

Utilization of the Source for Event Creation, Promotion, and Event Attendance Tracking

Source Event Promotion

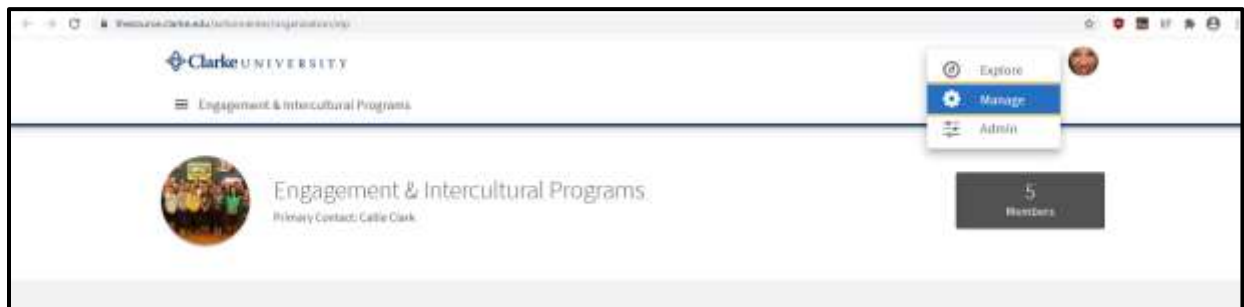
Event organizers are encouraged to utilize the Source to promote your event to the campus community, especially students.

In addition to showing on the Source webpage, any event in the system will also be published and shared in the events app, Corq. Corq is free to download and makes it very easy to find campus events and activities, RSVP, and download to your calendar.

Source Event Creation

Events can be created and posted in the Source by any active page. Users with management access can create an event for their page. All student organizations and some campus departments and committees already have their own page in the Source. Any page can create, post and promote an event in the Source. If you need assistance in gaining the ability to post an event to the Source, please contact engagement@clarke.edu.

To create an event, a user with access must enter the “manage” view of their organization page. Click on the grid next to the user profile in the upper right corner of the screen.



Then, select the “events” section from the available management features. Access the management features of the page by selecting the three lines towards the top left of the screen.



If you do not see “events” as an option, the role you hold within the page does not allow you to create events. Contact your page’s primary contact person to request access.

Once into the “Manage Events” section, click on the blue “Create Event” button at the top right corner of the screen.



You will then be asked to enter the details of our event, including title, theme, description, additional co-hosting organization(s), and date/time/location. An updated feature for the location includes an “online location” option, where users can include an online meeting link and any instructions for accessing the online event. Additionally, if you have a recurring event such as a weekly meeting, you are able to add up to 18 different dates/times/locations for that event.

Time and Place

*Start Date: 27 Jul 2020 *Start Time: 12:00 PM *End Date: 27 Jul 2020 *End Time: 01:00 PM

LOCATION ONLINE LOCATION

Additional Date

Add Online Location
 Add instructions and/or a direct link to your event listing.
 Online meeting services (Google Hangouts, Microsoft Teams, Discord, Slack, GoToMeeting, etc.) will provide a link, instructions, or both. We recommend providing clear instructions for attendees who may not be experienced with your chosen online meeting place.

Online Location Instructions for Attendees

Online Location Link
<https://hangouts.google.com/group/123q4r5rstE56>

CANCEL ADD ONLINE LOCATION TO EVENT

+ ADD ANOTHER DATE

After entering event details, you then set who is able to view and respond to your event. You can show your event to:

- the public – which will allow anyone on the internet to be able to see the details of your event, including your location or online meeting link,
- students and staff at The Source – which will allow anyone logged into the Source to be able to see the details of your event,
- organization members – which will only allow individuals on your page’s roster to be able to see the details of your event, or
- invited users only – which will only allow individuals whom you have invited to the event to view its details.

Event Visibility

*Show To: The Public

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

Event Categories: Select categories Perks: Special benefits for your attendees: Select perks

You also have the ability to select an event category and perks associated with the event (credit, free food, free stuff). The event should only request to be shown on the Co-Curricular Transcript if it is receiving Compass credit.

