



Welcome to RU Involved!

RUInvolved How-To Guide

Updated October 2023

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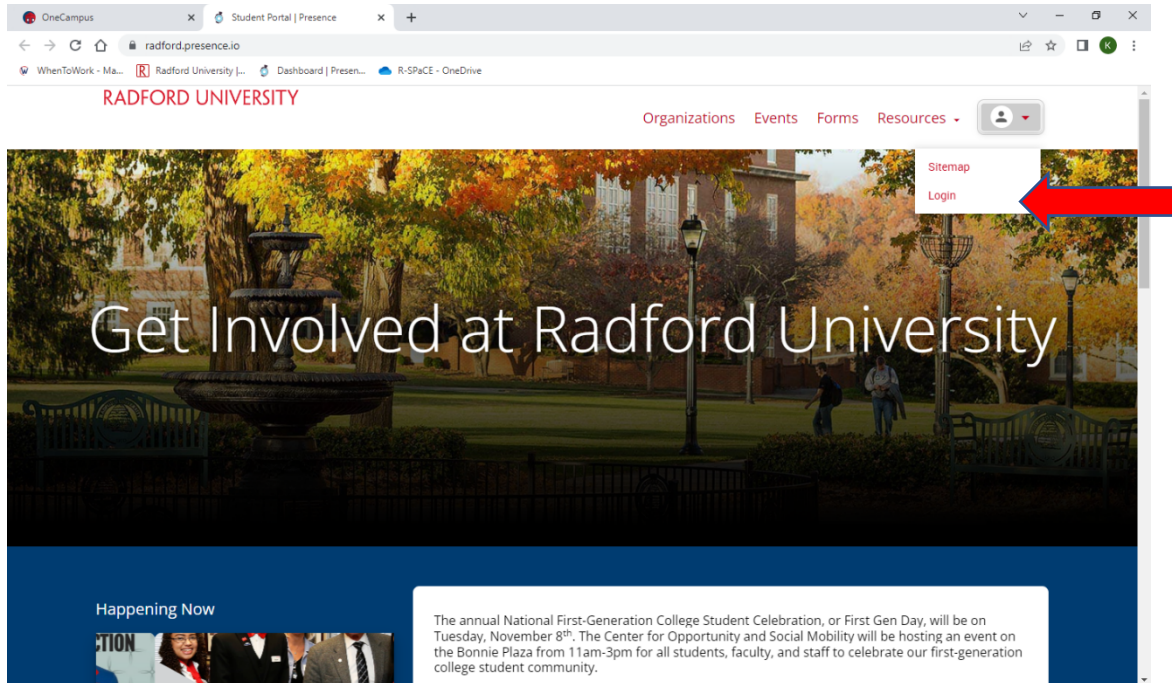
RUInvolved is an engagement platform that helps groups manage membership, advertise events, track attendance and survey participants. Additional features are forthcoming. There are several benefits to posting events in RUInvolved:

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!

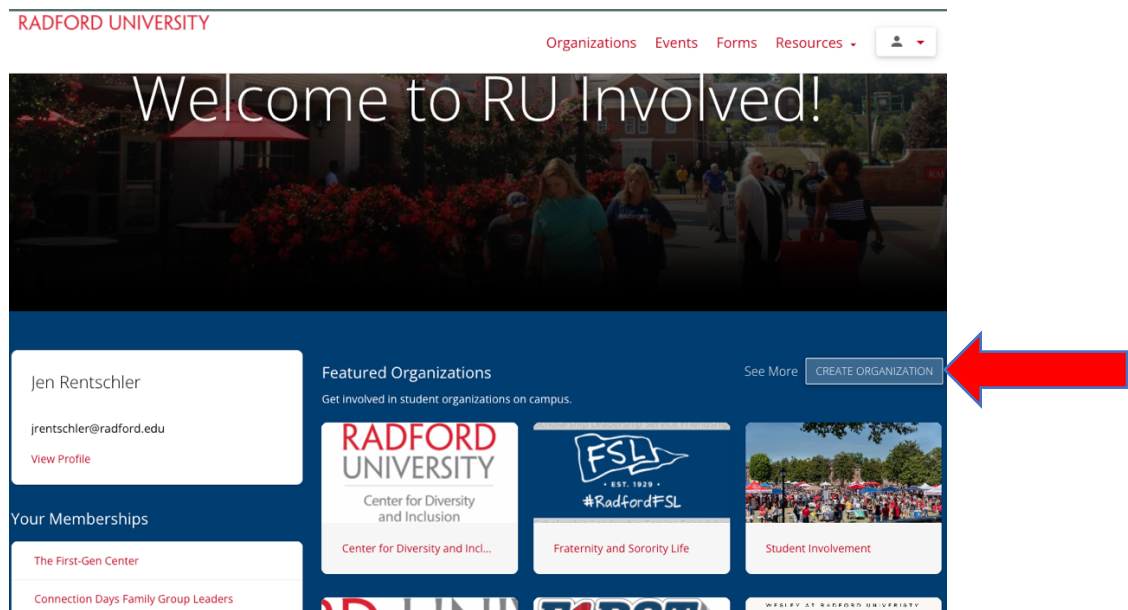
If you have questions or encounter challenges, please reach out to Student Involvement at involve@radford.edu or stop by the office in suite 213 of “The Bonnie” Hurlburt Student Center.

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 Radford University website header with the logo on the left and navigation links for Organizations, Events, Forms, and Resources on the right. Below the header is a dark blue navigation bar. The main content area is titled "Organization Registration" and contains a form with two sections: "Basic Information" and "About". The "Basic Information" section has a text input field for "Organization Name" with a red asterisk and a note below it: "*or Campus Department/Program Name". The "About" section has a red asterisk and a rich text editor toolbar with options for heading (H1-H6, P, PRE), bold, italic, underline, link, unlink, list, and image. Below the toolbar is a text area with "WORDS: 0" and "CHARACTERS: 0" displayed.

- 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.”

The screenshot shows a dropdown menu titled "Categories" 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 questions with radio button options: "Are you registering a student club or organization?" with "Yes" and "No" options, and "Are you registering a campus department or program?" with "Yes" and "No" options. At the bottom, there are two example sentences: "Example: Club Volleyball, Chess Club, SGA" and "Example: Department of English, McConnell Library, etc."

