



Welcome to RU Involved!

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

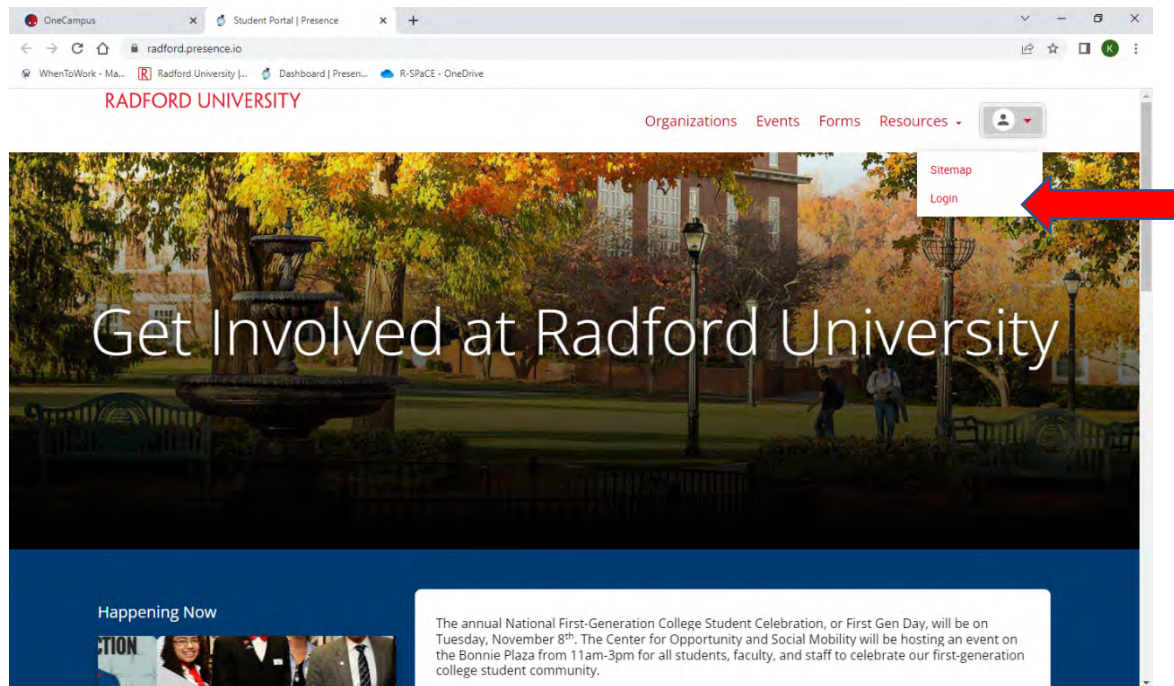
RUInvolved is an engagement platform that helps groups manage membership, advertise events, track attendance and survey participants. Additional features are forthcoming. There are several benefits to posting events in RUInvolved:

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!

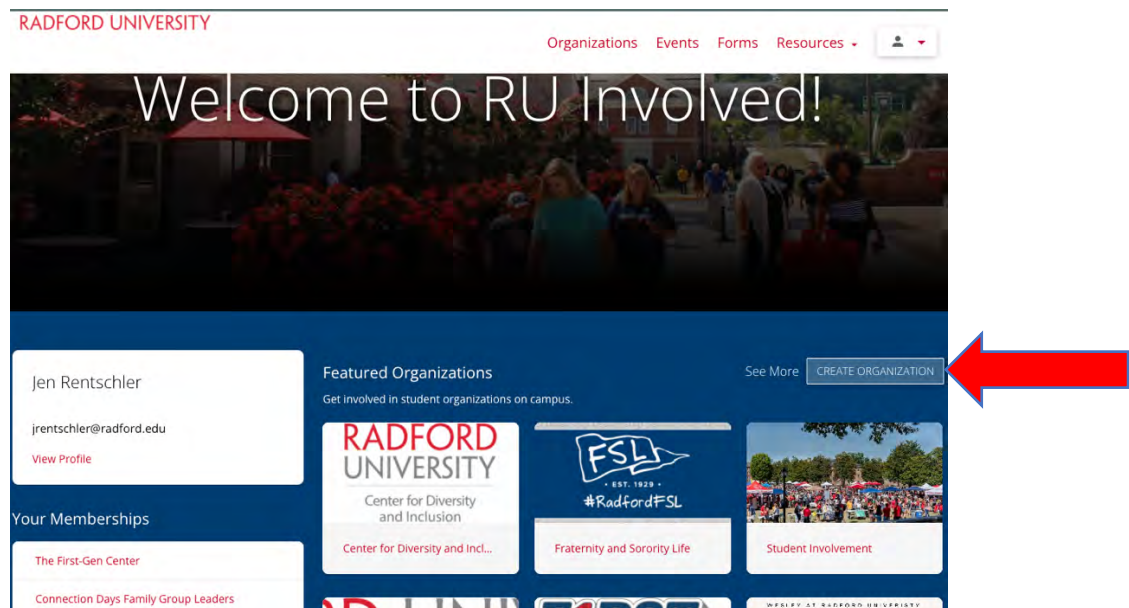
If you have questions or encounter challenges, please reach out to Student Involvement at involve@radford.edu or stop by the office in suite 213 of "The Bonnie" Hurlburt Student Center.

Create an Organization

1. Visit www.radford.edu/ruinvolved 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.

The screenshot shows the 'Organization Registration' page on the Radford University website. The header includes the 'RADFORD UNIVERSITY' logo and navigation links for 'Organizations', 'Events', 'Forms', and 'Resources'. A user profile icon is in the top right. The main content area is titled 'Organization Registration' and contains a 'Basic Information' section. It features a text input field for 'Organization Name *' with a subtext '*or Campus Department/Program Name'. Below this is an 'About *' section with a rich text editor toolbar containing various formatting options like bold, italic, underline, and list creation. The toolbar also shows 'WORDS: 0' and 'CHARACTERS: 0'.

- 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.”

This screenshot shows a 'Categories' dropdown menu with the following options: Academic, Cultural & International, Department, Fine & Performing Arts, Fraternity & Sorority Life, Health and Wellness, and Highlander Student Media. Below the dropdown are two registration questions. The first question is 'Are you registering a student club or organization?' with radio button options for 'Yes' and 'No'. Below it is an example: 'Example: Club Volleyball, Chess Club, SGA'. The second question is 'Are you registering a campus department or program?' with radio button options for 'Yes' and 'No'. Below it is an example: 'Example: Department of English, McConnell Library, etc.'.

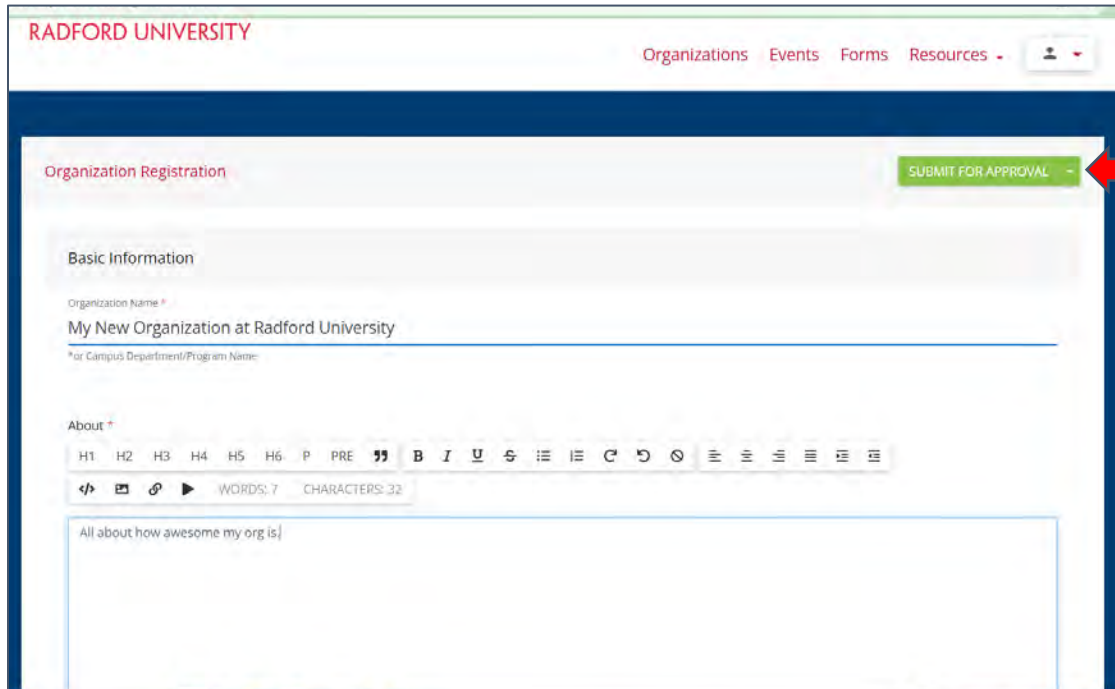
- b. Registering your department or program requires you to upload a cover image. This can be a departmental or program logo or a generic photo and can be changed later.
- c. The primary contact will be listed on the main RU Involved website for those who wish to reach out and learn more about the department or program.