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

*Who can RSVP
Anyone

Limit number of available RSVP spots

Allow Guests

Organization Representation
When RSVP'ing, 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

On the next page, you are able to select settings for RSVPing to the event, including if you are limiting the number of attendees, and if users are able to bring guests and how many. You are also able to create event-specific RSVP questions if you need to know details from attendees ahead of your 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

On the next page, you are able to allow event feedback and create custom feedback questions for your event. You are also able to select for the feedback to be automatically sent to those who were marked as attended.

You are able to add a unique event cover photo. If you do not want to include a photo, you can skip this step and utilize the default photo associated to the selected event theme.

Lastly, if you would like to request your event count towards Compass credit, you can continue to the custom fields to select and justify your Compass credit request.

Once you have completed your event submission, it will be reviewed by the appropriate event reviewers (Engagement & Intercultural Programs staff and/or Compass staff) for approval and posting. When the event is approved it will be automatically posted to the events section of the Source, and also to the Corq app.

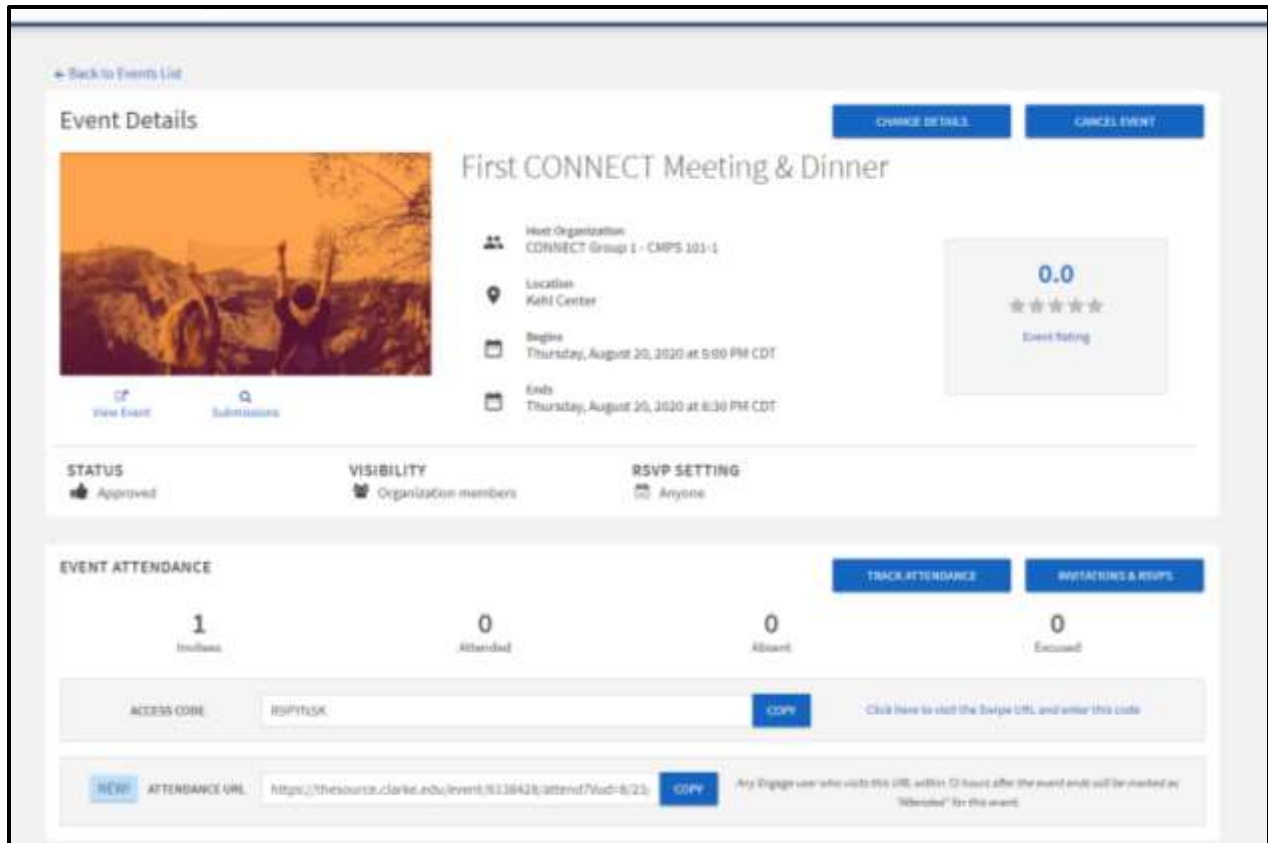
Find additional help documentation: <https://engagesupport.campuslabs.com/hc/en-us/articles/204033924-Creating-a-New-Event-in-your-Organization>

