

INVOLVEMENT Network

TRACKING PARTICIPATION MANUALLY

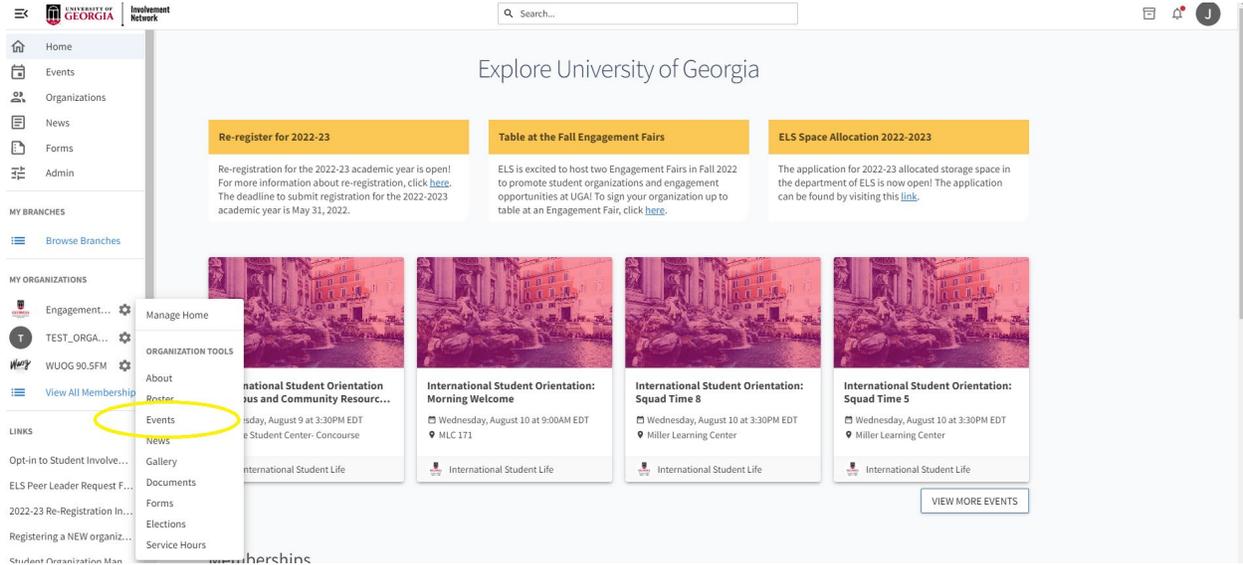
1. Log in to the [Involvement Network](http://involve.uga.edu) at <http://involve.uga.edu>.
2. Select the logo in the Top Left by the University of Georgia Logo:

The screenshot shows the top navigation bar of the Involvement Network. On the left, there is a vertical menu with icons for Home, Events, Organizations, News, Forms, and Admin. The University of Georgia logo is highlighted with a yellow circle. To the right of the logo is the text "Involvement Network" and a search bar. The main content area features a heading "Explore University of Georgia" and three yellow boxes with text: "Re-register for 2022-23", "Table at the Fall Engagement Fairs", and "ELS Space Allocation 2022-2023". Below these is a "Memberships" section with three cards: "Engagement, Leadership, and Service", "TEST_ORGANIZATION", and "WUOG 90.5FM".