The screenshot shows a registration form with two main sections. On the left, under 'Primary Contact Information', there are input fields for 'Contact Name', 'Contact Email', 'Facebook ID', and 'Twitter Handle'. On the right, under 'Cover Image *', there is a text box with instructions: 'Uploaded images should be 960x365px. If you use an image outside of those dimensions, that's okay! Just be aware the image may appear zoomed in or out.' Below this are 'UPLOAD' and 'SEARCH' buttons, and a 'Choose Image' button with a file upload icon.

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.”

The screenshot shows the 'Roster *' management interface. At the top right is an 'ADD MEMBER' button. Below it is a table with columns for 'Name', 'Email', and 'Membership'. A dropdown menu is open for the 'Membership' column, showing options: 'Committee Chair', 'Member', 'President', 'Secretary', 'Treasurer', and 'Vice President'. A red arrow points to the 'Committee Chair' option. Below the table, there is an 'Events' section with a checkbox for 'I agree to make sure ALL of our club events are posted on RU Involved at least 2 business days prior to' and a question 'Do you agree to the above requirements?' with 'Yes' and 'No' radio buttons.

5. Click “Submit for Approval” at the top right of the page.

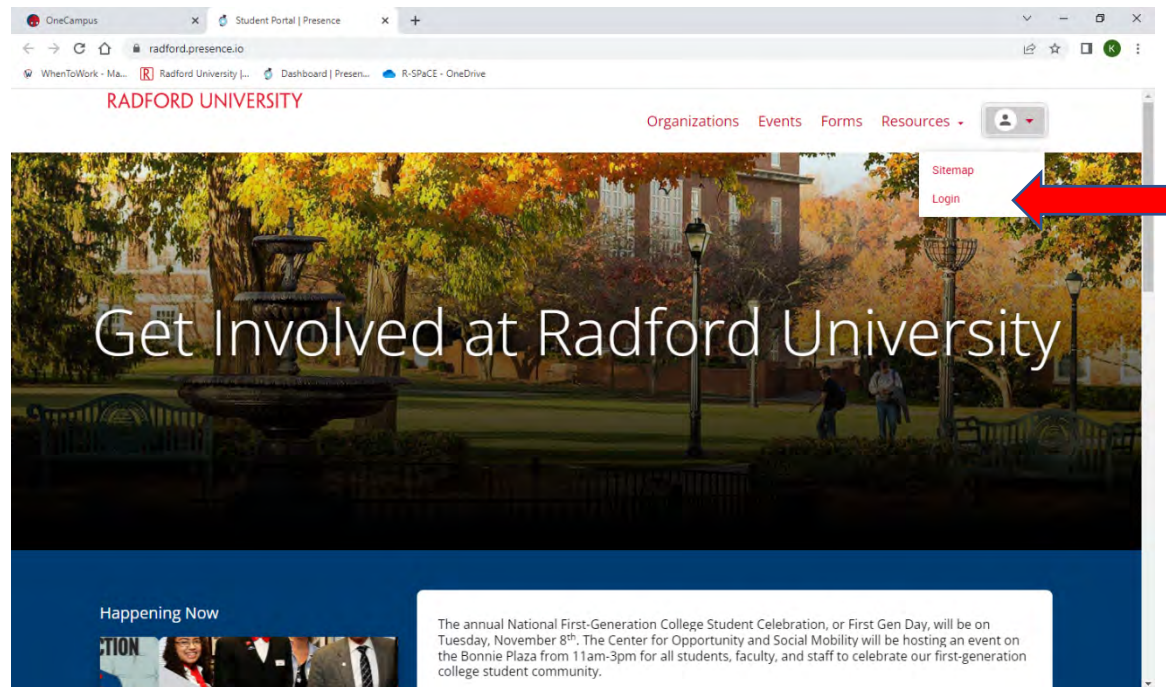


The screenshot shows the 'Organization Registration' page on the Radford University website. The page has a dark blue header with the university's name and navigation links. The main content area is white and contains a form with two sections: 'Basic Information' and 'About'. The 'Basic Information' section has a text input field for 'Organization Name' with the value 'My New Organization at Radford University' and a smaller input field for '*or Campus Department/Program Name'. The 'About' section has a rich text editor with a toolbar and a text area containing the text 'All about how awesome my org is'. A green button labeled 'SUBMIT FOR APPROVAL' is located in the top right corner of the form, with a red arrow pointing to it.

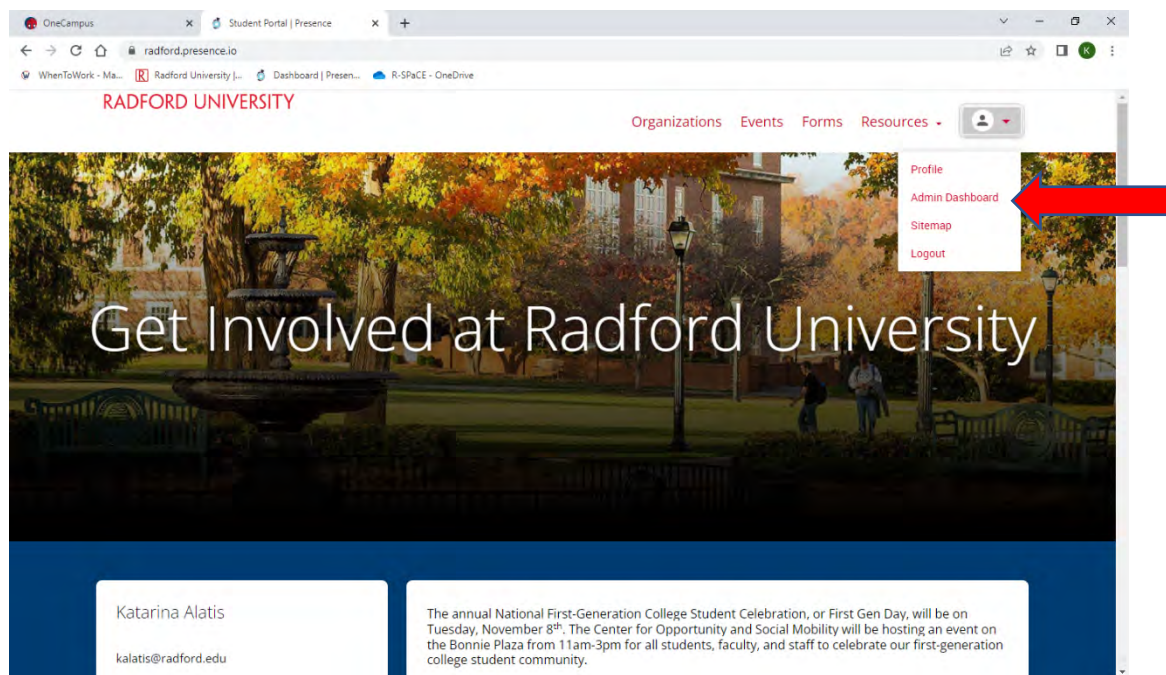
Your submission will be reviewed and approved within two business days.

