

Engage Guides:

Managing Your Events



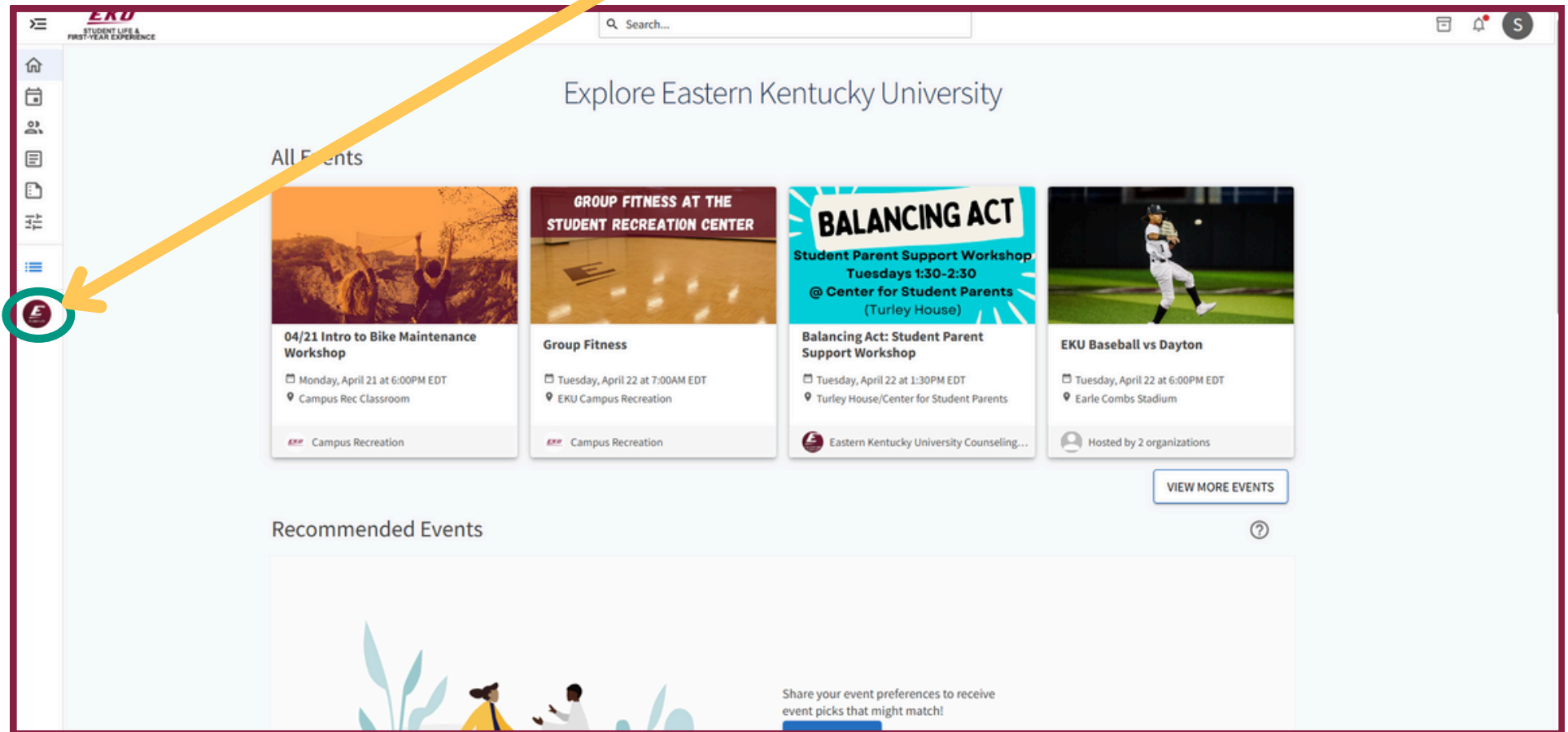
Student Life & First-Year Experience

Table of Contents:

Navigating to the Manage Events Home Page	3-5
Manage Events Home Page	6
Events Analytics	7
Creating an Event:	8-20
• Basic Details	8
• Time & Place	9
• Event Visibility Settings	10
• RSVP Settings	11-13
• Customized Questions	14-16
• Post Event Feedback Settings	17
• Event Cover Photo	18
• Event Additional Information Form	19
• Review Event Submission	20
Manage an Existing Event:	21-24
• Individual Event's Management Page	22
• Invitations & RSVPs	23
• Tracking Attendance	24
Post Event Feedback	25

Step 1:

Find the organization you wish to manage from the left-side menu on your screen.



Step 2:

Click your org's icon to open the management tab for your organization.

The screenshot shows the EKU Student Life & First-Year Experience website. The left sidebar contains a navigation menu with icons for Home, Calendar, People, Documents, Events, News, Gallery, Forms, and Elections. The 'Manage Home' button is highlighted with a green circle and a yellow arrow. The main content area features the heading 'Explore Eastern Kentucky University' and a section titled 'All Events'. Four event cards are displayed:

- 04/21 Intro to Bike Maintenance Workshop**
Monday, April 21 at 6:00PM EDT
Campus Rec Classroom
Campus Recreation
- GROUP FITNESS AT THE STUDENT RECREATION CENTER**
Group Fitness
Tuesday, April 22 at 7:00AM EDT
EKU Campus Recreation
Campus Recreation
- BALANCING ACT**
Student Parent Support Workshop
Tuesdays 1:30-2:30
Center for Student Parents (Turley House)
Tuesday, April 22 at 1:30PM EDT
Turley House/Center for Student Parents
Eastern Kentucky University Counseling...
- EKU Baseball vs Dayton**
Tuesday, April 22 at 6:00PM EDT
Earle Combs Stadium
Hosted by 2 organizations

A 'VIEW MORE EVENTS' button is located below the event cards. The 'Recommended Events' section at the bottom features a placeholder image and a prompt: 'Share your event preferences to receive event picks that might match!'.

Step 3:

Click the “Events” button in the management tab.

The screenshot displays the EKU Student Life & First-Year Experience portal. The sidebar on the left contains a navigation menu with the following items: Manage Home, ORGANIZATION TOOLS, All, Resources, **Events** (highlighted with a green circle and a yellow arrow), News, Gallery, Documents, Forms, and Elections. The main content area features a header with the text 'Explore Eastern Kentucky University' and a search bar. Below this, the 'All Events' section displays four event cards:

- 04/21 Intro to Bike Maintenance Workshop**
Monday, April 21 at 6:00PM EDT
Campus Rec Classroom
Campus Recreation
- GROUP FITNESS AT THE STUDENT RECREATION CENTER**
Group Fitness
Tuesday, April 22 at 7:00AM EDT
EKU Campus Recreation
Campus Recreation
- BALANCING ACT**
Student Parent Support Workshop
Tuesdays 1:30-2:30
Center for Student Parents (Turley House)
Tuesday, April 22 at 1:30PM EDT
Turley House/Center for Student Parents
Eastern Kentucky University Counseling...
- EKU Baseball vs Dayton**
Tuesday, April 22 at 6:00PM EDT
Earle Combs Stadium
Hosted by 2 organizations

A 'VIEW MORE EVENTS' button is located below the event cards. The 'Recommended Events' section is partially visible at the bottom, featuring an illustration of two people and the text: 'Share your event preferences to receive event picks that might match!'.

