NvolveU
RSVPs, Event Check-In & Attendance Tracking

RSVP Options for RSO Events

RSOs can utilize RSVP options during the EPR process. RSOs should use the RSVP Process to:
- Limit the total number of attendees, based on their space's capacity.
- Allow attendees to RSVP guests.
- Ask event-specific RSVP questions (if there are agenda items, guests' names/other info).

RSVP information can be set up on the EPR on the second page. If your event has already been approved, navigate to the event through the manage view of your RSO. Then, click "Change Details." On the RSVP page, you will be able to edit your RSVP settings. When you click submit at the end, leave us a note that simply says you added RSVP settings for quicker review and re-approval. If your event is currently Pending, leave the Student Involvement team a comment on the EPR that you'd like to edit the event and we will help you navigate that process.

NvolveU

HOME   EVENTS   ORGANIZATIONS   NEWS   FORMS   SERVICE

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

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

Event Pass

All students, staff, and faculty have a unique Event Pass available through NvolveU. The Event Pass stays with the person throughout their time at UNL. Students should download their Event Pass by following these steps:

1. Visit NvolveU: unl.campuslabs.com/engage
2. Sign in using your CANVAS credentials
3. Tap the profile icon in the top right corner
4. Tap Event Pass

Save the Event Pass to your Apple Wallet or Google Pay for faster check in. RSOs will be able to use the Event Check In App to keep track of attendance at their events.

unl.campuslabs.com/engage

Event Check-In App

Keeping track of who comes to your events has never been easier for RSOs! Using the NvolveU Event Check In App, RSOs will be able to record attendance by scanning the attendee's Event Passes on a no-touch scanning app.

1 Download the Event Check-In App from the App Store or Google Play

Campus Labs® Event Che...
Education
★★★☆☆ 5

OPEN

2 Locate your Event's Access Code

ACCESS CODE   **1234ABC**

Navigate to your event through the manage view of your RSO. The access code is located under the event details and is a 7 digit alphanumeric code unique to your event.

3 Open the App and type in the Access code. Tap Start Session. Sign in, if prompted, using your Canvas Credentials.

4 Tap Start Scanning. Position your camera over the attendee's event pass. Tap Check In to confirm the attendee and OK to continue.

5 If the attendee does not have an Event Pass, you can look them up! Tap No Pass and look up the user by their name or @huskers.unl.edu email address. Tap their name to check in. You can also add users by their email addresses if their name does not populate in the system

6 Once you've scanned in all attendees have checked in, close the app! All your attendance information will be saved in NvolveU

RSOs can also add attendance information by attendee's @huskers.unl.edu email address!

Navigate to the event through the manage view of your RSO. Click Track Attendance

TRACK ATTENDANCE   **INVITATIONS & RSVPS**

Add Attendance

INVITATIONS   TEXT ENTRY   FILE UPLOAD

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.**

Identifier Type

E-Mail Address   Card ID Number

* Attendees
involved@unl.edu

(one per line)

Status

Attended

ADD

Click "Add Attendance" and select "Text Entry." Type a list of @huskers.unl.edu email addresses and click "add." These users will automatically be marked as attended!

Watch a short video about the Event Check In App