William & Mary TribeLink

How To Manage Events

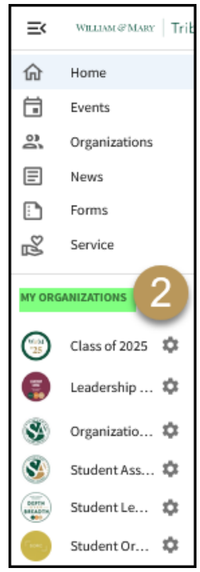
After an event has been created by an organization, it can be managed by the organization. Management of an event can include:

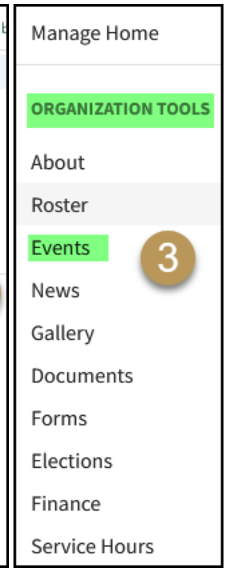
- *Inviting attendees*
- *Tracking RSVPs prior to the event*
- *Tracking attendance at the event*
- *Changing/updating details*
- *Canceling the event*
- *Getting Event Ratings from attendees*

General Instructions to Access the Event Management Page

To create events as well as manage existing events, you will first need to access the organization's Event Management page within TribeLink. Here are some instructions to get to that page; instructions for the specific functions can be found throughout this resource.

1) Log into TribeLink (tribelink.wm.edu)
2) Click on the gear icon next to your organization name in the left hand menu on your screen under "My Organizations"; this will open a menu of organization tools. If you have not expanded the left hand menu, simply click on the organization profile picture and this will open the menu of organization tools.
3) Select "Events"
4) Select the specific event you would like to manage





Managing Events

Event Details

- View Submission
  - View the submission for the event. You can also see any comments left by other officers of the organization during the event request process.
- Change Details
  - If you need to update any details about the event, like a change in location or an adjustment in the time of the event, you can do so here. If you do change any details for an event where you selected "Anyone in the World" or "Students and Staff at TribeLink," and your original submission was approved by a site administrator, it will have to go through that approval process again. Please be sure to leave ample time for this to happen.
- Cancel Event
  - If for any reason the event will no longer be taking place, you can select "Cancel Event." *This will notify invitees, however it will not notify various offices you may have requested services from. It is the responsibility of the organization to communicate with those departments/offices.* This is particularly important for services that have a fee associated with them, as failure to cancel far enough in advance may result in charges for services being assessed to the organization and the organization will still be responsible for paying those charges.

Event Attendance

- Track Attendance (you have several options to track attendance - click the "Add Attendance" button)
  - Through Invitations you can mark someone as attended, absent, excused, or N/A
  - Enter text by copying and pasting the attendees' campus email addresses
  - Upload a .csv or .txt file with the attendees' campus email addresses
  - Use the CampusLabs Event Check-in App (instructions later in this guide)

- Self Check-In for online/virtual events - Just put the “Attendance URL” or QR code in the chat box during a virtual/online event and let participants check themselves in by clicking the provided link.

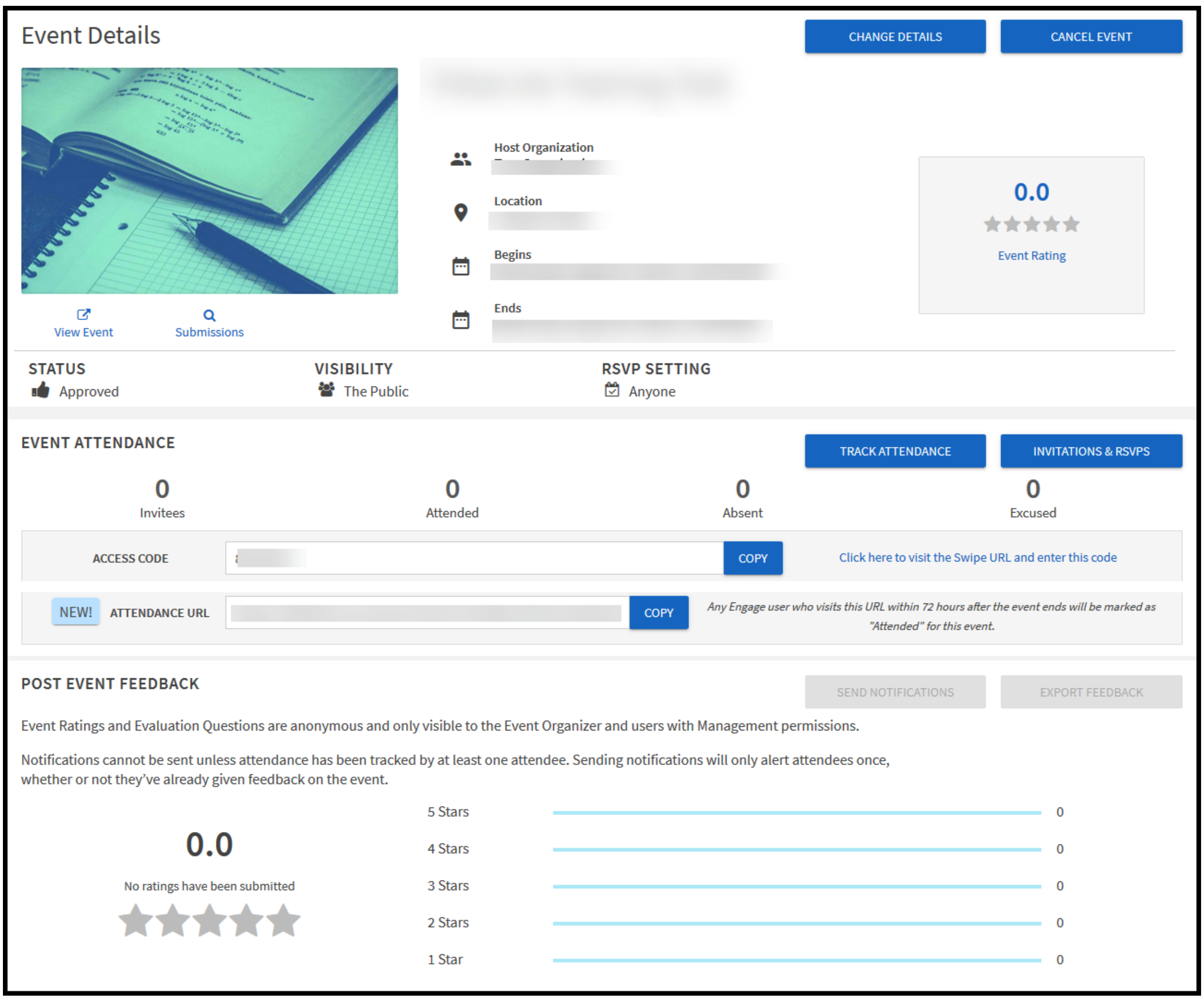
- You can also export an attendance list from the Track Attendance page.