Manage Events Home Page:

This is where all of your organization's events will be displayed. The events can be searched or filtered using the options provided from the menu on the left side of the screen. Here you will be able to edit an existing event or create a new one.

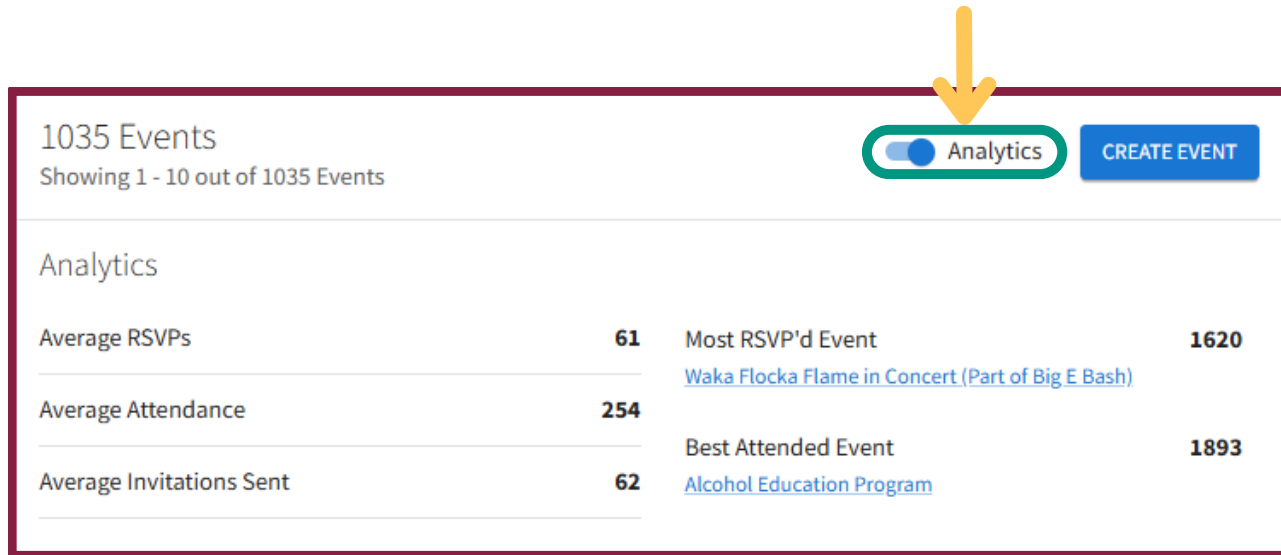
The screenshot shows the 'Manage Events' dashboard. On the left is a sidebar with filters: 'Search Events' (with a search bar), 'Sort By' (a dropdown menu currently showing 'Start Date'), 'Date' (with radio buttons for 'All', 'Future', and 'Past'), 'Status' (with radio buttons for 'Cancelled' and 'Approved'), 'Theme' (a dropdown menu currently showing 'All Themes'), and 'Location' (with an 'Is Online' toggle). The main area displays a list of 1035 events, showing the first 10. The events listed are: 'StressFree Dead Week: Yoga', 'StressFree Dead Week: Coloring', 'Midnight Breakfast', 'Summer Fest', 'Greek Week - Greek Sing', 'StressFree Dead Week: Photo License Plates', 'StressFree Dead Week: Slime', and 'Greek Week - Penny Wars'. Each event entry shows its title, dates, and RSVP count. A 'CREATE EVENT' button is located in the top right corner of the main area.

The "Sort By" section filters by the Event Name, Start Date, or End Date.

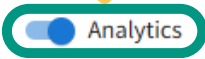
The "Theme" section filters by All Themes, Arts & Music, Athletics, Cultural, Fund Raising, Group Business, Learning, Service, Social, and Spirituality.

Events Analytics:

This function analyzes all your organization's events and can be accessed from the Manage Events Home Page.

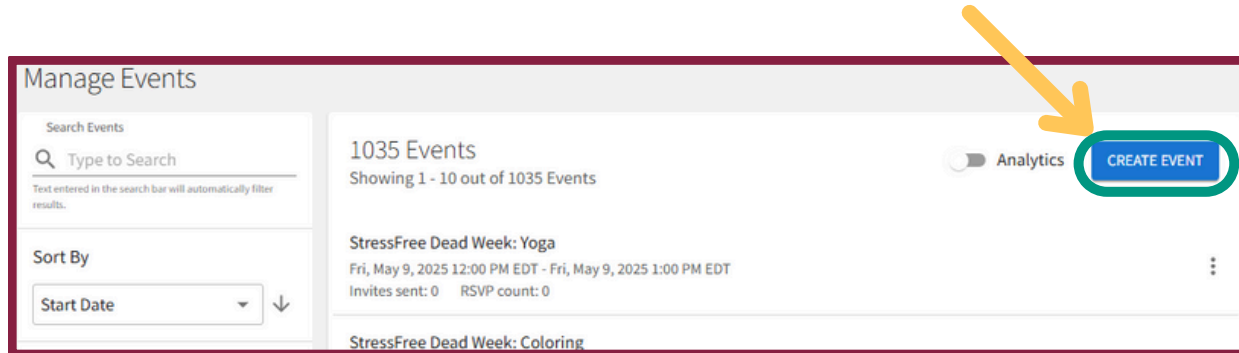


The screenshot shows the 'Events Analytics' section of a web application. At the top, it displays '1035 Events' and 'Showing 1 - 10 out of 1035 Events'. To the right, there is a toggle switch labeled 'Analytics' which is currently turned on, and a blue button labeled 'CREATE EVENT'. Below this, the 'Analytics' section is divided into two columns. The left column lists 'Average RSVPs' (61), 'Average Attendance' (254), and 'Average Invitations Sent' (62). The right column lists 'Most RSVP'd Event' (1620) with a link to 'Waka Flocka Flame in Concert (Part of Big E Bash)', and 'Best Attended Event' (1893) with a link to 'Alcohol Education Program'.

1035 Events		 Analytics		CREATE EVENT	
Showing 1 - 10 out of 1035 Events					
Analytics					
Average RSVPs	61	Most RSVP'd Event	1620		
		Waka Flocka Flame in Concert (Part of Big E Bash)			
Average Attendance	254	Best Attended Event	1893		
		Alcohol Education Program			
Average Invitations Sent	62				

Creating an Event - Basic Details:

To create a new event, click the “CREATE EVENT” button at the top right of the Manage Events Home Page.



The “Basic Details” section is where your Event Title (name), Theme, Description, and Co-Hosts are added.