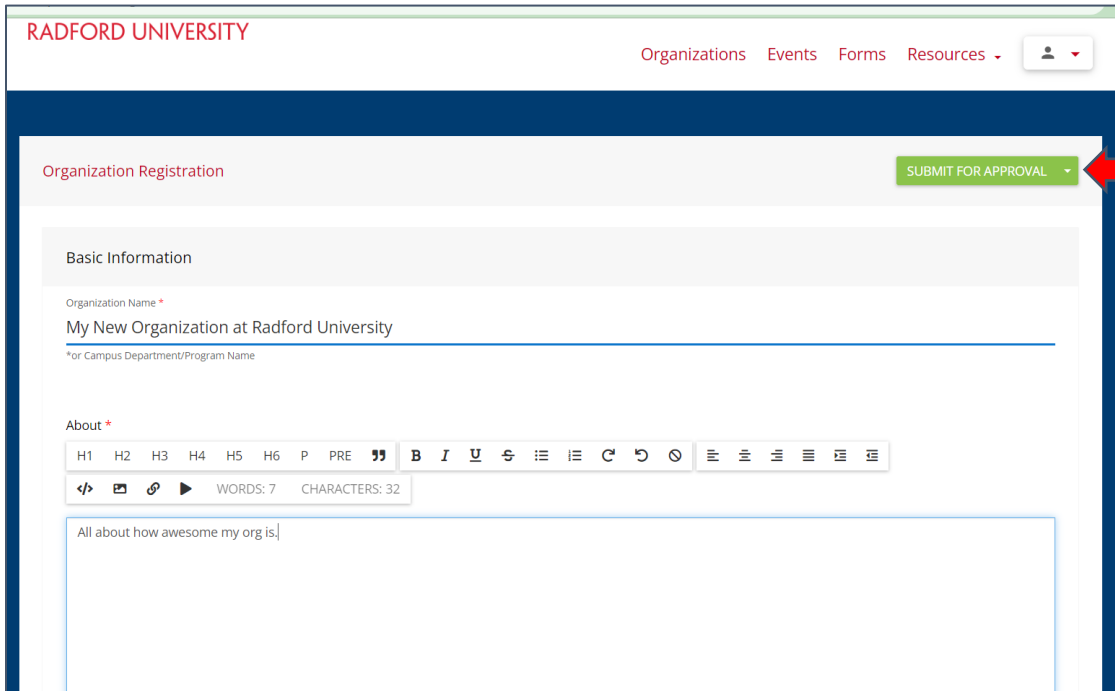
- b. Registering your department or program requires you to upload a cover image. This can be a departmental or program logo or a generic photo and can be changed later.
- c. The primary contact will be listed on the main RU Involved website for those who wish to reach out and learn more about the department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

The screenshot shows a registration form with two main sections. The left section, titled 'Primary Contact Information', contains two input fields: 'Contact Name' and 'Contact Email'. Below this is a section titled 'Social Media' with two input fields: 'Facebook ID' and 'Twitter Handle'. The right section, titled 'Cover Image *', includes a note: '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 the note are two tabs: 'UPLOAD' (which is active) and 'SEARCH'. Under the 'UPLOAD' tab is a 'Choose Image' button with an 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 *' page. 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 under 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 is an 'Events' section with a checkbox: '- I agree to make sure ALL of our club events are posted on RU Involved at least 2 business days prior to...'. At the bottom are two radio buttons: 'Yes' and 'No'.

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

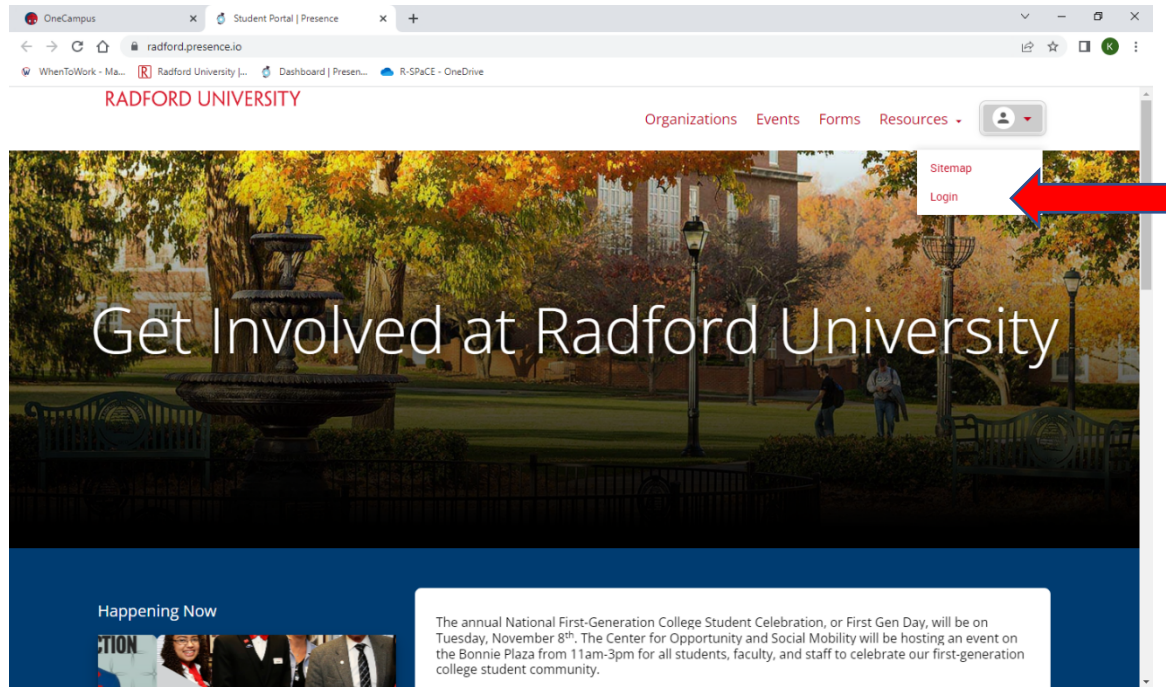


The screenshot shows the Radford University website header with navigation links for Organizations, Events, Forms, and Resources. The main content area is titled "Organization Registration" and features a green "SUBMIT FOR APPROVAL" button with a dropdown arrow, highlighted by a red arrow. Below the button is a form with two sections: "Basic Information" and "About". The "Basic Information" section includes a text input for "Organization Name" with the value "My New Organization at Radford University" and a smaller input for "*or Campus Department/Program Name". The "About" section includes a rich text editor with a toolbar containing icons for H1-H6, P, PRE, bold, italic, underline, link, unlink, list, and image. The text area contains the placeholder text "All about how awesome my org is." and a status bar showing "WORDS: 7" and "CHARACTERS: 32".

