AUinvolve Student Guide

Overview

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Setup

This guide assumes that the user has already registered to become an official organization on AUinvolve. More information on registration can be found in the AUinvolve Manual in the Registered Student Organizations Overview. If the organization being utilized is already existing, please make sure to re-register your organization by navigating to the Organizations Page and clicking on “Register an Organization” on the left of the webpage. Click the blue button next to the appropriate organization name and follow all necessary instructions.

Navigation

The Home Page

The Home Page displays various types of important information. Announcements on the Home Page tend to include reminders for events and procedures necessary to maintain a student organization.

My Organizations Section

The My Organizations Section contains all organizations a user is a part of. Organizations with a gear icon next to them are organizations that the user has Administrative Controls of.

Manage Home

The Manage Home page can be accessed by clicking on the gear icon and clicking on “Manage Home.” This guide will focus on Organization Tools, found within the “Manage Home” list.

Organization Tools

Organization Tools contains all menus for managing an organization and this guide will cover the most-used tools in this menu.

Core Features and Functions

Event Management

Creating Events

Basic Details

Event creation is the backbone of AUinvolve. To create an event, from the Manage Organizations page, click on Events. Click on the "Create Event" button. The button will lead to a form to fill out all necessary information, including the event name, location, and description. Any field with a red star is required. Although some fields are not required, filling them out can be useful for promoting an event. Perks, for example, allow users to know if your event has free food, and Event Categories can help your event appear at the top of search results in AUinvolve.

RSVP

In the RSVP section, users can manage how RSVP functions are utilized. A user can select who can RSVP, invite members automatically, manage the RSVP threshold if spots are limited, allow guests, and add RSVP questions if desired.

Post-Event Feedback

The Post-Event Feedback section allows users to determine if the event can receive feedback after it ends. Questions can be added to measure feedback.

Upload Photo

A photo can be uploaded for your event. Helpful tips are provided on the webpage. Here are some useful guidelines:

Accepted File Formats

- GIF
- JPEG
- PDF
- PNG

Image Preview Dimensions – 1300 pixels x 780 pixels

Maximum File Size – 10 MB

NOTE: PDF files cannot be previewed or cropped.

Event Additional Information Form

This section of the form collects information about the event and whether it complies with university policies. All information and fields should be read and filled out carefully. For more information regarding university event policies, please visit https://auburnpub.cfmnetwork.com/B.aspx?BookId=11857&PageId=459188.

Event Additional Information Form - Space Reservations

The Space Reservations section of the Event Additional Information form asks for information regarding a physical space for the event, if previously specified in the event creation process.

Event Additional Information Form – Basic Event Information

This section of the form asks for information on the event regarding the event schedule, expected attendance, planned activities, and the inclusion of promotional materials.

Attendance Tracking / Mobile Check-In Info

This page is solely informational. Mobile Check-In will be covered in the Attendance and Roster Management section of this manual.

Review Event Submission

This screen allows the user to review all materials to be submitted. Once all items are ready, the form is submitted. The user will receive an email to confirm the submission. Approval or additional comments are typically received within three (3) to five (5) business days.

Viewing Event Submissions

Event submissions can be found in the Forms tab. Information such as event status can be found. Additionally, in-progress submissions can be resumed or deleted.

Canceling Events

Once an event has been approved, the only way to delete or remove an event is by canceling it. Canceling an event can be done by clicking on the three dots on the side of the event on the Manage Events page.

NOTE: If an event is canceled, all RSVP'd participants and/or members will be notified.

Event Attendance

Managing Event Attendance

There are multiple ways event attendance can be handled using AUinvolve.

- Mobile Check-In via Access Code
- Attendance URL

Manual Attendance options are available including entering data using

- Text Entry with Email Addresses and Student IDs
- File Upload (Excel, etc.)
- Invitations

Mobile Check In

Mobile Check In is a system that utilizes a mobile phone to check members into an event.

Setting Up Mobile Check-In

To set up Mobile Check-In on a mobile phone, first download the Campus Labs Event Check-in App. Login in with your Auburn credentials. The app will prompt the user to enter an event code, also known as the access code, that was previously mentioned. The corresponding event will appear on the screen. To begin checking in guests, press "Start Scanning"

Checking in Members with An Event Pass

The App will direct the user to the scanning function. After allowing camera access, hovering over a members' event pass will pull up a prompt to check them in. Tap the "Check-In" button to mark their attendance.

Checking in Members without an Event Pass

If a member does not have their Event Pass available, you can press the "No Pass?" button. The app will allow a user to search for an attendee's name and check them in manually.

NOTE: Only members of the organization on AUinvolve can be checked in manually.

Viewing Current Event Attendance in the Mobile Check-In App

On the Event Menu, a user can view how many people have been logged as attending the event.

Attendance URL

An Attendance URL can be copied and pasted into a search engine to track attendance. It can also be turned into a QR code which can be downloaded and distributed.

NOTE: Attendance using a QR code can only be taken during the scheduled event hours.

Tracking Attendance Using Invites

If members were invited to attend, their attendance can be added by changing their attendance status to “attended”.

Tracking Attendance Using Text Entry

Attendance can be submitted by entering in attendees’ Auburn email addresses or student IDs.

Tracking Attendance Using File Upload

Attendance can be logged by uploading a file with email addresses or student IDs. Only .csv file types are accepted. Please ensure that files uploaded only have email addresses OR Student IDs. Otherwise, attendance will not be logged.

