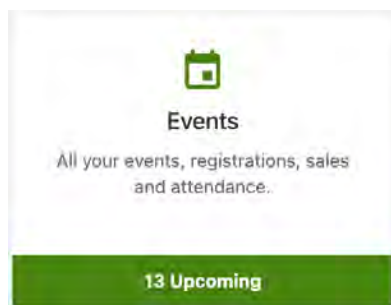
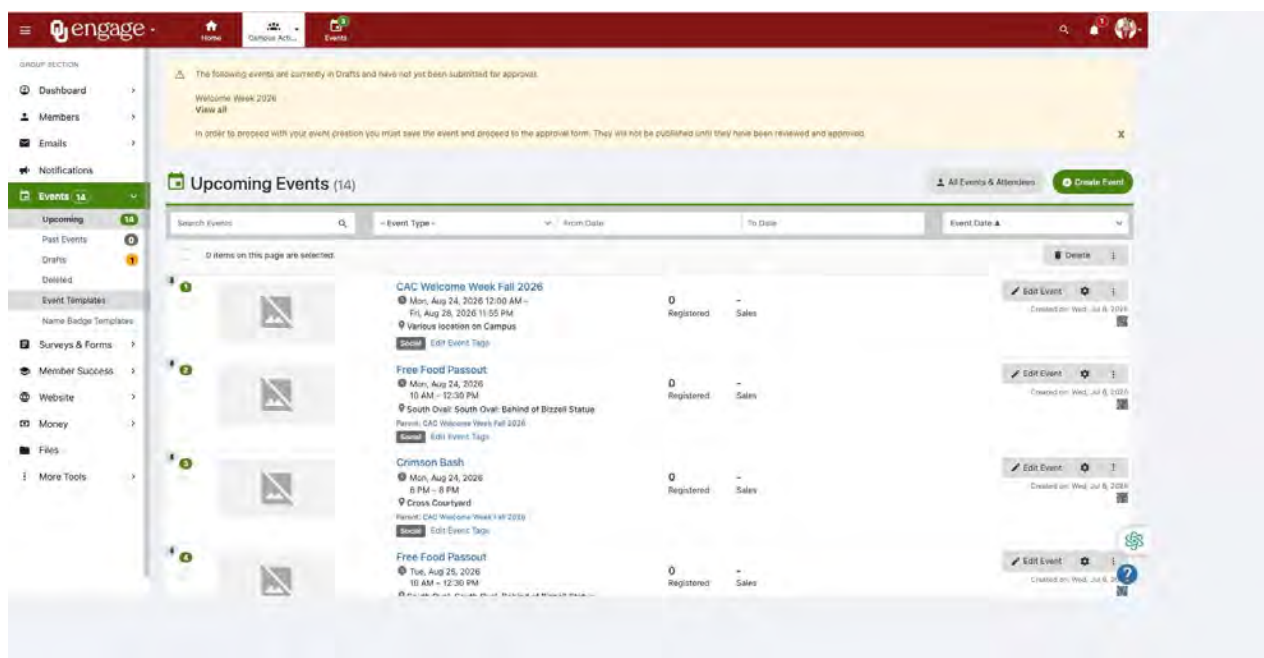


CREATING AND MANAGING EVENTS



Go to Events in the left menu, then Create Event. Pick a template if one exists, or Blank Event Template.



Event Registration

Step	What it covers	Watch for
1. What	Name, description, Event Type, event tags, event coordinator, custom host.	The HTML description shows on web; the short description shows on mobile. Write both.
2. When	Date, time, custom time instructions, recurrence.	Use recurring settings for weekly meetings rather than creating each one.
3. Where	In-person, online, or hybrid; location or room booking; meeting link; expected attendance.	To change a booked room later you must first release the existing reservation.

Step	What it covers	Watch for
4. Photo & Flyer	Background image and flyer.	Without a photo, mobile shows no image at all.
5. More Details	Attachments, food provided, dress code.	Advertising food measurably increases attendance.
6. Access & Display	Who may register; who may see the event; whether it appears in the Upcoming slider.	For invite-only: set visibility to "Just the people allowed to register" and registration to "Invited people only".
7. Registration Options	Whether registration is required	
8. Advanced Options	Waiting lists, check-in rules, attendance settings, and more.	Worth a read once; most defaults are sensible.

Once you completed the event registration, you will be asked to complete a **supplemental form** for additional risk management purposes. At OU, creating an event starts an approval workflow. Until it is approved the event sits in Drafts and is not visible to students — the banner at the top of your events list reminds you. Build in lead time; do not schedule publicity before approval clears.

Advanced Settings

☐ Close Event Registration (when you don't want people to register anymore).

