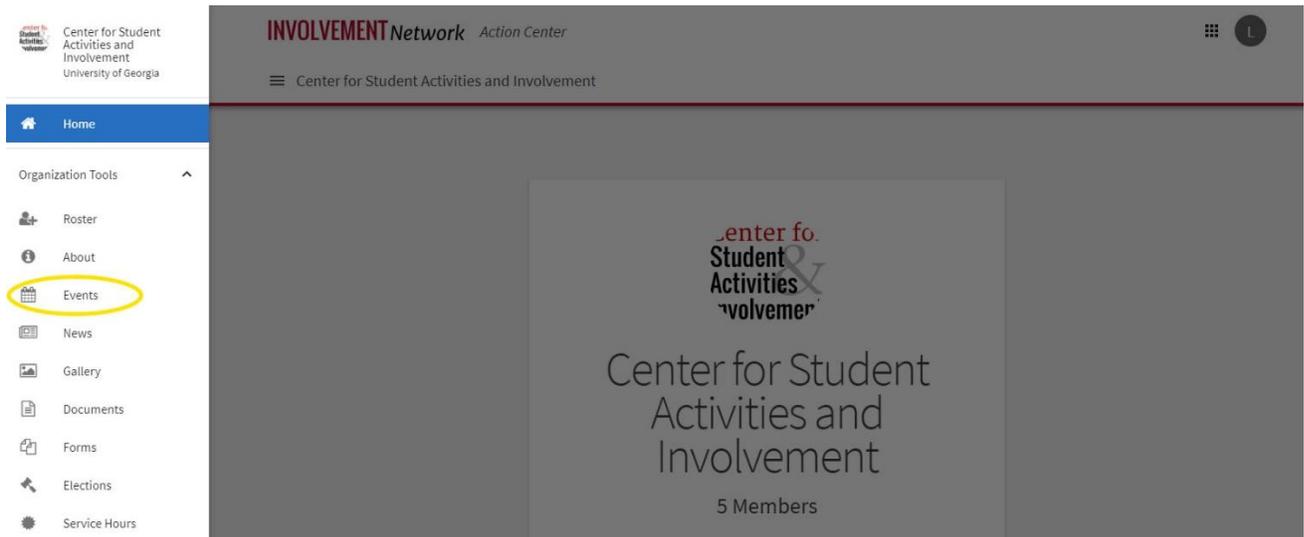
3. Search OR Select the Organization from “My Memberships” that you would like to manage.



4. Select the menu on the left-hand side of the page.



5. Select "Events."



- To manage an event, select the “View in Explore” icon under the “Action” heading. This will open the event in a new window.

INVOLVEMENT Network Action Center

Center for Student Activities and Involvement

Manage Events

+ CREATE EVENT

Filter: Approved Status: Current

Name	Status	Start Date	Action
Involvement Fair	Approved	8/23/2018 7:00 PM	  

- Select the “Manage Event” button.

INVOLVEMENT Network

HOME EVENTS ORGANIZATIONS NEWS FORMS

MANAGE EVENT

Involvement Fair

INVOLVEMENT FAIR!
GET INVOLVED. GET CONNECTED.

August 23, 2018
7-10 PM | Tate Student Center

UGA has 800+ student organizations!

academic | arts & design | children & teen advocacy | club sports | environment & sustainability | equity & ability | ethnic-cultural | faith | gender, sexuality & relationships | global issues | graduate & professional | health & wellness | leadership | media | military | political engagement | professional & pre-professional | recreation & gaming | special interest | technology | UGA spirit & traditions | wilderness & outdoors

For a full list of registered student organizations, visit involve.uga.edu

Date and Time
Thursday, August 23 2018 at 7:00 PM EDT to Thursday, August 23 2018 at 10:00 PM EDT
Add To [Google Calendar](#) | [iCal/Outlook](#)

Location
Tate Student Center
45 Baxter St, Athens, Georgia
[View Map](#)

- Self-Reported Attendance Tracking:** On the Manage Event page for any Event, you will find an Attendance URL. Any Involvement Network 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.