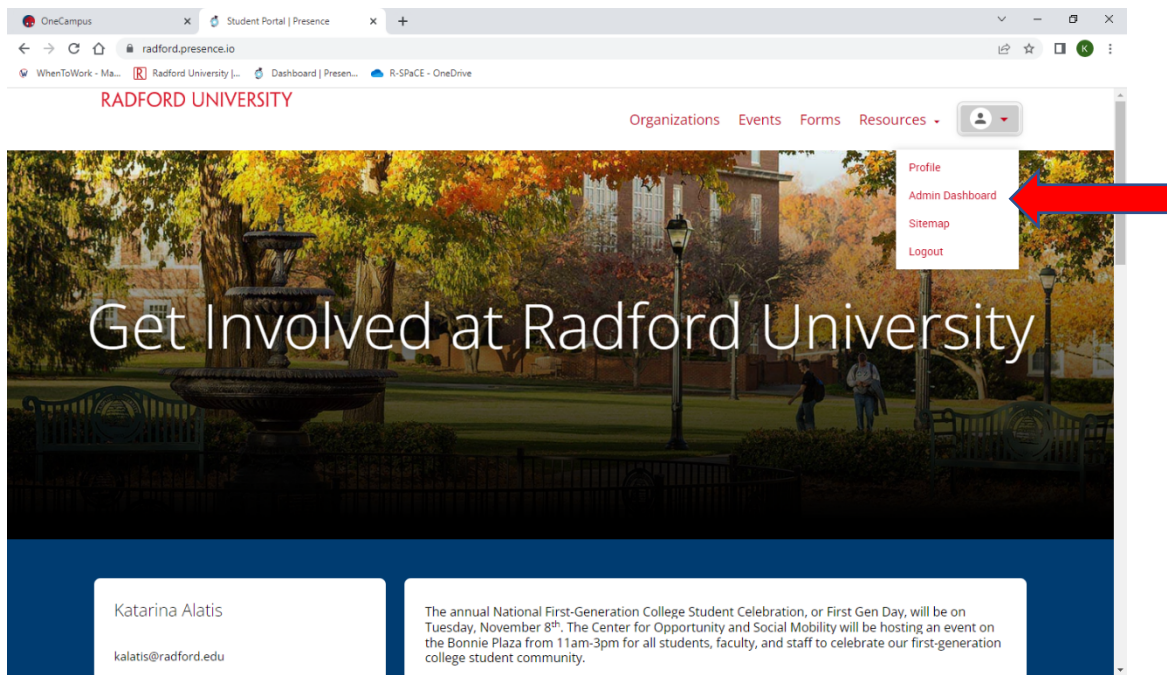
Your submission will be reviewed and approved within two business days.

Creating an Event in RUInvolved

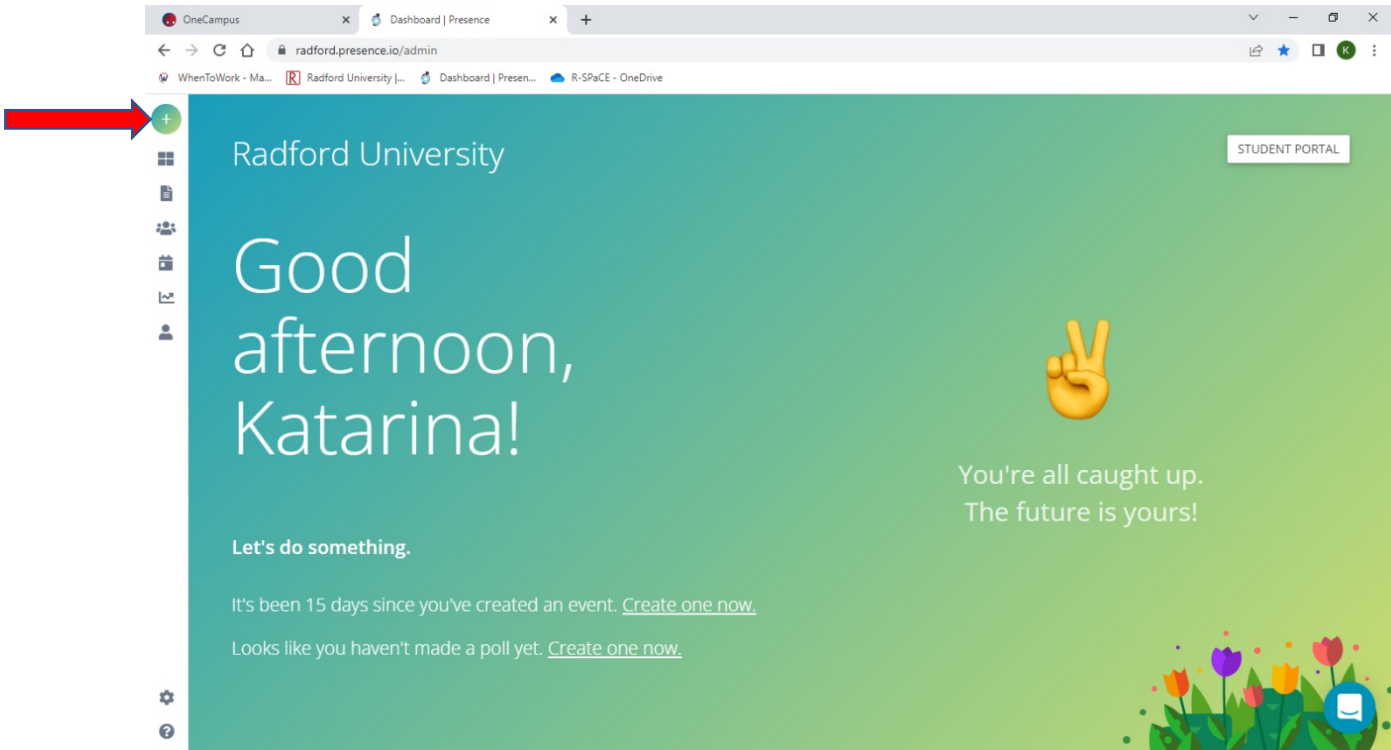
1. Visit www.radford.edu/ruinvolved or the Student Activities tile on One-Campus



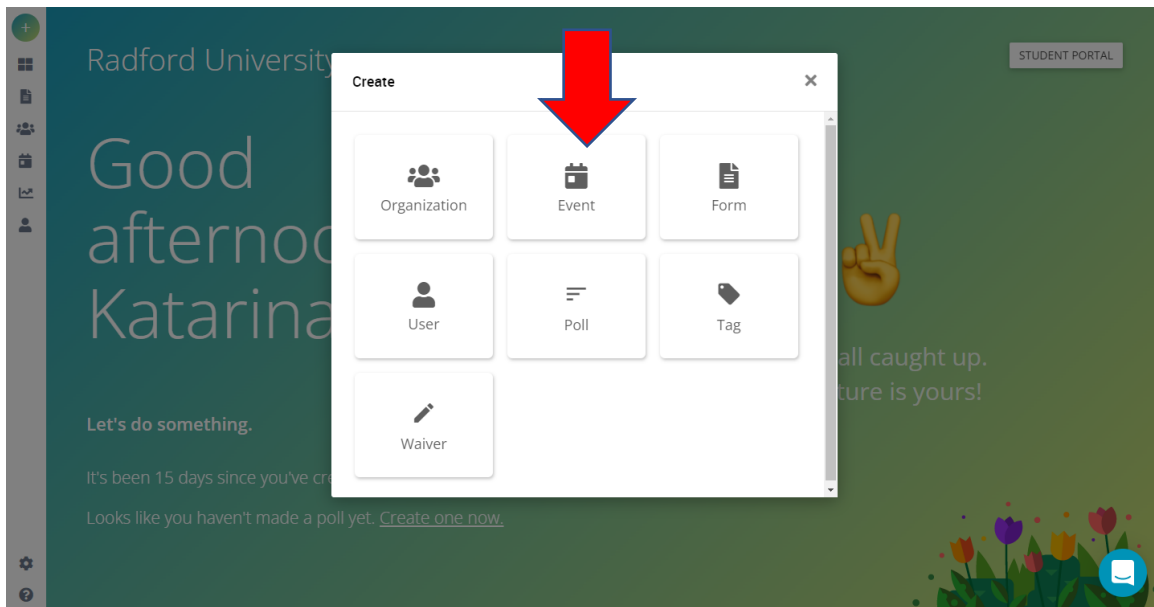
2. Log in with your credentials and you will see Admin Dashboard in the upper right dropdown.