Registration will be open from/to

Attendance limit

RSVP Not Attending

Reminder

RSVP personalized email confirmation

Display the list of attendees to

Ticket cover

Feedback request

Below the registration options table are several more optional registration options.

- **Close Event Registration:** Check this box if you want to prevent additional users from registering.
- **Registration will be open from / to:** Set start and end dates and times for registration.
- **Attendance limit:** Maximum number of total registrations allowed for this event.
- **RSVP Not Attending:** If enabled, users can respond that they are not attending.
- **Reminder:** Sends a reminder email to registrants before the event. Set the number of days in advance and custom reminder text.
- **RSVP personalized email confirmation:** By default, a generic email will be sent with the text “Your event registration was successful.” You can change this text, or choose not to send a confirmation email.
- **Display the list of attendees to:** Determine who can see the list of registered attendees: everyone, logged-on users, or nobody. You can also allow users to post public comments about the event, or hide numbers of registrants and available tickets on the registration page.
- **Ticket cover:** Choose the image that will be included on your event tickets and the RSVP confirmation emails.
- **Feedback request:** Sends a post-event email to attendees requesting feedback. Set the amount of time after which to send, choose recipients (those who registered or checked-in), include an optional survey or form, and add custom email text. Instruction include [here](#).

Event Check In & Attendance Tracking

There are several options for attendee check-in. You can choose to use one or more options.

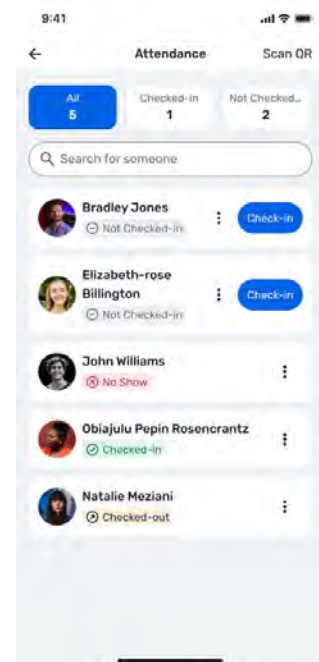
1. **Check-In via Mobile App:** Users are checked-in and by event organizers / staff using the mobile app
2. **Check-in via Computer:** Users are checked-in and tracked by event organizers / staff using a computer
3. **Self Check-in via QR Code:** Users check themselves in, by accessing the event QR code or URL with their mobile device
4. **Self Check-In via Kiosk:** Users check themselves in at an unmanned kiosk (Not supported at OU)
5. **Manual Check-in:** Event organizers / staff check-in users via the event Attendees list

Check-In via Mobile App

Mobile app check-in is one of several methods for checking in attendees and tracking attendance Check-In and Attendance Tracking. With real-time updates, QR scanning, and manual check-in options, mobile app check-in helps manage attendees efficiently during live events, whether for small sessions or large-scale programs.

The **Attendance list** has a tab for all registered attendees, and tabs for those who have and have not checked in. Attendees who are not yet checked in have a Check-in button.

The search field at the top of the **Attendance** list can be used to locate specific attendees. If a user on this list has not yet registered, you can tap **Register** on the spot. This feature helps streamline check-in for large events where attendees arrive in groups or at different times

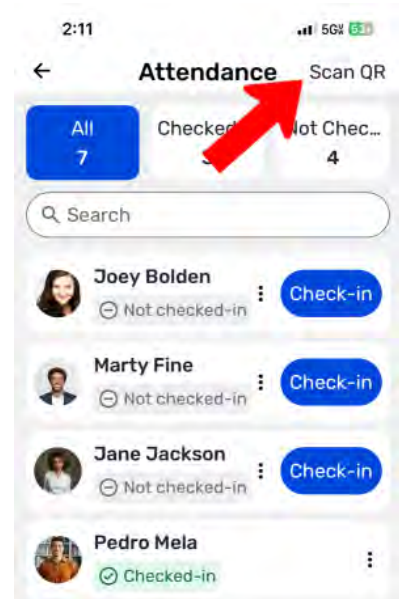


In addition to manual check-in described above, mobile check-in also has a QR scanning option.

1. Tap **Scan QR** in the top-right corner of the Attendance List.
2. Point the device camera at the attendee's QR code.
3. The app automatically updates the attendee's status.

