William & Mary
TribeLink

How To Create and Manage Events

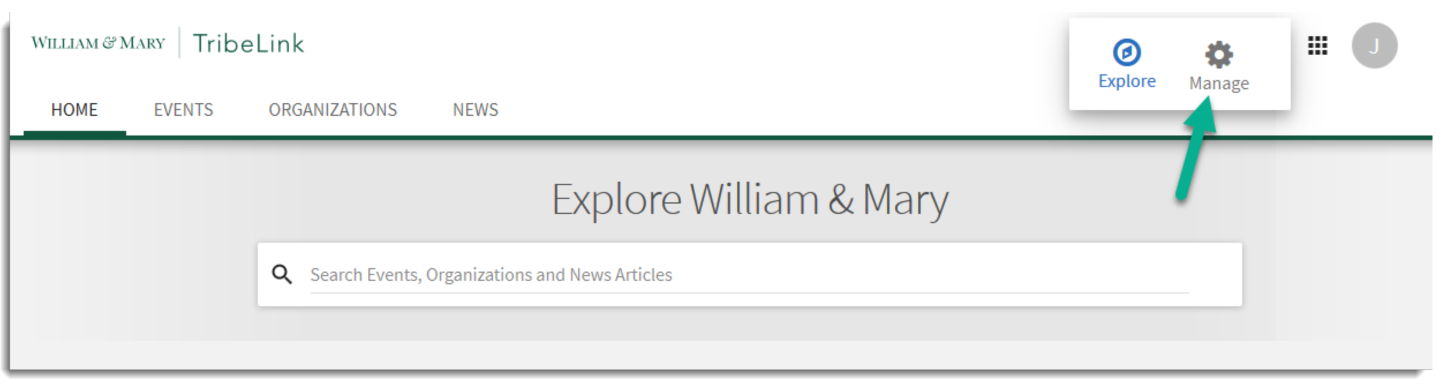
Recognized Student Organizations generate a lot of activity for the entire campus community and provide endless opportunities for engagement; this is primarily accomplished by holding events throughout the year. TribeLink is a great way for organizations to make sure members know about upcoming events AND it will be one of the primary ways to publicize events to the campus and/or the public.

This guide will outline the process of not only creating events, but also managing events that have already been created for your organization.

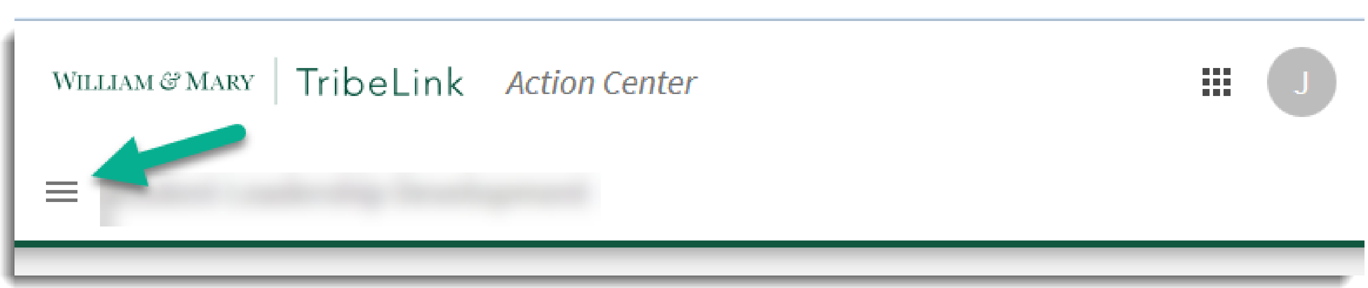
General Instructions to Access the Event Management Page

To create events as well as manage existing events, you will first need to access the organization's Event Management page within TribeLink. Here are some instructions to get to that page; instructions for the specific functions can be found throughout this resource.