Source Event Attendance Tracking

As the Source is connected to Clarke University's accounts, all Clarke users have a user record and can be marked as having attended an event. There are multiple ways to add attendance to an event including ID card swipe, manual entry, or self-marking.



Access the “manage event” site to find attendance tracking features.



Underneath the “event attendance” section, you will be able to manage “track attendance” and “invitations & RSVPs.” Use the “invitations & RSVPs” button to invite specific users to your event and view their responses. Use the “track attendance” to view the attendance record of the event, export the record, or add attendance manually.

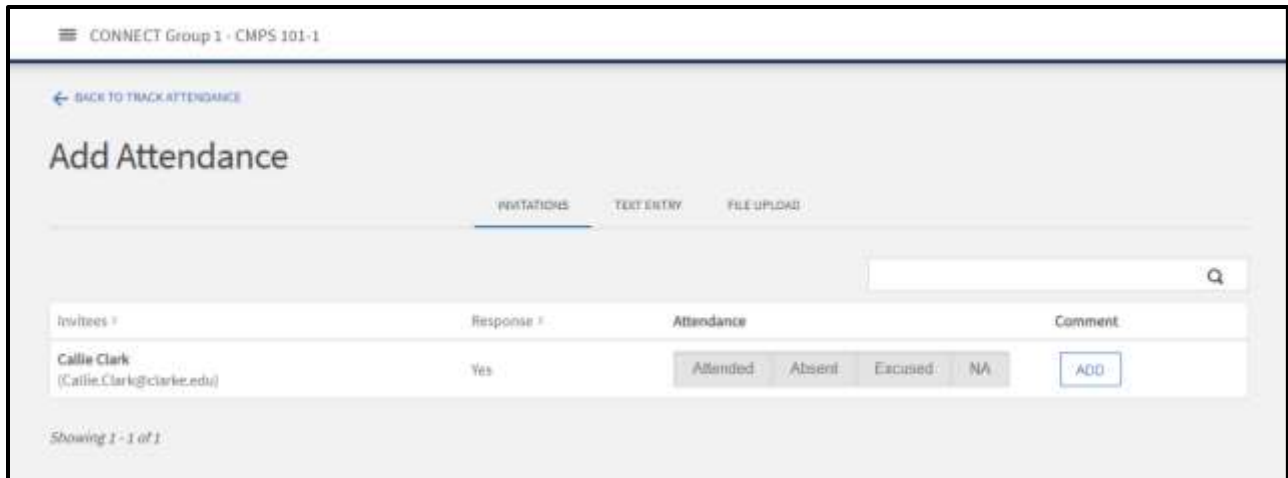
Allow Users to Self-Mark Attendance

A new feature allows event organizers to share a unique attendance URL to event attendees, which will be active for up to 72 hours after the end of the event. If a user clicks on this unique attendance URL given to them by the organizer, the user will automatically be marked as having attended the event. This feature is beneficial for events taking place in a digital space. Event organizers can send the attendance URL to attendees in the event chat.