EVENT ATTENDANCE

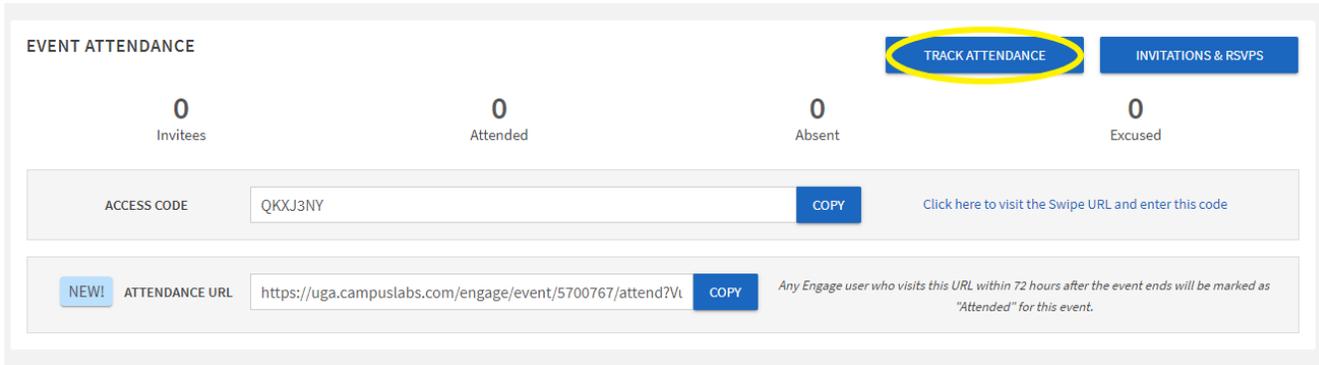
TRACK ATTENDANCE INVITATIONS & RSVPS

0 Invitees 0 Attended 0 Absent 0 Excused

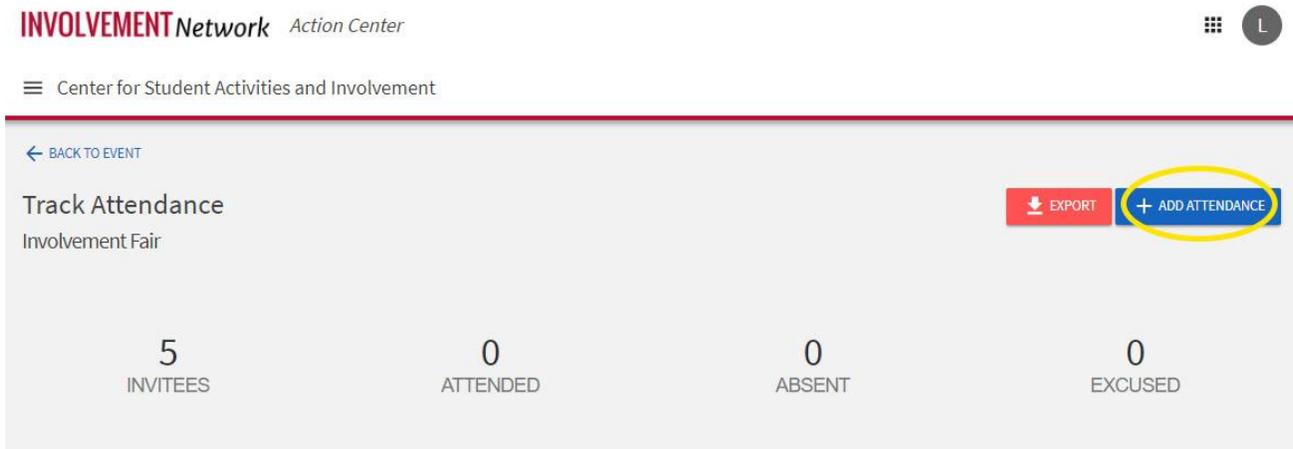
ACCESS CODE: 8ED78YM COPY Click here to visit the Swipe URL and enter this code

NEW! ATTENDANCE URL: <https://hometown.campuslabs.com/engage/event/5660568/at> COPY Any Engage user who visits this URL within 72 hours after the event ends will be marked as "Attended" for this event.

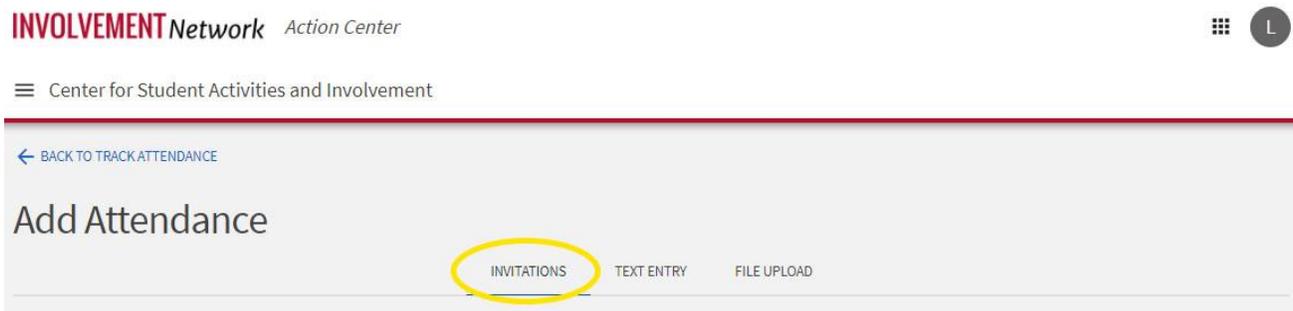
9. **Manual Attendance Tracking:** From the Events Dashboard, select “Track Attendance.”



10. To track attendance manually, select the blue “Add Attendance” button.



11. If you have sent 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.



Response ▾	Attendance				Comment
Yes	Attended	Absent	Excused	NA	<input type="button" value="ADD"/>
Yes	Attended	Absent	Excused	NA	<input type="button" value="ADD"/>
Yes	Attended	Absent	Excused	NA	<input type="button" value="ADD"/>
Yes	Attended	Absent	Excused	NA	<input type="button" value="ADD"/>
Yes	Attended	Absent	Excused	NA	<input type="button" value="ADD"/>

12. 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: Only FERPA Certified individuals may collect Card ID Numbers (aka 81X Numbers).**

[← BACK TO TRACK ATTENDANCE](#)

Add Attendance

INVITATIONS **TEXT ENTRY** FILE UPLOAD

You may enter up to 500 e-mail addresses or card IDs 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 Card ID Number

* Attendees

involvement@uga.edu
tatecenter@uga.edu

(one per line)

Status

Attended ▾

13. If you would like to import attendee emails via an Excel document, select the “File Upload” tab. Here, you will have the ability to select on status to assign to all attendees listed within the file. **NOTE: Only FERPA Certified individuals may collect Card ID Numbers (aka 81X Numbers).**

INVOLVEMENT Network *Action Center* ☰ L

☰ Center for Student Activities and Involvement

[← BACK TO TRACK ATTENDANCE](#)

Add Attendance UPLOAD HISTORY

INVITATIONS TEXT ENTRY **FILE UPLOAD**

The file to be uploaded must have one e-mail address or card ID per line. The file must be in .CSV or .TXT format and contain only the Identifier type selected. **You can only upload Card ID numbers if your campus utilizes the card swipe feature.**

Identifier Type
E-Mail Address Card ID Number

Select File
 No file chosen

Status
Attended