Creating an Event in RUInvolved

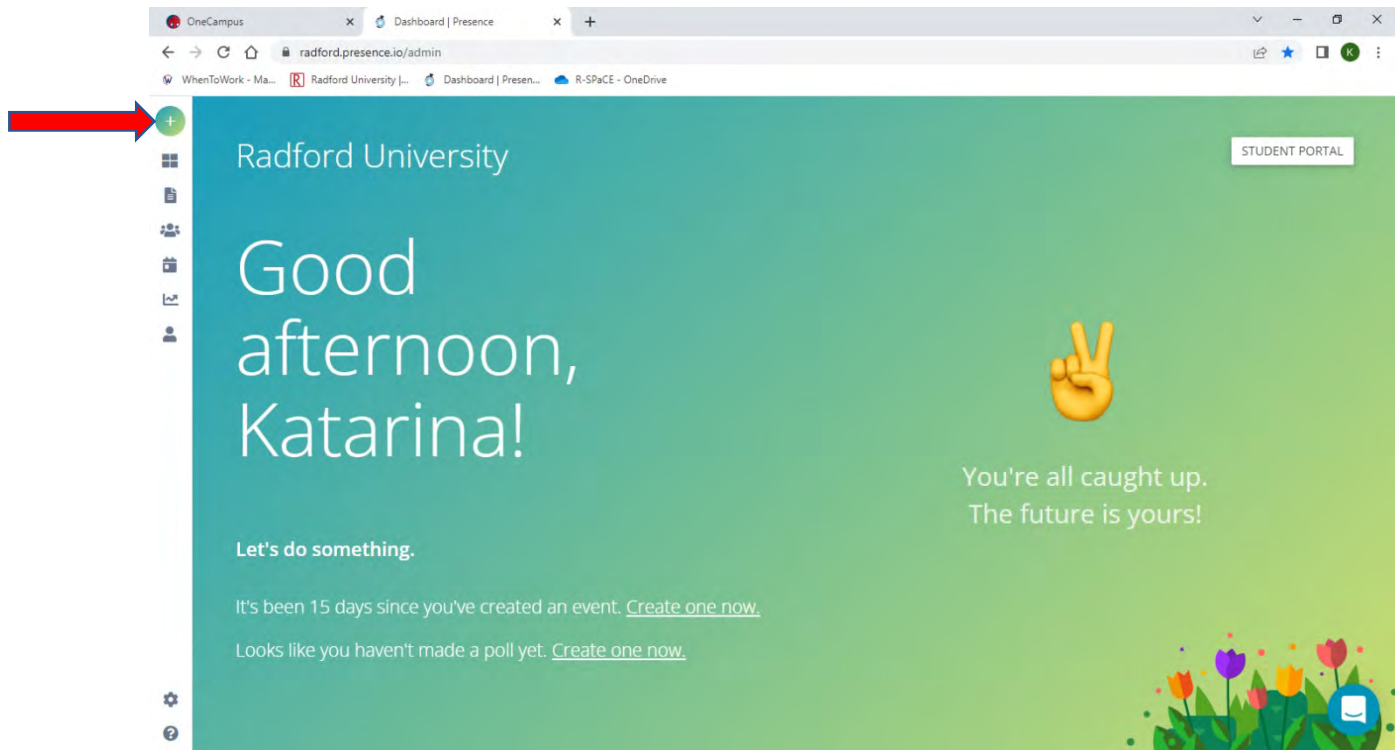
1. Visit www.radford.edu/ruinvolved or the Student Activities tile on One-Campus



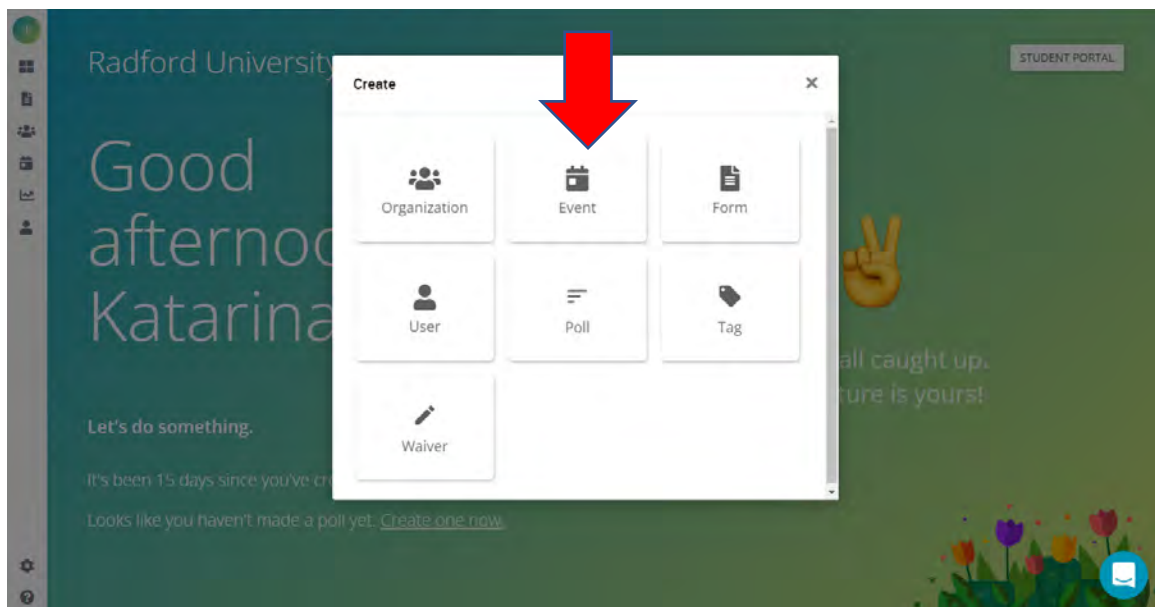
2. Log in with your credentials and you will see Admin Dashboard in the upper right dropdown.



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



The screenshot shows the 'Event Registration' form. On the left is a vertical sidebar with icons for home, calendar, people, and settings. The form has a teal header bar. Below the header, a subtitle reads: 'Utilize this form when you want to have an event sanctioned and approved on campus. Submission of this form will create your own event portal, enable you to use check in technology, and add your event to the campus calendar.'

