



# RowdyLink

## Event Attendance Guide

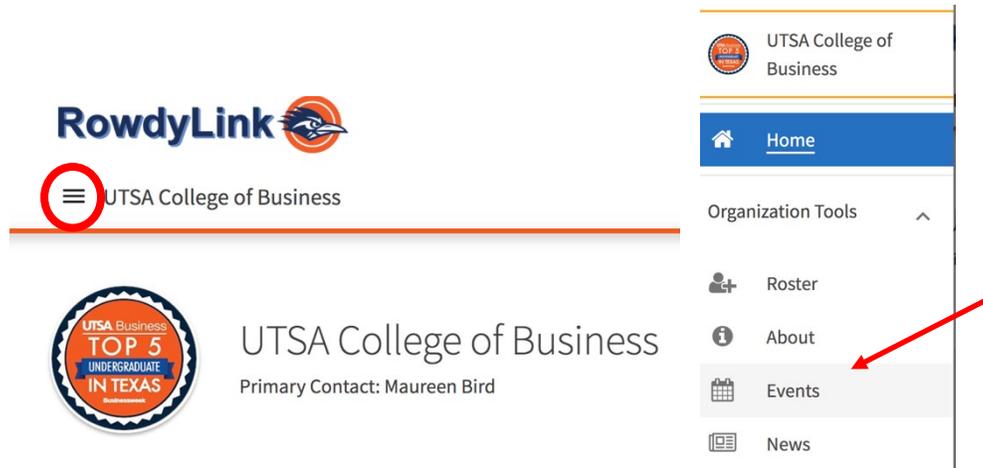
A detailed guide on how to input and track events in *RowdyLink*.

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# Create an Event in RowdyLink

1. Log in to **RowdyLink** (<https://utsa.campuslabs.com/engage>)
2. Expand the menu by selecting the icon on the far left with three lines
3. Once you have expanded the menu, click on the link for “Events”



4. Enter your event details, all sections with red asterisks are mandatory

Create Event

Basic Details

\*Event Title  \*Theme

\*Description

Tip: If you create a link to a YouTube or Vimeo video in your description, it will embed the video at the location of your link.

Additional organizations co-hosting this event

## Time and Place

\*Start Date  \*Start Time  \*End Date  \*End Time

**For online events, you must provide a virtual link.**

+ ADD ANOTHER DATE

Event Visibility

\*Show To  
 The Public

Allow attendance at this event to be shown on the Experiential Transcript

Event Categories  
 Select categories

Perks Special benefits for your attendees  
 Select perks

NEXT >

- ✓ Select categories
  - Business - Global and Intercultural Fluency
  - Business- Research and Innovation
  - Business-Professional Development and Leadership
  - Business-Service and Community Learning

RSVP

Settings *Fields marked with an asterisk (\*) are required.*

\*Who can RSVP  
 Anyone

Limit number of available RSVP spots

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

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

Ensure all images are approved by COB Marketing and Communications ([cobrequests@utsa.edu](mailto:cobrequests@utsa.edu)) before posting.

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**

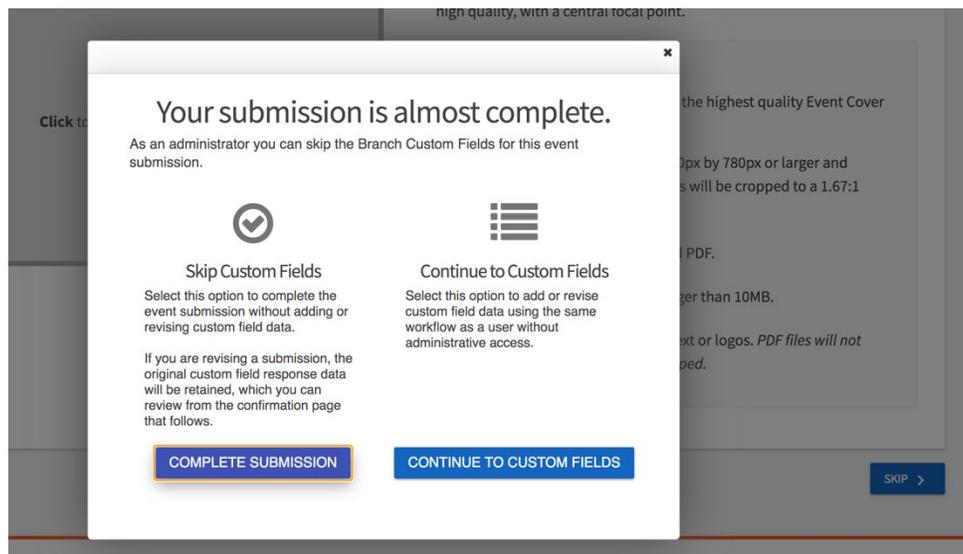
Use the following guidelines to get the highest quality Event Cover Photo.