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

Event Registration
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

H1 H2 H3 H4 H5 H6 P PRE **B** *I* U ↺ ↻ ↺ ↻ ⌂ ⌂ ⌂ ⌂ ⌂ ⌂

WORDS: 0 CHARACTERS: 0

Settings and Help icons are visible on the left sidebar.

Time & Location

Start Date/Time * End Date/Time * Location *

Contact Information

Contact Person

Contact Email

Name of Advisor

Advisor Email

RSVP Link
Requires http:// or https://

Cover Image *
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.

UPLOAD SEARCH

Choose Image

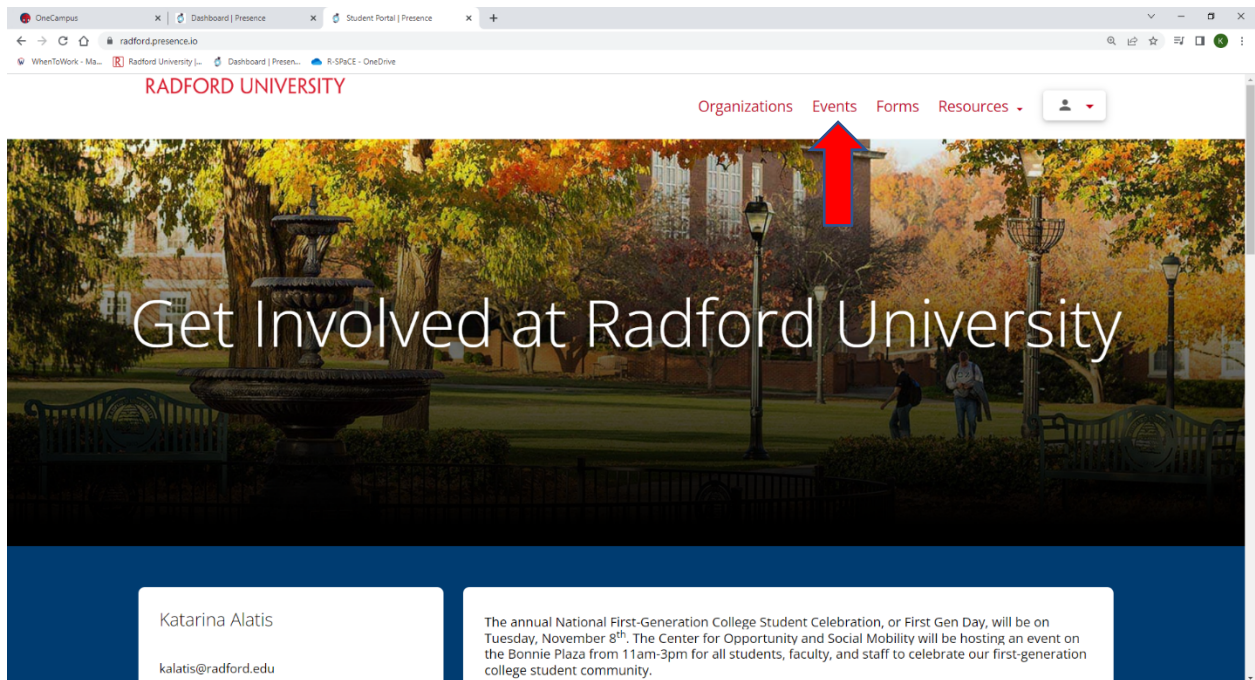
Waiver

Waiver

Settings and Help icons are visible on the left sidebar.

**** 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.



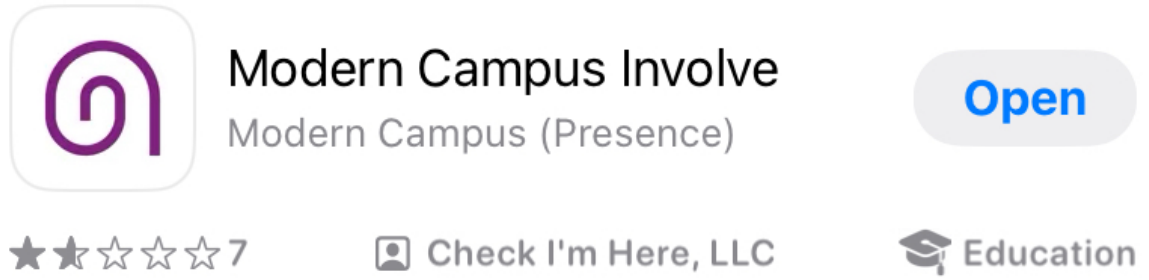
**** If your event spans multiple days, it will only show up on the main events page the first day that the event is happening. Click the calendar tag to view it in calendar mode.**

The screenshot shows the Radford University Events page. At the top, there is a navigation bar with the Radford University logo and links for Organizations, Events, Forms, and Resources. Below this is a large banner with the word "Events" in white text. A search bar is located below the banner, followed by filter buttons for CATEGORY, ORGANIZATIONS, TAGS, and DATES. A red arrow points to a calendar icon in the filter menu. Below the filters, there are four event cards:

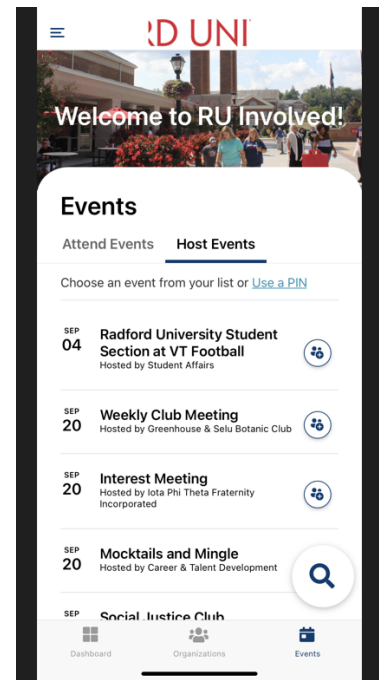
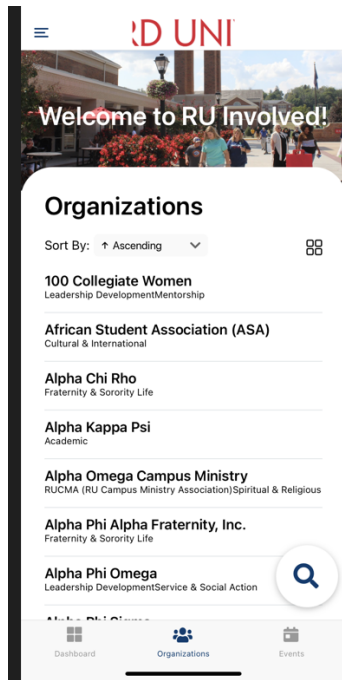
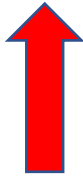
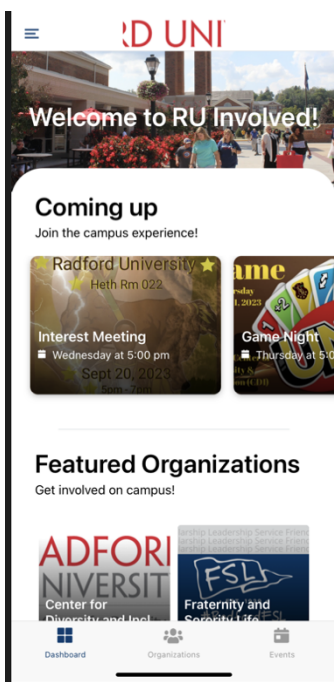
- Clothing Drive**: Interfraternity Council (IFC), 10/31/2022 - 8:00 AM, All Residence Halls and FSL Office.
- Construction on Lawrence**: Phi Delta Theta, 11/05/2022 - 2:00 PM, 1009 Lawrence St Radford VA.
- Construction on Lawrence**: Phi Delta Theta, 11/05/2022 - 2:00 PM, 1009 Lawrence St Radford VA.
- RUC AMSA Blood Drive**: Radford University American Medical Student Association (AMSA), Monday, November 7, 2022, 10:30 a.m. to 3:30 p.m., Highlander House.