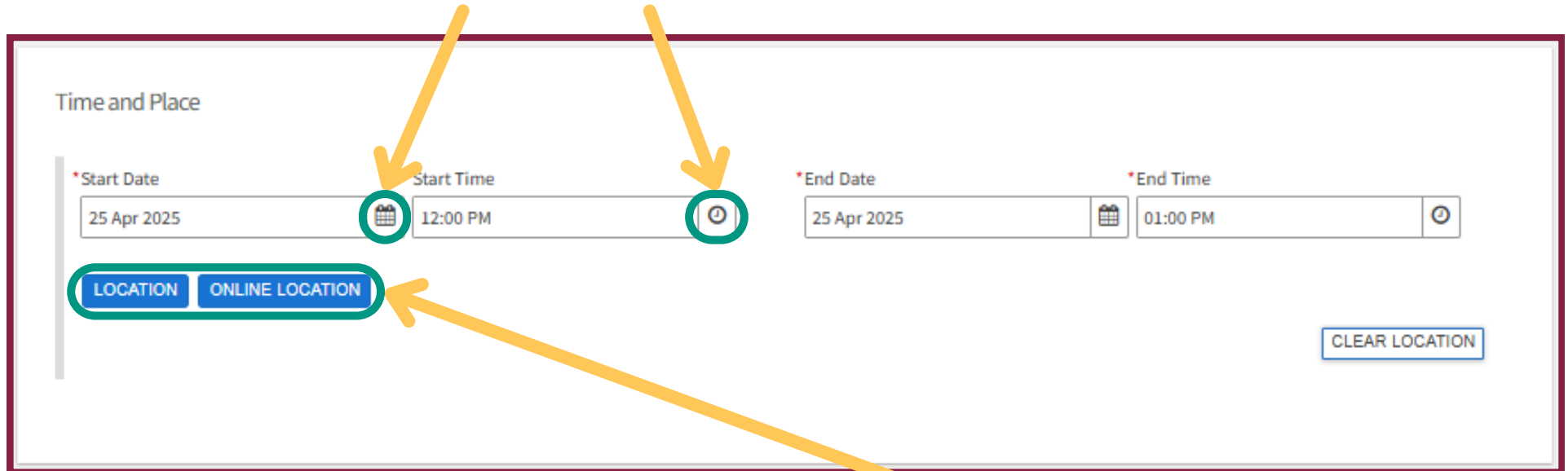
A screenshot of the 'Create Event' form. The 'Basic Details' section includes: an 'Event Title' field with 'test' entered; a 'Theme' dropdown menu currently showing 'Not Selected'; a 'Description' field with a rich text editor toolbar; and an 'Additional organizations co-hosting this event' field with the placeholder text 'Type here to search for organizations'. The 'Theme' dropdown and the co-hosting field are both circled in green. An orange arrow points from the right towards the 'Theme' dropdown.

Themes include: Arts & Music, Athletics, Cultural, Fund Raising, Group Business, Learning, Service, Social, and Spirituality

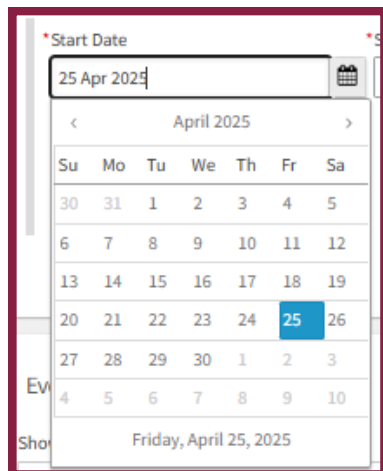
Co-Hosts allows you to attach other organizations on Engage to the event. The event will populate in each organization's feed.

Creating an Event - Time & Place:

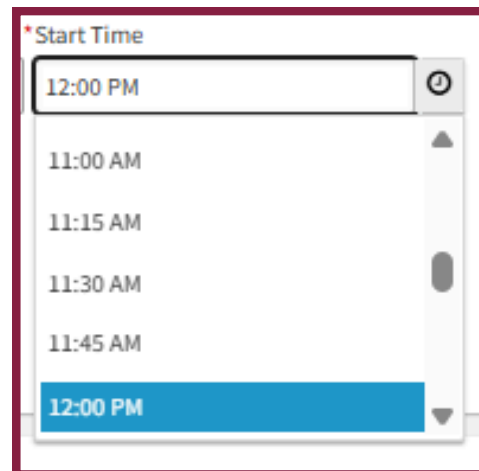
This section has a drop down calendar and clock function to enter in your event's information.



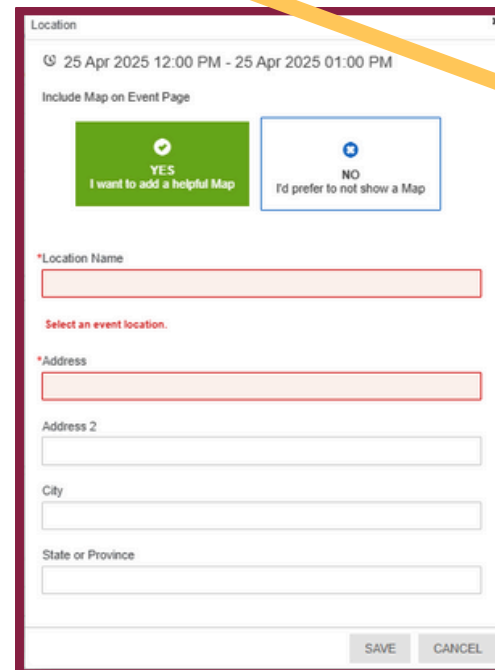
The main form is titled "Time and Place". It contains fields for Start Date, Start Time, End Date, and End Time. The Start Date is set to "25 Apr 2025" and the Start Time is "12:00 PM". The End Date is "25 Apr 2025" and the End Time is "01:00 PM". Below these fields are two buttons: "LOCATION" and "ONLINE LOCATION", which are highlighted with a green border. A "CLEAR LOCATION" button is also present. Orange arrows point from the text above to the calendar icon in the Start Time field, the clock icon in the Start Time field, and the "ONLINE LOCATION" button.



This is a calendar view for the month of April 2025. The date "25 Apr 2025" is selected and highlighted in blue. The calendar shows days of the week (Su, Mo, Tu, We, Th, Fr, Sa) and dates (30, 31, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10). The text "Friday, April 25, 2025" is visible at the bottom.



This is a clock view for the Start Time. The time "12:00 PM" is selected and highlighted in blue. The clock shows times from 11:00 AM to 12:00 PM in 15-minute increments (11:00 AM, 11:15 AM, 11:30 AM, 11:45 AM, 12:00 PM).



This is a modal window titled "Location". It shows the event date and time: "25 Apr 2025 12:00 PM - 25 Apr 2025 01:00 PM". There are two buttons: "YES I want to add a helpful Map" (green) and "NO I'd prefer to not show a Map" (blue). Below these are input fields for "Location Name", "Address", "Address 2", "City", and "State or Province". At the bottom are "SAVE" and "CANCEL" buttons.

Add a virtual location to your event and/or a physical location, you can select "No" to not add an address for the event.

Creating an Event - Event Visibility Settings:

This section controls the type of Engage users that can see the event.

- “The Public” allows anyone to view the event from Engage without being signed in.
- “Students & staff at EKU” setting does not work and hides the event from certain Engage populations.
- “Organization Members” will only allow members in your org’s roster to view the event.
- “Invited Users Only” hides the event from everyone unless they were invited through Engage.