Possible scan outcomes include:

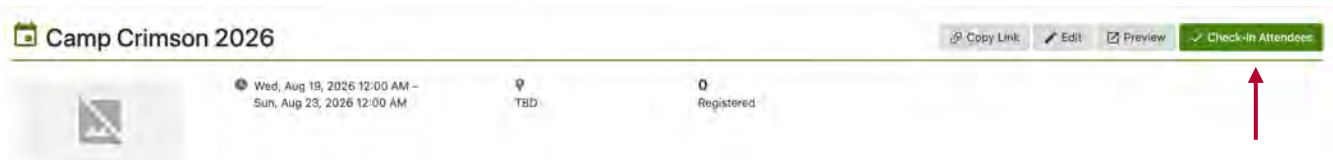
- **Checked-In**
- **Invalid or Error:** The QR code could not be read, or is not an event ticket nor a Digital ID.
- **Already Checked-in**
- **Not Allowed:** Check-in is not permitted. This could be because the user did not register, or because RSVP at the Door is not enabled. (This is set in the Advanced Options Creating an Event when creating the event.)
- **Under 18 / Under 21:** Check-in was successful but has an age warning.



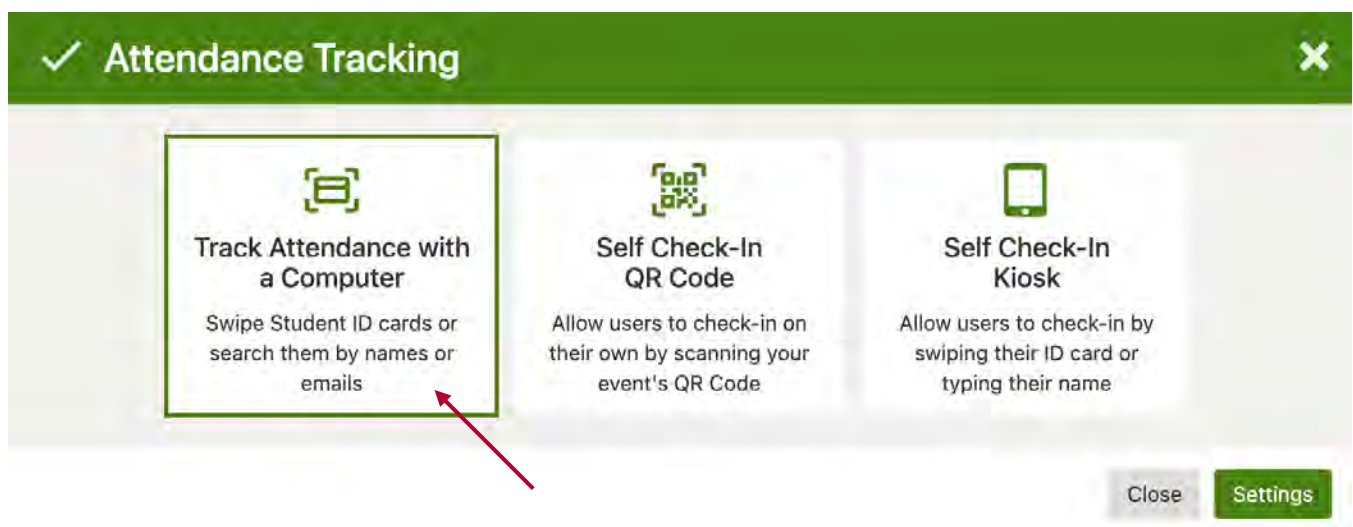
Check-in via Computer

Use a staffed computer at a check-in table to register event attendees as they arrive

1. Computer check-in is one of several methods for checking in attendees and tracking attendance.
2. This method is useful when you have a staffed check-in table and computer.
3. Start by managing your event and click **Check-in Attendees** at the top.



4. Choose **Track Attendance with a Computer**.



You can enter attendee names manually. There is also an **Enable RSVP at the door** option, to accommodate those who did not register in advance. Activating **Multiple Check-Ins** enables you to check in a user multiple times to the same event (for example, if an event has multiple sessions).

The screenshot shows the 'Attendees (2)' page. At the top, there's a search bar and several filters. Below, two attendees are listed. Quan Phan is a FacultyStaff member, and Boomer Smith (Test) is a Student. Both have a 'REGISTED' status and a '\$0' fee. A red arrow points to the 'Check-in' button for Boomer Smith.

