



EASTERN KENTUCKY UNIVERSITY



Engage: Events, RSVPs, Attendance, & Feedback



OVERVIEW

Purpose:

- Introduce the functionality of Engage, the CORQ app, and the Campus Labs Check-In app.
- Discover Engage's event management solutions.
- Learn how to create an event in Engage.
- Explore the different types of event settings and their variety of applications.
- Train on how to utilize the Campus Labs Check-In app for attendance tracking at events.

Benefits:

- Streamlines event management & attendance tracking.
- Integrates easily with current ECU systems & softwares.
- Simplifies verification of student participation for course and organizational requirements.

ENGAGE, CORQ, & THE CHECK-IN APP

Engage:

- Main software application for student engagement at ECU.
- Platform for students to find and register for events, join organizations, and track their involvement.
- Supporting software for RSOs and Departments to streamline organizational management.

CORQ:

- Mobile app that integrates with Engage.
- Allows students to RSVP for events and receive event reminders.
- Generates a personal QR code for each student to track their attendance using their event pass.

Campus Labs Check In App:

- Mobile app used for attendance tracking.
- Any user registered on Engage can use the app.
- Allows users to scan student's event passes or enter them manually.

CREATING AN EVENT: OVERVIEW

Creating an Event:

- Log in to Engage using your ECU credentials.
- Go to your desired organization's Engage site.
- Click "Manage Organization" at the top right of the screen.
- Click "Create Event" at the top right of the organization's management page.
- Upload the event's information & choose your desired settings for the event.
- Complete your submission.

[Engage Events Guide](#) (New Version Coming Soon)

CREATING AN EVENT: VISIBILITY SETTINGS

- When managing an event, the first page (Edit Event) has an “Event Visibility” section at the bottom.
- The “Show To” dropdown allows you to change who can see the Event Listing on Engage.
 - Public: Everyone will be able to view the event without having to login to Engage.
 - Students & Staff: Do not use this function, it does not work and will hide your event.
 - Hosting Organizations: Only members on the Engage Roster for each org will be able to view.
 - Invited Users Only: Only users that were invited to the event will be able to view.
- “Allow attendance at this event to be shown on the Co-Curricular Transcript”
 - This function is not fully utilized across campus; you can check this box, but it isn’t required.
- “Allow anyone to self-report attendance”
 - This allows students to bypass checking in at the event.
- “Event Categories” tags the event and will populate on the *Events Feed* when using a filter.
- “Perks” will show users that they can receive free food, free stuff, and/or credit for attending.

CREATING AN EVENT: RSVP SETTINGS

- **“Who Can RSVP”** allows Anyone, Only Invitees, or No One the ability to RSVP for the event.
- **“Limit number of available RSVP spots”** toggles a customizable cap-limit for RSVPs and a waitlist.
 - Allows the remaining number of RSVP spots to be shown publicly on the event listing.
- **“Allow Guests”** lets users RSVP for themselves and members of a group.
 - The number of guests per RSVP can be limited and set to count against remaining RSVP spots.
- **“Organization Representation”** lets students represent an org they are an active member of on Engage.
- **“RSVP Questions”** allows you to create a customizable line of questioning for users when they RSVP.
 - “Question Instructions” allows you to add an introductory statement before the RSVP questions.
- **“Question Type”** allows you to select the format for your desired RSVP question(s), if any.
 - Formats: Single or Multiline Text Entry, Radio Button (multiple choice), Checkboxes, or Dropdown.
 - The “Add Question” button creates the selected question then allows you to customize it.

CREATING AN EVENT: POST EVENT FEEDBACK SETTINGS

- **“Automatically send Post Event Feedback notification after event”**
 - Engage automatically sends the Post Event Feedback Questions to all attendees after the event.
 - The default PEF questions are a 1 to 5 Star Rating and Open-Ended Text Entry.
- **“Event Evaluation Questions” allows for customizable questions for attendees to rate the event.**
 - “Question Instructions” allows you to add an introductory statement before the questions.
- **“Question Type” allows you to select the format for your desired PEF question(s), if any.**
 - Formats: Single or Multiline Text Entry, Radio Button (multiple choice), Checkboxes, or Dropdown.
 - The “Add Question” button creates the selected question then allows you to customize it.
- **All responses from attendees are collected anonymously.**

EVENT MANAGEMENT: OVERVIEW

Accessing the Event Management Page:

- From org's main Engage page, click "Manage Organization" at the top right of the screen, then select your event.
- Using the left sidebar menu, click your org's circle, click events, then select the event you wish to manage.
- Search the event and select "Manage Event" at the top right of your screen.