Tracking Attendance

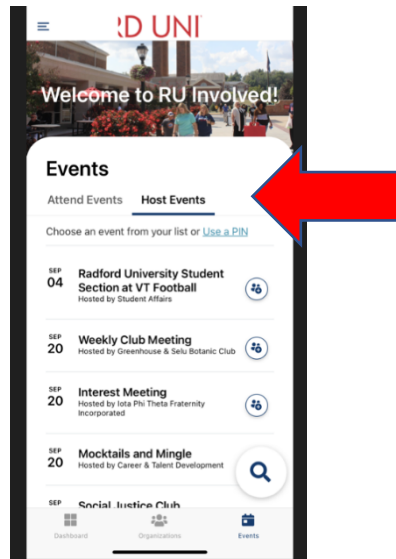
1. To prepare for your event, download the Modern Campus Presence app on a phone or tablet.



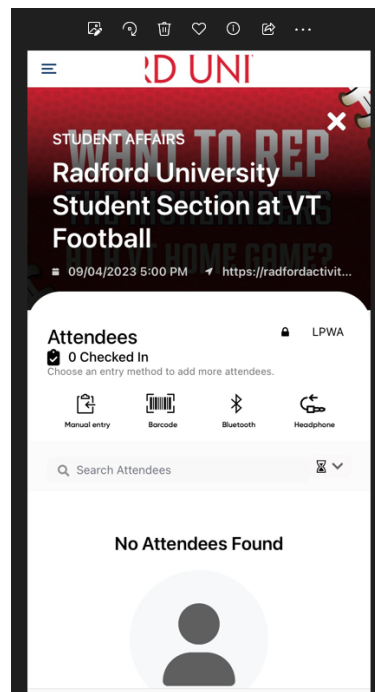
2. When you first open up the app, the screen will look like this. You will see the main dashboard. At the bottom of the screen, you will also have the option to click on organizations and events.



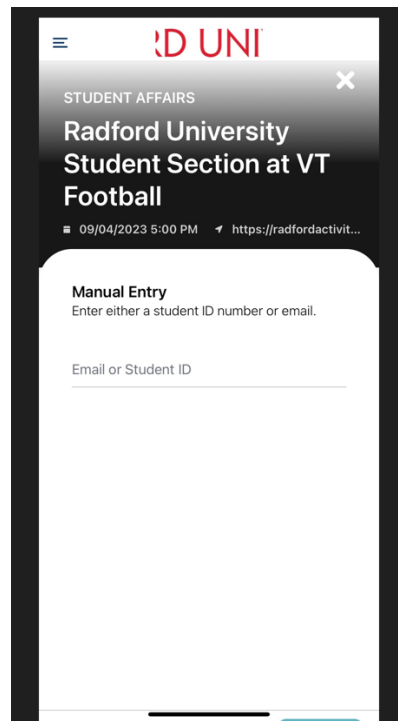
3. If you are an administrator for an organization that is hosting the event, on the events tab you will select 'Host Events.'



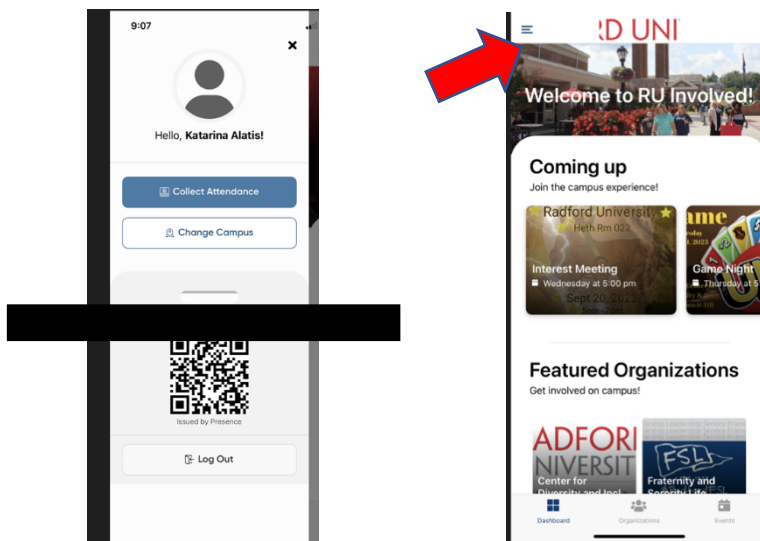
4. There are a few different ways to check folk into your event. There is manual entry, barcode, Bluetooth or headphone. We recommend manual entry or barcode.



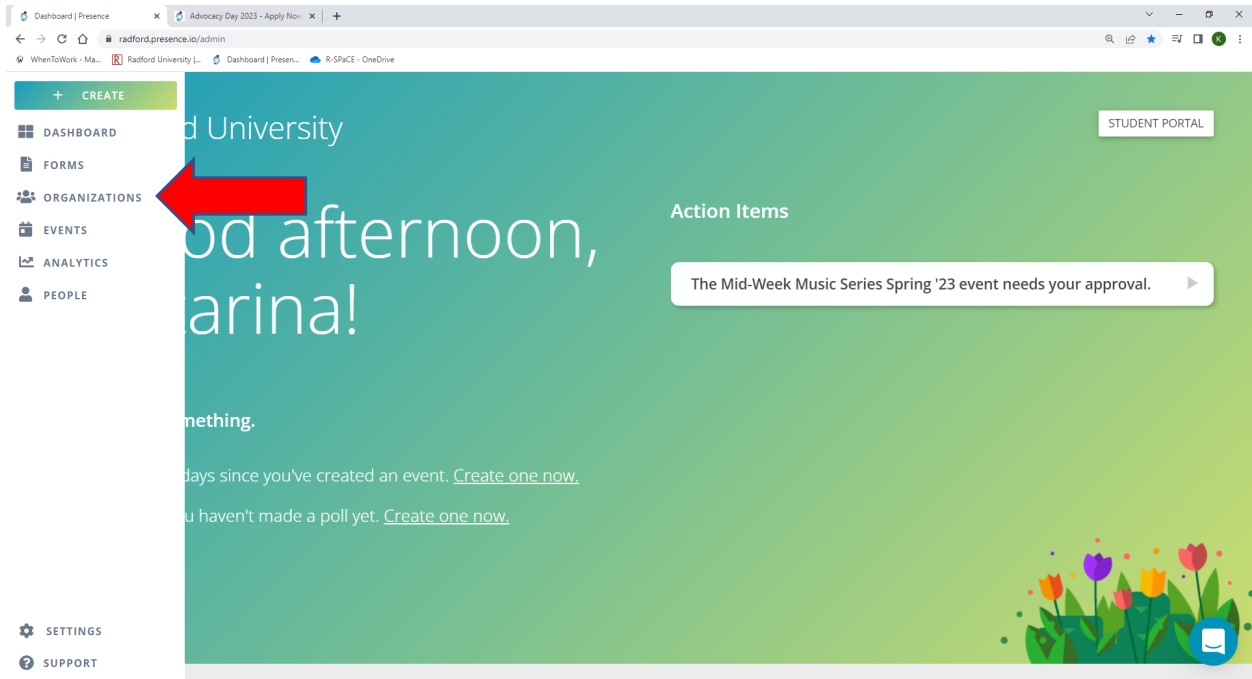
- a. If you chose manual entry, you can check someone in via their email address or ID Number.