The screenshot shows the 'Event Visibility' settings form. It includes a 'Show To' dropdown menu set to 'The Public'. Below this are two checkboxes: 'Allow attendance at this event to be shown on the Co-Curricular Transcript' and 'Allow anyone to self-report attendance'. Further down are two dropdown menus: 'Event Categories' (set to 'Select categories') and 'Perks' (set to 'Special benefits for your attendees' with a sub-option 'Select perks'). A 'NEXT >' button is at the bottom right. Yellow arrows point from text annotations to these specific elements.

Event Visibility

*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 >

The Co-Curricular Transcript is a download of Engage users involvement at EKU, this is optional.

Self-Reporting Attendance allows any user to add themselves to the attendance list for the event.

Categorize your event by: Campus Events, Community Service, E3 (The Exceptional Eastern Experience), Fraternity & Sorority Life, FYE (First-Year Experience), Student Life Events, and Student Organization Event.

Add Perks to your event, they include: Free Stuff, Free Food, and Credit.

Click the “Next” button to continue to the “RSVP” settings.

Creating an Event - RSVP Settings:

This section controls the reservations for your event.

RSVP

Settings

Fields marked with an asterisk (*) are required.

*Who can RSVP

Anyone

Note: All respondents will receive a reminder 24 hours before the start of the event.

☐ Invite all members of this organization and all co-hosts after event approval

☐ Limit number of available RSVP spots

When RSVP limit is reached, attendees can join a waitlist. If spots become available, participants will be promoted from the waitlist to attend the event.

☐ Allow Guests

Organization Representation

When RSVPing, the respondent will be prompted to select an organization from a list of their current memberships that they can choose to represent at this event

☐ Allow respondents to represent an organization

RSVP Questions

Include questions for respondents to complete when they RSVP

Question Instructions

Include a summary or instructions about the questions the respondent 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

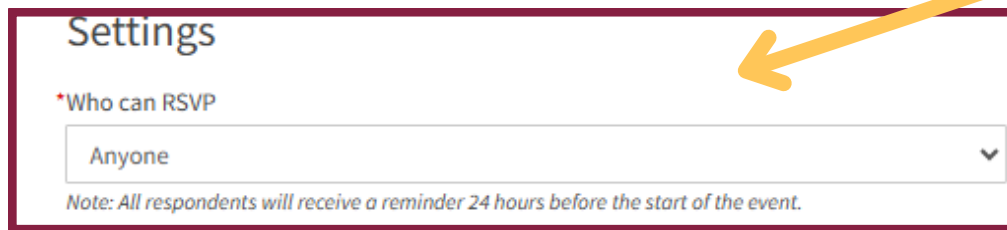
< PREVIOUS

NEXT >

Creating an Event - RSVP Settings (2):

"Who can RSVP" controls the settings for users that can make a reservation to attend the event.

- "Anyone" allows every Engage User to RSVP to the event.
- "Only invitees" only allows users that have been invited through Engage to RSVP for the event.
- "No one" will turn off the RSVP settings for the event and allow you to continue to "Post Event Feedback."



Settings

*Who can RSVP

Anyone

Note: All respondents will receive a reminder 24 hours before the start of the event.



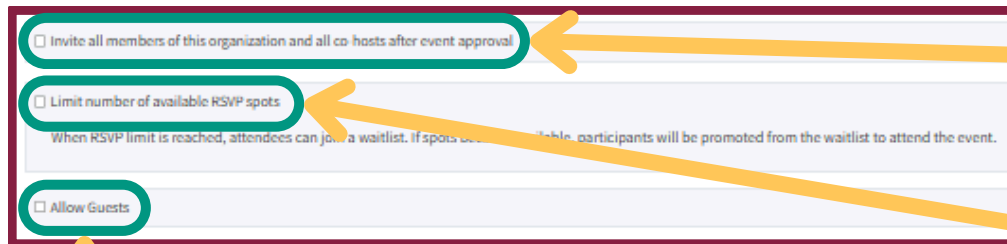
*Who can RSVP

Anyone

Anyone

Only invitees

No one



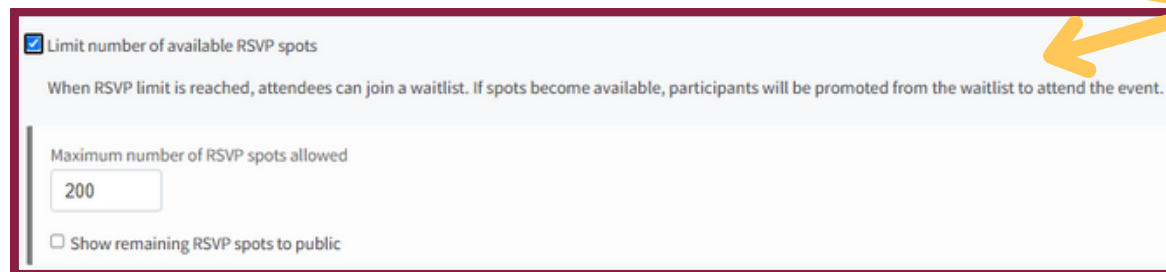
☐ Invite all members of this organization and all co-hosts after event approval

☐ Limit number of available RSVP spots

When RSVP limit is reached, attendees can join a waitlist. If spots become available, participants will be promoted from the waitlist to attend the event.

☐ Allow Guests

Selecting the "Invite All Members" button will automatically send invitations to the event to all users on the roster for your org and any co-hosts.



☒ Limit number of available RSVP spots

When RSVP limit is reached, attendees can join a waitlist. If spots become available, participants will be promoted from the waitlist to attend the event.

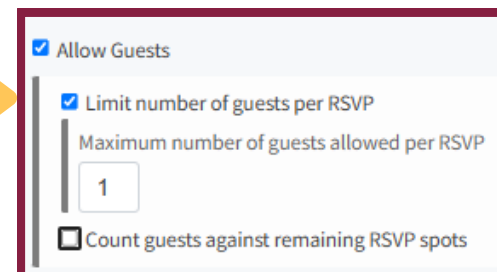
Maximum number of RSVP spots allowed

200

☐ Show remaining RSVP spots to public

The "Limit RSVPs" button will set a cap on the number of available RSVP spots and whether they are shown publicly to users on Engage.

"Allow Guests" let's users on Engage that RSVP to the event bring people with them. The number of guests can count against the number of RSVPs available.