Event Details

Event Name *

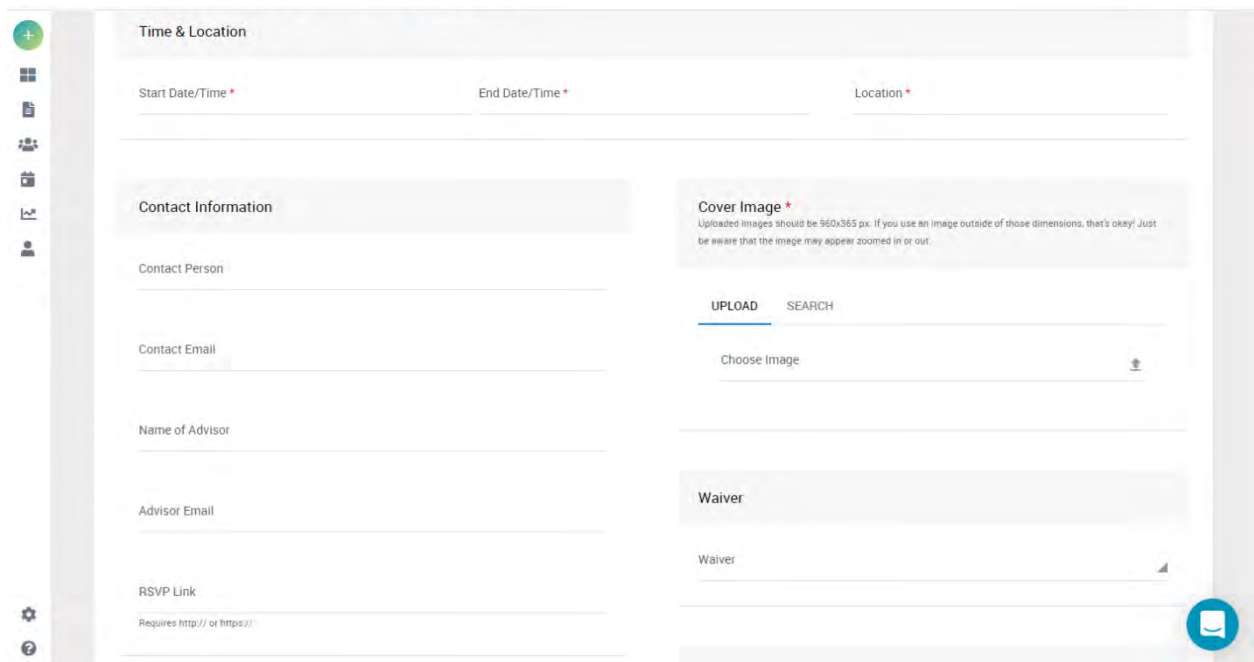
Sponsoring Organization *

Additional Hosting Organizations

Optional

About the event

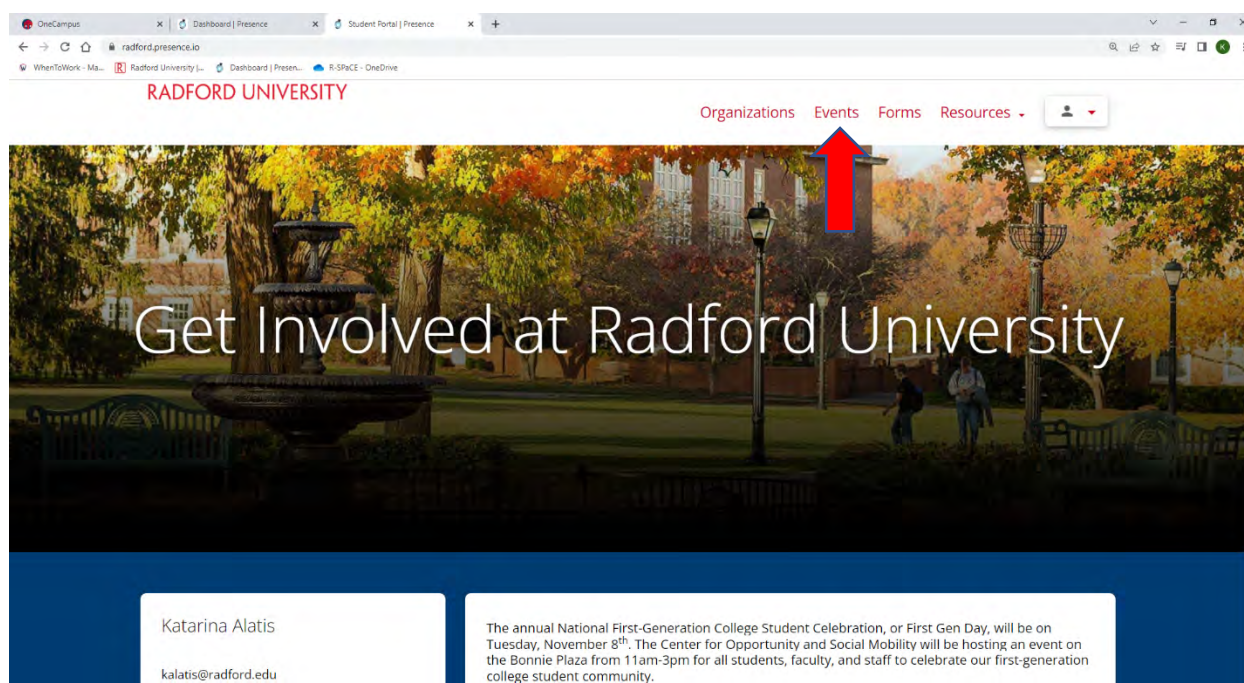
A rich text editor toolbar is visible with options for heading (H1-H6), bold, italic, underline, link, unlink, list, and image. Below the toolbar, it shows 'WORDS: 0' and 'CHARACTERS: 0'. A blue chat bubble icon is in the bottom right corner.



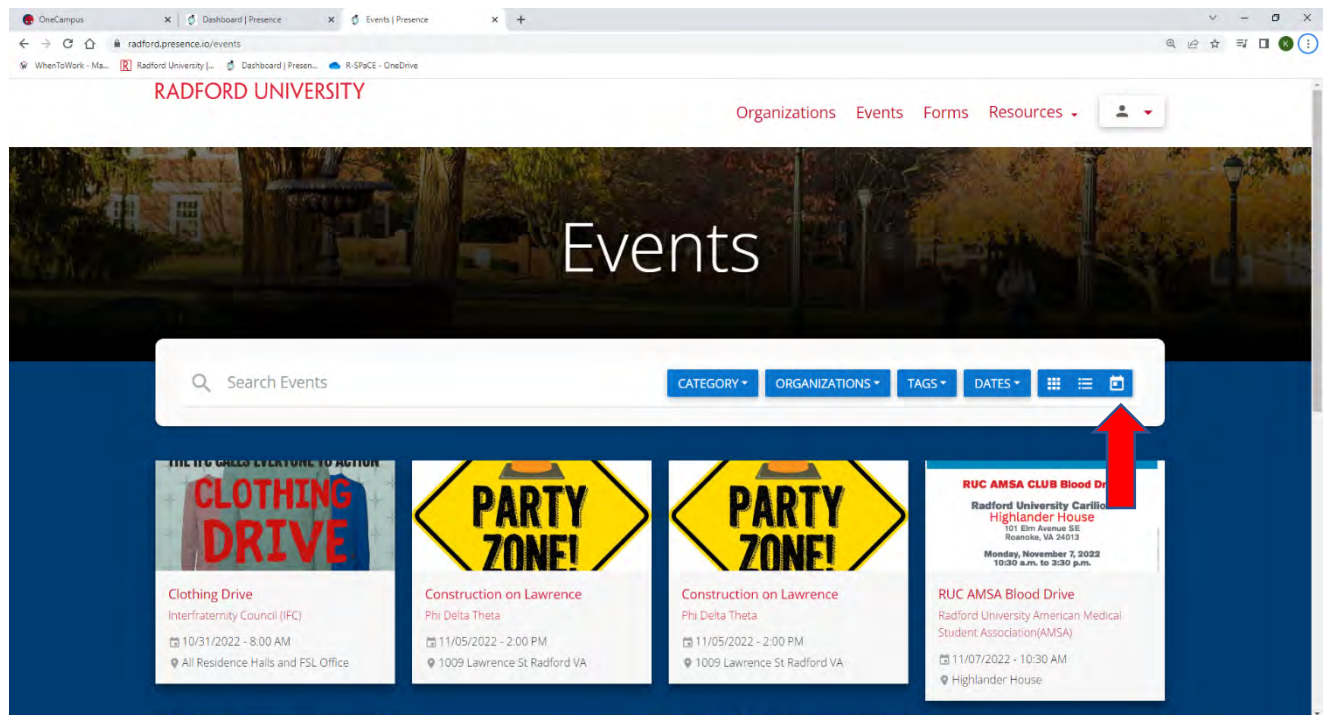
The screenshot shows the 'Time & Location' and 'Contact Information' sections of the form. The 'Time & Location' section has three input fields: 'Start Date/Time *', 'End Date/Time *', and 'Location *'. The 'Contact Information' section has five input fields: 'Contact Person', 'Contact Email', 'Name of Advisor', 'Advisor Email', and 'RSVP Link'. Below the 'RSVP Link' field, it says 'Requires http:// or https://'. To the right of the contact fields is a 'Cover Image' section with a note: 'Uploaded images should be 960x365 px. If you use an image outside of those dimensions, that's okay! Just be aware that the image may appear zoomed in or out.' Below this is an 'UPLOAD' tab and a 'Choose Image' button with a camera icon. Further down is a 'Waiver' section with a 'Waiver' input field. A blue chat bubble icon is in the bottom right corner.