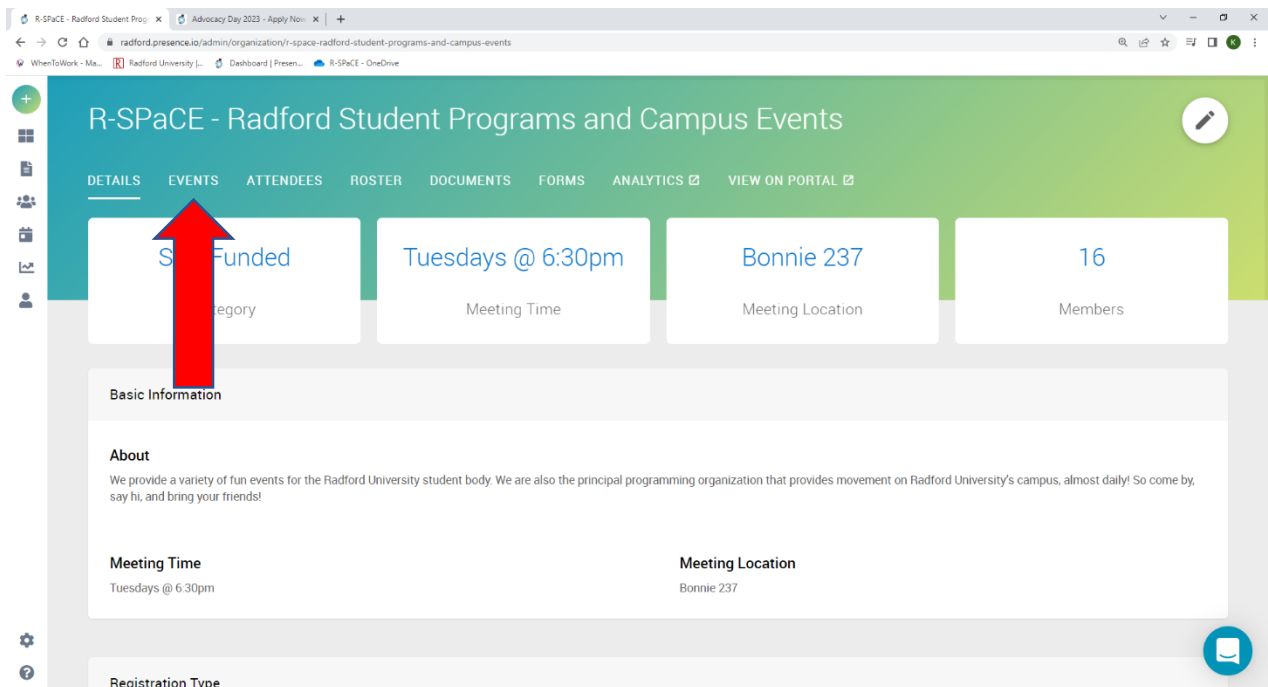
- b. If you chose barcode, there is a QR code that individual users have within their app. The red arrow is how you can get to the QR Code.



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.

The screenshot shows the R-SPaCE dashboard with the following data:

- Past Events: 3
- Total Attendees: 146
- 30 Day Attendees: 146

The "Upcoming Events" section displays a message: "Woops! We couldn't find any upcoming events."

The "Past Events" table contains one entry:

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

The screenshot shows the R-SPaCE dashboard with the following data:

- Past Events: 3
- Total Attendees: 146
- 30 Day Attendees: 146

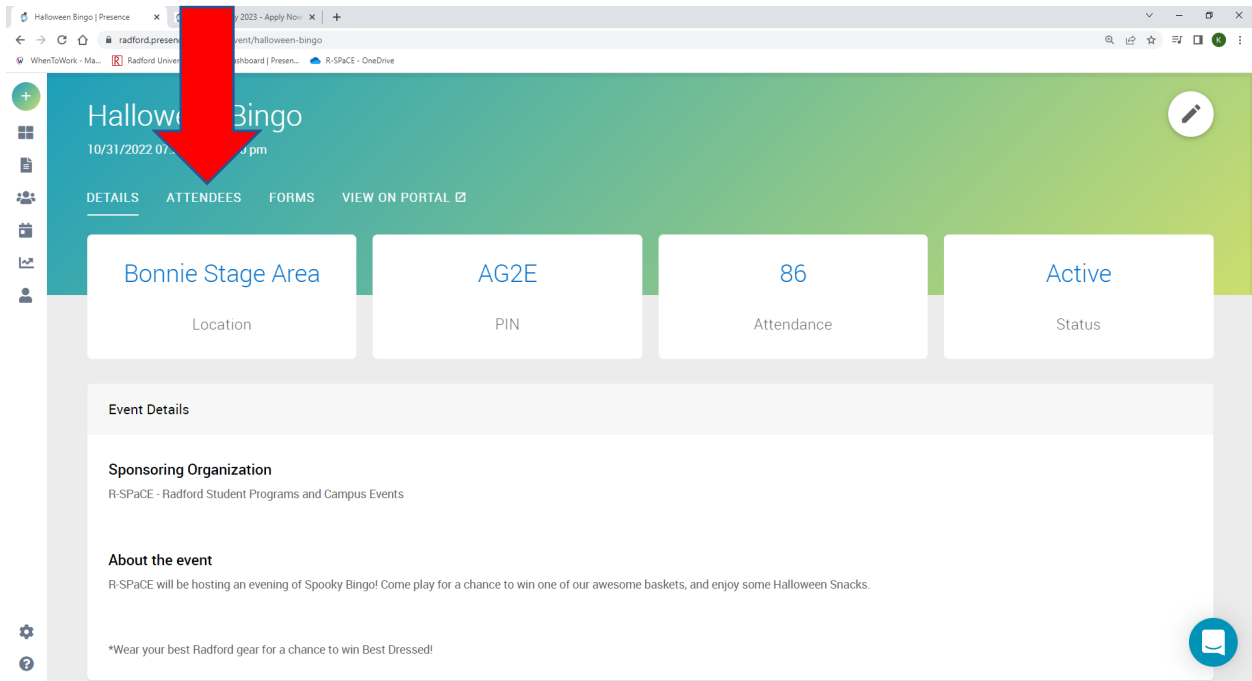
The "Upcoming Events" section displays a message: "Woops! We couldn't find any upcoming events."