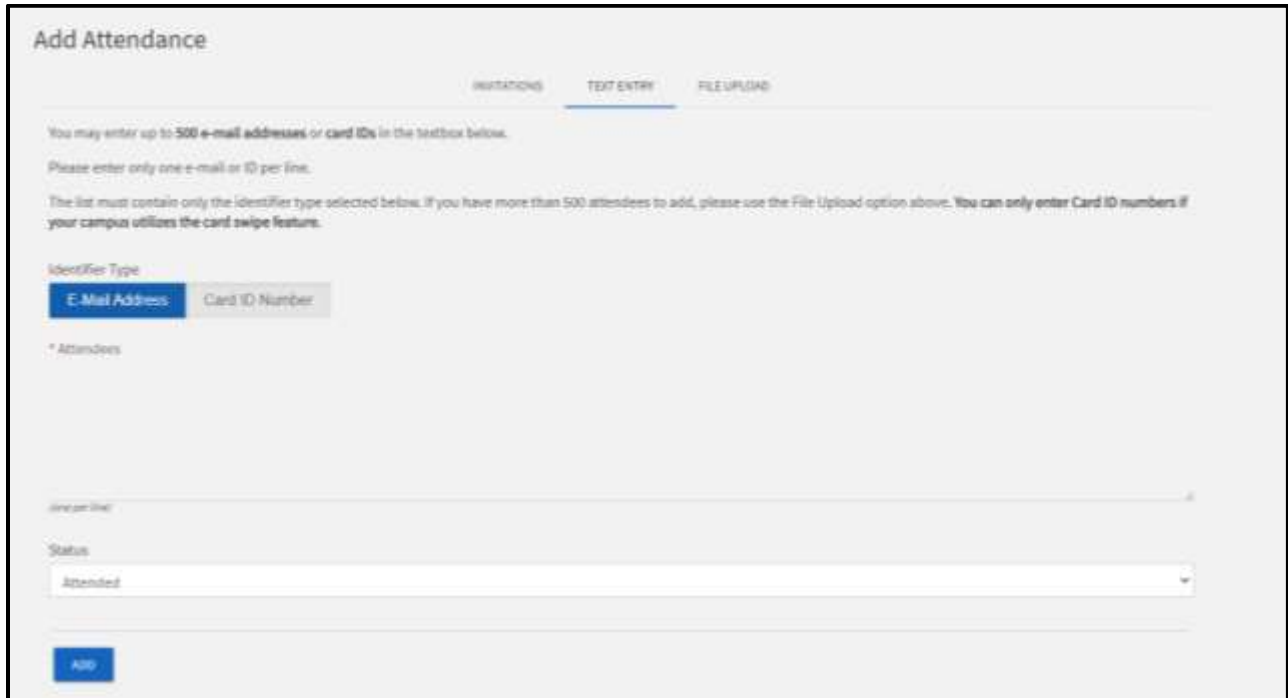
Additionally, to provide a contactless way to take attendance at an in-person event, an event organizer can take the attendance URL and create it into a QR code that attendees scan upon entering the event space. Once the QR code is scanned and the user logs into the Source, the user will be marked as attended.

Manually add attendance

Select the “track attendance” button and then select the “add attendance” button. If attendees had previously been invited or RSVPd to the event, you will see them on this page and are able to update them as either attended, absent, excused (absent), or NA. Additionally, you can add comments to their attendance such as “arrived 15 minutes after event began.”



You can manually add any user as attended by selecting the “text entry” section of the add attendance page.



In this section, you are able to enter attendee’s Clarke email addresses (or card ID numbers) to mark them as having attended the event. If entering Clarke email addresses, the address must match the user’s email address exactly – firstname.lastname@clarke.edu. Do not use an underscore between first and last names.

Take attendance by ID Swipe

To take attendance using a Clarke ID card, you will need to have a computer/tablet connected to the internet and card swiper. Tablets and swipers are available for check out from the Information Center in the Student Activity Center during regular hours.

You will see the unique event code for the event and the link to the Swipe URL. To take attendance by asking attendees to swipe their Clarke ID card, click on the Swipe URL link and enter the event access code. Begin swiping. The screen will show you after each swipe that it has been successful or if there was an error.