How To Manage Events

After an event has been created by an organization, it can be managed by the organization. Management of an event can include:

- Inviting attendees
- Tracking RSVPs prior to the event
- Tracking attendance at the event
- Changing/updating details
- Canceling the event
- Getting Event Ratings from attendees

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

Additional Questions?
Email tribelink@wm.edu or check out online resources:
Create and Submit Events
Events Walkthrough
Managing Event Invitations
Tracking Event Participation
CampusLabs Event Check-in App Walkthrough

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Event Details

- **View Submission**
  - View the submission for the event. You can also see any comments left by other officers of the organization during the event request process.

- **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.

Event Attendance

- **Track Attendance** (you have several options to track 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 (instructions later in this guide)
Mobile Event Check-In

Tracking attendance made easy! Organizations holding events listed in the TribeLink system are able to use the mobile Event Check-In App. All TribeLink users have an Event Pass, which can be scanned in order to track attendance. 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.

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 smartphones 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 your 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 (Image 1 - A!)
  - What to do if an attendee does not have an Event Pass to scan from TribeLink: Use the “Lookup Feature” (Image 1 - 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 (Image 2 - 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 (Image 2 - 2). You will add this individual as a guest with an email address.
- If you need to “manage” attendance, you can do this under “Attendees” (Image 1 - C). Here you can check and make sure someone did get scanned in or you need to remove the person from the list of attendees for any reason (perhaps they did not stay for the duration, or maybe they realized they were at the wrong event, etc.).
- After the member is done scanning, they will need to end the session (Image 1 - 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.