**** 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.

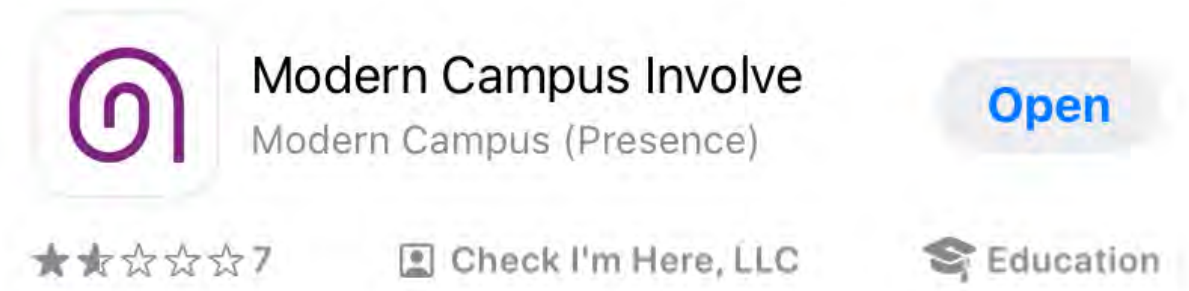


**** If your event spans multiple days, it will only show up on the main events page the first day that the event is happening. Click the calendar tag to view it in calendar mode.**

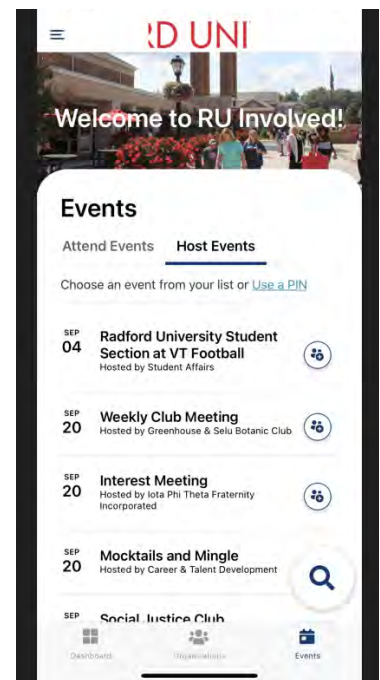
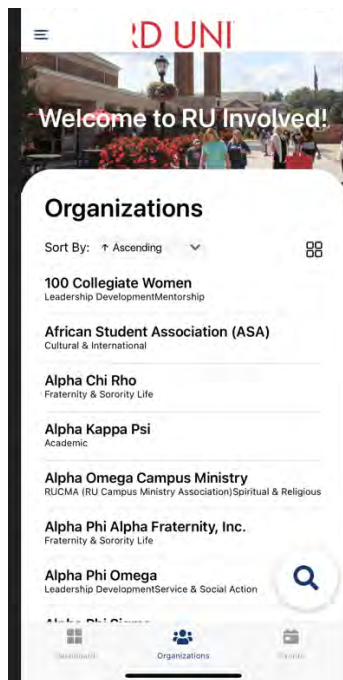
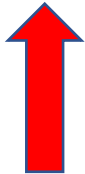
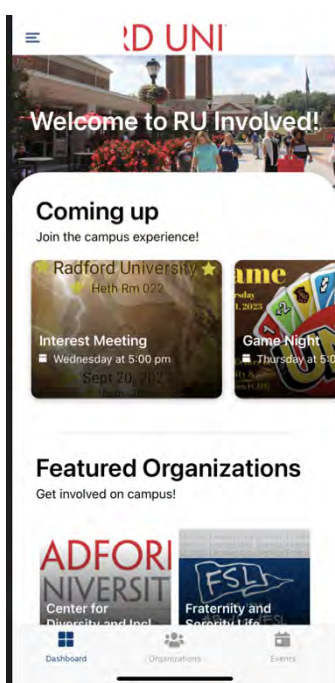


Tracking Attendance

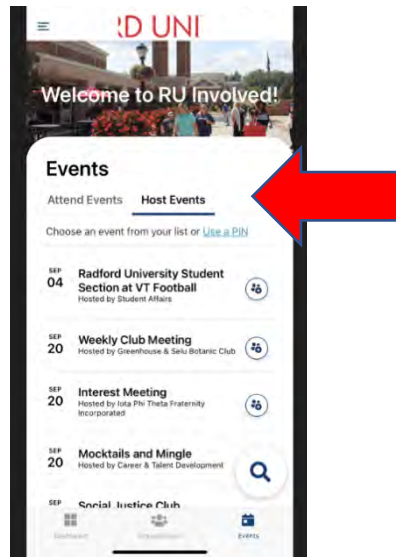
1. To prepare for your event, download the Modern Campus Presence app on a phone or tablet.



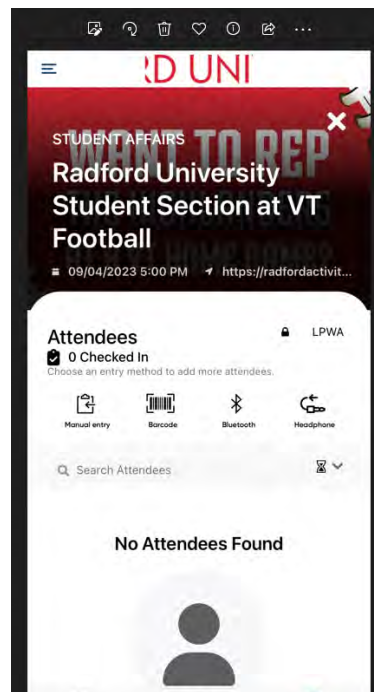
2. When you first open up the app, the screen will look like this. You will see the main dashboard. At the bottom of the screen, you will also have the option to click on organizations and events.



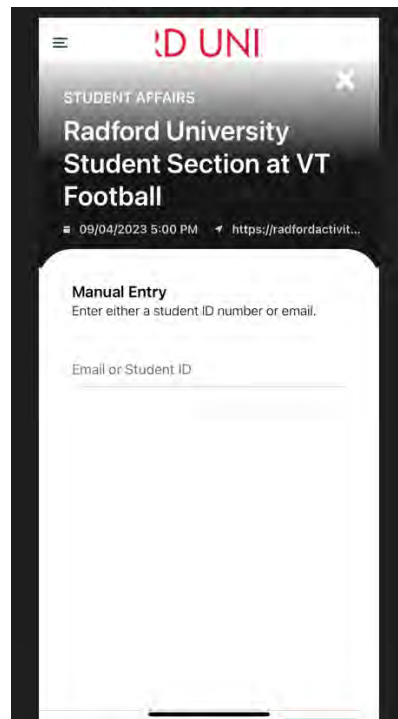
3. If you are an administrator for an organization that is hosting the event, on the events tab you will select 'Host Events.'