<u>Invitations & RSVPs</u>

- View any TribeLink users who have already been invited to the event
- Invite people to the event by opening the “Manage Participants” menu and select “Invite People”
    - Invite Organization members by using the drop down menu under “Invite Users”
    - Invite people by email address; you must use the W&M email address
- Contact Respondents by opening the “Manage Participants” menu and select “Contact Respondents” this will allow you to send a brief message to individuals who responded “yes.,” this is in addition to the automated 24 hour reminder.
- Check the RSVP status for invitations you’ve already sent out via TribeLink
- Export a list of RSVP responses

<u>Post Event Feedback</u>

- If you set up the event to solicit feedback (ratings and/or evaluation questions) from participants, this is where you will see the results. You can either set up automatic notifications to be sent 72 hours after the event or you can manually send notifications here. Notifications can only be sent to attendees if their attendance was tracked in TribeLink. You can also export a report here.



Mobile Event Check-In

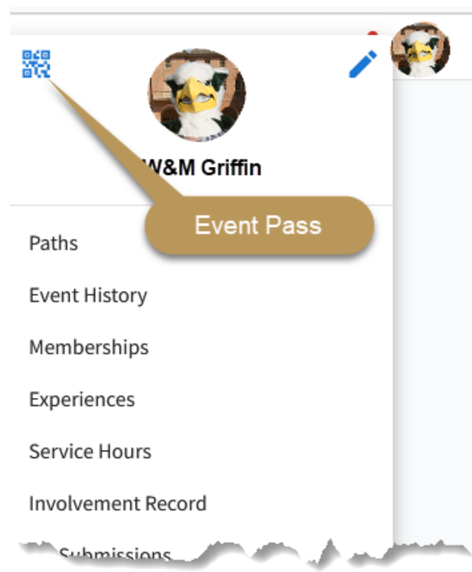
Tracking attendance made easy! Organizations holding events listed in the TribeLink system are able to use the mobile Event Check-In App. All TribeLink users have an Event Pass, which can be scanned in order to track attendance. The host organization will use the CampusLabs Event Check-in App, downloaded on mobile devices, to scan Event Passes and track attendance at the event.

Before Your Event

- Download the Campus Labs Event Check-In App on your iPhone, iPad, or smartphone.
- If you plan on having multiple people tracking attendance, every person can download this app on their own device. There is no limit to how many people you can have tracking attendance.
- Have your 7-digit Access Code ready to share with people who will be helping you scan.

How to Scan Event Passes

- Open the CampusLabs Event Check-in app on your chosen device
- Enter in the 7-digit code for the event - this can be found in the Event Details by an organization TribeLInk admin
- Click “start session” button
- You will be asked to log in using your WM credentials (through CAS)
- Confirm that the event is correct
- Click “start scanning” button
- If the student has their TribeLink Event Pass
    - Scan the pass and click “check-in” then “done”
- Where a Student Can find their Event Pass
    - They may have saved it in their Apple Wallet/Google Pay or in their photos
    - If they are logged into TribeLink, it’s with their account settings
- If the student does not have their TribeLink Event Pass
    - Click “no pass”
    - Search the student by their name or WM email (sometimes searching by last name is more efficient)
    - Click on the student from the search results
    - Click “check-in” then “done”
    - If they are not in the system, you can click “Add guest” (top right corner of the search screen) and add an email address
- When you are done scanning for the event, click on the profile picture in the top left corner of the screen and select “end session”



Additional Questions?

Email tribelink@wm.edu or check out online resources:

[Create and Submit Events]

[Events Walkthrough]

[Managing Event Invitations]

[Tracking Event Participation]

[CampusLabs Event Check-in App Walkthrough]