☒ Allow Guests

☒ Limit number of guests per RSVP

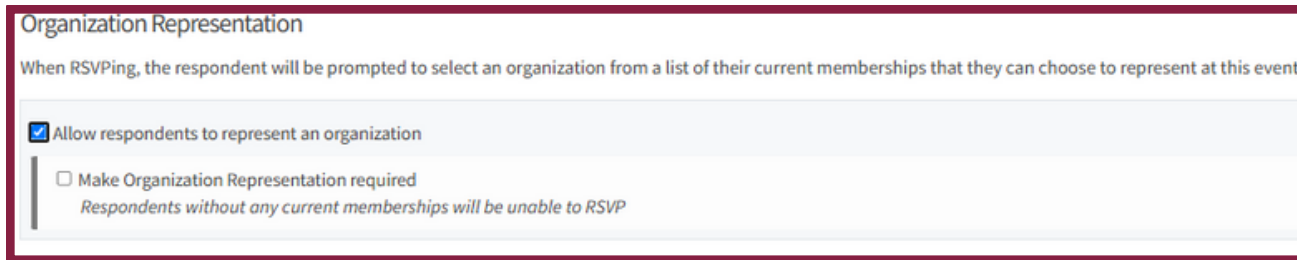
Maximum number of guests allowed per RSVP

1

☐ Count guests against remaining RSVP spots

Creating an Event - RSVP Settings (3):

“Organization Representation” allows users that RSVP to represent an org they are a member of on Engage.



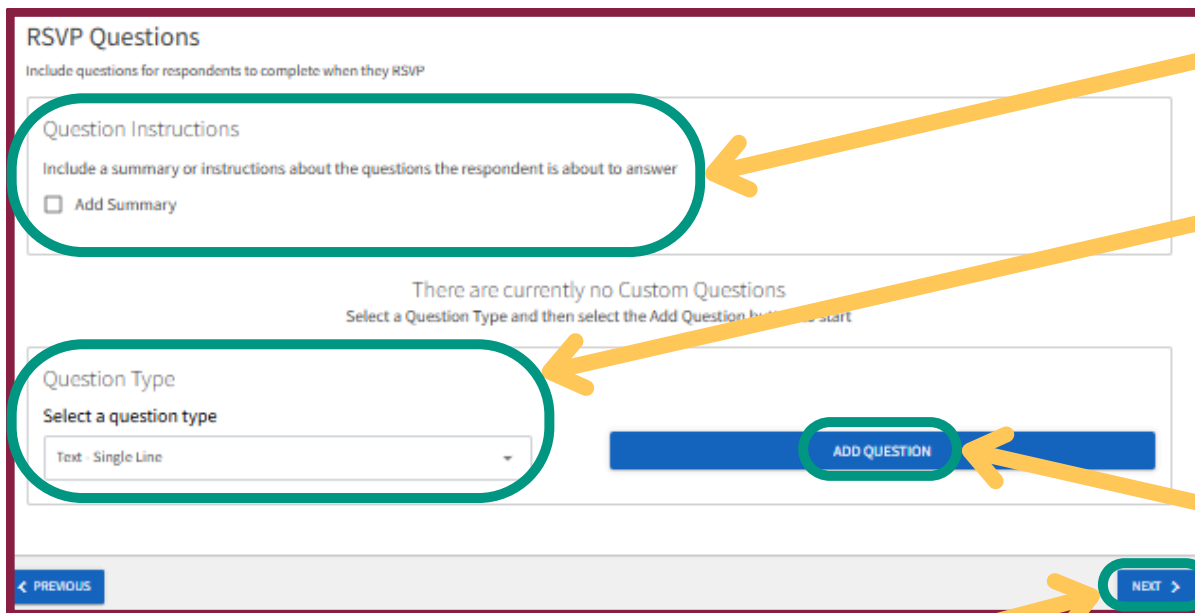
Organization Representation

When RSVPing, the respondent will be prompted to select an organization from a list of their current memberships that they can choose to represent at this event

☒ Allow respondents to represent an organization

☐ Make Organization Representation required
Respondents without any current memberships will be unable to RSVP

The “RSVP Questions” function allows you to create questions for users to answer when they RSVP to the event.



RSVP Questions

Include questions for respondents to complete when they RSVP

Question Instructions

Include a summary or instructions about the questions the respondent 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

PREVIOUS

NEXT

An introduction or instructions can be added before the questions.

To create a question, choose the format or type, then click the “Add Question” button to customize it.

Formats include: Single-Line Text Entry, Paragraph Text Entry, Radio Button (multiple choice), Checkboxes, and a Dropdown list.

Click the “Next” button to continue to the “Post Event Feedback” settings.

Creating an Event - Customized Questions:

Each question you add to your event will have the option to make it required and/or add instructions.

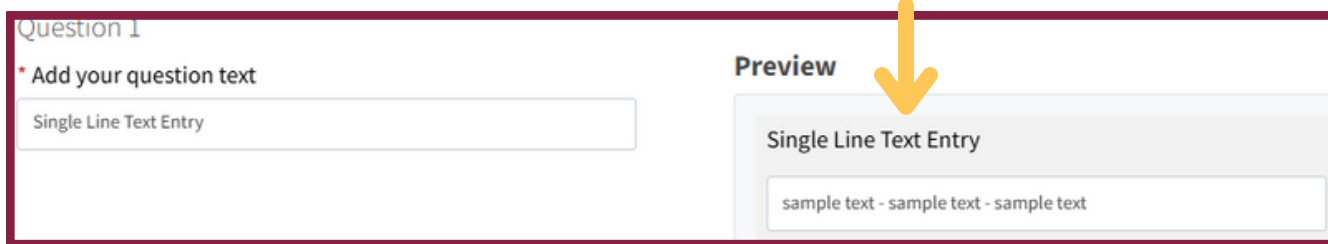


☐ This question is required

☒ Add question description

[Question description](#)
Give guidance for answering this question

The Single Line Text entry question type would look like this:



Question 1

* Add your question text

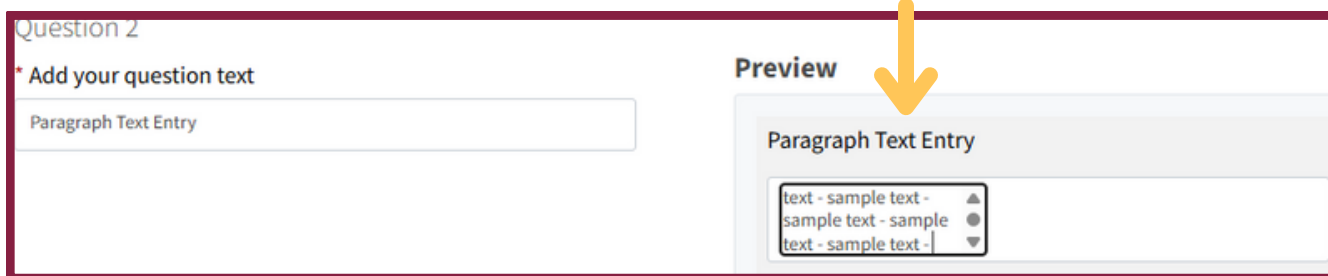
Single Line Text Entry

Preview

Single Line Text Entry

sample text - sample text - sample text

The Paragraph Text Entry question type would look like this:



Question 2

* Add your question text

Paragraph Text Entry

Preview

Paragraph Text Entry

text - sample text -
sample text - sample
text - sample text -

Creating an Event - Customized Questions (2):

The Radio Button (multiple choice) question type would look like this:

Question 3

* Add your question text

Radio Button (multiple choice)

* Add question answer(s)

Place one answer per line

Answer 1
Answer 2
Answer 3

Preview

Radio Button (multiple choice)

☐ Answer 1

☒ Answer 2

☐ Answer 3

The Checkboxes question type would look like this:

Question 1

* Add your question text

Checkboxes

* Add question answer(s)

Place one answer per line

Answer 1
Answer 2
Answer 3

Preview

Checkboxes

☒ Answer 1

☒ Answer 2

☐ Answer 3

Creating an Event - Customized Questions (3):

The Dropdown List question type would look like this:

Question 5

* Add your question text

Dropdown List

* Add question answer(s)

Place one answer per line

Answer 1
Answer 2
Answer 3

Preview

Dropdown List

Please select a value

Answer 1
Answer 2
Answer 3

Creating an Event - Post Event Feedback Settings:

This section allows you to customize responses from attendees of your org's event.