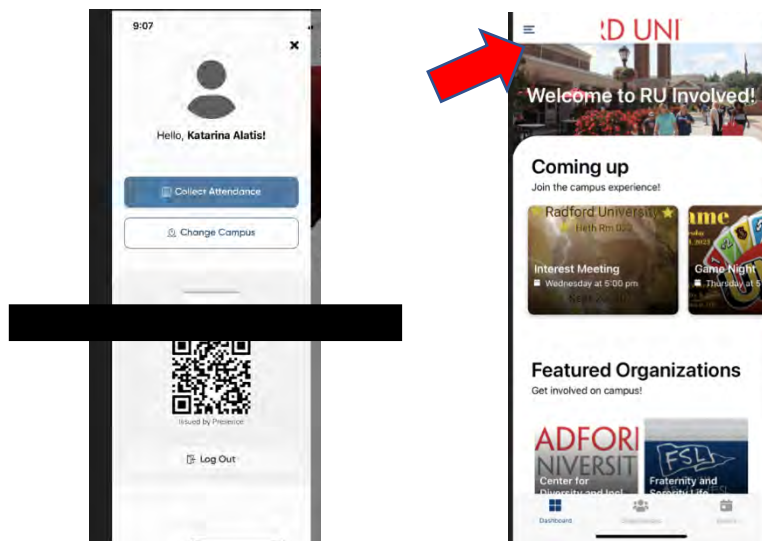
4. There are a few different ways to check folx into your event. There is manual entry, barcode, Bluetooth or headphone. We recommend manual entry or barcode.



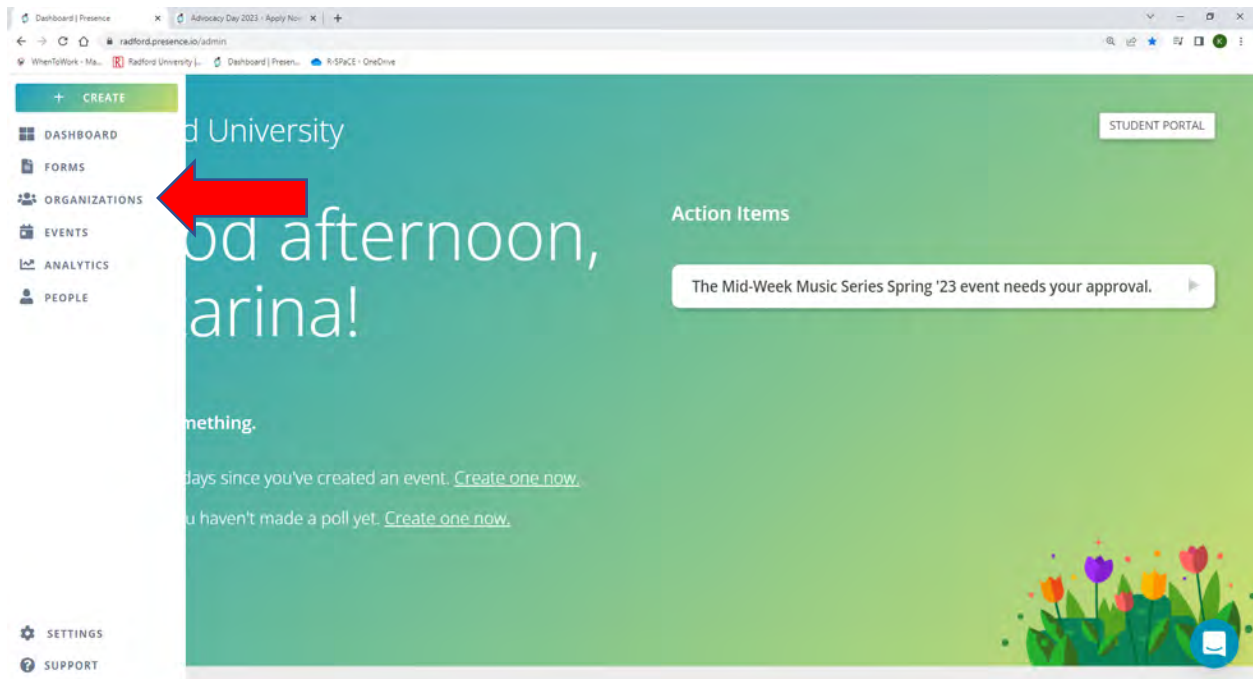
- a. If you chose manual entry, you can check someone in via their email address or ID Number.



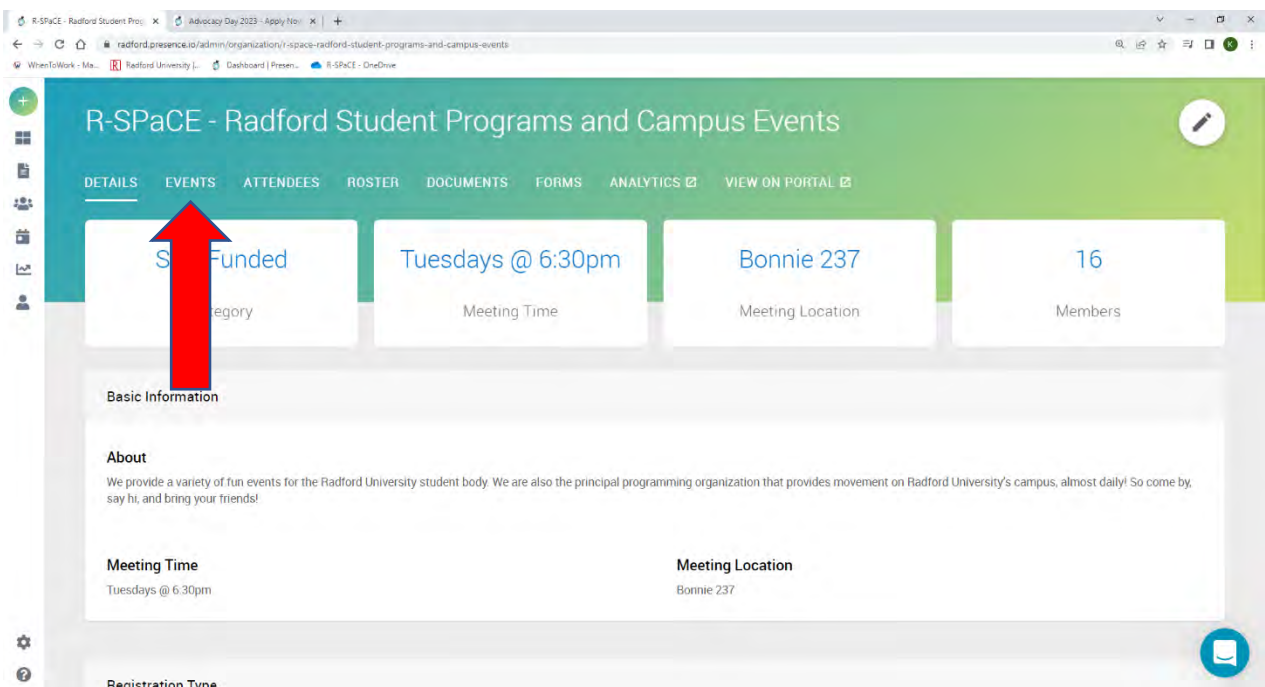
- b. If you chose barcode, there is a QR code that individual users have within their app. The red arrow is how you can get to the QR Code.



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.

R-SPaCE - Radford Student Programs and Campus Events

DETAILS EVENTS ATTENDEES ROSTER DOCUMENTS FORMS ANALYTICS VIEW ON PORTAL

3 Past Events

146 Total Attendees

146 30 Day Attendees

Upcoming Events

Whoops! We couldn't find any upcoming events.