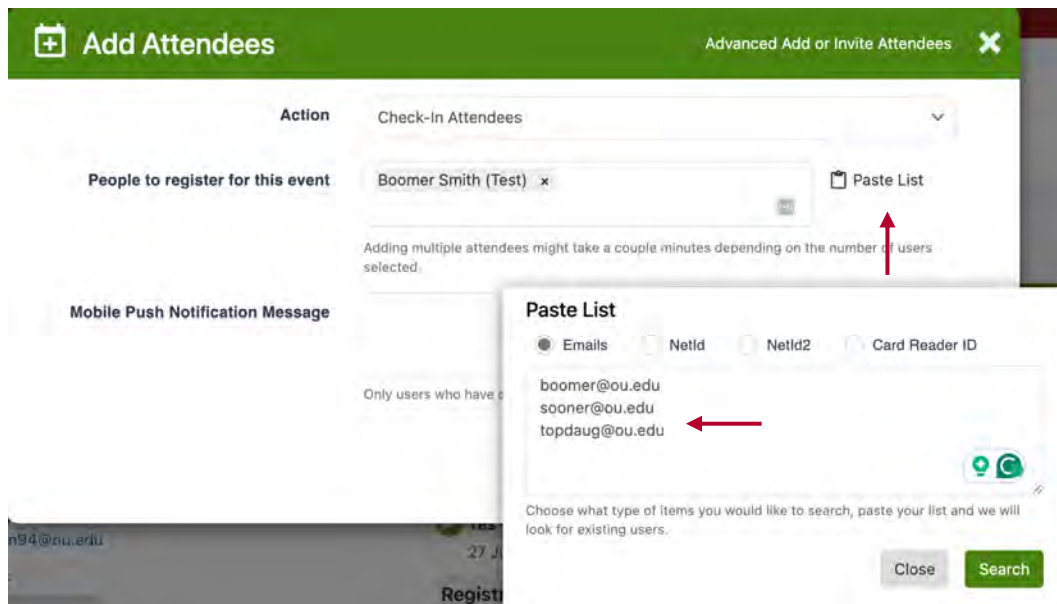
To check-in one or more users at a time, click **Add or Invite Attendees**.

This screenshot is similar to the previous one, but a red arrow points to the 'Add or Invite Attendees' button in the top right corner of the page.

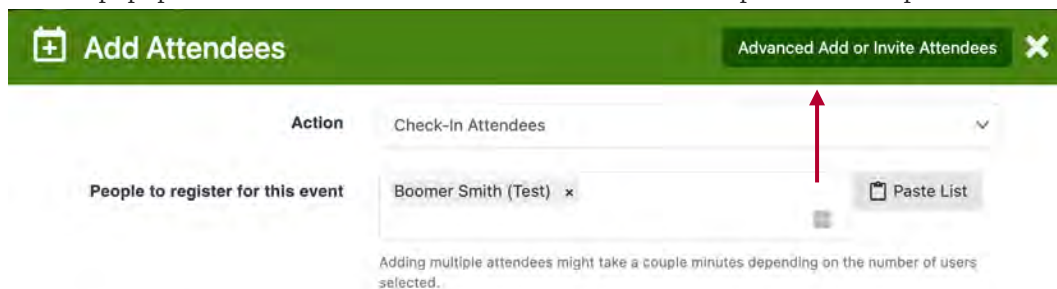
Set the **Action** to **Check-In Attendees**. In the **People to register for this event** field, start to type names and choose each user one by one. You can also send an optional notification text.

The 'Add Attendees' modal is shown. The 'Action' dropdown is set to 'Check-In Attendees'. The 'People to register for this event' field contains three selected users: Boomer Smith (Test), Quan Phan, and Calyn Boyd. There is a 'Mobile Push Notification Message' field at the bottom. The 'Add' button is highlighted in green.

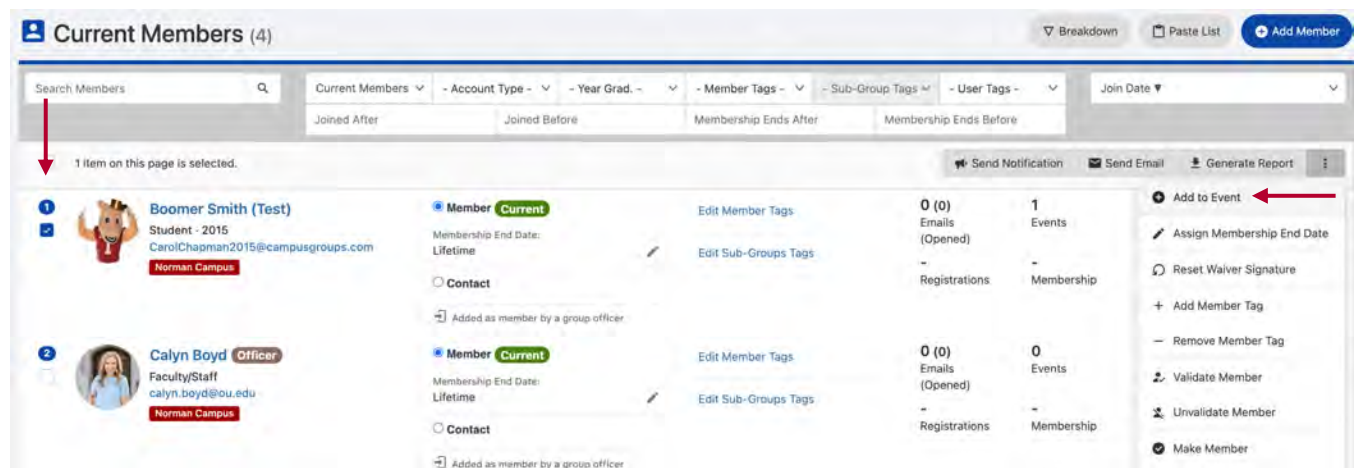
The **Paste List** option above enables you to enter a list of emails or IDs. Click **Search** to identify and check in all pasted users.