Exporting Attendance

Attendance can be exported by clicking on an event’s attendance, clicking “Track Attendance” and clicking “Export Attendance”. The data can only be exported as a .csv file.

Editing Attendance

Attendance can be modified after being entered. Individuals can be marked as:

- Attended
- Absent
- Excused
- NA

Any changes are automatically saved.

Roster Management

An organization’s roster serves as a list of all members along with their roles and permissions regarding AUinvolve.

Messaging

Messaging allows for an email to be mass sent to members of an organization. Messaging can be done in two mediums:

- Relays (Email)
- Text (SMS)

Relays

Relay Messages can have four different statuses:

- Expired
- Failed
- Received
- Sent

Relay messages must be sent by a certain time, otherwise they expire and cannot be sent. Failed relay messages were unable to be sent due to an error. Received relay messages are messages that were not sent, but not due to an error. Sent relay messages were sent successfully.

Creating a Relay Message

From the Messaging page, click on the plus button at the top right. Add a title which will serve as the email subject and select desired recipients. To send the message to all members in an organization, click "Select All" Once created, the message recipients cannot be changed.

Sending a Relay Message

After creating a relay message, a message relay email address is created. To send a relay message, open an email application and paste the address into the address box. The user may write a subject for the email, but the subject created within the relay message in AUinvolve will be used by default. Draft the message in the message body in the email application. When finished, send the email. Within a few minutes, the desired message will be sent.

Selecting a Primary Contact

It is highly recommended that the organization's President is selected as the Primary Contact. The purpose of a primary contact is to serve as the inbox for any messages sent to the organization via AUinvolve. These messages will be sent to the primary contact through both AUinvolve and email.

Positions

Positions are labels that can be applied to members in the roster and can have certain permissions added to them.

Adding and Modifying Roles and Positions

Custom positions can be added by clicking on Manage Positions, then by clicking the "Add Positions" button. A form will prompt the user to enter in a position name, position type, visibility and access. To edit a current position, click the position name.

Position Types

Position types are arbitrary but may help facilitate organizing roles.

Visibility

Active Status

If a position is active, a member can be assigned this position. Otherwise, the position is only listed.

Set Management Access

Management Access refers to all features accessible in the “Manage Organization” menu.

Limited Access

Setting limited access allows for access to certain aspects of the organization to be modified. A position can have no access (None), viewing access (View), and full access, allowing them to edit or modify an organizational feature.

Full Access

Setting full access gives a designated role access to all management features.

No Access

Gives a designated role no access to management features.

Elections

Rather than using external services, AUinvolve provides resources to host an election through its platform.

Creating an Election

To create an election, navigate to the “Elections” tab and enter a name. Instructions can be added by checking the “Include Instructions” box and typing in the “Additional Instructions” text box. If the election needs to be active immediately, check the “Active” button. The next two prompts ask the user to enter the start and end date of the election. The second to last checkbox allows for members to receive alerts about the election when it goes active, and the last checkbox, when selected, can restrict the election to members only.

Adding a Ballot

After hitting submit, the election is created, and the user can create a ballot by pressing the “Create Ballot” button. When prompted, give the ballot a name.

Ballot Access

On the Create Ballot page, the user can toggle between general and restricted access. General access will allow all users given access in the Create Election screen to interact with the ballot. Restricted access allows only a selected group of users to interact with a ballot. If you navigate off the page to the ballot screen, you can change the properties of the ballot by clicking "Form Properties" in the top right page.

Creating a Ballot

Creating a ballot is similar to making a form: a user can add certain fields that prompt participants to enter certain information. The five fields a user can add to a ballot are:

1. Check-Box List
2. Radio Button List
3. Text Field
4. Instructions
5. Ranking

Note: The Instructions field functions as a place to write instructions within a ballot if necessary. The Instructions field mentioned on Page 10 is reserved for election instructions when a user opens the election form.

Election Notifications

To alert members that an election is occurring, click on the "Publishing Options" tab of the main menu of the election. Check "Display an alert on the organization homepage when the election is active and voting is open".

Sharing Elections

In publishing options under the heading "Election Link" is a URL that can be distributed to members who vote.

Note: As shown on the webpage, the URL displayed below the heading is the only valid URL. Using the URL in your web browser will not work.

Viewing Election Results

Once the set election time ends or the election status is inactive, votes will no longer be counted. However, election results can be viewed at any time in the Results tab of the specific election.

Results can be viewed by percentage or by vote count and each ballot’s information is stored within a dropdown menu which includes the title of the ballot and the number of votes at the top.

Tip: Once an election concludes, it is best to set its status to Inactive to prevent membership confusion.

FAQ

Q: My Event was rejected. What do I do now?

A: Comments have been left on your rejected submission, and you will need to resubmit the event with the adjustments that were commented. If you don't understand what the evaluator is asking for, please consult CEPS at this link or ask for clarification.

Q: My Event time and/or other details have changed. Is there a way to fix it?

A: Yes, you can edit an event by clicking on it in the Events menu. Please be aware that the event will need to be reapproved for any changes.

Q: My event has multiple locations. Do I need to submit a request for each one?

A: If your event is the same each time but has multiple times and locations, you can add them on the first event creation page.

Q: Mobile Check-In doesn't seem to be working because I don't have WiFi. Is there a way to still take attendance?

A: Yes, attendance can still be taken by using 'Offline Scan' in the Campus Labs app.