



ANCHOR LINK

Instructions for Using Events

Important Event Registration Information:

- **Events are not auto-approved but must be approved by a site administrator.**
 - Events are reviewed on a daily basis during the work week for approval.
 - Most events are approved immediately upon review
 - Events occurring in large events spaces (ex. Langford, Student Life Center, Sarratt Cinema) need to be reviewed by the manager of that space before being approved
 - Events with special needs (ex. Police, Plant Operations, outside amplification, etc.) may be required to attend a Special Event Registration meeting through the Office of Reservations & Events.
 - Some areas have specialized event registration and approval processes. If you fall under one of these categories, contact the appropriate office if you have questions about your event approval.
 - Fraternities or Sororities – Greek Life gives the final approval
 - Residential Education (ex. RA & LLC Programs) – Res Ed gives the final approval
 - Law School – Chris Meyers gives the final approval
- **You can edit or cancel an event once it has been created by opening the event and clicking the “Change Details” button at the bottom of the page under “Manage Events”**
 - All event changes must also be approved by a site administrator. However, do not hesitate to make any necessary changes to your event or edit the event multiple times.
- **Creating an event through Anchor Link does not reserve a space.**
 - You must go through the Office of Reservations & Events, Virtual EMS, or the appropriate venue to book your space on campus **prior** to creating your event in Anchor Link.
- **As you progress through the Event submission process, your information is saved once you click the “Next” button.**
 - To continue where you left off or to make changes before submitting your event, log into Anchor Link and go to:
 - “Your Name” in the top right corner of the toolbar → Involvement → Submissions → Events

Creating a New Event:

Events can only be created by officers or administrators of an organization/group who have been granted administrative access. Events that have an image or flyer uploaded along with it will

appear on the home page under “Jump in with these opportunities!” You can set who can see and RSVP to the event during the creation process.

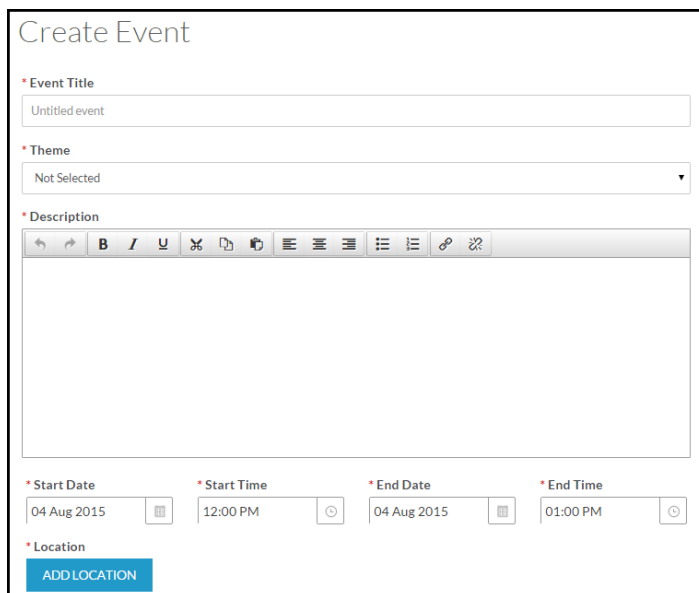
PAGE 1:

1. Go to your organization’s home page and select the “Events” on the left side toolbar
 - a. Note: You must have administrative access to your organization to create events. This can be either “All Access” or “Limited Access” to the Events feature.
 - i. All Access Administrators of a group (ex. Primary Contact, President, other designated officers) can grant you access privileges through the Roster.
2. Click “Create Event” at top of page.
3. Enter the Event Title, App Theme, Description, Start time, End time, and Location.

(Required)

4. Specify the event details- *Show to:* **(Required)**

- a. **Anyone in the world:** Anyone who accesses the site will be able to view the event without logging in.
- b. **Students & staff at Vanderbilt:** Anyone logged in with their VUNet ID can view this event.
- c. **Organization Members:** Only members of your organization can view this event.



The screenshot shows the 'Create Event' form with the following fields and options:

- Event Title:** Untitled event
- Theme:** Not Selected
- Description:** A rich text editor with a toolbar containing icons for undo, redo, bold, italic, underline, link, unlink, bulleted list, numbered list, indent, and outdent.
- Start Date:** 04 Aug 2015
- Start Time:** 12:00 PM
- End Date:** 04 Aug 2015
- End Time:** 01:00 PM
- Location:** A blue button labeled 'ADD LOCATION'.