The **Add Attendees** popup also has an **Advanced Add or Invite Attendees** option at the top.



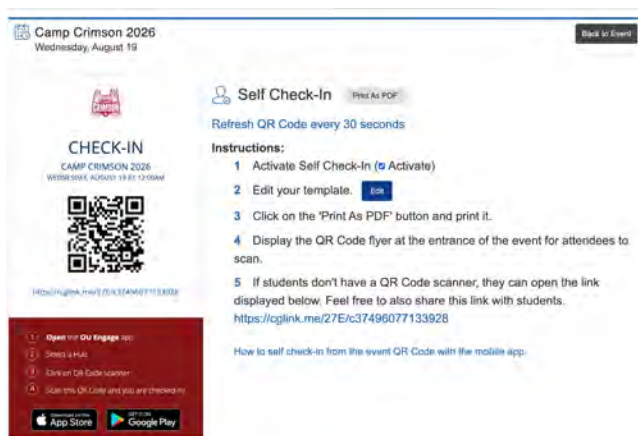
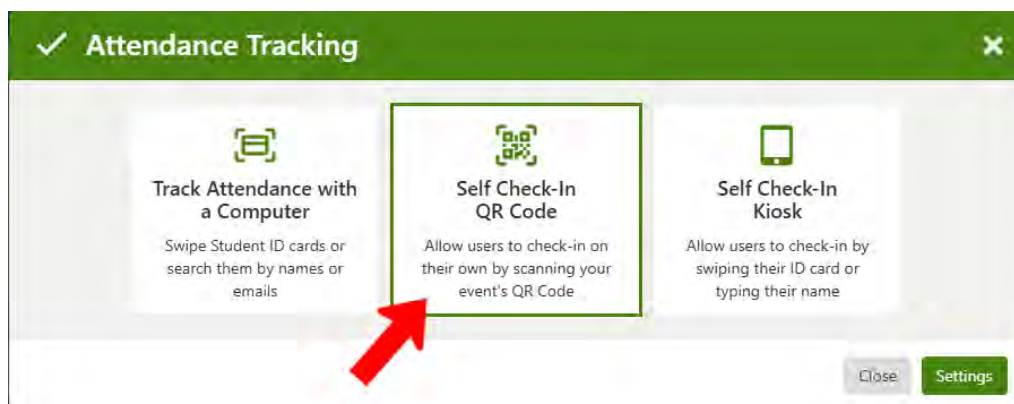
This opens, in a separate tab, your list of members and / or contacts. **Select the users** to check-in, click the **More** icon, and choose **Add to Event**. Note that these users must already be registered as attendees.



Choose the event. Returning to the **Add Attendees** popup, choose the **Check-In Attendees** action, and the user list is automatically populated with the members you selected from the list.

Self Check-in via QR Code

This option enables attendees to scan a QR code to self-check in at large or high-traffic events. Start by managing your event and click **Check-in Attendees** at the top. Then choose **Self Check-In QR Code**.



Make sure the **Activate** box is checked.

A preview of the event check-in flyer appears along the left. If you want to edit any of its instruction steps, click **Edit** in Step 2. A URL is provided for attendees who may not have the mobile app.

Select the **Refresh QR Code every 30 seconds** option if you want to prevent multiple check-ins using the same code. This is to prevent users from sharing QR codes.

If you want to print physical copies for display, click **Print as PDF**. (If using this option, do not use the **Refresh QR Code** option described above.)

Post-Event Feedback & Assessment

You can send a post-event email to attendees requesting feedback or for assessment purposes.

1. Create a survey or form. Instructions [here](#).
2. When you create an event, during the **Feedback Request** step, set the amount of time after which to send, choose recipients (those who registered or checked-in), select a form that you created in step 1, and add custom email text.