1) Log into TribeLink
2) Select "Manage" using the grid shaped icon in the top right corner of the screen - this will take you to the Action Center



3) In the Action Center, select the organization you would like to manage
4) When you are on the organization's home page, you will use the menu on the left hand of the screen to access the various management functions you have



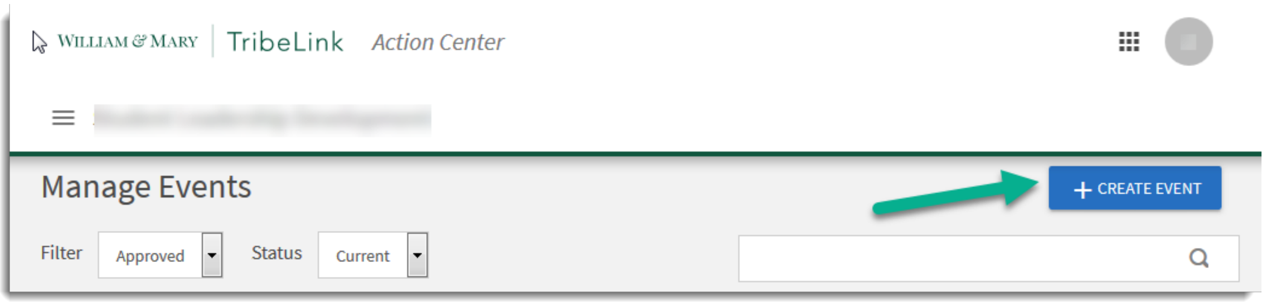
5) Select Events

Now you are ready to manage your organization's events, including creating new events!

Creating a New Event

You will use the same process to create “internal” events that will only be visible to members of your organization and to create “external” events that will be visible publicly.

Before you start creating a new event in TribeLink, make sure you have the space reserved from the appropriate office, like the Scheduling Office.



Start by clicking the Create Event button (see above). This will take you to the first page of the Events form. The following information will be asked of you:

- Title of the Event - Please be as specific as possible if the intention is that the event appear on a public calendar
- Theme - This information is used when an individual is searching for an event and uses this filter
- Description
- Date/Time
- Location - You can choose to include a map when entering the location
- Add Another Date - This is a great tool to use if your event is a recurring or repeating event, like a weekly meeting
- Show To - This is where you will indicate who this event will be visible to
    - Anyone in the World - This is a public calendar that logged-in TribeLink users AND the general public can see
    - Students and Staff at TribeLink - This is another public calendar where events will only be seen by TribeLink users when they are logged-in
    - Organization Members
    - People Invited by the Host

> If “Anyone in the World” or “Students and Staff at TribeLink” are selected, these events will need to be approved by a site administrator before they appear on either of these calendars. It may take up to 5 business days for the event submission to be approved. A link to the “public” TribeLink calendar will be included in Student Happenings.

- RSVP Information
- Event Categories - This is additional information that is used when an individual is searching for an event and uses the filter
- Perks - You can also indicate if there will be “perks” at the event.
- Contact Information of the organization/member of the organization who can answer questions that people might have about the event
- Related Website - if you have a website that has additional information about the event, include it here
- Image - You have an opportunity to upload an image for your event posting. If an image is not uploaded by the organization, a default image will be used.

After you enter information about the event, the next few pages will provide you with some resources to assist in the planning and execution of a successful event. Please review the information on those pages before submitting the event. Make sure you click the “Submit” button on the last page!

Managing Existing Events

Once you have navigated to the Events management page you will see a table of events for your organization. Select the organization you would like to manage; this will take you to a page that will allow you to manage the specific event.

- View Submission
    - This is where you view the submission for the event. You can also see any comments left by other officers of the organization during the event request process.
- Manage Invitations
    - You can see any TribeLink users who have already been invited to the event
    - You can invite more people using the “+Invite People” button
    - This is where you check the RSVP status for invitations you’ve already sent out via TribeLink
- Track Attendance
    - There are several methods you can use to mark/indicate attendance
        - Through Invitations you can mark someone as attended, absent, excused, or N/A
        - Enter text by copying and pasting the attendees’ campus email addresses
        - Upload a .csv or .txt file with the attendees’ campus email addresses
        - Use the CampusLabs Event Check-in App (see below)
- Change Details
    - If you need to update any details about the event, like a change in location or an adjustment in the time of the event, you can do so here. If you do change any details for an event where you selected “Anyone in the World” or “Students and Staff at TribeLink,” and your original submission was approved by a site administrator, it will have to go through that approval process again. Please be sure to leave ample time for this to happen.
- Cancel Event
    - If for any reason the event will no longer be taking place, you can select “Cancel Event.” *This will notify invitees, however it will not notify various offices you may have requested services from. It is the responsibility of the organization to communicate with those departments/offices.* This is particularly important for services that have a fee associated with them, as failure to cancel far enough in advance, may result in charges for services being assessed to the organization and the organization will still be responsible for paying those charges.