5. Select the categories which the event fits from the drop down menu.
 - a. Categories allow users to search for events by type in the Events calendar page
6. Specify who can RSVP: **(Required)**
 - a. **Anyone:** Anyone who is logged in can RSVP.
 - i. Even if you do not need to capture RSVPs for your event, it is recommended that you select “Anyone.” Users can RSVP to events to keep track of them in their personal Anchor Link events calendar under the “Events” section of the “Involvement” drop down, which is hosted under “Your name” in the top right corner of the toolbar.
 - b. **Only invitees:** Only users that you invite through Anchor Link can RSVP.
 - c. **No one:** Use this option if the event is “closed” to certain members or RSVP is not applicable.
7. Select the categories which the event fits from the drop down menu.
 - a. Categories allow users to search for events by type in the Events calendar page.
8. Select the perks which the event offers from the drop down menu.
9. Check if you would like anyone to Self-Report Attendance at an event.
 - a. This means they would appear on the attendance report if they self-report but do not swipe in at an event.

10. Under Additional Information, provide a URL for the event website or Facebook event if applicable
11. Upload a relevant document that users can download
 - a. File size must be under 4MB
 - b. Allowable file types are DOC, DOCX, XLS, XLSX, PPT, PPTX, PDF, TXT, RTF, CSV, JPG, JPEG, GIF, PNG, TIF, TIFF, SVG, WPS, WPD.
12. Click "Next"

PAGE 2:

1. Upload a cover photo to associate with your event.
 - a. Only events with flyers will appear on the home page.
 - b. Image size guidelines are 1024px by 600px or larger, the file size limit is 10 MB, and supported file types are JPG, JPEG, GIF, PNG, and PDF.

PAGE 3:

1. Select the expected attendance at your event (**Required**)
2. Indicate who the event is being registered by (**Required**)
 - a. You should indicate what type of organization you represent in this section. Even if you are registering this event for your own organization's purposes (ex. attendance tracking) but you are not the group hosting the event, please only describe your organization here.

3. Complete information about any co-sponsors
 - a. *Note:* This information will not appear when users view your event. You should also indicate any sponsors you would like to highlight in your event description.
4. Indicate if your event is occurring in any of the listed locations on campus.
 - a. Your event will be approved once the manager of this space confirms your reservation.
5. Check all applicable boxes related to the needs of your event. (**Required**)

- a. Based upon what check boxes you select, you may be required to fill out additional forms (ex. VUPD or Security Request, Social Event with Alcohol Registration form, etc.)
6. If you would like free graphic design assistance for your event, click “ACE Design Team Request Form.”
 - a. *Note:* This form is housed on a different page of the site. You are welcome to complete your event registration and then go back and complete your design request form. ACE Design Team can also be found in the Organizations Directory.
7. Click “Next.”

ADDITIONAL PAGES:

1. Complete any additional forms prompted by the check boxes for your event needs or based on your organization type

FINAL PAGE:

Check if you would like attendance at this event to show up on a user’s Co-Curricular Resume (found under the My Involvement Section). Click Submit.

Event Invitations:

To send invitations to your Anchor Link event, open the Event page and click the “Manage Invitations” button at the bottom of the page. *(Remember: you must have administrative access to use this function)*

Anchor Link allows you to send invitations to users in two ways:

1. **Invite Users:** You can invite anyone who is a member of any organization you are a part of within Anchor Link.

- a. Users must be selected individually but you can sort by Organization and Position
2. **Invite by E-mail:** You can invite using a list of e-mail addresses

a. Since attendance tracking creates a list of e-mails of all attendees, this is a good way to invite people who have previously attended your events.

When a user is invited to an event, they will receive the invitation in either:

1. *In an e-mail*
2. *In a message in their Anchor Link inbox*

Managing RSVPs:

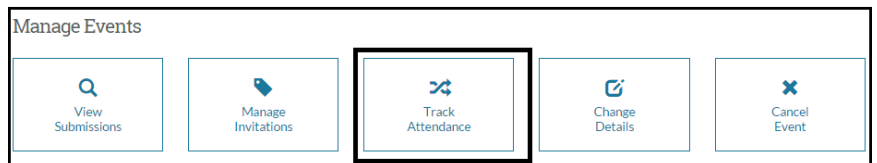
If you have an RSVP feature turned on for your event, the response of any user who RSVPs can be found by opening the Event Page and clicking the “Manage Invitations” button.