Invitations & RSVPs:

- The "Invitations & RSVPs" button allows you to invite users to the event and track their RSVP status.
- The "Attendance URL" allows students to self-report their attendance within a 72-hour period.
- Engage allows you to set customized questions for students when they RSVP to the event.

Tracking Attendance:

- The "Access Code" is used in the Check In App to track attendance for that event.
- The "Track Attendance" button allows you to add attendees or download the attendance report.

Post Event Feedback:

- Allows attendees to give a 1 to 5 Star Rating for each event and give open-ended feedback.
- Engage allows you to set customized questions for students giving post-event feedback.
- Responses will always be anonymous from users.

EVENT MANAGEMENT: HOME SCREEN

- **“Event Details” provides an overview of the event’s information.**
 - Here you can cancel the event or change its details, Engage notifies invited and RSVP’d users.
 - “View Event” takes you to the public Event Listing, this is the URL used to share publicly.
 - “Submissions” allows you to track the approval process of the event’s submissions.
- **“Event Attendance” provides an overview of the statuses of attendees for the event.**
 - This section includes the attendance Access Code and the self-reporting Attendance URL.
 - The “Track Attendance” button allows you to access the Attendance Management page.
 - The “Invitations & RSVPs” button allows you to access the Invitations Management page.
- **“Post Event Feedback” provides an overview of the anonymous feedback from attendees.**
 - This section gives the star rating and feedback answers from attendees.
 - The “Send Notifications” button will send the Post Event Feedback questions to attendees.
 - The “Export Feedback” button allows you to download the Post Event Feedback Report (Excel).

EVENT MANAGEMENT: INVITATIONS & RSVPs

- The Invitations & RSVPs Management Page provides an overview of the event's Invitations & RSVPs statuses.
 - Displays users that RSVP'd Yes/No, total spots remaining, total on the waitlist, and how many haven't responded.
- "Participants" shows the detailed and sortable list of user's RSVP statuses.
 - The "Export" button allows you to download the Invitations & RSVPs Report for the event (Excel).
 - The "Manage Participants" dropdown button allows you to Invite People or Contact Respondents.
 - ✓ Selecting "Invite People" lets you invite members from orgs you're in or by entering user's emails.
 - ✓ Selecting "Contact Respondents" allows you to send messages to users that RSVP'd Yes.

EVENT MANAGEMENT: TRACK ATTENDANCE

- The **Track Attendance Management Page** provides an overview of the attendance statuses for the event.
 - Displays the totals for invites, attendees, absences, and excusals.
 - The attendance Access Code can also be found here.
- The **“Export” button allows you to download the Attendance Report for the event (Excel).**
 - This report includes the names, emails, and answers for any RSVP questions for each attendee.
 - The Attendance Report also includes the check-in and check-out times for each attendee.
- The **“Add Attendance” button allows you to access the Attendance Management Page.**
 - The “Invitations” section allows you to manually change the status of everyone that was invited to the event.
 - The “Text Entry” section lets you add 500 emails (1 per line) of attendees and set their attendance status.
 - The “File Upload” section will convert a sheet with emails and add attendees to the event.
 - ✓ Files *must only* contain emails (1 per line) and be in .CSV Format.
 - ✓ The selected status will be the default for every attendee when uploading files.

THE CHECK IN APP

Available on The Google Play Store & The Apple App Store by searching:

“Campus Labs® Event Check-in” or “Campus Labs Check In”



TRACKING ATTENDANCE WITH THE CHECK IN APP

Setting Up & Logging In:

- Enter the event Access Code then click the “Start Session” button.
- Log in using your ECU Credentials.
- Recently, the app has been glitchy, you may need to close it and reopen to access the scan function.

Scanning Functions:

- Online: real-time attendance tracking using internet connection.
- Offline: attendance tracking without internet connection.
 - To upload offline attendance, switch to online scanning following the event.
 - Very useful in large gatherings when the internet connection might not be reliable.
- Attendees can be checked in and out to verify their full attendance at the event.
- Scanning an event pass displays the user's information, including their Invitation & RSVP status.

QUESTIONS, COMMENTS?