Mobile Event Check-In

Tracking attendance at events just became easier! Organizations holding events that are entered into the TribeLink system will be able to use the mobile Event Check-In App. Event attendees will be able to access an Event Pass (either on their mobile device or print a pass to bring to the event). The host organization will use the CampusLabs Event Check-in App, downloaded on mobile devices, to scan Event Passes and track attendance at the event.

Additional Questions?

Email tribelink@wm.edu or check out the Engage Help Center for online resources like:

Events Walkthrough

Managing Event Invitations

Creating a New Event

Tracking Event Participation

CampusLabs Event Check-in App Walkthrough

How to Scan Event Passes

The CampusLabs Event Check-in app will need to be downloaded onto the mobile devices being used for check-in; this can be smart phones or iPads/tablets. Organization members assisting with check-in will:

- Open the CampusLabs Event Check-in app on the mobile device
- Enter in the Event/Access Code, which can be found on the “Manage Event” page
- Log into TribeLink using their user name and password (this ensures that only authenticated TribeLink users are scanning passes on behalf of the organization).
- Click on “Start Session” and you are ready to start scanning (A)!
    - What to do if an attendee does not have an Event Pass to scan from TribeLink: Use the “Lookup Feature” (B/Image 2)
    - If they are a William & Mary affiliated individual (student, faculty, staff) you can look them up using their W&M email address (1), so that they are included in your attendee list.
    - You can also add an email address for an attendee not affiliated with William & Mary so that you have accurate attendance information (2). You will add this individual as a guest with an email address.
- If you need to “manage” attendance, to check and make sure someone did get scanned in or perhaps you need to remove the person, because they did not stay for the duration (maybe they realized they were at the wrong event, etc.), you can edit their attendance under “Attendees” (C)
- After the member is done scanning, they will need to end the session (D)

After the event, you can access the attendance information under the “Track Attendance’ page in TribeLink.

How to Access Your Event Pass

Each TribeLink user has their own unique Event Pass in the system; it is accessible through the User Drawer, which you can find by clicking on your “profile photo” located in the top right corner of the screen when logged into TribeLink (Image 3). The Event Pass can be saved to the individual’s mobile device through Apple Wallet or Android Pay; it can also be printed out and brought to the event.

Image 1

Image 2

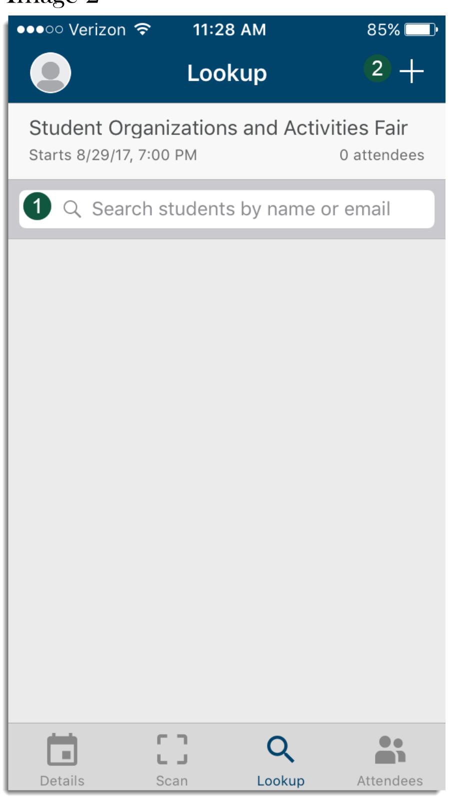


Image 3