- You can click “Response” in the RSVP toolbar to sort the users by their Response (Yes/Maybe/No/Not Responded), Notify, or Show RSVP
- You can also click “Export” to download an excel spreadsheet of all users who have RSVP’d or been invited to the event to access a list of names and e-mails

Invitee	Response	Notify	Comment	Show RSVP
Sreeja Kondeti (sreeja.kondeti@vanderbilt.edu)	Yes	No	None	Show Hide
Julia Olsen (julia.e.olsen@vanderbilt.edu)	Yes	No	None	Show Hide
Adrienne Alderman (adrienne.alderman@vanderbilt.edu)	Maybe	No	None	Show Hide
Lori Murphy (lori.t.murphy@Vanderbilt.Edu)	Not Responded	N/A	None	Show Hide
Maria Linn (maria.e.linn@Vanderbilt.Edu)	Yes	No	None	Show Hide

Attendance Tracking:

To track attendance at your Anchor Link event, open the Event page and click the “Track Attendance” button at the bottom of the page. *(Remember: you must have administrative access to use this function)*



When you track attendance at an event through Anchor Link, you will automatically capture not only the total number of attendees but the following information about each attendee:

- First & Last Name
- Campus E-mail Address
- Preferred E-mail Address (if they have listed one)
- Timestamp
- Who tracked their attendance
- Any comments provided next to the user’s attendance record

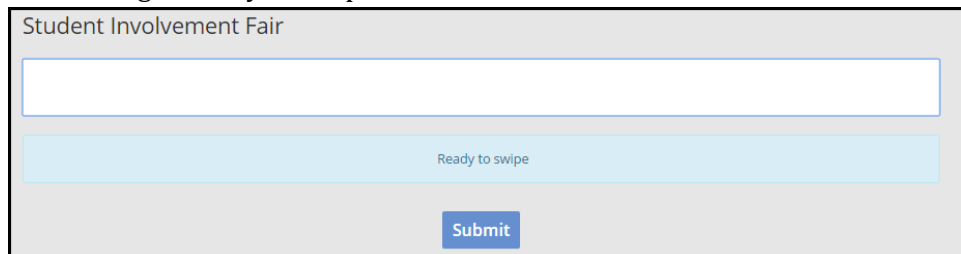
Attendance can be Tracked in 4 Ways:



Swiping using an Anchor Link Card Reader

Card readers can be checked out through a variety of offices including Sarratt 339 and can be reserved on the Anchor Link home page

- Plug in the card reader to the USB port of your laptop or desktop computer. You must be connected to an active internet connection to track attendance.
- Click the Swipe page hyperlink.
- Copy the Swipe Access Code and paste it into the Card ID box which will read “Enter Access Code” and then click “Submit.”
- Once you enter the Swipe Access Code you will see the name of your event and the message “Ready to Swipe.”



- When a user successfully swipes their card, you will see a series of dots go across the Card ID box and the “Ready” box will flash green and say “Card ID accepted”
 - Note: The mouse cursor must be clicked INSIDE the box for the “swipe” to accurately capture the individual’s attendance. After the “swipe” is accepted, you will see “success.”

Click the "+ Add Attendance" button for the following three methods:

2. Invitations

- a. If you used the invitations feature, you can simply go through and check Attended/Absent/Excused for each invited user

3. Text Entry of E-mail Addresses

- a. You can enter Vanderbilt campus e-mails and indicate a user's attendance status
- b. You can keep a running list of attendees rather than clicking "Add" each time which will take you back to the previous page.

4. File Upload of E-mail Addresses

- a. You can upload a CSV or TXT file with e-mail addresses

← BACK TO TRACK ATTENDANCE

Add Attendance

Invitations | **Text Entry** | File Upload

You may enter up to 500 e-mail addresses or card IDs in the textbox below.
Please enter only one e-mail or ID per line.
The list must contain only the identifier type selected below. If you have more than 500 attendees to add, please use the File Upload option above.

Identifier Type

E-Mail Address | Card ID Number

Attendees (one per line)

Status
Attended

ADD

Attendance Tracking Tip:

If you are using card readers at your event, it is recommended that you keep open a second tab in your browser that is open to the Text Entry page so that any attendees who did not bring their Commodore Card can enter their e-mail addresses. Keeping open a second tab that you can easily toggle back and forth between will save time and sure you always are on the correct page.

To download an Excel spreadsheet attendance report, click the **"Export"** button on the right side of the Track Attendance page. This attendance record will be permanently accessible for your organization or office in the Past Events section of your Anchor Link group.

To learn how you can most effectively utilize your attendance records, visit:

<http://www.vanderbilt.edu/anchorlink/2013/10/utilize-attendance/>