**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.



## Event Additional Information Form

### Virtual Event Details

\*Do you plan to bring an off-campus guest speaker? (paid or non-paid)

- Yes  
- No

If yes, you will be prompted to fill out a speaker bio. You will not be able to submit your request unless you have all the details.

\*Do you plan on having a door prize, prize drawing or silent auction?

- Yes
- No

\*Do you plan on fundraising, accepting donations or exchanging money during your event?

- Yes
- No

\*During your virtual event, will food or drinks be encouraged?(e.g. "Sip and Paint")

- Yes

- No
- Not applicable

## Event Additional Information Form

### General Information

\*Requestors Name

\*Requestors Phone Number

\*Are you considered a

- Student Organization
- UTSA Department or Affinity Group

\*Please select your event type.

- On-Campus event (Main Campus, Downtown, ITC)
- Services needed in non-reservable space only.
- Tabling
- Virtual event or Off-Campus event (attendance tracking only)

< PREVIOUS

NEXT >

Please allow at least 24 - 48 hours for your event to be approved.

### 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

11/25/2020 12:00 PM - 11/25/2020 1:00 PM  
Online

- Details
- Cover Photo
- General Information
- Virtual Event Details

Allow attendance at this event to be shown on the Experiential Transcript

This submission will be sent through the review process

#### Comments

Type here...

## Event Tracking

### Virtual Tracking

1. The event attendance URL is located at the center of the first page of your event in **RowdyLink**.

EVENT ATTENDANCE

4 Invitees	0 Attended	0 Absent	0 Excused
---------------	---------------	-------------	--------------

TRACK ATTENDANCE    INVITATIONS & RSVPS

ACCESS CODE: NYR35J8  [Click here to visit the Swipe URL and enter this code](#)

**NEW!** ATTENDANCE URL: <https://utsa.campuslabs.com/engage/event/6616815/attend?V>  Any Engage user who visits this URL within 72 hours after the event ends will be marked as "Attended" for this event.

You will need to convert the attendance URL to a short Bitly link.

2. Once you have your Bitly link, copy and paste it into the chat of your virtual event for students to check-in.

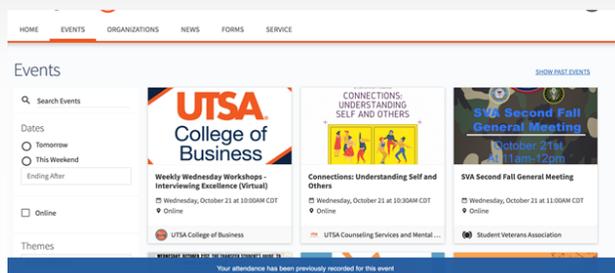
## Virtual Check-in Process

1. Before the event starts, share the check-in slide to take students and guests through the check-in process.
  - a. If a student cannot access the link, you can ask them for their abc123 so that you can add them after the event.

## Take a moment to **check-in!**

Select the Bitly link that is located in the chat:

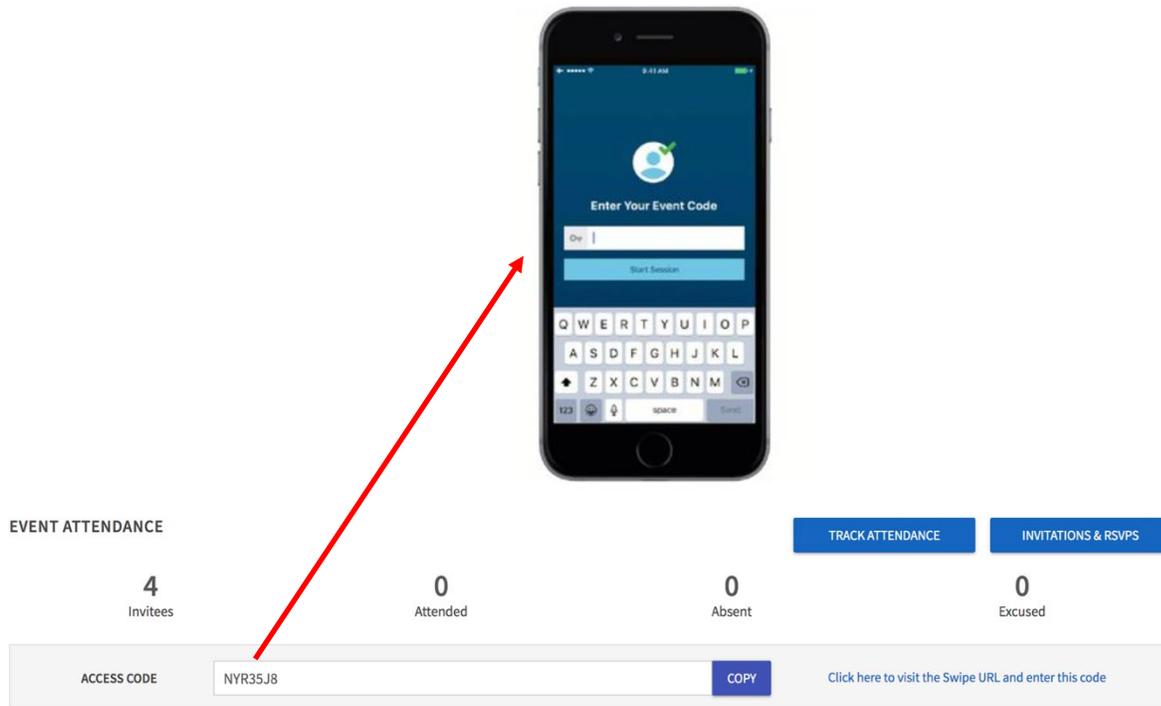
You will know you are checked in when you see this page in RowdyLink