Post Event Feedback

Post Event Feedback will allow attendees to anonymously rate and answer questions following an event. They will be notified with a link that expires 72 hours after the notification is sent. Event Evaluation Questions are not required and will not be sent within the notification unless they are added.

☐ Automatically send Post Event Feedback notification after event
When turned off, users with management access to the event can still send the notification manually from the Manage Event page

Event Ratings

All event attendees can anonymously rate the event on a 5 star scale and leave an optional comment.

Event Evaluation Questions

If questions are added, all event attendees will be able to anonymously answer.

Question Instructions

Include a summary or instructions about the questions the respondent 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

< PREVIOUS

NEXT >

Users that have been added to the event's attendance can receive an automatic notification following the event to give it a rating and/or feedback.

Custom questions can be created to ask attendees (same formats as RSVP).

*The default for feedback is a 1-5 star rating and an open-ended text entry.

Click the "Next" button to continue to the "Event Cover Photo" settings.

Creating an Event - Event Cover Photo:

This section allows you to upload an image to display for the event's preview and page.

Event Cover Photo

Upload 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, high quality, with a central focal point.

Guidelines for image files

Use the following guidelines to get the highest quality Event Cover Photo.

Dimensions: Image should be 1300px by 780px or larger and horizontal in orientation. All images will be cropped to a 1.67:1 aspect ratio.

File Type: JPG, JPEG, GIF, PNG and PDF.

File Size: Use a photo that's no larger than 10MB.

General: Avoid images that have text or logos. PDF files will not have a preview and can not be cropped.

< PREVIOUS

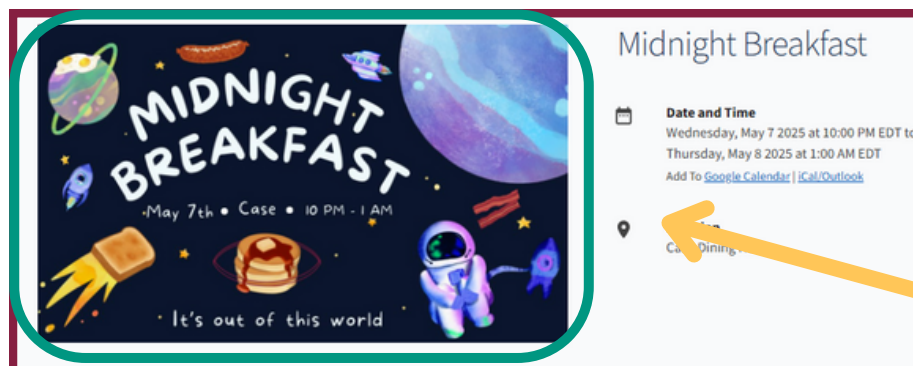
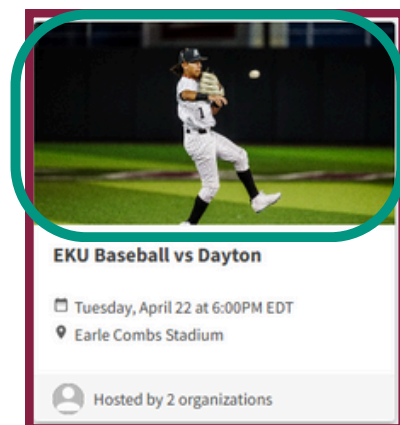
NEXT >

*Dimensions for your image need to be 1300px by 780px.

*The image file type needs to be a JPG, JPEG, GIF, PNG, or a PDF.

*PDF files cannot be cropped and will not provide a preview of the image.

*The image file cannot exceed 10MB in size.