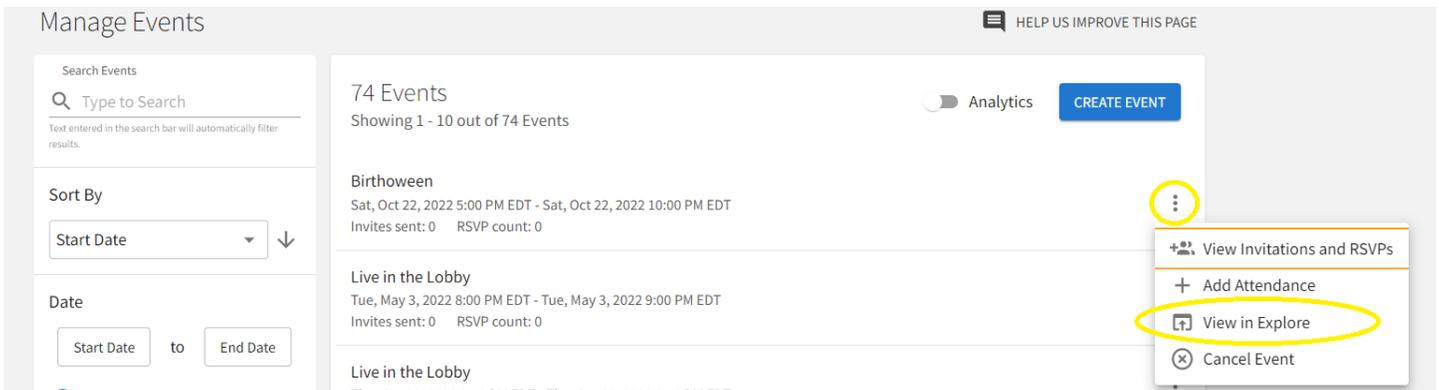
3. Select the Gear symbol next to your organization name:

The screenshot shows the same Involvement Network homepage as above, but with the "MY ORGANIZATIONS" section expanded. The "Engagement..." organization name is highlighted with a yellow circle, and a gear icon is visible next to it. Below the organizations are four event cards for "International Student Orientation" with dates and times: "Tuesday, August 9 at 3:30PM EDT", "Wednesday, August 10 at 9:00AM EDT", "Wednesday, August 10 at 3:30PM EDT", and "Wednesday, August 10 at 3:30PM EDT".

4. Select “Events”



5. To manage an event, select the three dots next to your event and select “View in Explore”.



6. Select the “Manage Event” button.

⚙️ MANAGE EVENT

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

The University of Georgia is committed to providing access and...
Tate Student Center
Career for Student Activities

Involvement Fair



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](#)

7. From the Events Dashboard, select “Track Attendance.”

The screenshot shows the 'Event Details' page for an event named 'Birthween'. At the top left, there is a link to 'Back to Events List'. The event title 'Birthween' is prominently displayed. To the right of the title are two buttons: 'CHANGE DETAILS' and 'CANCEL EVENT'. Below the title, there is a host organization logo and name 'WUOG 90.5FM', the location 'Legion Field', and the event dates: 'Begins Saturday, October 22, 2022 at 5:00 PM EDT' and 'Ends Saturday, October 22, 2022 at 10:00 PM EDT'. An 'Event Rating' section shows a score of 0.0 with five stars. Below this, there are three sections: 'STATUS' (Approved), 'VISIBILITY' (Organization members), and 'RSVP SETTING' (Anyone). At the bottom, there is an 'EVENT ATTENDANCE' section with four tabs: 'INVITEES', 'ATTENDED', 'TRACK ATTENDANCE', and 'INVITATIONS & RSVPS'. The 'TRACK ATTENDANCE' tab is highlighted with a yellow circle. Below the tabs, there are four statistics: 0 Invitees, 0 Attended, 0 Absent, and 0 Excused.

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

The screenshot shows the 'Track Attendance' page for an event named 'Involvement Fair'. At the top left, there is a link to 'BACK TO EVENT'. The event title 'Track Attendance' and 'Involvement Fair' are displayed. To the right, there are two buttons: 'EXPORT' and '+ ADD ATTENDANCE'. The '+ ADD ATTENDANCE' button is highlighted with a yellow circle. Below this, there are four statistics: 5 INVITEES, 0 ATTENDED, 0 ABSENT, and 0 EXCUSED.

9. 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.

[← BACK TO TRACK ATTENDANCE](#)

Add Attendance

INVITATIONS TEXT ENTRY FILE UPLOAD

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

10. 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).**

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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

ADD

11. 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

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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