The blue rectangle box at the bottom of the page will say: **You have been checked-in**

## In-Person Attendance Tracking

1. Start by downloading the Campus Labs Check-in app (<https://engagesupport.campuslabs.com/hc/en-us/articles/115003822846-Campus-Labs-Event-Check-in-App-Walkthrough>) to a smart device (e.g., phone, tablet or laptop)
  - a. [Campus Labs – How to download the check-in app and use it for your events](#)
2. Copy the access code from your event in **RowdyLink**



The image shows a smartphone displaying the Campus Labs Check-in app interface. The app screen has a dark blue background with a white circular icon at the top. Below the icon, it says "Enter Your Event Code" and has a text input field with "00" inside. A blue button labeled "Start Session" is below the input field. A keyboard is visible at the bottom of the phone screen. A red arrow points from the "ACCESS CODE" field in the RowdyLink interface below to the input field on the phone.

Below the phone, the RowdyLink interface shows event attendance statistics:

EVENT ATTENDANCE			TRACK ATTENDANCE	INVITATIONS & RSVPS
4	0	0		
Invitees	Attended	Absent		

At the bottom, there is an "ACCESS CODE" field containing "NYR35J8" and a "COPY" button. To the right of the code field is a link: "Click here to visit the Swipe URL and enter this code".

## Manually Adding Attendance

If you need to add attendees, you can add them up to 72 hours after your event.

1. Select the "Track Attendance" button

EVENT ATTENDANCE

10 Invitees      20 Attended      0 Absent      0 Excused

ACCESS CODE: 3ARXD8N      COPY      Click here to visit the Swipe URL and enter this code

NEW! ATTENDANCE URL: <https://utsa.campuslabs.com/engage/event/6504983/attend?V>      COPY      Any Engage user who visits this URL within 72 hours after the event ends will be marked as "Attended" for this event.

- a. You can export an excel sheet with students' abc123 or email (abc123 is best) by selecting the red "Export" button.

Track Attendance

Innovation X Speakers Series Ethical implications of AI in business

EXPORT      + ADD ATTENDANCE

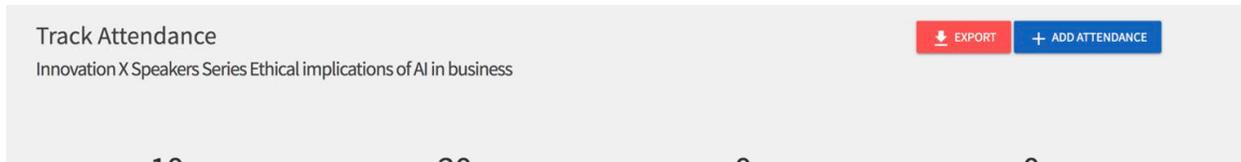
10 INVITEES      20 ATTENDED      0 ABSENT      0 EXCUSED

Swipe Access Code: 3ARXD8N      Swipe page: <https://utsa.campuslabs.com/engage/card-swipe?accessCode=3ARXD8N>

Attendees

Attendees +	Attendance	Comment
Bolarinwa Stephen (abu422@my.utsa.edu)	Attended   Absent   Excused   NA	ADD

- b. You also have an option to manually add attendees using their abc123 or email, by selecting the blue “+Add Attendance” button, then select “Text Entry”.



Select “Text Entry”

A screenshot of the "Add Attendance" form. At the top, there are three tabs: "INVITATIONS", "TEXT ENTRY" (which is selected and underlined), and "FILE UPLOAD". Below the tabs, there is instructional text: "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." Underneath this text is the "Identifier Type" section with two buttons: "E-Mail Address" and "Card ID Number" (which is selected). Below the buttons is a large text input area labeled "Attendees" with a "G" icon in the bottom right corner. Below the input area is a "Status" dropdown menu currently set to "Attended". A red arrow points from the "TEXT ENTRY" tab to the "Attendees" input box. Another red arrow points from the "Attendees" input box to a text box below the form.

Add attendee’s abc123 or email in the box