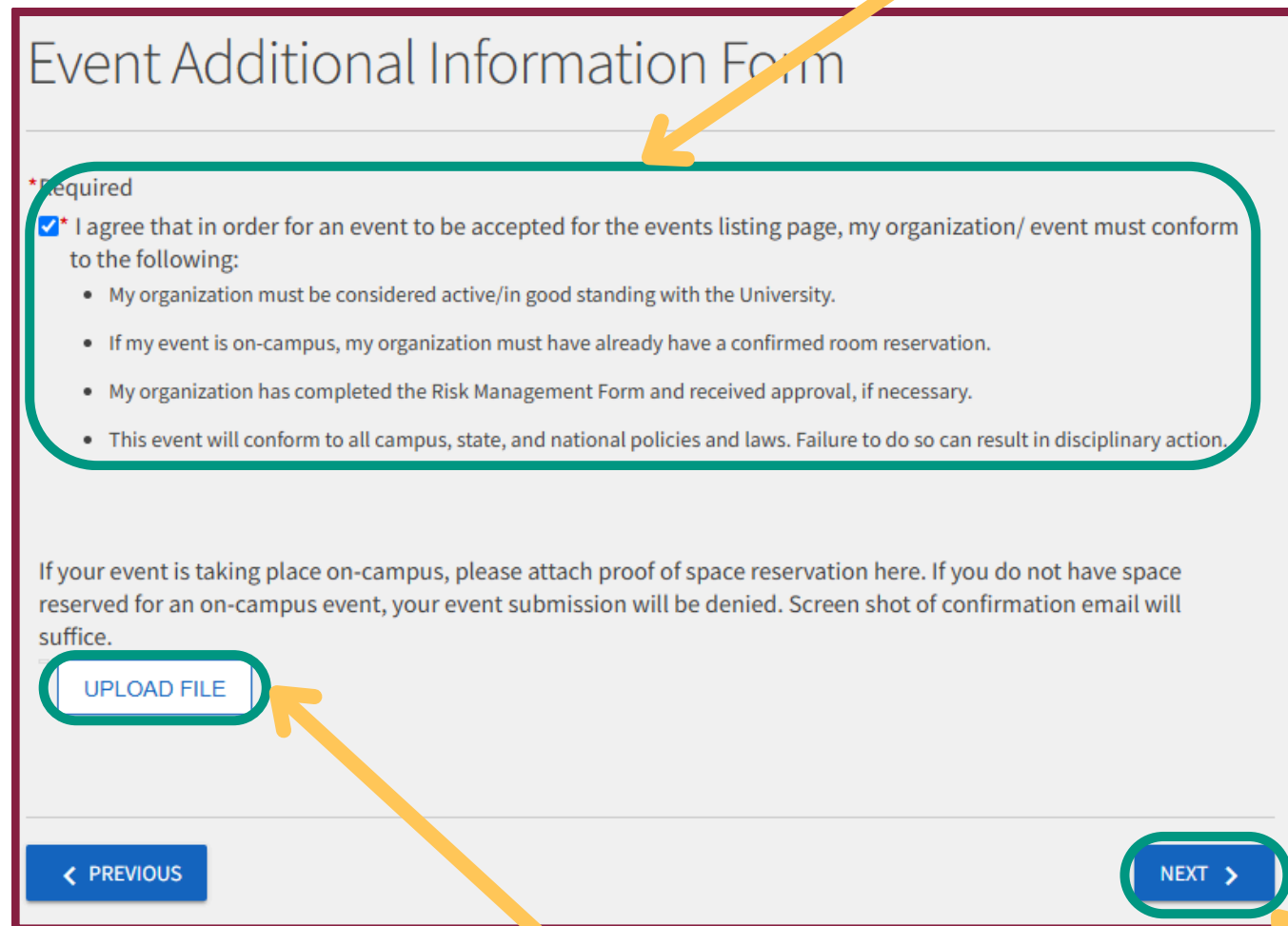


Click the "Next" button to continue to the "Additional Information" form.

*This is how your image will appear for your event, after it's approved, to users on Engage.

Creating an Event - Event Additional Information Form:

The “Additional Information Form” section is where you acknowledge the requirements for an event to be approved on the Engage Event Listings.



The screenshot shows a web form titled "Event Additional Information Form". A green rounded rectangle highlights a section labeled "*Required" containing a checked checkbox and a list of four requirements. A yellow arrow points from the text above to this section. Below the requirements, there is a text instruction about uploading proof of space reservation, followed by a button labeled "UPLOAD FILE" which is also circled in green and pointed to by a yellow arrow. At the bottom of the form, there are two blue buttons: "< PREVIOUS" on the left and "NEXT >" on the right, which is circled in green and pointed to by a yellow arrow.

Event Additional Information Form

*Required

☒ I agree that in order for an event to be accepted for the events listing page, my organization/ event must conform to the following:

- My organization must be considered active/in good standing with the University.
- If my event is on-campus, my organization must have already have a confirmed room reservation.
- My organization has completed the Risk Management Form and received approval, if necessary.
- This event will conform to all campus, state, and national policies and laws. Failure to do so can result in disciplinary action.

If your event is taking place on-campus, please attach proof of space reservation here. If you do not have space reserved for an on-campus event, your event submission will be denied. Screen shot of confirmation email will suffice.

UPLOAD FILE

< PREVIOUS

NEXT >

If your event is happening on campus, you will need to upload your reservation's confirmation that includes the day, time, and location.

Click the “Next” button to review your event submission.

Creating an Event - Review Event Submission:

The "Review Event Submission" section provides an overview of your event before submitting it for approval.

The screenshot shows the 'Review Event Submission' interface. At the top, a title 'Review Event Submission' is followed by a paragraph: 'If you have reviewed and completed the necessary steps below, please submit your Event for posting. To visit sections you have not reviewed or completed, please click on the step immediately preceding where you left off in order to continue through the remainder of the Event Submission Form. Your event will be available once it has been posted but it may take a few minutes to appear in Search Results.' Below this is a 'Submission' section containing event details: '4/25/2025 12:00 PM - 4/25/2025 1:00 PM' and 'Powell 108'. A list of links includes 'Details', 'Cover Photo', and 'Page 1', with 'Details' circled in green. Below the links is a checkbox labeled 'Allow attendance at this event to be shown on the Co-Curricular Transcript'. At the bottom left are 'SUBMIT' and 'CANCEL' buttons, with 'SUBMIT' circled in green. On the right side, there is a 'Comments' section with a text input field labeled 'Type here...' and a 'Post' button, both enclosed in a green rounded rectangle. Three orange arrows point from explanatory text blocks to these elements: one to the 'SUBMIT' button, one to the 'Details' link, and one to the 'Comments' section.

Review Event Submission

If you have reviewed and completed the necessary steps below, please submit your Event for posting. To visit sections you have not reviewed or completed, please click on the step immediately preceding where you left off in order to continue through the remainder of the Event Submission Form. Your event will be available once it has been posted but it may take a few minutes to appear in Search Results.

Submission

4/25/2025 12:00 PM - 4/25/2025 1:00 PM
Powell 108

- Details
- Cover Photo
- Page 1

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

SUBMIT CANCEL

Comments

Type here...

Post

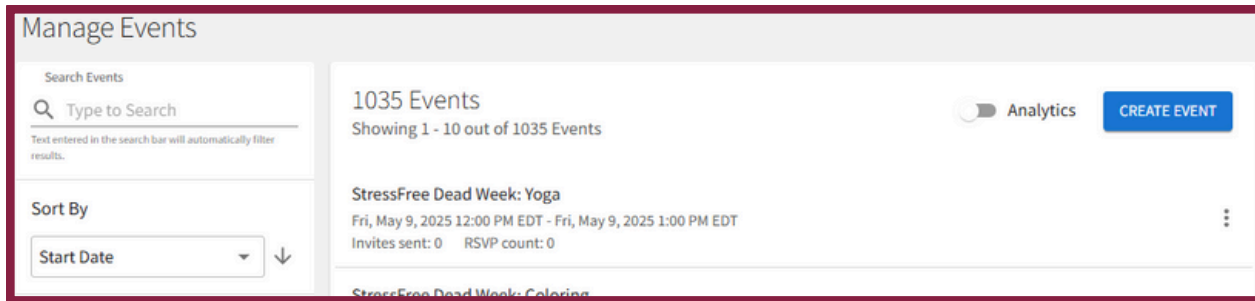
To view your event's information for each section click the hyperlinked section titles.

Clicking the "Submit" button sends your event for approval.

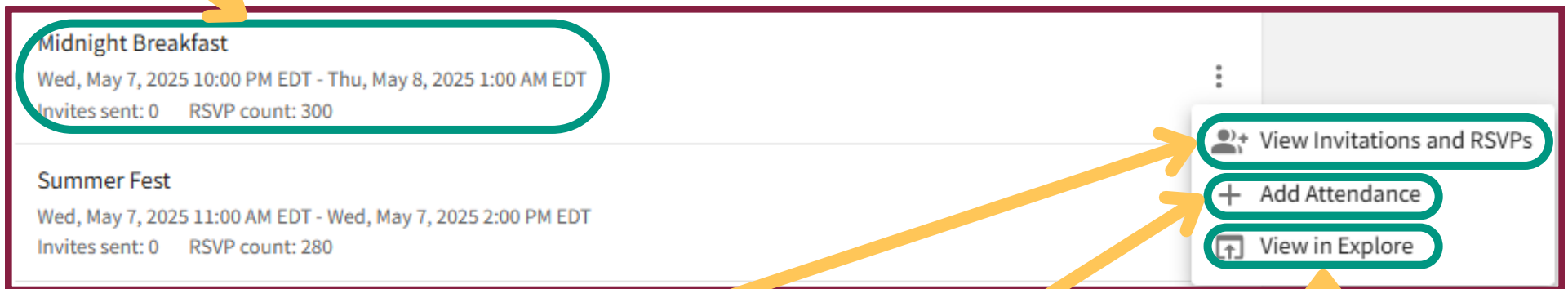
You can add a comment to your submission to be seen in the approval queue by staff members.

