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

For online events, you must provide a virtual link.
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

✓ Select categories

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

RSVP

Settings

*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 12 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
Ensure all images are approved by COB Marketing and Communications (cobrequests@utsa.edu) before posting.
Event Additional Information Form

Virtual Event Details

* Do you plan to bring an off-campus guest speaker? (paid or non-paid)
  - No

* Do you plan on having a door prize, prize drawing or silent auction?
  - No

* Do you plan on fundraising, accepting donations or exchanging money during your event?
  - No

* During your virtual event, will food or drinks be encouraged? (e.g. "Sip and Paint")
  - No
  - Not applicable

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.

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

Event Tracking

Virtual Tracking

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

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
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

   a. You can export an excel sheet with students’ abc123 or email (abc123 is best) by selecting the red “Export” button.
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”.

Add attendee’s abc123 or email in the box

Select “Text Entry”