The "Past Events" table contains three entries:

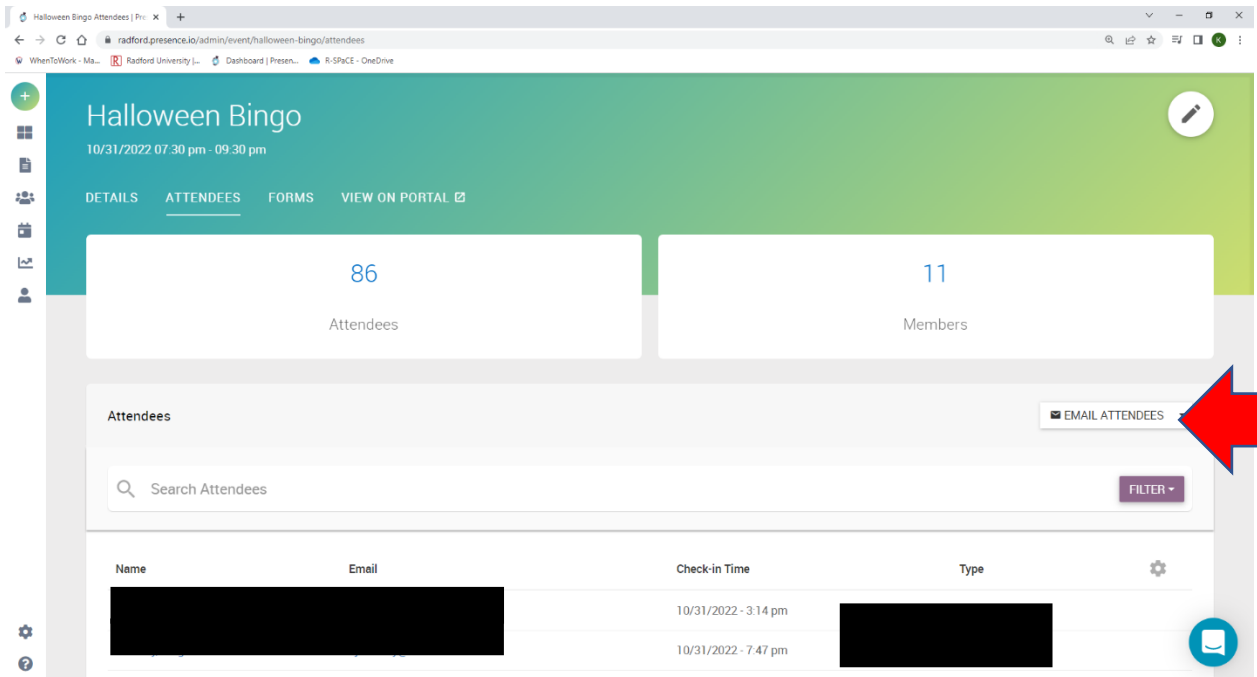
Title	Date/Time	Location	Attendees
Halloween Bingo	10/31/2022 - 7:30 PM	Bonnie Stage Area	86
Halloween Movie Double Feature	10/28/2022 - 8:00 PM	Bonnie Auditorium	5
Halloween Craft Bash	10/26/2022 - 5:30 PM	Bonnie Stage Area	55

A red arrow points to the "Attendees" column of the table.

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



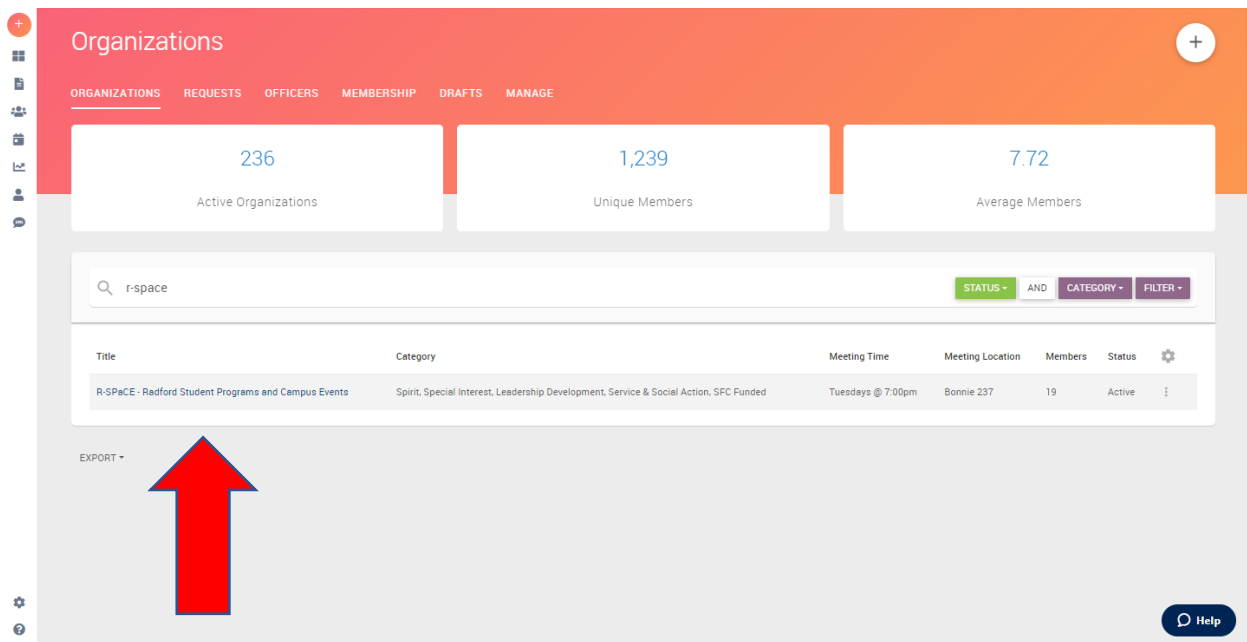
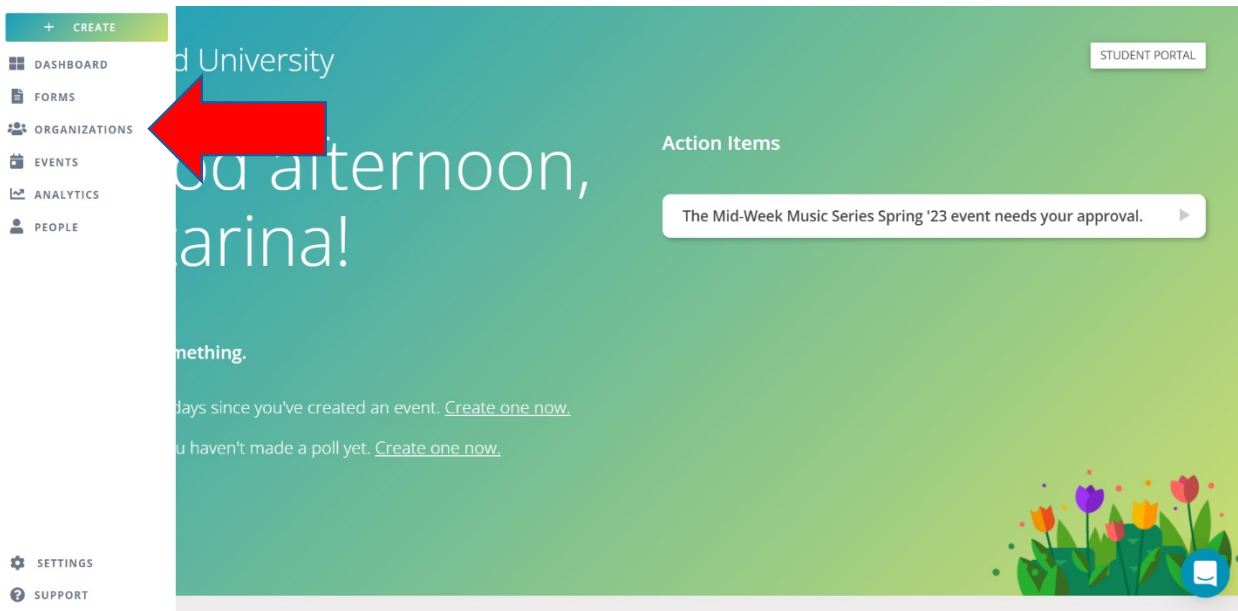
16. Click “attendees” and you will see a tab in the middle, right that says ‘email attendees.’ This will open your Outlook Email and will include anyone that attended in the bcc field.