Past Events

Title	Date/Time	Location	Attendees
Halloween Bingo	10/31/2022 - 7:30 PM	Bonnie Stage Area	86

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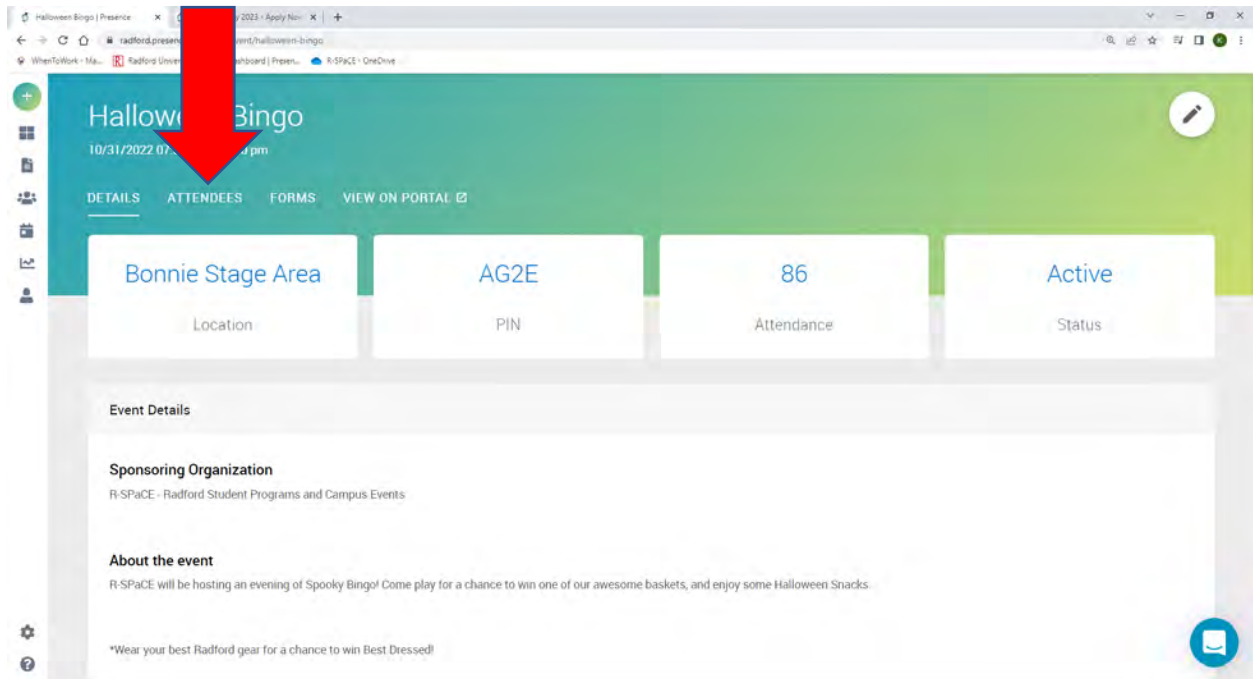
Upcoming Events

Whoops! We couldn't find any upcoming events.

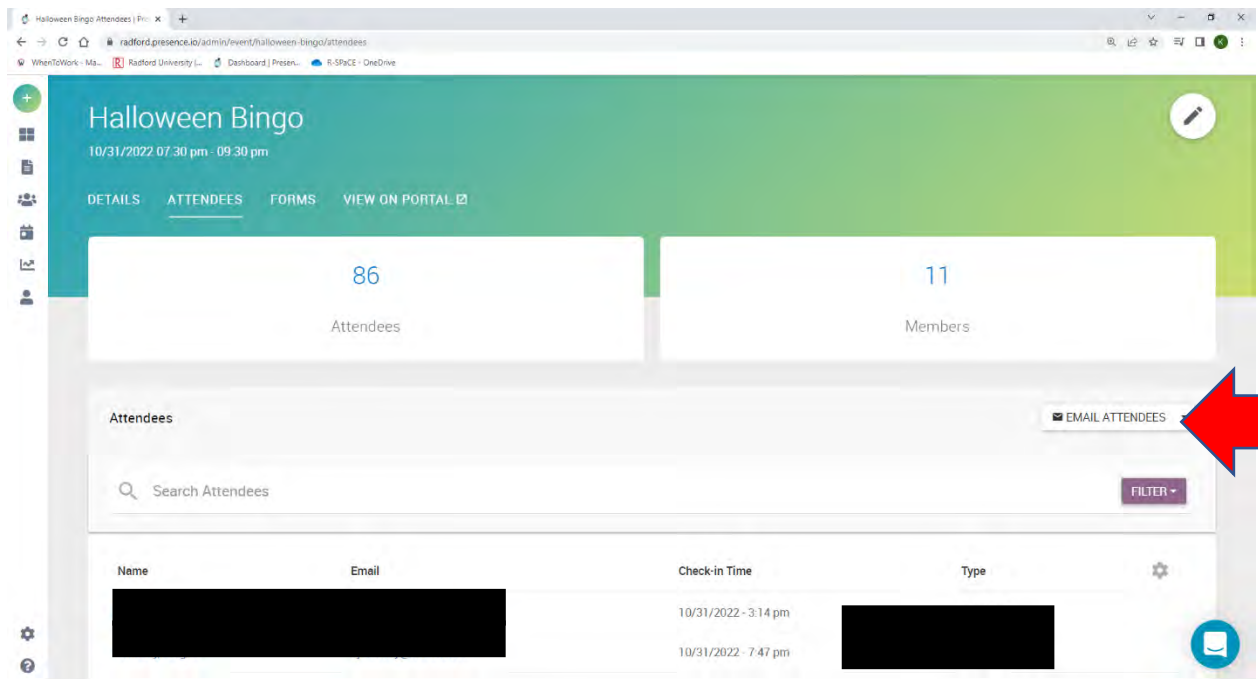
Past Events

Title	Date/Time	Location	Attendees
Halloween Bingo	10/31/2022 - 7:30 PM	Bonnie Stage Area	86
Halloween Movie Double Feature	10/28/2022 - 8:00 PM	Bonnie Auditorium	5
Halloween Craft Bash	10/26/2022 - 5:30 PM	Bonnie Stage Area	55

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



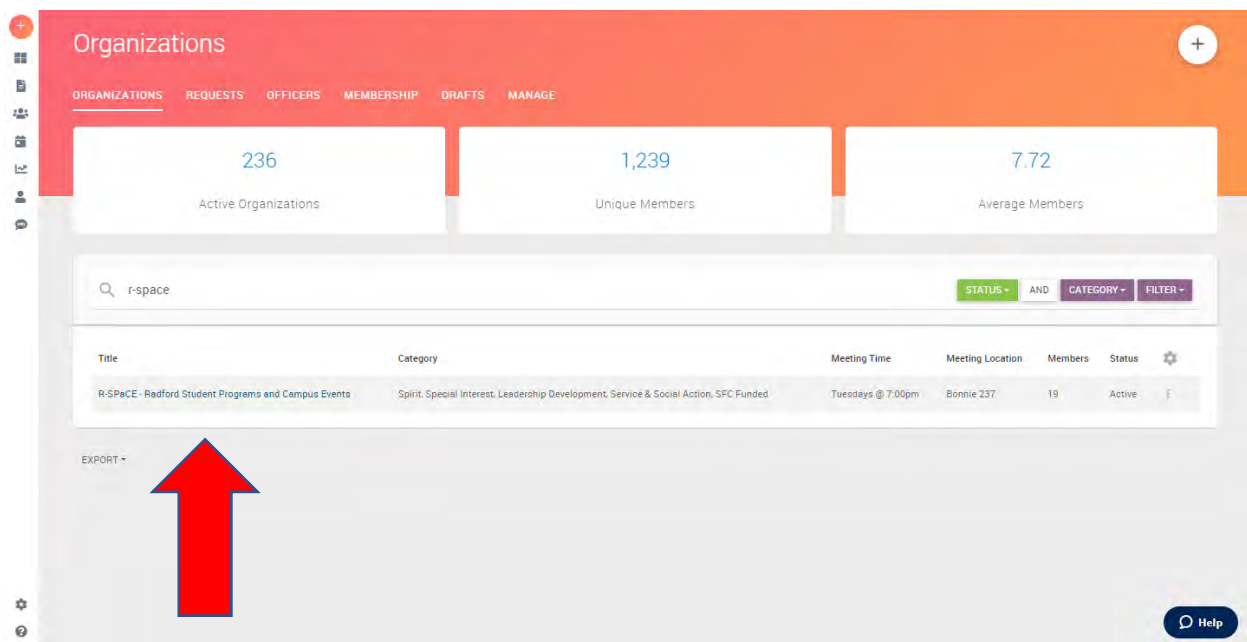
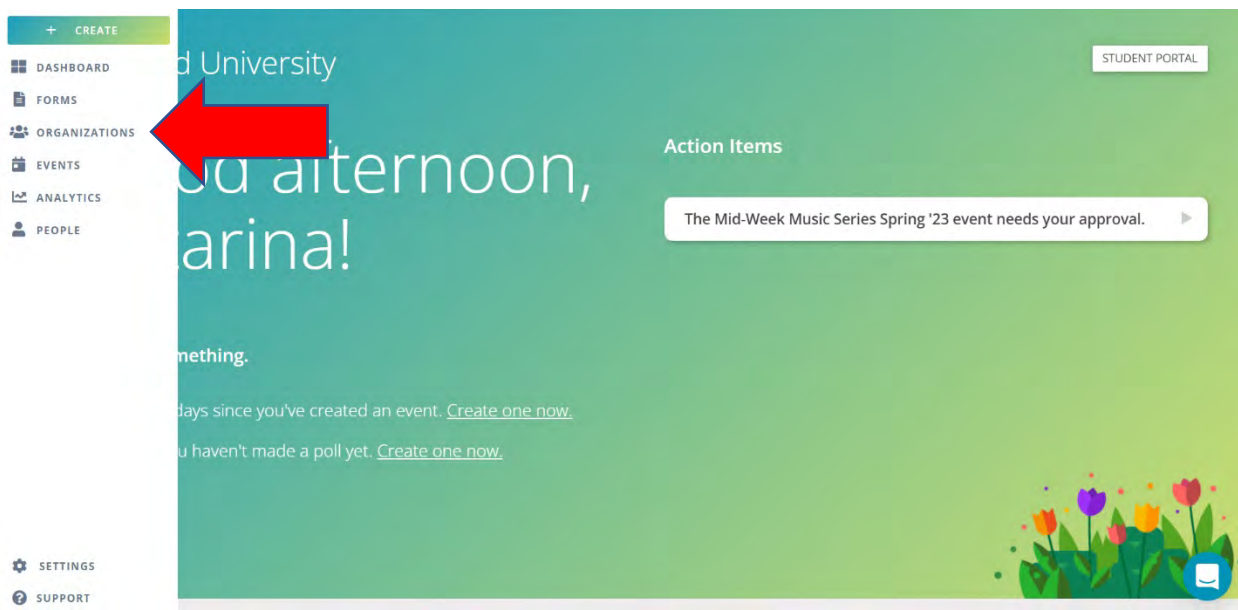
16. Click “attendees” and you will see a tab in the middle, right that says ‘email attendees.’ This will open your Outlook Email and will include anyone that attended in the bcc field.