Managing an Existing Event:

To manage an event, find it on your organization's list from the Manage Events Home Page.



Clicking the event from the list will take you to the individual event's management page.



The "View Invitations and RSVPs" button is the quick access to invite people and view the RSVP statuses for the event.

The "+ Attendance" button is the quick access to add attendance to the event.

"View in Explore" will take you to the public listing for your event, this is the link used to share your event.

Managing an Existing Event - Individual Event's Management Page:

This is the management page for an individual event.

The screenshot shows the 'Midnight Breakfast' event management page. The page is divided into several sections: 'Event Details', 'STATUS', 'VISIBILITY', 'RSVP SETTING', 'EVENT ATTENDANCE', 'POST EVENT FEEDBACK', and 'HOST ORGANIZATIONS'. The 'Event Details' section includes a banner image, event title, host organizations, location, region, and dates. The 'STATUS' section shows 'Approved'. The 'VISIBILITY' section shows 'The Public'. The 'RSVP SETTING' section shows 'Anyone'. The 'EVENT ATTENDANCE' section shows 309 Invites, 1072 Attended, 0 Absent, and 1 Secured. The 'POST EVENT FEEDBACK' section includes a 'Track Attendance' button and a 'View Event' button. The 'HOST ORGANIZATIONS' section lists the Student Government Association and the Student Life & First-Year Experience Engage Site. Callouts point to the 'Cancel Event' button, 'Change Details' button, 'View Event' button, 'Track Attendance' button, 'Invitations & RSVPs' button, 'Access Code' field, 'Attendance URL' field, and 'QR Code' field.

The "Cancel Event" button will cancel your event and allow you to send a message to people with an RSVP to the event.

To change the event's information click the "Change Details" button.

To see the public event listing for the event click the "View Event" button.

The "Invitations & RSVPs" button is where you can invite people and view the RSVP statuses for the event.

The event's attendance can be entered and analyzed using the "Track Attendance" button.

The "Access Code" is used on the "Campus Labs Check-In App" to check people into your event.

The "Attendance URL" and QR code allow people to self-report their attendance to the event.

Managing an Existing Event - Invitations & RSVPs:

This is the invitations and RSVPs management page for an individual event.

Invitations & RSVPs

Responded Yes: 300

Waitlisted: 754

Spots Remaining: 0 (of 300)

Responded No: 8

No Response: 1

Participants

Showing 1 - 10 out of 1063

Search Participants

Text entered in the search bar will automatically filter results.

Sort By: Last Name

RSVP Status: All responses

Waitlisted only

Yes only

No only

No response

Any response

EXPORT

MANAGE PARTICIPANTS

The "Export" button will download the Invitations & RSVPs Report.

The "Manage Participants" button allows you to invite people to the event directly and contact them if needed.

MANAGE PARTICIPANTS

Invite People

Contact Respondents

The list of people that have been invited and/or RSVP'd to the event can be searched and filtered.

Managing an Existing Event - Tracking Attendance:

This is the Attendance management page for an individual event.

← BACK TO EVENT

Track Attendance

Midnight Breakfast

309 INVITEES 1072 ATTENDED 0 ABSENT 1 EXCUSED

Swipe Access Code

J95YQ5B

Attendees

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

The "Add Attendance" button allows you to enter user's emails to add them to the attendees list.

The "Export" button will generate the Attendance Report for the event.

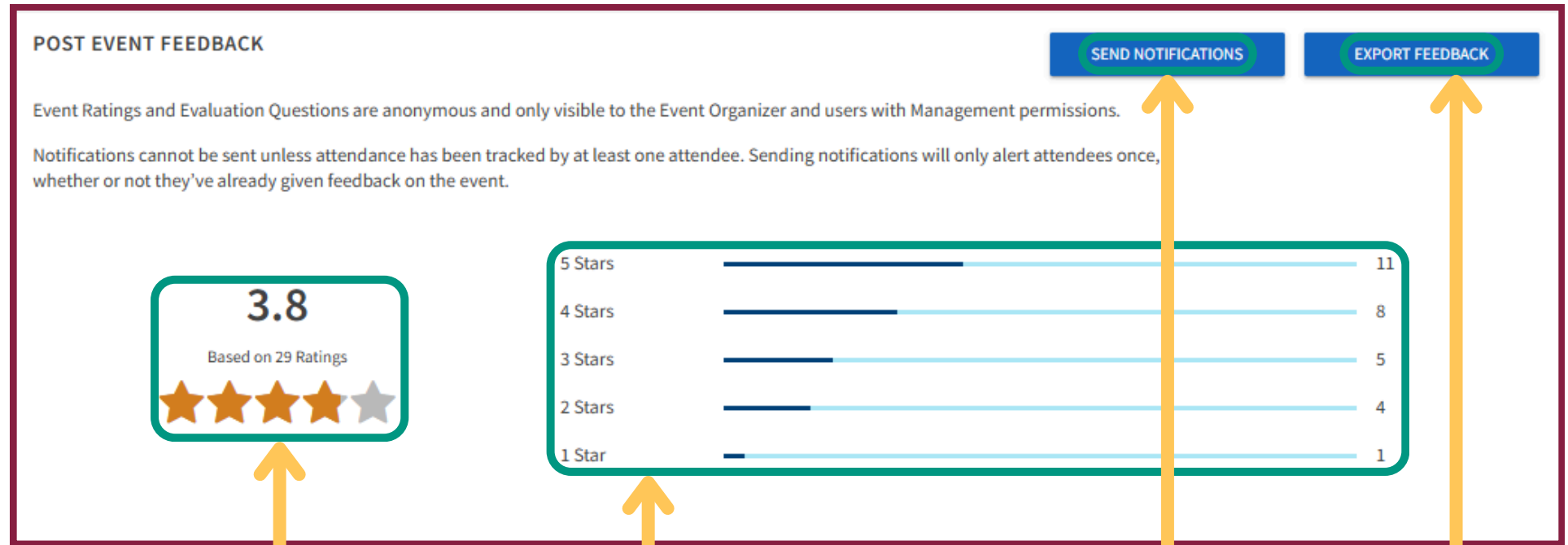
Engage users that have been added to the attendance list for an event will populate in the "Attendees" section.

These buttons let you change the attendance status for each individual on the attendees list.

Comments can be added to individual users that are on the attendees list for reference on the attendance report.

Post Event Feedback:

This is the Post Event Feedback management section on an individual event's management page.



This section summarizes
the event feedback
collected from attendees.

This section breaks
down the 5-star rating
collected by attendees.

The "Send Notifications" button
pushes out the feedback
request email from Engage to
ask attendees to rate the event.

The "Export Feedback" button
generates the Post Event
Feedback Report for the event.

Have Questions? Need More Help?

Feel free to give us a call or send us an email!

(859) 622-3855 | studentlife@eku.edu



Student Life & First-Year Experience