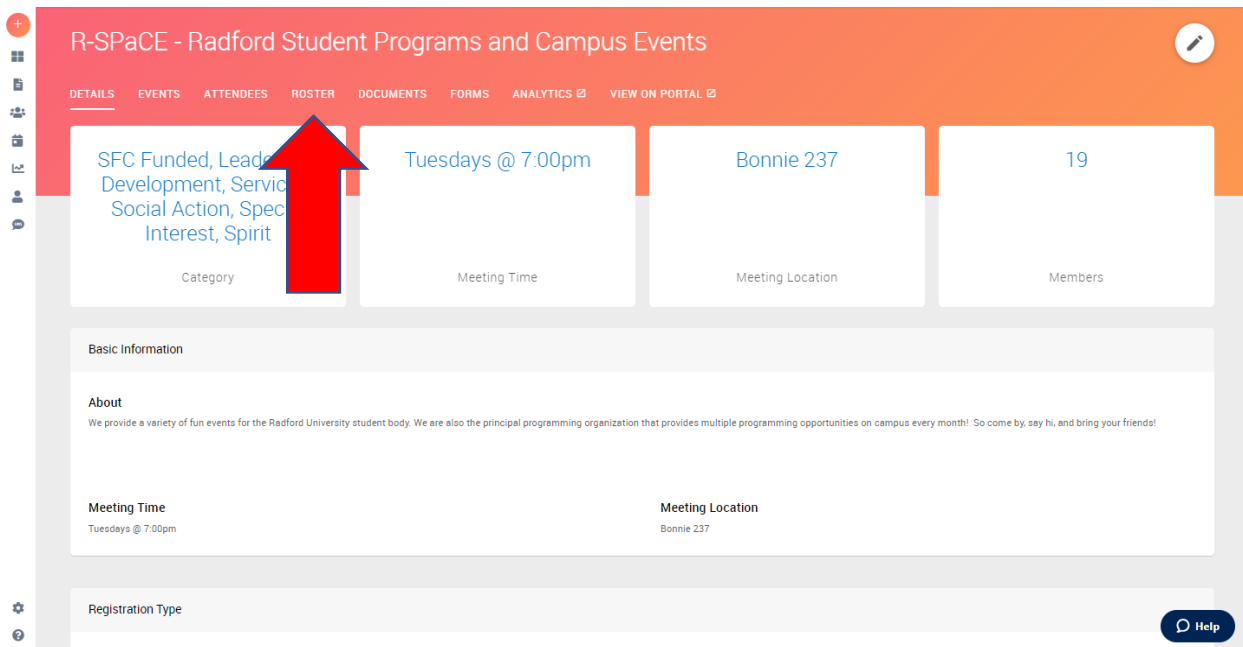
Updating your Organization's Roster

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!

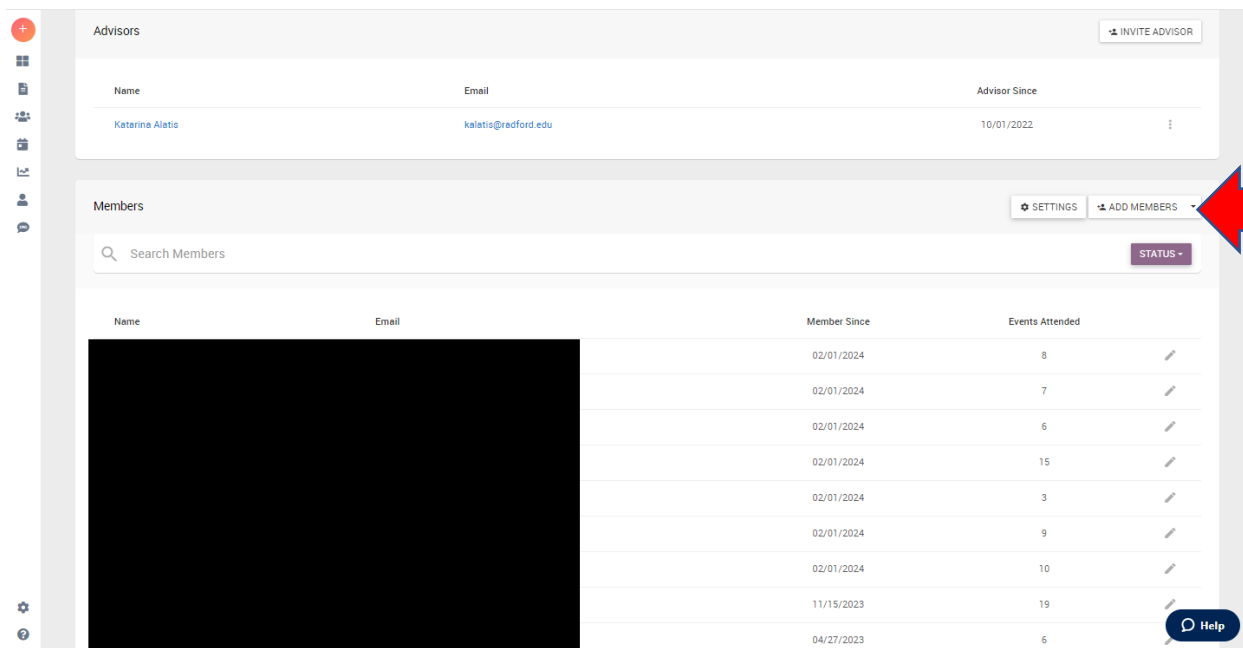
1. Log into the Admin Dashboard and click on organizations. Click on your organization that you are trying to update.



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.



- 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!

