RUInvolved How-To Guide

Updated October 2023

Contents
Create an Organization ................................................................. 2
Creating an Event in RUInvolved .................................................. 6
Tracking Attendance ........................................................................ 11
Updating your Organization’s Roster ................................................ 17

RUInvolved is an engagement platform that helps groups manage membership, advertise events, track attendance and survey participants. Additional features are forthcoming. There are several benefits to posting events in RUInvolved:

1. It automatically posts to the University events calendar and the RU Mobile app.
2. It automatically gets sent to students via the SGA biweekly email.
3. Events get shared with the President’s Cabinet.
4. A slide request for the campus televisions will be approved if you ask for that.
5. You can easily track attendance and poll your participants!

If you have questions or encounter challenges, please reach out to Student Involvement at involve@radford.edu or stop by the office in suite 213 of “The Bonnie” Hurlburt Student Center.
Create an Organization

1. Visit [www.radford.edu/ruinvolved](http://www.radford.edu/ruinvolved) or the Student Activities tile on One-Campus.
2. Click the drop down in the upper-right corner to log in with your Radford credentials.

3. Once you are logged in, you will click the “Create Organization” button just below the Welcome banner.
4. This will bring you to the Organization Registration screen. Here you will enter the information for your department, organization or university program.

   a. The “categories” field will have a drop-down menu with various categories for clubs, organizations, departments and university programs to choose from. You can choose as many as you like, but all campus departments (e.g. Davis College of Business, Alumni Relations, etc.), MUST choose “department” and programs (e.g. Citizen Leader, RISE RCAT, etc.) must choose “programs.”
b. Registering your department or program requires you to upload a cover image. This can be a departmental or program logo or a generic photo and can be changed later.

c. The primary contact will be listed on the main RU Involved website for those who wish to reach out and learn more about the department or program.

The roster should include anyone who will need to have access to the department/program “page” in RU Involved. Be sure to assign these individuals the role of “committee chair” when adding them to the roster. These assignments can be made by using the drop-down menu under “membership.”
5. Click “Submit for Approval” at the top right of the page.

Your submission will be reviewed and approved within two business days.
Creating an Event in RUInvolved

1. Visit [www.radford.edu/ruinvolved](http://www.radford.edu/ruinvolved) or the Student Activities tile on One-Campus

2. Log in with your credentials and you will see Admin Dashboard in the upper right dropdown.
3. On Admin Dashboard, you will see the back-end of your organization. On the left-hand side, you will see different icons. In order to create an event, you will click the green + sign at the top.

4. Then the system will ask what you would like to do. You will want to click create an event. *Note, some screens may look different because there are various user types.*
5. Fill out the Event Registration Form
Once you submit the event, approval will occur within 48 hours.

6. Once approved you can view the event on RUInvolved by clicking on the events tab.
**If your event spans multiple days, it will only show up on the main events page the first day that the event is happening. Click the calendar tag to view it in calendar mode.**
Tracking Attendance

1. To prepare for your event, download the Modern Campus Presence app on a phone or tablet.

2. When you first open up the app, the screen will look like this. You will see the main dashboard. At the bottom of the screen, you will also have the option to click on organizations and events.
3. If you are an administrator for an organization that is hosting the event, on the events tab you will select ‘Host Events.’

4. There are a few different ways to check folx into your event. There is manual entry, barcode, Bluetooth or headphone. We recommend manual entry or barcode.
a. If you chose manual entry, you can check someone in via their email address or ID Number.

![Manual Entry](image1.png)

b. If you chose barcode, there is a QR code that individual users have within their app. The red arrow is how you can get to the QR Code.

![Barcode](image2.png)
5. After your event, go back to your admin dashboard. On the left-hand side, you will see the organizations tab. Click and you will only see your specific organizations where you have access.

13. For your specific organization, your dashboard will look very similar to this. Go ahead and click on the events tag at the top of the page.
14. You will see past events, total attendees at events, and the 30-day trend for attendees at the top of the page. Scroll down to see the total number of students at the previous events on the right-hand side.

<table>
<thead>
<tr>
<th>Past Events</th>
<th>Total Attendees</th>
<th>30 Day Attendees</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>146</td>
<td>146</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Upcoming Events</th>
</tr>
</thead>
<tbody>
<tr>
<td>Weeps! We couldn't find any upcoming events.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Past Events</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
</tr>
<tr>
<td>Halloween Bingo</td>
</tr>
<tr>
<td>Halloween Movie Double Feature</td>
</tr>
<tr>
<td>Halloween Golf Gala</td>
</tr>
</tbody>
</table>
15. If you want to send an email to all of the individuals who attended your event, you can click on one of the specific events. When you do that at the top of the page you will see a tab called "attendees".

16. Click “attendees” and you will see a tab in the middle, right that says ‘email attendees.’ This will open your Outlook Email and will include anyone that attended in the bcc field.
Updating your Organization’s Roster

In this section, we will go over how to update your organization’s roster. You can do this throughout the year, but Student Involvement will reach out in the spring with steps to re-register your organization for the next academic year!

1. Log into the Admin Dashboard and click on organizations. Click on your organization that you are trying to update.
2. At the top of the screen, click on roster.

3. Scroll down until you see members and on the right-hand side of the screen you will see an ‘Add Members’ tab.
4. Once you click on the ‘Add Members’ Tab, you will be able to add a new member using their name or Radford Email Account. Once you find the person that you are looking for, hit the add button. That person will be listed on your organization’s roster!