# Crimson Connection: Instructions for Event Invites, RSVP's & Tracking Attendance

Event Invitations:
- To send invitations to your Crimson Connection event, go to your student organizations home and click on the events tab in the side menu.
    - (Remember: you must have administrative access to use this function)
- Crimson Connection allows you to send invitations to users in two ways:
    - Invite Users: You can invite anyone who is a member of any organization you are a part of within Crimson Connection.
    - Invite by E-mail: You can invite using a list of e-mail addresses (NMSU Emails)
        - Since attendance tracking creates a list of e-mails of all attendees, this is a good way to invite people who have previously attended your events.

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| INVITE USERS | INVITE BY E-MAIL |
|---|---|

Select by Organization:

Student Involvement and Leadership Programs ⌄

Melissa Montoya

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| INVITE USERS | INVITE BY E-MAIL |
|---|---|

You may enter up to 500 e-mail addresses in the textbox below. Please use school-associated e-mail addresses (.edu/.ca) and either separate them with commas or enter one address per line.

E-mail addresses

+ ADD E-MAIL ADDRESSES

Office of Student Life at New Mexico State University
studentlife.nmsu.edu
575-646-1700

# Managing RSVP's

If you have an RSVP feature turned on for your event, the response of any user who RSVPs can be found by opening the Event Page and clicking the "Manage Invitations" button.

- You can click "Response" in the RSVP toolbar to sort the users by their Response (Yes/Maybe/No/Not Responded), Notify, or Show RSVP
- You can also click "Export" to download an excel spreadsheet of all users who have RSVP'd or been invited to the event to access a list of names and e-mails

# Attendance Tracking

To track attendance at your Crimson Connection event, open the Events under the organization home side tab and click the "Track Attendance" button (Remember: you must have administrative access to use this function)



## Attendance can be Tracked in 5 Ways:

- In person with the check in app
  - Instructions on the next page
- By URL check in
- Through invitations
  - If you used the invitations feature, you can simply go through and check Attended/Absent/Excused for each invited user
- Entry of E-mail Addresses
  - You can enter NMSU campus e-mails and indicate a user's attendance status
  - You can keep a running list of attendees rather than clicking "Add" each time which will take you back to the previous page.
- File Upload of E-mail Addresses
  - You can upload a CSV or TXT file with e-mail addresses

# Event Check-In Instructions

## Once you've downloaded the app, open it up!

Campus Labs® Event Check-in
Campus Labs, Inc.
★★★★★ 4.6 • 36 Ratings
Free

Get it on Google play

Download on the App Store

The first screen will ask you to enter an event access code.
This code is provided after you create an event within Crimson Connection.
If you haven't created an event, you'll need to do this first before you can use the app to track a attendance.

The access code should appear in the bottom right of the screen once you click on the appropriate event.

| EVENT ATTENDANCE | | | | TRACK ATTENDANCE | INVITATIONS & RSVPS |
|---|---|---|---|---|---|
| 0 Invitees | 0 Attended | 0 Absent | 0 Excused | | |

ACCESS CODE  4EA9AGA  COPY

NEW! ATTENDANCE URL  https://crimsonconnection.nmsu.edu/event/7036065/attend7V  COPY  Any Engage user who visits this URL within 72 hours after the event ends will be marked as "Attended" for this event.

Enter the code into the mobile app, tap *Start Session*, and you'll be prompted to sign in. Type in your credentials (the same you use to sign in to Crimson Connection) and you'll be directed to the event's check-in page.
Tap *Start Scanning* and you're ready to scan!
Position the edges of the box over the edges of an attendee's Event Pass. As soon as it recognizes the user, it will display a box with their basic details, including their RSVP status. Tap *Check In* to confirm the user and click *OK* to continue scanning.
If you come across an attendee without a mobile pass, tap *No Pass?* below the scanning area or select *Lookup* from the bottom menu. Search for the attendee by name or NMDU email and when you find the right person, tap their name to confirm their check-in. If searching by NMSU email, you will need to enter the complete email address of the user to locate them.

9:41 AM

Enter Your Event Code

Start Session
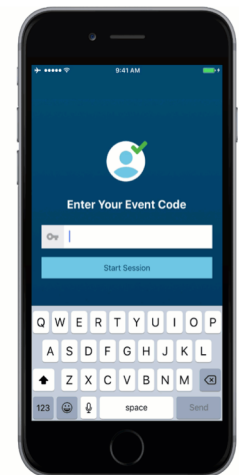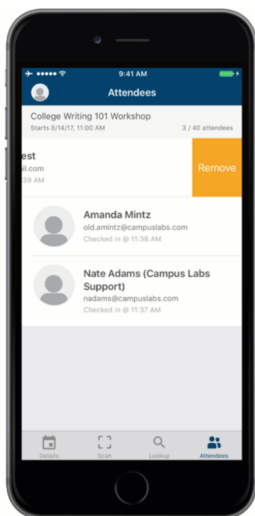
# Event Check-In Instructions

At any point, you can toggle between scanning passes and the attendee list. Tap *Attendees* in the bottom right of the screen to view the full list of attendees. If you need to remove someone from this list, tap on their name, swipe left, then select *Remove.*
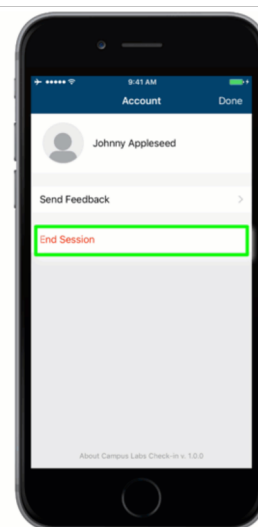
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## Event Check Out

Have event attendees check out of the event by presenting their event pass to the event host. When scanning the event pass as the attendee leaves, the event host is presented the ability to check that individual out of the event. Event attendees can be checked-in and checked-out multiple times during the event.
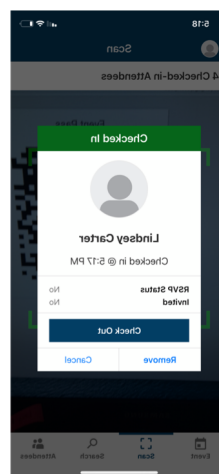
## Final Steps

When you're done tracking attendance, there are no additional steps required. You can close the app and all of your attendance information will be saved. While not required, you can end your check-in session if you tap on your profile picture in the top left of the screen, then select *End Session*. You'll also find a feedback option on this page. Please send along any questions, comments, or ideas to the Crimson Connection Support Team!