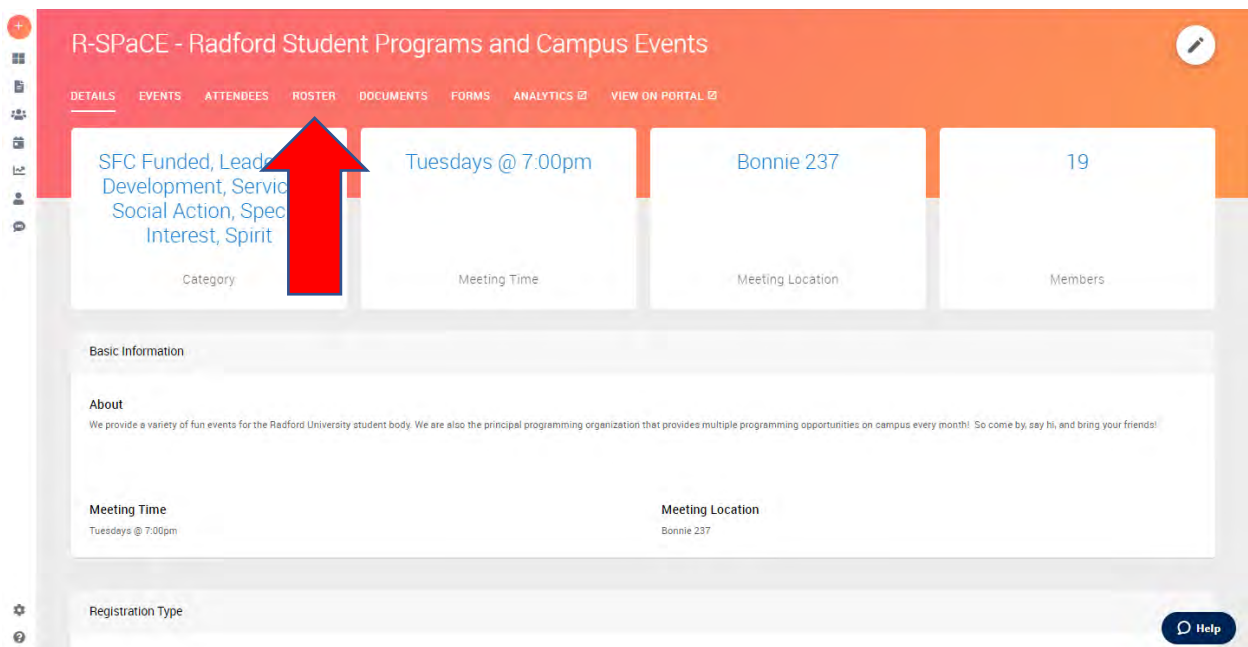
Updating your Organization's Roster

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!

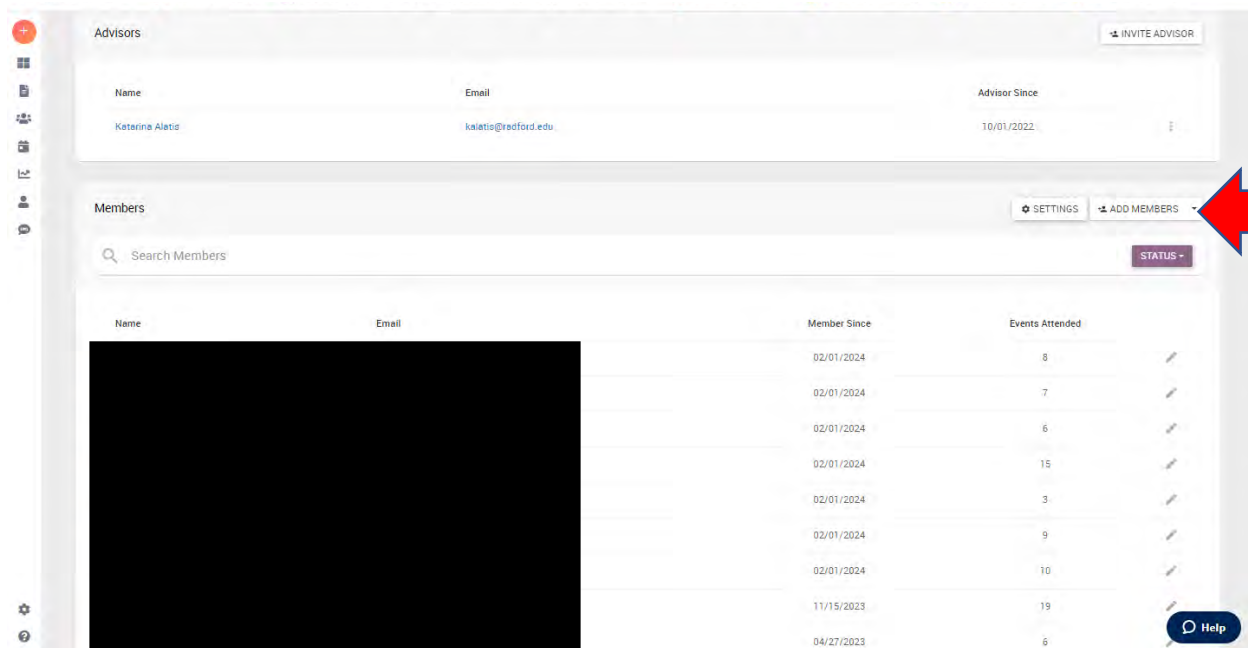
1. Log into the Admin Dashboard and click on organizations. Click on your organization that you are trying to update.



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!

